

DATE: August 24, 2015

SUBJECT: Spill Response and Clean-Up Procedure

In the event of a chemical spill, the individual(s) who caused the spill is responsible for prompt and proper action. It is also their responsibility to notify the superintendent for spill control and personal protective equipment appropriate for the chemicals being handled. The following are general guidelines to be followed for a spill.

1. Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
2. If there is a fire or medical attention is needed, contact NAI office and public safety at 911.
3. Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse.
4. If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
5. Wear personal protective equipment, as appropriate to the hazard(s). Refer to the safety data sheet or other references for information.
6. Consider the need for respiratory protection. Never use a respirator or self-contained breathing apparatus without proper training. Never enter a contaminated area without protection or use a respirator without training. If respiratory protection is needed and no trained personnel are available, call NAI office. If respiratory protection is used, be sure there is another person outside the spill area in communication, in case of an emergency. If no one is available, contact NAI office.
7. Using the chart below, determine the extent and type of spill. If the spill is large, if there has been a release to the environment or if there is no one knowledgeable about spill clean-up available, contact NAI office and public safety at 911 if necessary.
8. Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.
9. Contain and clean-up the spill according to the table above.
Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splash or spread of the spilled hazard.
10. When spilled materials have been absorbed, use protection to place materials in an appropriate container. Polyethylene bags may be used for small spills.
11. Complete a hazardous waste sticker, identifying the material as spill debris involving xyz chemical, and affix onto the container. Spill control materials will may need to be disposed of as hazardous waste, contact the office if unsure. Decontaminate the surface where the spill occurred using a mild detergent and water, when appropriate.
- 12. Report all spills to your supervisor, NAI office. Supervisor must report any spill to the client or owner.**

Category	Size	Response	Treatment materials
Small	Up to 10 fl. Oz.	Chemical treatment / absorption	Neutralization / absorption spill kit
Medium	10 fl. Oz. - 1 gal.	Absorption	Absorption spill kit
Large	More than 1 gal.	Call NAI office	Absorption spill kit / outside help