



## **Spill Prevention & Response**

University Facilities

Internal Procedure: July 1, 2013

Effective date: July 1, 2013

Last Modified: April 2013

Approved by: Bob Wells

### **1.0 Program Objective**

UF has adopted this policy to inform employees of the Spill Prevention and Response Policy. This ensures the safety and health of employees.

### **2.0 Purpose and Scope**

#### **2.1 Storage**

It is the policy of UF that all chemical substances must be stored in the proper containers to minimize the potential for a spill. Whenever possible, chemicals will be kept in closed containers and stored so they are not exposed to storm weather.

#### **2.2 Substance Identification**

It is the determination of UF to ensure that all chemicals used that may be potentially spilled or released are kept on the chemicals with potential spill or release list, which may be found on the last page of this policy. The chemicals list will consist of chemicals used at UF facilities.

#### **2.3 Spill Kits**

It is the policy of UF that spill kits must contain the appropriate supplies for the materials that may be spilled. The supplies will be easily accessible when required and considerations will be made for both the type and quantity of materials. Spill kits will consist of but not limited to the following:

- 10 white absorbents for oil
- 10 gray absorbents for all chemical spills
- Plastic bags with waste labels
- 6 gallon empty recover drum

- Vermiculite or other absorbent
- Broom and pan
- Personnel protective equipment (gloves, goggles, dust/mist mask)

It is the determination of UF to ensure the availability of adequate spill response supplies by periodic inspection to assess their availability and adjust inventory as necessary.

## 2.4 Training

It is the policy of UF that all employees will be instructed on the proper response procedures for spilled materials. The following procedures will be carried out in the event of a spill.

**2.4.1** Immediately contact **Robert McCrary-Environmental Safety (Office) 864-656-0959, (Cell) 864-650-6601**

**2.4.2** At all times, there will be one person on call and available to respond to an emergency, who will be responsible for coordinating all hazardous waste emergency response measures.

**2.4.3** This individual will be designated the Emergency Coordinator, and will have the authority to mobilize all resources necessary to carry out procedures outlined in the plan. All hazardous waste generating operations and activities at the location and characteristics of hazardous waste, the location of records, and location of all emergency response and spill cleanup and control equipment.

**2.4.4** In the event of a hazardous waste release the Emergency Coordinator, or alternate, must be contacted immediately.

**2.4.5** A mobile communication system (i.e., telephone, radio, walkie-talkie, or cellular phone) will be available near the storage locations during transfer operations. If fuel delivery trucks are equipped with a communication system, that will be considered adequate means for emergency communication.

## 2.5 The Need of Outside Support (Larger Spills)

Contact **Robert McCrary-Environmental Safety**, or individual directed by the Emergency Coordinator, will make the necessary contact with outside support and regulatory agencies.

## 2.6 Spill Events

In the event of an incident involving a large spill (greater than 1 gallon of hazardous material or 1 pint of acutely hazardous material) the Emergency Coordinator will immediately notify the Environmental Health and Safety Department. The Emergency Coordinator will summon additional assistance, if necessary (i.e., local or state emergency response teams, fire depts., etc.)

## 2.7 Appropriate PPE

Determine exact source of leak or spill, amount, and area affected by the release. After putting on the personal protective equipment and after assessing the nature of the hazards and hazardous chemicals, remedy and stop the point source spill, if safe to do so. Stop spill material with standard industrial absorbent. Take the necessary action to keep the spill from spreading. Spread absorbent to surround and absorb the spilled material and collect contaminated material (absorbent, rags, disposal suits, etc.) into a recovery drum and label for proper disposal.

#### 2.8 Oil Spill Waste

Oil spill waste will be cleaned up using spill absorbent material, and drummed for off-site disposal. Free liquid is pumped into UN approved 30 or 55-gallon drums. The UTPS Environmental Protection Division using approved UT System Vendor disposes of waste generated.

#### 2.9 Hazardous Waste Releases

The emergency coordinator must, immediately after an emergency, provide for the treatment, storage, or disposal of recovered waste, contaminated soil or surface water, or any other material that results, from a fire, explosion, or other release at the facility.

#### 2.10 Housekeeping

It is the policy of UF that areas where chemicals may be used or stored must be maintained using good housekeeping best management practices. This includes, but is not limited to clean and organized storage, labeling, and secondary containment where necessary.

#### 2.11 Communication Measures

The following emergency contacts will be summoned by telephone or directly in the event of a spill of any quantity that is either indoors or outdoors.

Emergency contact numbers will be posted at telephones located throughout the facility.

The following information should be provided when reporting a spill:

1. Identity of the caller
2. Contact phone number
3. Location of spill
4. Type of product spilled
5. Quantity spilled
6. Extent of actual and/or potential water pollution
7. Date and time of spill
8. Cause of spill

