SPILL RESPONSE CHECKLIST

1. PREVENTION

☐ Familiarize yourself with the substances you are working with.
☐ Plan in advance for an emergency.
☐ Know the locations of both general and specialized spill kits.
☐ Do not use defective laboratory equipment and storage containers.
☐ Store storage containers appropriately.
☐ Check the compatibility of the material with the storage container.
☐ Use appropriate bottle carriers or carts for transportation.
☐ When possible, use secondary container for storage or transportation.
☐ Plan your movements and avoid routes with high traffic.

2. PREPARATION

☐ Assess the severity of the spill and take appropriate action.
☐ Laboratory staff should handle small, low hazard spills. Small, low hazard spills are chemical spills that do not pose a health threat beyond those associated with the chemical’s normal handling.
☐ For a large, high hazard spill, contact SMU PD at 8-3333 and SMU EHS at 8-2430 (during business hours). Large, high hazard spills should be reported if they meet one of the following:
  • Are greater than 1 gallon
  • Has the potential or has caused an injury
  • Is released to the environmental (floor drains or outdoor release)
  • May cause violent reaction or fire
  • Immediately dangerous to life and health
  • Produces harmful vapors.
  • If you are not comfortable
☐ Report incident to your Principle Investigator (PI) or Laboratory Supervisor.
☐ Avoid prolonged exposure to all vapors, fumes, and smoke.
☐ Remove all ignition sources from the area.
☐ Provide information regarding the incident to emergency response personal and SMU EHS.

3. SMALL OR LOW HAZARD SPILL

☐ Alert people in the immediate area.
☐ Restrict access to the area.
☐ Inspect and wear appropriate PPE when addressing spill.
☐ Confine spill to a small area. Protect floor drain or from outdoor release.
☐ Clean the area working from the perimeter toward the center.
☐ Collect residue in a labeled container and contact EHS for proper disposal of the hazardous waste. Dust pan and hand broom should be use to collect solid/glass debris.
☐ Decontaminate area with soap and water after clean up.
☐ Report incident to your PI or Laboratory Supervisor and SMU EHS at 8-2430.
4. LARGE OR HIGH HAZARD SPILL

☐ Alert people in the immediate area.
☐ Restrict access to the area.
☐ Stop work, turn off equipment and close doors as you exit.
☐ Control the spread of personal contamination by removing clothing if needed.
☐ Evacuate to a safe location.
☐ Assist to your own needs first then assist injured, contaminated people.
☐ Notify PI or Laboratory Supervisor, SMU Police Department at 8-3333 and SMU EHS at 8-2430.
☐ Do not re-enter the contaminated area unless directed to do so.

5. RESOURCES

Chemical Hygiene Plan:  https://tinyurl.com/7erb7xde
EHS-Provided General Spill Kit:  https://tinyurl.com/ytf6nxdn
Emergency Contacts:  SMU PD 214-768-3333 or 8-3333; SMU EHS 214 768-2083 or 8-2083
Chemical Hygiene Officer:  Brandon Chance (T) 214 768-2430; (M) 469 978-8664
Laboratory Safety Manager:  Gloria Ruiz (T) 214 768-2464; (M) 214 991-5135