

The University of British Columbia Land and Building Services		Hazardous Materials Spill Policy I-B-17	
Policy			
Prepared by: Russell English	Approved by: Geoff G. Atkins	Issue Date: May 31, 2005	
		Replaces: New Policy	

1.0 Policy

This policy is applicable to all Land and Building Services activities involving hazardous materials where the potential exists for the spill of these materials. Land and Building Services must ensure that all spills of hazardous materials are reported to the appropriate authorities as required by law and that spills are immediately contained and remediated.

It is the responsibility of any person either using, or transporting, hazardous materials to be knowledgeable in the hazards of the material as required by WHMIS legislation and LBS work procedure I-B-14 WHMIS, the correct procedures for reporting a spill, and the appropriate procedures for the clean up of the spilled material.

This policy is necessary to conform with the requirements of UBC Policy # 6, #9, the Workers Compensation Board of British Columbia - Occupational Health and Safety Regulations, section 5.101, and the Canada Transportation of Dangerous Goods Act - Transportation of Dangerous Goods Regulations.

2.0 Definitions:

- 2.1. **Dangerous Goods** – means dangerous goods as defined in Section 2 of the federal Act and as regulated in the federal dangerous goods regulations except for the exemption for dangerous goods within manufacturing or processing facilities under section 1.25 of the federal dangerous goods regulations.
BC Hazardous Waste Regulation
- 2.2. **Environment** – means the air, land, water and all other external conditions or influences under which humans, animals and plants live or are developed.
BC Environmental Management Act
- 2.3. **Hazardous Material** – means any prohibited product (*defined in the Canada Hazardous Products Act as any product, material or substance in Part I of Schedule I*), restricted product (*defined in the Canada Hazardous Products Act as any product, material or substance in Part II of Schedule I*), controlled product (*defined in the Canada Hazardous Products Act as any product, material*

or substance in Schedule II) or hazardous waste (defined in the BC Hazardous Waste Regulation).

UBC Policy #9 – Hazardous Materials Management

- 2.4. Hazardous Waste** – means dangerous goods that are no longer used for their original purpose at their time of disposal, or are in storage or transit before recycle, treatment or disposal.

Full Definition in section 1(1) of the BC Hazardous Waste Regulation

- 2.5. HSE** – means the University of British Columbia Department of Health, Safety and Environment.
- 2.6. PEP** – means the Provincial Emergency Program of the Ministry of Attorney General.
- 2.7. Pest Control Product** – means a product registered as a pest control product under the Pest Control Products Act (Canada).

BC Hazardous Waste Regulation

- 2.8. Remediation** – means action to eliminate, limit, correct, counteract, mitigate or remove any contaminate or the adverse effects on the environment or human health of any contaminate.

Full Definition in section 1(1) of the BC Environmental Management Act

- 2.9. Responsible Person** – means any person who had possession, charge, or control of a substance immediately before its spill.
- 2.10. Spill** – means a release or discharge into the environment of a substance in an amount equal to or greater than the amount listed in Column 2 of the Schedule of the BC Spill Reporting Spill Reporting Regulation.

Full Definition in section 1 of the BC Spill Reporting Regulation

- 2.11. Substance** – means a substance, product, material or other thing listed in Column 1 of the Schedule to BC Spill Reporting Regulation.

BC Spill Reporting Regulation

3.0 Responsibilities:

- 3.1.** Management is responsible for:
- 3.1.1. The provision of a safe, healthy, secure and environmentally friendly workplace.

- 3.1.2. Ensuring that all requirements of this policy are met where there exists the potential for a spill of hazardous materials and when a spill of hazardous materials occurs.
- 3.1.3. Supply of appropriate personal protective equipment required for the completion of spill remediation.
- 3.1.4. Ensuring that supervisors and workers are trained in spill reporting and remediation procedures as required by their work.
- 3.1.5. Establishing programs to prevent the escape of hazardous materials. This will include identifying areas where there are potential risks of spills, adopting procedures and technologies to minimize such risks, and ensuring all personnel involved are trained in the procedures and technologies.
- 3.2.** Any person who instructs, directs, and controls workers in the performance of their duties, including those who may be in the bargaining unit such as heads and subheads, are responsible for:
 - 3.2.1. Ensuring that workers are instructed on the appropriate reporting and remediation procedures for spills of hazardous materials with which they work.
- 3.3.** Land and Building Services Workers will be deemed the Responsible Person if they are in possession, charge, or control of a substance immediately before its spill. Workers are responsible for:
 - 3.3.1. Attending scheduled training sessions supplied by the University.
 - 3.3.2. Reading and understanding any material information (including but not limited to Workplace or supplier labels, and MSDS sheets) provided by supervisors.
 - 3.3.3. Following all procedures provided by Land and Building Services and/or applicable regulatory agencies and working with all materials in a safe manner.
 - 3.3.4. Immediate reporting of any spilled material to their supervisor and the initiating of the immediate reporting of any material spills required to be reported to Federal or Provincial agencies as identified in this policy.
- 3.4.** Other responsible parties:

