**Hazardous Material Spill Response** 

*Effective: 5/2025*

### **Purpose**

This policy provides guidelines for the safe and effective response to hazardous material spills at Pierpont Community and Technical College. The objective is to ensure the health and safety of students, faculty, staff, and visitors while minimizing environmental impact and complying with federal, state, and local regulations.

### **Scope**

This policy provides guidelines for the safe and effective response to hazardous material spills at Pierpont Community and Technical College. The objective is to ensure the health and safety of students, faculty, staff, and visitors while minimizing environmental impact and complying with federal, state, and local regulations.

**1. Definition of Hazardous Material Spill:**

A hazardous material spill refers to the unintentional release of a hazardous substance in a manner that poses a potential risk to health, safety, or the environment. A spill may occur in classrooms, laboratories, maintenance areas, or outdoors.

**2. Responsibilities:**

* The Manager of Safety, Security and Facilities is responsible for overseeing the college’s hazardous materials management program, conducting regular safety audits, and coordinating spill response efforts.
* **Laboratory and Facility Supervisors:**  
  Supervisors must ensure that employees and students are trained in hazardous material handling, spill response procedures, and proper use of personal protective equipment (PPE).
* **Employees, Students, and Visitors:**  
  Everyone at PCTC is expected to be familiar with basic hazardous material safety and should report any spills immediately.

**3. Spill Response Procedures:**

**3.1. Immediate Action**

* **Alert Others:**  
  Ensure the area is evacuated and secure the area to prevent exposure. Alert those nearby to avoid further contamination.
* **Call for Help:**  
  Notify the Campus Security and The Manager of Safety, Security and Facilities immediately at 304-534-7837 or 304-694-8280. If the spill involves an emergency that threatens life or health, dial 911.
* **Assess the Spill:**  
  Evaluate the nature and scope of the spill. If it is safe to do so, attempt to identify the substance involved, its quantity, and its hazards.

**3.2. Contain the Spill (If Safe to Do So)**

* **Use Appropriate Spill Kits:**  
  If trained and equipped, use spill response kits (e.g., absorbent pads, neutralizers, or barriers) to contain the spill. Only use materials that are compatible with the hazardous substance involved.
* **Block Drainage Systems:**  
  If the spill is near any floor drains, block them to prevent contamination of water systems.

**3.3. Personal Protective Equipment (PPE)**  
Ensure that appropriate PPE (gloves, goggles, aprons, respirators, etc.) is worn by anyone involved in the response. Refer to the Safety Data Sheet (SDS) for specific guidance on PPE requirements.

**3.4. Ventilate the Area (If Safe to Do So)**  
For airborne substances, increase ventilation to dilute any harmful vapors or gases, ensuring a safe environment until professional responders arrive.

**4. Reporting and Documentation:**

* **Immediate Reporting:**  
  Any spill of hazardous materials must be reported immediately to the Manager of Safety, Security and Facilities and Campus Security, even if the spill is small and appears to be under control.
* **Incident Report:**  
  An incident report must be completed for every spill, regardless of size. This includes a description of the substance, the response actions taken, the individuals involved, and the outcome. The report must be submitted to the Manager of Safety, Security and Facilities within 24 hours.
* **Regulatory Reporting:**  
  If the spill meets thresholds defined by local, state, or federal regulations (e.g., EPA or OSHA), the Manager of Safety, Security and Facilities will notify the appropriate regulatory agencies, including hazardous waste disposal services.

**5. Cleanup and Disposal:**

* **Professional Cleanup:**  
  If the spill cannot be safely handled by college personnel, professional hazardous material response teams must be contacted for cleanup. The Manager of Safety, Security and Facilities will ensure that they are notified promptly and will coordinate their efforts.
* **Waste Disposal:**  
  All materials used in the cleanup, as well as any contaminated substances, must be disposed of in accordance with federal, state, and local hazardous waste disposal regulations.
* **Post-Cleanup Inspection:**  
  Once cleanup is complete, the affected area must be inspected by the Manager of Safety, Security and Facilities to ensure that it is safe for re-entry. A debriefing should also be conducted to review the response and improve future procedures.

**6. Training and Drills:**

* **Training:**  
  All employees and students who handle hazardous materials must receive annual training in spill response, proper material handling, and the use of PPE. This training must be documented and accessible for inspection.
* **Drills:**  
  Spill response drills will be conducted on an as needed basis. Drills will simulate various hazardous material spill scenarios and evaluate the effectiveness of the college’s spill response plan.

**7. Review and Revision:**

This policy will be reviewed and updated annually by the Manager of Safety, Security and Facilities and the Safety Committee to ensure that it remains compliant with the latest regulations and best practices. Any changes to the policy or procedures will be communicated to all employees, students, and relevant stakeholders.

**8. Conclusion:**

The safety of individuals and the environment is of paramount importance when responding to hazardous material spills. All personnel are expected to adhere to the procedures outlined in this policy to ensure a prompt, safe, and effective response to any spill, minimizing risk and ensuring compliance with regulations.