

1. Purpose

Chemical spills can occur at any time. This procedure will serve as a guide to individuals who are present when a spill occurs or who find a spill. The purpose is to ensure the safety of people, property and the environment should a chemical emergency occur.

2. Scope

This reporting procedure applies to students, faculty and staff working or living on the KSU campus.

3. Responsibilities

Minor spills can be cleaned up by properly trained KSU personnel. KSU Police Emergency is the primary contact when a major chemical spill occurs.

4. Procedure

A minor spill is a laboratory size spill where the chemical is known and proper training has occurred for personnel to feel competent to safely contain and clean up the spill.

- The procedure to handle a minor chemical spill is as follows:
 - First, always ensure the safety of yourself and others in the area
 - Contain the spill with items from an appropriate spill kit
 - Clean up the spill
 - Solid materials, such as powders, can be confined by collecting them and placing them in a sound container.
 - A broom and dustpan or a shovel of compatible material can be used to simply scoop the solid material up and place it into its new container.
 - The spilled material may be containerized by vacuuming it up with a vacuum specially designed for the purpose. The vacuum must be made from a material that is compatible with the material that is to be recovered. The exhaust air from the vacuum must have a filter or treatment system to prevent the release of the substance into the air.
 - Confine the material to the area of release by covering the material to prevent its spread by wind, rain, or tracking. The covering should be waterproof and secured at the ends to prevent movement. It should also be compatible with the spilled material.

- Liquids can be contained by dikes, dams or similar barriers such as spill socks.
 - Soak up the spilled material with a compatible material from a spill kit or clay, charcoal, sawdust or resins. The absorbent must be compatible with the spilled material.
- Gases and vapors may be stopped or reduced by applying a specially designed agent such as an aqueous foam blanket.
 - A commonly used fire suppressant may work well for flammable organics, but may not work at all on inorganic acids such as nitric acid. It is important to ensure that the confinement method chosen will work for the particular situation. No single foam is effective on all volatile hazardous substances.
- Bag the waste and properly label it for disposal.
- Prepare a waste card in Chematix.
- Replenish the supplies from the spill kit.
- Examine what went wrong and how to avoid a spill in the future.

A major spill is one where medical attention is required, it involves a violent on-going reaction or fire, or the chemical is highly dangerous or unknown.

- The procedure to handle a major chemical spill is as follows:
 - First, always ensure the safety of yourself and others in the area.
 - Close the fume hood sash if the spill occurs in the hood and it can be done safely.
 - Turn off equipment.
 - Leave and secure the area.
 - Guard the door to keep people out or post warning signs on doors especially if there is more than one entrance.
 - If it is necessary to evacuate a larger area than you can reach, then pull the fire alarm.
- Call KSU Police – ext. 6666 or 470-578-6666 or the Marietta Campus Police – ext. 5555 or 678-915-5555
- Provide the following information
 - Your name.
 - Your contact number.

- Location of the spill.
 - What spilled.
 - How much spilled.
 - Any other problem of which they should be aware (someone unconscious, hurt, etc.).
 - Location of any special needs occupants who may need assistance evacuating the building.
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- KSU Police will contact the emergency hazardous materials company and KSU Environmental Health and Safety. Tradebe Treatment and Recycling is our hazardous waste company. The emergency response company that is subcontracted through them is SWS in Mableton, GA. The 24 hour emergency number is 877-742-4215.
 - Stay in the safe area until authorities are on scene and no longer need any information from you.
 - After the emergency, determine the cause of the spill and examine ways to prevent it from happening again.