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| Fayetteville State University  Chemical Spill Prevention and Response Plan |
|  |
| Environmental Health & Safety |

**A logo for a university

AI-generated content may be incorrect.**

A building with a lawn in front of it

AI-generated content may be incorrect.

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***Fayetteville State University – Environmental Health & Safety (EHS)******Aligned with OSHA, EPA, NFPA, and RCRA Regulations***

**Regulatory Basis**

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| **Standard** | **Applies To** |
| **OSHA 29 CFR 1910.1450 – Chemical Hygiene Plan** | All labs handling hazardous chemicals |
| **OSHA 29 CFR 1910.1200 – Hazard Communication** | Labeling, SDS access, chemical hazard training |
| **EPA 40 CFR 112 – SPCC Rule** *(if applicable)* | Facilities storing large quantities of oil/chemicals |
| **NFPA 45 – Fire Protection for Labs** | Fire safety in chemical laboratories |
| **EPA RCRA Rules – 40 CFR Parts 260–273** | Waste characterization, storage, and cleanup |
| **NIH/CDC BMBL Guidelines** *(for biohazards)* | Biological and infectious materials cleanup |

**Chemical Spill Prevention & Response Plan**

**1. Roles and Responsibilities**

Each laboratory must:

* Appoint a **Spill Response Coordinator** (usually the PI, Lab Manager, or senior researcher)
* Clearly define responsibilities for:
  + Notifying **Environmental Health & Safety (EHS)**
  + Evacuating occupants (if necessary)
  + Determining whether a spill is **minor or major**
  + Performing **safe cleanup** of minor spills
  + Communicating with **emergency responders** in the event of a large spill or injury

**2. Spill Risk Identification**

All labs must:

* Maintain an **up-to-date chemical inventory**
* Identify chemicals with high spill risk or unique hazards, including:
  + **Flammables**
  + **Corrosives**
  + **Toxics**
  + **Reactive agents**
  + **Compressed gases**
  + **Biohazards** *(if applicable)*

Spill hazards should be reviewed **quarterly** and included in laboratory **Standard Operating Procedures (SOPs)**.

**3. Spill Response Procedures**

**Minor Spills (e.g., <100 mL of dilute acid, ethanol, or a known low-toxicity chemical):**

* Notify others in the area
* Don appropriate **PPE** (lab coat, goggles, gloves)
* Use the **spill kit** to neutralize or absorb the material
* Clean and decontaminate the area
* Collect cleanup debris in a **sealed, labeled container** for hazardous waste disposal
* Report the spill to **EHS** within 24 hours

**Major Spills (e.g., flammables, toxics, unknown substances, spills requiring evacuation or medical attention):**

* Immediately **evacuate the area**
* Pull fire alarm (if needed) or **call 911 / Campus Police 1911**
* Notify **EHS** and provide **SDS** for chemical(s) involved
* Keep personnel away until cleared by emergency responders or EHS
* Assist with incident reporting and debrief

**4. Spill Kits & Equipment**

Each lab must maintain a **clearly labeled and fully stocked spill kit** with:

* Universal absorbent pads/materials
* Acid/base neutralizer powders
* Mercury spill kits *(if applicable)*
* Safety goggles and nitrile/chemical-resistant gloves
* Lab coat or disposable apron
* Scoop/dustpan and collection bags or containers
* **Spill response instructions** and **emergency contact list**

Spill kits must be **checked monthly** and restocked as needed. Document inspections using a spill kit checklist (Appendix 1. Spill Kit Inspection Checklist)

**5. Notification & Reporting Procedures**

All spills must be reported to **EHS** using the standard **Lab Incident or Spill Report Form**. The report should include:

* Date and time of the spill
* Chemical(s) involved and estimated quantity
* Names of personnel present
* Description of how the spill occurred
* Cleanup steps taken and PPE used
* Any injuries, exposures, or damages

**Recordkeeping:** All spill reports must be retained by the department and EHS for **at least 3 years**, per RCRA and OSHA standards.

**6. Training Requirements**

All lab personnel (faculty, students, and staff) must receive:

* **Initial spill response training** during onboarding
* **Annual refresher training**
* **Site-specific training** if new hazards are introduced

Training must cover:

* Chemical hazards and SDS use
* PPE use and selection
* How to determine spill severity
* Spill response steps and use of kits
* How to report spills

Training records must include:

* Trainee names and roles
* Date of training
* Trainer name
* Topics covered
* Participant signatures

**7. Preventive Measures**

To minimize spill risk:

* Store chemicals by compatibility in **fire-rated or corrosion-resistant cabinets**
* Use **secondary containment** (trays, bins) under liquid containers
* Label all containers with **chemical name, hazard class, and date**
* Avoid overstocking; limit chemical quantities to what’s needed
* Keep work areas **organized and clutter-free**
* Install **chemical-resistant mats or trays** in high-risk areas (e.g., near fume hoods or sinks)
* Review chemical storage and handling SOPs quarterly
  1. **Additional Best Practices**
* Maintain **emergency phone numbers** near every spill kit and lab entrance
* Post **spill response flowcharts** in visible locations
* Conduct **spill response drills** at least once per year
* Ensure all spill response actions are coordinated with the **Chemical Hygiene Officer and EHS**
  1. **Appendix**

**Spill Kit Inspection Checklist**  
**Fayetteville State University**  
1200 Murchison Rd, Fayetteville, North Carolina

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Building:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Room Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Inspector:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Inspection Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_ **Re-inspection Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_

**Rating:**  
✔ = Present & In Good Condition ✖ = Missing/Damaged **N/A** = Not Applicable

|  |  |  |
| --- | --- | --- |
| **Item** | **Status (✔/✖/N/A)** | **Notes** |
| Spill kit is in designated location and properly labeled |  |  |
| Absorbent pads/rolls are available |  |  |
| Universal absorbents (granules/pillows) are stocked |  |  |
| Neutralizing agents (acid/base) are available |  |  |
| PPE (gloves, goggles, lab coat) is included |  |  |
| Disposable bags and ties for waste disposal are present |  |  |
| Dustpan and broom for spill clean-up are available |  |  |
| Hazardous waste labels are stocked |  |  |
| Emergency contact information is posted |  |  |
| Instructions for spill response are included |  |  |
| Used spill materials properly disposed of |  |  |

**Additional Comments:**

**Inspector’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_

**Corrective Actions Required?** ☐ Yes ☐ No  
**Follow-up Assignee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Due Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_