

Weber State University

Chemical Spill Clean-up Standard Operating Procedure



WEBER STATE UNIVERSITY
Environmental Health & Safety

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I. Purpose

This standard operating procedure (SOP) is intended to protect Weber State University (WSU) employees and the campus community by providing guidance and instruction on managing a chemical spill or personal exposure effectively.

II. Scope

This SOP applies to all faculty, staff, and students using, transporting, or storing chemicals in laboratories and areas of responsibility at WSU.

III. Spill Classification

A. Minor Chemical Spill Definition

Minor indoor spills that present no immediate, significant threat to personal health or safety or being released to the environment are to be cleaned up by the person responsible for the spill. The responsible party at the scene will ensure:

1. The material spilled is known.
2. The material spilled is not highly toxic.
3. The quantity spilled is reasonably able to be contained.
4. There is no fire hazard present.
5. The spilled material has little or no potential to reach the environment or is not an environmental hazard.
6. The spill is not in a common area (not accessible to the general public).
7. Medical attention is not required as a result of the spill.
8. No more than regular PPE is required.
9. Onsite personnel are trained, equipped, and competent to clean up a spill.

B. Major Chemical Spill Definition

A major spill or release is one in which any of the following conditions apply.

1. The responsible party is unknown (it is an orphan spill) or the material spilled is unknown.
2. The material is highly toxic.
3. A large quantity was spilled (or undetermined amount).
4. A significant fire hazard may be present.

5. Someone was contaminated with the chemical, had to go to Work Med, or required substantial first aid.
6. The material has the potential to reach the environment or the general public.
7. Advanced PPE is required to respond to the spill.
8. Onsite personnel are not trained or equipped to clean up a spill.
9. A responder is unsure whether the spill should be considered Minor or Major.

IV. Chemical Spills: Clean-up Procedures

A. Procedure for a minor spill.

1. Report the incident to the manager or professor.
2. Put on the proper PPE.
3. Locate and use the nearest spill kit.
4. Place absorbent socks or pads around the spill to contain and protect any drain from contamination.
5. Place all the soaked material inside a black garbage bag (if the spill included glass, place the bag in a secondary container to avoid injury).
6. Seal the bag and fill out the hazardous waste pick-up form from the EHS website.
7. Report the incident to the manager, supervisor, or professor and insure a near miss report is filed with EHS.
8. Ensure that the spill kit is replenished.

B. Procedure for Major Spill

1. Evacuate the immediate area. Call Environmental Health and Safety at 801-626-7707 or 911 during work hours (8-5). After hours, call 911. State your name, spill location (physical address) and your location, chemical(s), and the amount spilled.
2. Wait in a safe area for the response team. Personal knowledge of the area will assist them.
3. Do not allow unauthorized personnel to enter the contaminated area.
4. Report the incident to the supervisor, professor, or manager so they can fill out an Individual's Report of Incident Form and a Supervisor's Report of Incident Form.

C. Spill inside a fume hood

1. Stop all sources of ignition.
2. Attend to any persons contaminated or injured.
3. Close the sash and place a note indicating “DO NOT OPEN: Spill inside.”
4. Press the purge button located on the fume hood alarm.

a. Volatile Chemicals

- i.* Allow volatile chemicals to vent.
- ii.* Use a chemical spill pad.
- iii.* Pick up pads with tongs or devices that minimize direct contact with a gloved hand.
- iv.* Place in the polyethylene bag.
- v.* Wipe the area down with a wet paper towel.
- vi.* Dispose of the paper towel with the waste generated from the spill clean-up.
- vii.* Seal the bag with tape and attach a completed hazardous waste sticker.

b. Corrosive Chemicals

- i.* Read SDS (spill section).
- ii.* Put on chemical-resistant gloves.
- iii.* Retrieve necessary absorbent materials and disposal bag from the spill kit.
- iv.* Open the sash to the proper working height, place absorbent materials around the spill, and let the materials absorb the spill.
- v.* Place all the soaked absorbents into the waste bag.
- vi.* Fill out the EHS form: Hazardous Waste Pickup Request.

V. Chemical Exposures

Attend to any people who may have been contaminated. Consult the Safety Data Sheet (SDS) for first aid information.

A. Chemical spill on body

1. Wash thoroughly with water for 15 minutes using the nearest emergency shower. Remove any contaminated clothing that may retain the chemical(s) or prevent the thorough washing of the skin.
2. Depending on the chemical, additional medical treatment may be required. Consult the specific laboratory procedures.

3. If in doubt about further treatment, call the Department of Public Safety at (801)626-6460 or 911.
4. Report the incident to your supervisor and complete the Individual Report of Accident and Supervisors Report of Accident forms.

B. Chemical in Eye

1. Immediately flush eyes with copious amounts of water for at least 15 minutes, removing contact lenses if possible.
2. Seek medical attention if warranted. Go to the nearest Work Med from 8 a.m. to 5 p.m. After hours go to the nearest emergency room.
3. If possible, obtain the Safety Data Sheet and provide it to the treating physician. Then, report the incident to the supervisor and complete the Individual Report of Accident and Supervisors Report of Accident forms.

VI. Spill Kits

It is the responsibility of each lab to have the appropriate spill clean-up kits.

For recommendations, please contact EHS at (801)626-7707.

Example spill kit.

- 1 Pen, 1 Sharpie, 4 hazardous waste labels
- 3 black garbage bags
- One dustpan and broom set
- Caution tape
- Spill clean-up instructions
- 10 Universal spill pad
- 10 Chemical spill pads
- 7 lbs. Absorbent (kitty litter or similar product)
- One 3x10 foot absorbent sock
- PPE
 - 4 Pairs of disposable nitrile gloves
 - 2 pairs of Tyvek shoe covers
 - Disposable apron without sleeves
 - One pair of safety glasses