- 3.4.1. Plant Operations Stores are responsible for the purchase and dispensing of all hazardous materials used by Land and Building Services Trade Shops but the person requiring the material must determine whether the material is a prohibited, restricted, or controlled substance.
- 3.4.2. Plant Operations Stores are responsible for purchase and dispensing of appropriate personal protective equipment and any other equipment required for spill remediation (including Spill Clean Up Kits).

4.0 Determining if a substance is a Prohibited, Restricted, or Controlled Product:

- 4.1. The person responsible for bringing the substance to UBC Land and Building Services or its affiliated sites must determine using the Canadian Environmental Protection Act or the Canada Hazardous Products Act, (i.e., Controlled Products Regulations), if that substance is a prohibited, restricted, or controlled Product.
- 4.2. No Prohibited Products may be brought to UBC Land and Building Services or its affiliated sites.
- 4.3. Use of Restricted Products will require the use of appropriate written safe work procedures. These must include reference to procedures for cleanup of spills of that material and reference to this policy for reportable spills.
- 4.4. The person responsible for bringing the product to site must take all necessary steps to ensure that such procedures are in place prior to use of the material.
- 4.5. Workers must receive WHMIS training on all Controlled Products with which they are expected to work (see UBC Land & Building Services Workplace Hazardous Material Information System (WHMIS) Policy I-B-14).
- 4.6. Hazardous Materials should be purchased in quantities small enough that they do not have to be stored at Land and Building Services or affiliated sites for long periods.

5.0 Determining if the spill of a material is immediately reportable:

- 5.1. Identify the material and the amount spilled and refer to Appendix I to determine whether the spill is immediately reportable and which Agencies require notification.

6.0 Steps For Reporting:

- 6.1. Persons using, transporting, or otherwise handling materials identified in Appendix I as being immediately reportable if spilled, must be aware of the spilled quantity that will necessitate such a report.

- 6.2. In the event of a spill or release of material, persons in the affected areas should act immediately to ensure their personal safety.
- 6.3. The responsible person must identify the material and the quantity spilled.
- 6.4. The responsible person must act quickly to stop, contain, and minimize the effects of the spill, and, where possible and safe to do so, initiate a clean up of the affected area. This may include initiating an emergency response if the spill is larger than the immediately available spill clean up capabilities of Land and Building Services.
- 6.5. The responsible person must contact his or her supervisor as soon as it is practicable to do so. The supervisor will then assist as required in providing additional clean up assistance and in contacting appropriate agencies if necessary.
- 6.6. The responsible person (or supervisor) must determine, using Appendix I, if the spill is reportable and which agencies require notification.
- 6.7. The responsible person (or supervisor) must notify all applicable agencies as soon as it is safe to do so, and complete the UBC Spill Reporting Form (Appendix II).
- 6.8. The responsible person's supervisor is to keep the original Spill Reporting Form and fax a copy to the Department of Health Safety and Environment (Fax: (604) 822-6650) as soon as reasonably possible. The Department of Health Safety and Environment must also be notified by phone ((604) 822-2029) as soon as possible.
- 6.9. A second copy of the form must be forwarded to the applicable Administrative Head.

7.0 Written Safe Work Procedures for Clean Up of Spills involving WHMIS Controlled Products

- 7.1. Written Safe Work Procedures for clean up of spills of WHMIS Controlled Products are included in this document for both reportable (Appendix III), and non-reportable spills (Appendix IV).
- 7.2. These procedures are to be used only by the worker responsible for the spill (the responsible person), or a worker dispatched to clean up the spill using the appropriate written safe work procedure.

8.0 Unattended Material Spills:

- 8.1. If an unattended material spill is observed, the worker should take immediate action to cordon the area and contact his or her supervisor for instructions.

- 8.2. If the spill is not attributable to Land and Building Services Activities, the supervisor should contact HSE. HSE will respond to the site to identify the materials and evaluate the spill.

9.0 Reporting to External Agencies:

- 9.1. If determination is made that external agencies must be notified of the spill the report shall include, to the extent practical:

- 9.1.1. The reporting persons name and telephone number.
- 9.1.2. The name and telephone number of the person who caused the spill.
- 9.1.3. The location and time of the spill.
- 9.1.4. The type and quantity of the substance spilled.
- 9.1.5. The cause and effect of the spill.
- 9.1.6. Details of action taken or proposed to stop, contain, and minimize the effects of the spill.
- 9.1.7. A description of the spill location and of the area surrounding the spill.
- 9.1.8. The details of further action contemplated or required.
- 9.1.9. The names of any agencies currently on the scene.
- 9.1.10. The names of other persons or agencies advised concerning the spill.

