



UNIVERSITY POLICY

SUBJECT:	HEALTH AND SAFETY	TITLE:	CHEMICAL SPILL PREVENTION AND MITIGATION		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Senior Vice President for Administration		Responsible Office:	Emergency Management and Occupational Health and Safety	
CODING:	00-01-45-45:00	ADOPTED:	02/16/94	AMENDED:	08/05/10

LAST REVIEWED: 08/05/10

I. PURPOSE

The purpose of this policy is to minimize and, where possible, eliminate health and safety hazards and/or exposures to all University of Medicine and Dentistry of New Jersey (UMDNJ) employees, students, volunteers, patients, and visitors from incidents involving spills, leaks, or discharges of hazardous chemicals that may occur at UMDNJ facilities and grounds.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Executive Director of Emergency Management and Occupational Health and Safety (EMOHS), in collaboration with the Director of Environmental and Occupational Health and Safety Services (EOHSS), shall implement this policy and provide guidance and technical assistance to all UMDNJ Departments in complying with this policy, as well as other University plans, procedures, and protocols, including the University Emergency Operations Plan (U-EOP).

III. APPLICABILITY

This policy describes procedures for University employees, volunteers, and students to use for the prevention of incidents involving hazardous chemicals in the workplace. This policy does not address fires, nor biological, chemotherapeutic drug, and radiological spills. The procedures also describe the necessary actions of employees, volunteers, and students during a spill, leak, discharge, or chemical exposure incident, but prior to the arrival of the University's internal Emergency Responders (ER), local ER, and/or ER vendors under contract.

IV. REFERENCES

- A. Regulated Medical Waste [00-01-45-15:00](#)
- B. NJ Worker and Community Right to Know Act [00-01-45-25:00](#)
- C. Hazardous Waste Management [00-01-45-35:00](#)
- D. Laboratory Safety [00-01-45-55:00](#)
- E. Fire and Life Safety [00-01-45-60:00](#)

V. POLICY

A. Requirements:

1. Preventive Measures/Safe Work Practices:

Standard Operating Procedures (SOP; non-laboratory setting) or a Laboratory Safety Plan (LSP; laboratory setting) shall be maintained and employed by each school/unit/department (respectively) to ensure awareness and empowerment regarding the use, storage, and handling of hazardous chemicals on University premises.

2. Reporting Incidents:

- a. All spills, leaks, and discharges shall immediately be reported to the Department of Public Safety emergency number on a 24-hour x 7-day basis. Public Safety Communications will contact EOHSS with the initial details of the incident.
- b. The person reporting the incident shall notify the administrator, manager, or supervisor of the department where the incident occurred, as well as all occupants in the neighboring area of the situation, as soon as possible.
- c. Anyone who, as a result of a chemical spill and/or exposure, becomes acutely ill or injured should seek medical attention immediately and if necessary be transported to the nearest, appropriate hospital emergency department. Employees also should notify their supervisor and contact their campus Occupational Medicine/Employee Health Services; ill or injured students should contact the appropriate campus Student Health Services office.
- d. In the event that a person becomes ill or injured as a result of a chemical spill and/or exposure, the appropriate supervisor/manager shall report this information as soon as possible in writing using the University's Incident Report form. The supervisor shall submit the completed form to the Office of Risk and Claims Management.

3. Handling Hazardous Chemical Releases:

- a. University employees are responsible for cleaning up MINOR spills that occur in their area of work. Employees shall be prepared to act upon receiving Laboratory Safety Training. The campus specific Emergency Response Guide describes the actions to be taken by University employees before, during, and after a MINOR spill.

Any employee responding to a MINOR spill must assess whether they are able to handle the situation based on experience, level of training, and availability of cleanup response equipment. Although not required, volunteers and students who are able to assist may do so commensurate with experience, training and equipment available to them. Ultimately, it is the responsibility of the volunteer's/student's supervisor in the area to either clean up the spill or report the spill to Public Safety. Upon completion of the cleanup, the individual conducting the cleanup shall:

- i. Notify Public Safety, even in the event the spill is minor and is being cleaned up by employees in the area.
 - ii. Contact Environmental Services to have a final wet mop of the area performed. NOTE: Housekeeping personnel are not expected to cleanup a hazardous material spill and should never be asked to do so.
- b. No University employee, volunteer, or student, with the exception of EOHSS staff, shall attempt to cleanup a SMALL or LARGE spill (as defined in the EXHIBIT). Actions to be taken by University employees and students in the

event of such spills are outlined in the Emergency Response Guide (ERG) and include Notification, Isolation, Containment, and Evacuation, as necessary. The ERG is provided by EOHSS and is posted in all areas where hazardous materials are present. EOHSS reviews the ERG annually and updates it as necessary.

4. Emergency First Aid for Chemical Exposures:

At a minimum, all employees, volunteers, and students shall be familiar with the following actions to be performed in the event that one or more persons become contaminated during a release incident or spill cleanup. All medical emergencies shall be immediately reported to the Department of Public Safety.

