

APPROPRIATE RESPONSE STEPS FOR A SMALL SPILL.

1. Take action to stop the release (i.e., upright containers, close valves, etc.).
2. Alert others in the immediate vicinity and notify your supervisor, if possible. Ensure that extraneous personnel remain at a safe distance until the spill is completely cleaned-up. One of these people can serve as a “monitor” and alert emergency response personnel if the spill unexpectedly results in an emergency.
3. Evaluate the risks to health, property, or the environment and confirm the “small” nature of the spill.
4. Contain the spill. This may involve increasing ventilation via fume hoods or windows if a volatile material is involved, sealing floor drains, closing doors, inactivating potential sources of ignition, etc.
5. Don appropriate personal protective equipment.
6. Control the spread of liquids. If the material is a liquid and it can spread, form a dike around the perimeter of the spill with absorbent.
7. Absorb the liquid on the interior of the dike with additional granular absorbent, spill pillows, or absorbent pads.
8. Place all absorbents into a heavy plastic bucket or bag and seal the container. Scoops, shovels, tongs, and other remote handling devices work well.
9. If the spill involves solid granular or powdered material, take care not to create dusts while scooping the material into a sealable container. So long as the material is not water-reactive, it can be misted with water to prevent dust formation.
10. Decontaminate the spill area and non-disposable equipment by thoroughly cleaning with soap and water.
11. Thoroughly wash hands, arms, face, and other potentially contaminated body parts.
12. Tag the spill residues, absorbents, and disposable equipment for collection by EHS.
13. Notify EHS of the spill so follow-up action can be initiated as necessary.

APPROPRIATE RESPONSE STEPS FOR A LARGE SPILL- In the case of imminent danger to health, property, or the environment, initiate the following action:

1. Notify Supervisor and determine the level of severity.
2. For indoor releases/spills: Leave the area and pull the fire alarm to initiate building evacuation. This will initiate notification of EHS and La Tech Police.
3. For outdoor releases/spills: Notify EHS (257-2120) and La Tech Police (257-4018). If possible to do so safely (without risk of over-exposure), take action to stop the release (i.e., shutting valves,

etc.) and prevent or minimize releases to storm sewers. Do not initiate evacuation from buildings unless otherwise advised by emergency responders.

4. Render appropriate first aid. Thoroughly wash exposed areas of the skin with soap and water.
5. Remain at a safe location near the scene and present yourself to emergency response personnel to provide information: name of the chemical released, amount, location, potential hazards of the chemical and possible secondary hazards, potential receptors, etc.
6. Follow instruction from EHS and La Tech Police.
7. Large spills and spills that occur to the environment may require reporting to regulatory authorities and other follow-up action. EHS will file necessary reports.

POST INCIDENT REVIEW- EHS will conduct post incident review of Level 2 or above spills in an effort to mediate the underlying causes.

[HAZMAT RESPONSE LEVELS FOR CHEMICAL SPILLS-](#) Information provided, courtesy of the LSU Department of Environmental Health and Safety

Level 1: Minor spill in work or lab area controlled and cleaned up by workers or lab personnel. No response by University EHS or University Police

Level 2: Moderate spill which causes work area personnel to be unable to control and/or clean up. Such may include accidents where large areas in the work area are impacted by debris or chemicals. Louisiana Tech University EHS will control activities with assistance from University police and perform gross cleanup. Where injuries are involved, Call 911 and University police if needed. (Refer to NOTE under Level 3 if a serious injury is involved.)

Level 3: Large spill which is not a threat to the public and is contained or limited to the campus. When such spill occur, the individual shall immediately contact University Police and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Such spills may require evacuation of buildings under the direction of University Police. The Louisiana Tech University Emergency Response Plan for Faculty and Staff will be activated with such spill. Hazmat will be called to assist or take control where there is need for analytical assistance, site assessment and / or manpower. Hazmat will assume role of Incident Commander with assistance from EHS and University supervision/faculty.

NOTE: The Louisiana State Police Right to Know Unit and the Ruston Fire Department Hazmat Unit will be contacted if there is a hazardous materials release with:

- a. the release directly causes any injury requiring hospitalization (overnight stay) or any fatality; or**
- b. the release results in a fire or explosion which could reasonably be expected to affect the public safety beyond the boundaries of the campus; or**
- c. the release exceeds the reportable quantity during any continuous 24 hour period when that reportable quantity could be reasonably expected to escape beyond the campus; or**
- d. the incident, accident or cleanup on campus could reasonably be expected to affect the public safety beyond the boundaries of the campus (for example: evacuating its students or staff); or**

e. We have initiated a protective action beyond the campus building or area affected (blocking public streets, etc.)

Level 4: An event where a major portion of the campus is affected or the spill is a threat to the neighboring community or the environment. In this event, **The Louisiana Tech University Emergency Response Plan** will be activated immediately. individuals making the discovery should move to a safe location and then contact University Police at 257-4018. Individuals making the discovery may also contact 911 using a cell phone, 9-911 using a campus phone, then pull the fire alarm or take other appropriate emergency actions.

NOTE: Containers of chemicals or chemical mixtures that may be unstable or sensitive to movement may have to be handled as a bomb. In such cases, EHS will work through University Police to have the State Police Explosives Unit respond.