

**INDIANA UNIVERSITY-PURDUE UNIVERSITY AT INDIANAPOLIS
ENVIRONMENTAL SAFETY POLICY**

Subject: Chemical/Spill Reporting

Effective Date: February 1, 1997

Approved: Robert Martin, Vice Chancellor - Policy: 1

PURPOSE AND BACKGROUND:

The prompt reporting of chemical spills to proper University authorities is an essential element in the protection of the health and safety of campus personnel, students, visitors, and patients. Prompt reporting is also essential in providing for the protection of the community environment.

In addition, the University must comply with local, state and federal spill reporting requirements. Spill residues often are classified as hazardous waste requiring proper management and disposal.

Spills that have gone unreported for extended periods of time have resulted in the unnecessary exposure of individuals outside the immediate spill area and have resulted in significant environmental contamination.

SCOPE:

This policy applies to all staff, faculty, students and guests of the University community that purchase, transport, store, utilize or otherwise handle chemical products. The policy applies to virgin products, intermediates and waste products. The policy applies to all chemicals whether they are liquid, solid or gaseous at room temperature.

The policy applies to stock chemicals normally associated with laboratory environments and to products related to the maintenance of University buildings, grounds, property, equipment and supplies.

These include but are not limited to:

- Bacteriocidal or sanitizing solutions
- Concrete & asphalt sealants
- Degreasers
- Floor maintenance products
- Fuel
- Heating & air-conditioning treatment products
- Lubrication oils
- Paints and related paint products (solvents, thinners and strippers)
- Pesticide or herbicide products
- Water treatment products

PROCEDURE:

The most senior staff member present at the time of the spill is responsible for ensuring that appropriate procedures listed in the "IUPUI Staff and Faculty Emergency Procedures Handbook" are implemented and that the spill is reported to the IUPUI Public Safety Dispatch Center at 274-7911. The caller is to provide the Dispatch Center with the building, floor, room number and, if possible, the name and approximate quantity of material involved.

Representatives from Fire Protection Services or Environmental Health and Safety will respond to evaluate the release and determine the best course-of-action for the containment and cleanup of the spill.

The Department of Environmental Health and Safety may, at its discretion, refer costs incurred as a result of an improperly reported spill back to the department directly causing the spill.

In the event the University is cited and fined by federal, state or local regulatory agencies for actions related to an improperly reported spill, the department(s) involved in the citation may be accountable for payment of the issued fine.

Any person affected by any such cost or fine assessment may appeal the assessment provided that a written request for such a review is submitted to the current Chairperson of the IUPUI Environmental Safety Committee within thirty (30) days of issuance of the assessment.

The Department of Environmental Health & Safety will provide a written, itemized assessment of the incurred costs to the responsible department or party(ies) and a copy of the Environmental Safety Committee Appeals Procedures.

All appeals will be acted upon and reviewed in accordance with the established IUPUI Environmental Safety Committee appeals review procedures.

All University departments are responsible for ensuring their staff are adequately trained to comply with provisions of the policy.

PROCEDURES FOR SMALL QUANTITY SPILLS EXEMPTIONS:

The following spills are exempted from the reporting requirements provided that all the following conditions are met:

1. Personnel directly involved in the spill have immediate access to the Hazardous Materials Information System (HMIS) rating for the chemical and the chemical has a rating of 0 or 1 for health, fire and reactivity.
2. The amount spilled is less than one (1) pint (500 milliliters), if liquid, or one (1) pound (500 grams) if solid unless it is lubricating oil or latex paint, then the amount spilled may not exceed 1 gallon (4 liters). It is the responsibility of the spiller to ensure that spills involving small quantities of

chemicals are cleaned up immediately, stored and disposed of properly. Regularly occurring leaks or spills are not exempted from the reporting requirements.

3. The material does not possess a noxious, nauseating or otherwise irritating odor or property.
4. The released material is contained on an impervious surface and has not and is not immediately threatening to contaminate soil, groundwater or surface water.