



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 does 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