

OIL AND CHEMICAL SPILL RESPONSE GUIDE

A. SUMMARY

The purpose of this Guide is to explain the stepwise procedures that must be followed in the event of an oil or chemical spill.

B. SCOPE

This Guide applies to all employees and contractors who use and store oil and chemicals on property. This Guide also applies to employees and contractors that service equipment that contains oil or chemical products.

C. RESPONSIBILITIES

- Contact the office in the event of a chemical or oil spill that is uncontained and/or poses a threat to human health and/or the environment.
- Report oil and chemical spills, releases, or leaks to Deatherage Associates, LLC. Federal, state, and local environmental regulations may require reporting and/or specific response procedures.
- Contractors must report oil and chemical spills to Deatherage Associates, LLC or to the appropriate contract administrator or project manager.
- Comply with this Guide and if necessary seek the assistance from Deatherage Associates, LLC in the event of a chemical or oil spill.
- Employees may only respond to small incidental oil or chemical spills. Large oil (greater than 5 gallons) or chemical (greater than 1 gallon) must be managed by Deatherage Associates, LLC.
- When responding to a small incidental spill, follow all relevant health and safety guidance provided by material safety data sheets (MSDS), training, and Deatherage Associates, LLC.

D. TRAINING

- *Hazard Communication Training* is required upon assigned to a position that requires the use of hazardous materials and when significant changes in job tasks involving chemicals occur.
- Attend *Oil Spill Response Training* if your job duties require you to work with oil or petroleum products or you are expected to respond to an oil or petroleum product spill or release.

E. CHEMICAL SPILL

Employees and students may respond to small incidental chemical spills that occur during the course of a routine work task or project so long as the spill is not greater than one gallon and does not pose a threat to human health, safety, or the environment.

If a chemical spill occurs and the product is **unknown, uncontrollable, immediately hazardous to human health or the environment**, evacuate and secure the area then contact Deatherage Associates, LLC immediately and report the spill. Hazardous chemical spills may only be managed by trained personnel.

F. OIL SPILL

Determine the quantity of oil spilled and the source of the release. Oil spills less than 5 gallons that are contained and do not have the potential to impact the environment may be managed by employees and students. If the oil spill is greater than 5 gallons or has or will impact the environment contact Deatherage Associates, LLC immediately and report the spill.

REPORTING A SPILL

Notify Deatherage Associates, LLC by dialing (918) 230-3851 or 911 and provide the following details.

- Your name
- Contact information
- Location of the spill
- Chemical(s) or product(s) involved
- Approximate quantity
- Injuries and/or property damage
- Status of the spill (e.g. contained, continued, abating, increasing, etc.)
- Any other information that can assist in identifying, containing, or responding to the spill.

H. SPILL CLEAN UP

1. Contact Deatherage Associates, LLC prior to responding to a chemical spill for assistance if needed.
2. Review the MSDS to determine the appropriate PPE and clean up procedures. Do not respond to a spill unless you have reviewed the MSDS. Refer to the following sections of the MSDS for clean up information:
 - Section 3 – Hazard Identification
 - Section 6 – Accidental Release Measures
 - Section 8 – Exposure Control and Personal Protection
3. Retrieve spill clean up supplies and PPE.
4. Wear appropriate PPE as recommended by the MSDS.
5. Check equipment and containers for leaks, damage, or holes. Place damaged or leaking containers in impervious secondary containment.
6. Surround the spill with absorbent materials to contain the spill and prevent further contamination.
7. If the spill is increasing in size, use absorbent or impervious material to block the most likely path the spilled material(s) will take.
8. Ensure that spill clean up equipment is compatible with the spilled chemical(s).
9. Start from the outside perimeter of the spill and begin absorbing the product using absorbent pads, booms, rags, or other media.
10. Collect all contaminated absorbent materials, PPE, and tools and place them in an appropriate rigid sealable container or sturdy plastic bag.
11. Label the container holding the spill debris with a label that has both the date and the name of the spilled material(s) and include the words “Hazardous Waste”.
12. Do not dispose contaminated clean up materials in the municipal waste bins.