- a. Eye Injury: Proceed to the nearest eyewash station; wash eyes immediately with copious amounts of water for at least 15 to 20 minutes; seek medical attention immediately thereafter.
- b. Skin Contact: Remove contaminated clothing immediately; proceed to nearest deluge shower; activate shower and stand under shower for at least 15 to 20 minutes; seek medical attention immediately thereafter.
- c. Inhalation: Move immediately to an area where fresh air is available; seek medical attention immediately thereafter.
- d. Ingestion: Seek medical attention immediately.

5. Waste Disposal Procedures:

- a. Hazardous chemical waste resulting from a spill cleanup must be disposed of in an environmentally sound manner. Regulated hazardous chemical wastes shall be collected and stored following the procedures outlined in the University Hazardous Waste Management Program (refer to University policy, Hazardous Waste Management, 00-01-45-35:00).
- b. All UMDNJ employees, volunteers, students, and vendors must adhere to the following procedures:
 - i. Do Not dispose of hazardous chemical waste in a trash can. This would cause the waste to be placed into a landfill or incinerated, both of which may contribute to air, land, or groundwater pollution.
 - ii. Do Not dispose of hazardous chemical waste down the sink, as the University's sewer discharge permits with the local sewerage authorities (which monitor the University's discharges), does not allow this activity.
 - iii. Do Not dispose of hazardous chemical waste in a storm sewer. This action may pollute a wetland or other body of water, and is prohibited by local, state, and federal storm water management regulations.
- c. Consult with EOHSS to arrange for disposal of all hazardous chemical waste.

6. Training:

EOHSS-sponsored education and training programs are designed to meet the requirements under the Right-to-Know law, the Lab Safety Standard, and where applicable, the Bloodborne Pathogens Standard. Supervisors are required to ensure that employees and students, as appropriate, participate in the training. A copy of the documentation of participation should be kept with individual's personnel or student record. EOHSS provides instruction on spill cleanup procedures and reporting requirements as follows:

- a. Proper spill response procedures, equipment, and location of nearest first aid station;
- b. Safe handling of hazardous materials and hazardous wastes;
- c. Waste minimization and pollution prevention; and,
- d. Safe laboratory procedures for handling blood products and/or other potentially infectious materials.

B. Responsibilities:

1. The Contingency Plan and Emergency Procedures for Hazardous Materials/Waste Releases (“Contingency Plan”) specify areas of responsibility for the University employees, volunteers, and students; department managers and supervisors; and, the Department of Public Safety, EOHSS, University Library personnel, and the Office of Risk and Claims Management. The Contingency Plan is a component of the University’s Hazardous Waste Management Plan, as required by federal Resource Conservation and Recovery Act (RCRA) and serves as an overall procedure for responding to chemical spills. Responsibilities include adherence to this policy, properly reporting all incidents, and cleaning up certain categories of spills. Any UMDNJ employee, volunteer, or student that uses, stores, or handles a hazardous chemical shall comply with this policy, as well as other University plans, procedures, and protocols, including the University Emergency Operations Plan (U-EOP).
2. Each manager or supervisor (laboratory and non-laboratory settings) shall implement the policy and incorporate the procedures into their Standard Operating Procedures (SOP) or Laboratory Safety Plan (LSP).
3. Department heads shall be responsible for providing all the necessary and appropriate spill cleanup response equipment for their area(s) of responsibility. EOHSS provides assistance identifying this equipment, if necessary.
4. EOHSS shall document all incidents in an appropriate manner.

C. Enforcement:

1. Compliance with the provisions and the guidelines set forth in this policy by all faculty and staff is mandatory.
2. Policy violations will result in appropriate disciplinary actions, up to and including termination, and unfavorable performance appraisals.
3. Noncompliance will result in EOHSS issuing a “Notice to Comply,” requiring corrective actions on the part of the violator; EOHSS does not issue discipline to individuals.
4. Fines and other sanctions for violations are the responsibility of the department whose employee’s actions incurred the violation.

VI. EXHIBIT

DEFINITIONS

By Direction of the President:

Signature on file

Senior Vice President for Administration

EXHIBIT

DEFINITIONS

- A. **Employee** - For the purposes of this policy, the term means a member of any of the following groups: faculty, staff, house staff, postdoctoral fellows, visiting researchers, and other personnel of a similar nature. An employee may be a full-time or part-time salaried, seasonal, or hourly worker.
- B. **Large Spill** - Volume of a chemical or like material that exhibits highly hazardous physical properties, which, per EOHSS, is determined to require the assistance of an ER team from outside the University.
- C. **Minor Spill** - Less than or equal to 1 liter of a typical hazardous chemical and NO volume of a particularly hazardous chemical.
- D. **Particularly Hazardous Chemical** - Chemicals by virtue of their physical properties require special handling procedures, including but not limited to acutely toxic chemicals, potentially explosive chemicals, select carcinogens, reproductive toxins (i.e., mutagens, teratogens), and those chemicals whose toxic properties are unknown. (A list of chemicals is available through EOHSS).
- E. **Small Spill** - Greater than 1 liter of any typical hazardous chemical, and any volume of a particularly hazardous chemical.
- F. **Typical Hazardous Chemical** - Common solvents, weak acids and caustics.