



# If you have a **CHEMICAL SPILL**

**STOP**



**Weekdays from 7:30am to 4:30pm, call EH&S at 2-6410**  
**All other times & EMERGENCIES, call PUBLIC SAFETY at 333**

## **STEPS TO TAKE FOR SMALL & LARGE SPILLS**

1. **Notify your supervisor and contact EH&S immediately.** If you get voice mail at EH&S (2-6410), if it is an EMERGENCY, or if it is after hours, call PUBLIC SAFETY and tell them that you need to contact EH&S to report a spill.
2. **Provide spill details to EH&S.** (your name, phone #, location of spill, material & quantity spilled, whether or not you have Material Safety Data Sheet, extent of spill, any injuries)
3. **Evacuate everyone from the area and without putting yourself in danger** (review Material Safety Data Sheet or available information on the material to determine hazards), **secure spill area immediately** (close doors, place caution tape around area, cover any drains in the area, place booms down to prevent material spread, etc.)
4. **If Haz Mat Response Team is responding, keep out of area and wait for further instruction from EH&S.**
5. **If you are instructed by EH&S to clean it up yourself,** (review Material Safety Data Sheet and any other available information for appropriate response) **use SPILL KIT materials, and wear appropriate Personal Protective Equipment** (double glove and protective eyewear at a minimum) **to clean up spill.**
6. **Obtain Haz waste label from EH&S and then bag materials, label contents, and date.** Contact EH&S for waste pick-up.
7. **Review with EH&S if they must report the spill to NYSDEC.** EH&S is responsible for reporting spills to the NYSDEC. Whether or not a spill should be reported varies based on the hazardous substance and quantity spilled.



For **LEAKS** from the ceiling, under floors, behind walls, or of other unknown origin, contact **Physical Plant** to conduct initial investigation.