

Spill Response Checklist

Standard Operating Procedure

Revision Date: 04/13/18

Personal Safety

- Avoid breathing vapors from spill
- If possible, open outside windows.
- Put on protective equipment, including safety goggles, gloves, and a long-sleeve lab coat.

Containing the Spill

- If spilled material is flammable, turn off ignition and heat sources
WARNING: Do **not** light Bunsen burners or turn on other switches.
- For major spills or significant areas of contamination, call 911.
- Attend to injured or contaminated personnel and remove them from exposure.
- Notify all individuals in the general vicinity that a spill has occurred.
- Notify area supervisor.
- Evacuate **or** isolate the area and keep other personnel out of the contaminated area.
- Close doors to affected areas.
- Post warnings to keep personnel from entering the area.
- Have a person with knowledge of the incident and area available to assist emergency personnel.

Responding to the Spill

- If personnel is capable (trained and has the equipment) of cleaning up the spill safely without the assistance of EHS and emergency personnel, then:
- Confine spill to as small an area as possible.
CAUTION: Do **not** wash spill down the drain.
- Use appropriate spill kits or sorbents to neutralize corrosives, absorb the spill, or both.
NOTE: For powdered chemicals, use one of the following methods to clean up the spill:
 - Sweep carefully to avoid generation of dust.
 - Use moist sorbent pads.
 - Wet the powder with a suitable solvent and then wipe with a dry cloth.
- Collect contaminated materials and residues and place in a waste container.
- Clean the spill area with water.
- Label and manifest waste.
- Request waste collection from Hazardous Materials Management (HMM) using one of the following methods:
 - Call HMM at (734) 763-4568
 - Complete the online [Waste and Supply Request](#) form

Reporting Injuries and the Spill

- For personnel becoming sick or injured as a result of the spill, complete and submit the [Illness and Injury Report Form](#).
- If applicable, complete and submit the [Incident and Near Miss Report](#).