

**Spill Response Plan**  
**USGS West Virginia Water Science Center**  
**Charleston, West Virginia**  
**(04/15/2014)**

## **Introduction**

Accidental spills of Petroleum, Oil, and Lubricants (POL) or hazardous chemicals will occur during field and office activities despite our best efforts to handle them properly. This document describes how to adequately contain and clean up a spill. It also gives information about who and when to call for assistance with a spill.

## **Possible Spill Types**

POL spills at the West Virginia Water Science Center facility likely will involve small quantities of gasoline or oil used as fuel in various pieces of power equipment and outboard motors. Hazardous chemical spills likely will involve small quantities of the acids and bases that are used to preserve water-quality samples, or methanol used to decontaminate water-quality sample collection equipment.

## **Responsibilities**

Supervisors should ensure that employees are familiar with these procedures and receive the required annual training. The annual training is to be documented by the Collateral Duty Safety Program Coordinator (CDSPC) Melvin Mathes (304-347-5130 x225) in the safety training records. All employees should follow these procedures in the event of a spill.

## **Spill Classification and Notification**

Spills are classified into three categories: small, medium, and large.

- **Small Spills.** This includes any spills where the major dimension is less than 18 inches in diameter. Responsible party immediately cleans up spill with possible help from Doug Chambers (304-347-5130 x231) or Melvin Mathes (304-347-5130 x225)
- **Medium Spills.** These are spills where the major dimension exceeds 18 inches, but is less than 6 feet. Area is evacuated and Charleston Fire Dept. HAZMAT team is called (911).
- **Large Spills.** These include any spill involving a flammable liquid where the major dimension is more than 6 feet in diameter, and a spill where the source has not been contained or the flow has not stopped. - Area is evacuated and Charleston Fire Dept. HAZMAT team is called (911).

## **Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS)**

MSDS or SDS provide workers and emergency personnel information on handling or working with a particular hazardous material. MSDS provide information on the physical properties of the material (such as flash point, melting point, or boiling point), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill procedures. MSDS for all hazardous materials used in the West Virginia Water Science Center facility are located in three MSDS binders located in the:

1. Center Laboratory (Room 53)
2. Front office near the copier

3. In the warehouse above the workbench

## **Emergency Equipment**

The following emergency equipment is available in case of a POL or hazardous material spill:

- Safety shower and eyewash located in the Center laboratory.
- Eyewashes located in the Center garage and in the warehouse.
- Spill cleanup kits, consisting of a scoops, sorbent, bags for disposal of used sorbent, and personal protective gear are located in the laboratory and warehouse.
- First-aid kits are located in the kitchenette, laboratory, warehouse, all vehicles, and all boats.

## **Spill Clean-up Procedures**

### **Small Liquid Spills**

Small spills are generally cleaned up by the person responsible for the spill and do not require an emergency response by the police or fire department Hazardous Material (HAZMAT) teams. If there is any doubt as to the cleanup procedure, consult the Collateral Duty Environmental Programs Coordinator (CDEPC) Melvin Mathes (304-347-5130 x225) or Chemical Hygiene Officer (CHO) Doug Chambers (304-347-5130 x231) for instructions.

### **Small Acid Spill Response Procedure:**

1. Warn other individuals working in the area of the spill. Notify the CDEPC Melvin Mathes (304-347-5130 x225) and CHO Doug Chambers (304-347-5130 x231).
2. Don personal protective gear such as gloves, goggles, and laboratory coat.
3. Contain and cover the spill with a sorbent designated for acids.
4. Scoop sorbent material and place in clean-up bags from spill-response kit and seal.
5. Wet mop spill area.

### **Small Base Spill Response Procedure:**

1. Warn other individuals working in the area of the spill. Notify the CDEPC Melvin Mathes (304-347-5130 x225) and CHO Doug Chambers (304-347-5130 x231).
2. Don personal protective gear such as gloves, goggles, and laboratory coat.
3. Contain and cover the spill with a sorbent designated for bases.
4. Scoop sorbent material and place in clean-up bags from spill-response kit and seal.
5. Wet mop spill area.

**Small Methanol or solvent Spill Response Procedure:**

1. Warn other individuals working in the area of the spill. Notify the CDEPC Melvin Mathes (304-347-5130 x225) and CHO Doug Chambers (304-347-5130 x231).
2. If possible, turn off ignition or heat sources near the spill. Do not turn any electrical or electronic switches on or off or use the telephone.
3. Don personal protective gear such as gloves, goggles, and laboratory coat.
4. Contain and cover the spill with a sorbent designated for methanol.
5. Scoop sorbent material and place in clean-up bags from spill-response kit and seal.
6. Wet mop spill area.

**Small POL Spill Response Procedure:**

1. Warn other individuals working in the area of the spill. Notify the CDEPC Melvin Mathes (304-247-5130 (x225) and CHO Doug Chambers (304-247-5130 x231).
2. If possible, turn off ignition or heat sources near the spill. Do not turn any electrical or electronic switches on or off or use the telephone.
3. Don personal protective gear such as gloves, goggles, and laboratory coat.
4. Contain and cover the spill with a sorbent designated for POL.
5. Scoop sorbent material and place in clean-up bags from spill-response kit and seal.
6. Wet mop spill area.

**Medium or Large Liquid Spills**

Outside emergency response personnel, such as Charleston Fire Department HAZMAT team (911), are called in for medium and large spills. Once the HAZMAT team is at the site cleaning up the spill, the area is under their control and no one may re-enter the area until the responder in charge states it is all clear.

**Medium or Large Spill Response Procedure**

1. Immediately leave the area and close doors to contain fumes from the spill. Do NOT go back into the spill area once you have left.
2. Alert Charleston Fire Department HAZMAT team by dialing 911. Give accurate information as to the location, hazardous material spilled, and estimated amount of the spill. Notify the CDEPC Melvin Mathes 304-347-5130 x225) and CHO Doug Chambers (304-247-5130 x231).
3. Be prepared to assist emergency responders by providing information, such as MSDS and questions about the facility (for example, how to turn off electrical sources or any spill-control equipment which may be available).

4. Re-enter area once the responder in charge states that it is clear.

5. The person responsible for the spill and the CDEPC Melvin Mathes (304-347-5130 x225) will work with authorities to complete the appropriate reports. Copies of these reports will be maintained by the CDEPC.

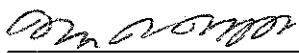
#### Solid Spills

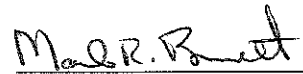
Sweep spilled solid material into the dustpan, place the solid material in led plastic bag designated for disposal of used solid material, and seal.

#### Plan Updates

Revised by:

Approved by:

 Date: 4/17/14

, Director Date: 4/17/14