

Introduction

In the event of an oil spill, the individual(s) who caused the spill is responsible for prompt and proper clean-up. It is also their responsibility to have spill control and personal protective equipment appropriate for the chemicals being handled readily available.

The following are general guidelines to be followed in the event of an oil spill. **If there is a fire or medical attention is needed, contact KSU Public Safety at extension 6666 or 470-578-6666 or the Marietta campus at extension 5555 or 678-915-5555.** Otherwise:

- Immediately cease other operations in order to effectively contain the spill.
- Temporarily block off the area of the spill to keep people and equipment from spreading the oil.
- Immediately alert area occupants and supervisor and evacuate the area, if necessary.
- 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 (entered the drainage system) or if there is no person knowledgeable about spill clean-up is available, contact the Kennesaw campus Public Safety at 470-578- 6666 or the Marietta campus’s Public safety at 678-915-5555 or KSU EHS at 470-578-3321 immediately.

Category	Size	Response	Treatment Materials
Small	Up to 1/3 gallon (1 L)	Chemical treatment (degreasing) or absorption	Degreasing cleaners or absorption spill kit
Medium	1/3 gallons - 2 gallons	Absorption	Absorption spill kit
Large	more than 2 gallons	Call KSU public safety at 470-578-6666 or the Marietta campus’s at 678-915-5555	Outside help

Responding to Incidental (Small) Spill

- Wear protective oil-resistant gloves.
- Contain the spill and prevent environmental release by using oil rags and spill socks to protect drains, including floor and storm drains.
- Using oil rags, absorbent granules or other appropriate spill control materials, soak-up the spilled oil. Apply the loose spill control material over the entire spill area and work from outside in a circular motion toward the inside.
- If necessary, use appropriate degreasing-cleaners to remove residual oil materials.

- If the spill is as a result of a leak from a fixed equipment (e.g. elevator, generator), place a container under the leak, if possible, so as to capture the leaking oil. Report the leak to the maintenance department for repairs.
- If the spill is from mobile equipment (e.g. forklift, vehicle), contain the spill with booms, temporary curbing and limit the movement of the equipment until repairs are made.
- After all the spilled material has been absorbed, scoop the material and place it into a designated container together with the oil-contaminated materials - rags, booms, socks etc.,
- Label the container "Oil Spill Debris" and place the container in the waste accumulation area for your area or call KSU EHS&RM at 470-578-3321 to arrange for pick- up.

Responding to a Large Spill (More than 2 gallons)

- Call the Kennesaw campus emergency number 470-578-6666 or the Marietta campus's emergency number 678-915-5555 to report the incident giving details about the location, source and size of the spill. Also give your contact information including telephone number.
- If it is possible and safe to do so, block off the area to keep people and equipment off the spill.
- Take any necessary and safe measures to prevent the spill from getting into the water system.