

 Environmental Health and Safety TITLE: Chemical Release	Effective Date: 09/18/2023	Instruction Number: EHS_SOP345_INST001
	Revision: 1	Page 1 of 4
	Approved by Director, Environmental Health & Safety	

1. APPLICABILITY

This procedure applies to all faculty members, visiting scholars, staff members, students, volunteers, and affiliates whose activities involve work around hazard materials.

2. PROCEDURE STATEMENT

This instruction details the appropriate steps to follow in the event of an unplanned release of a chemical or petroleum product. **Any release meeting the definition of emergency chemical release (listed below) should be reported to 911 immediately.**

3. DEFINITIONS

Emergency Chemical Release: Involve larger quantities of hazardous materials where local fire department response is required. These spills may involve injury, fire, explosion, acutely hazardous materials, unknowns, multiple containers, or result in uncontrollable releases to waterways or soil. Persons responding to these spills have comprehensive training in hazardous materials emergency response.

Incidental Chemical Release: Involve a small quantity of a known hazardous material in the workplace where the material is routinely used. The worker discovering or causing the spill has knowledge of the hazards and can perform the clean-up using available spill kit materials. These spills DO NOT involve unknowns, acutely hazardous materials, injury, fire, explosion, or uncontrollable releases.

Nuisance Chemical Odors: Involve hazardous material use in routine laboratory, maintenance, or construction work where engineering controls are inadequate to keep chemical odors localized in the immediate work area.

4. RESPONSIBILITY

In the event of an unplanned release of a chemical or petroleum product, it is the responsibility of the person causing the spill to promptly clean up the spill when it is safe to do so. UCF has determined that incidental spills-see definitions-should be cleaned up by persons trained to work with the chemical spilled. If the spill is larger than can be handled by persons in the immediate area but does not meet the definitions of an emergency chemical release, in-house, trained responders should be called to assist in the clean-up.

5. INSTRUCTION

- **Emergency Chemical Releases**

For major chemical releases resulting in actual or probable imminent danger to life or property:

1. Exit the lab or work area and isolate the area by closing the door.
2. Pull fire alarm in hallway.
3. Evacuate the building and alert nearby coworkers that there has been a major chemical release.
4. Call 911 while evacuating to a safe location.
5. Orange or Seminole County Fire Department Hazmat Team will respond to the site to determine the level of hazard.
6. UCF Police Department will respond to the chemical release site.
7. UCF Police Department will call EHS.

- **Incidental Chemical Releases**

1. Exit the lab or work area and isolate the area by closing the lab door. Alert nearby coworkers that there has been a minor spill in the area. Notify your supervisor, lab manager, or PI that a spill has occurred and discuss whether outside assistance is needed to clean up the spill.
2. Call Work Control (WCC) at 407-823-5223 to report. Provide the following information to WCC:
 - Name and Phone # where you may be reached;
 - Location of chemical release (Building and Room #);
 - Name of chemical released;

- Quantity of chemical released;
 - Report of any injury;
 - Report of any damage to property;
 - Whether spill clean-up can be handled by the laboratory staff or if assistance or supplies are needed.
3. WCC will report incidental chemical releases to EHS and dispatch a trained chemical spill responder if assistance is needed.
 4. Use available spill kits. Absorb spill and place materials in sealable bag, can or bucket for waste collection. Label container with contents. Save for disposal through Environmental Health and Safety. Contact EHS for disposal instructions and spill kit replacement.

- **Nuisance Chemical Odors**

1. Call Work Control (WCC) at 407-823-5223 to report. Provide the following information to WCC:
 - Name and Phone # where you may be reached;
 - Location(s) where chemical odor is detected;
 - Time or trends in occurrence;
 - Type of odor;
 - Report of any injury or physical symptoms. Are others experiencing similar symptoms?
2. WCC will report nuisance chemical odors to Environmental Health and Safety and dispatch an investigator.
3. EHS will investigate, prescribe corrective actions, and report findings.

6. DISTRIBUTION

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7. DOCUMENT HISTORY

Date	Revision number	Author	Modifications
05/21/2018	0	Casey Brock	Format based on EHS_SOP001
09/18/2023	1	Renee Michel	Annual Review