Spill Response Checklist

Standard Operating Procedure

Revision Date: 08/16/23

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.