



STATE UNIVERSITY OF NEW YORK
COLLEGE OF OPTOMETRY

**PROCEDURES TO BE FOLLOWED IN THE EVENT OF
MINOR OR MAJOR SPILL**

Weekdays from 9:00am to 5:00pm, call EH&SO at 5581

All other times & EMERGENCIES, call UNIVERSITY POLICE at 5555

- 1. Notify your supervisor and contact ENVIRONMENTAL HEALTH & SAFETY (EHS) immediately at (ext 5581).** If you get voice mail, and if it is an EMERGENCY, or if it is after hours, call **UNIVERSITY POLICE (UPD) at ext. 5555** and tell the Desk officer that you need to contact EHS to report a spill.
- 2. Provide spill details to EHS or UPD:** your name, phone #, location of spill, material and quantity spilled, whether or not you have Safety Data Sheet (SDS), extent of spill, and any injuries.
- 3. Evacuate everyone from the area and without putting yourself in danger.** (review Safety Data Sheet or available information on the material to determine hazards), secure spill area immediately (close doors, place caution tape around area, cover any drains in the area, place booms down to prevent material spread, etc)
- 4. EH&S** will determine if incident has affected other areas and report problems to **facilities personnel at 5579 or 5944.**
- 5. If HazMat Response Team was called and is responding, keep out of area and wait for further instruction from EH&S.**
- 6. If you are instructed by EH&S to clean it up yourself,** (review Safety Data Sheet and any other available information for appropriate guidance, see minor spill cleanup procedures below) **use spill kit materials, and wear appropriate Personal Protective Equipment** (double glove and protective eyewear at a minimum) **to clean up spill.**
- 7. Obtain Haz Waste label from EH&S and then bag materials, label contents, and date.** Contact EH&S for pick-up.
- 8. Review with EH&S if spill needs to be reported to NYSDEC.** EHS is responsible for reporting spills to the NYSDEC
- 9. University Police will fill out a Service and Regulatory Incident Report (CS-14)** on the incident. The report will be kept on file and or shared with the appropriate college personnel for review and to prevent future occurrence.

Minor Spill Cleanup Procedures

1. Notify other people in the area that a spill has occurred. Prevent others from coming in contact with the spill (i.e. walking through the spilled chemical). The first priority is to always protect yourself and others.
2. Put on the Proper Personal Protective Equipment (PPE) such as goggles, gloves, etc. before beginning clean up. Do not unnecessarily expose yourself to the chemical.
3. Stop the source of the spill if possible, and if safe to do so.
4. Try to prevent spilled chemicals from entering waterways by building a dike around access point (sink, cup sinks and floor drains inside) with absorbent material if you can safely do so.
5. Use the appropriate absorbent material for liquid spills
6. Slowly add absorbent material on and around the spill and allow the chemical to absorb. Apply enough absorbent to completely cover the spilled liquid.
7. Sweep up the absorbed spill from the outside towards the middle.
8. Scoop up and deposit in a leak-proof container.
9. For absorbed hazardous chemicals, label the container and dispose by contacting EHS
10. Wash the contaminated surface with soapy water. If the spilled chemical is highly toxic, collect the rinse water for proper disposal.

Spill Absorbent Materials

For acid spills (except Hydrofluoric acid):

- Spill kit has absorbent for acid spills
- Sodium carbonate
- Sodium bicarbonate (baking soda)
- Calcium carbonate
- Calcium bicarbonate
- Do not use absorbent clay for acid spills

For Hydrofluoric acid (HF) spills:

- Use Calcium carbonate or Calcium bicarbonate to tightly bind the fluoride ion.

For liquid base spills:

- Use Sodium bicarbonate to lower the pH sufficiently
- Spill kit has absorbent for base spills

For oil spills:

- Oil absorb material (Oildri)

For most aqueous solutions:

- Use absorbent clay (kitty litter), vermiculite, or some other non-reactive absorbent material.

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For most organic liquid spills:

- Use absorbent clay (kitty litter), vermiculite, or some other non-reactive absorbent material.

For oxidizing liquids:

- Use absorbent clay (kitty litter), vermiculite, or some other non-reactive absorbent material.

For mercury spills:

- Do not dispose of mercury or mercury contaminated spill debris in the regular trash or down the drain.
- Use mercury spill kits to clean up any mercury spills
- If you need help collecting Mercury from a spill, contact EHS

Equipment used for cleaning up spills

- Broom and dust pan
- Sponge
- pH paper
- 1 gallon and 5 gallon bags - for collection of spill cleanup material
- Small and large Ziploc bags – for collection of spill cleanup material or to enclose leaking bottles/containers.
- Safety goggles
- Thick and thin Nitrile gloves
- Hazardous waste labels

Major Spill

A major spill is any chemical for which outside assistance to safely clean up a spill is required. If a spill of this nature does occur, immediately evacuate room and alert others on the floor. Notify UPD & EHS. A hazardous waste contractor will be contacted to clean up and decontaminate the area.

Useful Resources:

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| NYC Dept. of Env. Conservation | 718 337 4357 |
| NYS Dept. of Env. Conservation – Spills Management | 800 457 7362 / 718 482 4900 |
| CHEM TREC - 24 hour Emergency | 800- 424-9300 |