10.0 External Agency Contact Information:

- 10.1. External Agency contact information is presented at the base of Appendix I.

11.0 Oil, Hydraulic Fluid and other Vehicular Spills:

- 11.1. Upon noticing a vehicular spill of any type the worker will immediately contact the Plant Operations Garage at 822-9822.
- 11.2. The garage will treat the call as an emergency and respond immediately to the site taking all equipment necessary to contain and clean up the spilled material.

- 11.3. If required the garage will call upon Plant Operations Labourers to attend the site and assist with clean up activities under the direction of the attending mechanic. Plant Operations Labourers must respond immediately to such a request from the garage and treat the call as an emergency.
- 11.4. The attending mechanic will remain on site until all necessary direction has been given for clean up activities. The attending mechanic will determine if the spill is immediately reportable and initiate the appropriate reports as soon as it is practicable to do so.
- 11.5. Outside of regular working hours the driver of the vehicle must contact his or her supervisor immediately who will then contact the Plant Operations Head Mechanic for assistance.

12.0 Laboratory Waste Spill Response by Land and Building Services:

- 12.1. The following outlines how Land and Building Services will respond to spills involving Laboratory Waste on campus (i.e. Laboratory glass, needles/syringes, bio-hazardous bags etc) that are not attributable to the work activities of Land and Building Services. The type of response depends on the type of waste spill and whether it is during working hours or not.
- 12.2. During Working Hours:
 - 12.2.1. All laboratory waste spills will be reported immediately to Trouble Calls by the affected department. The following information must be provided:
 - i. Contact person name and phone number
 - ii. Location of spill?
 - iii. Type of spilled material? (glass, needles/syringes, full or empty chemical bottles, biohazardous waste bags)
 - iv. Amount spilled?
 - v. Is the location of spill in a high traffic area? pedestrian or vehicle moving through the spill?
 - 12.2.2. If there is any confusion as to the type of spill, HSE or the LBS Safety Group is to be contacted to visit the site and evaluate the spill. The information gathered will be relayed back to Trouble Calls so the appropriate clean up response can be initiated.
 - 12.2.3. Trouble Calls will dispatch Land and Building Services crews for clean up according to the following guidelines:

- i. Glass waste → Waste Management
- ii. Small sharps spill (inside building) → Custodial Division
- iii. Small sharps spill (on campus grounds) → Dispatch

12.2.4. Only trained workers may be dispatched to clean up sharps.

12.2.5. Each division will treat the incoming call as a priority and respond immediately. If the spill is in a high traffic area and is endangering the public, the spill will be cleaned up **immediately**.

12.2.6. If the spill involves hazardous waste such as full chemical bottles, biohazardous waste bags, broken sharps containers and large piles of needles, HSE Environmental Services Facility will respond. (Note: Empty laboratory glass waste will be left for Waste Management to clean up after the hazardous material is removed).

12.2.7. A summary of the sequence of events for dealing with reported spills during regular working hours is presented in Appendix V.

12.3. During Evening Shift Hours:

12.3.1. Contact the evening shift supervisor at 822-3464.

12.4. After Working Hours:

12.4.1. Contact Campus Security Communication Operators (822-2222) who will take appropriate action. Any glass waste spills encountered after hours will be barricaded off and trouble calls will dispatch waste management to clean up the area during regular working hours.

13.0 References:

13.1. BC Environmental Management Act [SBC 2003] Chapter 53

13.2. BC Hazardous Waste Regulation BC Reg. 319/2004

13.3. BC Spill Reporting Regulation. BC Reg. 166/93

13.4. BC Workers Compensation Act [RSBC 1996] Chapter 493, Occupational Health and Safety Regulation BC Reg. 348/2003, section 5.101

13.5. Canada Hazardous Products Act [RSC 1985] Chapter H-3

13.6. Canada Transportation of Dangerous Goods Act [SC 1999] Chapter 31

- 13.7.** Canada Transportation of Dangerous Goods Regulations SOR/2003-400
- 13.8.** Canadian Environmental Protection Act [SC 2001] Chapter 34 SOR 2003-277
- 13.9.** Land and Building Services Safety Program, Element 8: Hazardous Materials
- 13.10.** Land and Building Services Work Procedure I-B-14 WHMIS
- 13.11.** UBC Policy # 6 – Environmental Protection Compliance
- 13.12.** UBC Policy # 9 – Hazardous Materials Management

Appendix I: Determination of Reportable Quantities of Spilled Materials and Agencies Requiring Notification.

Use this table to determine if a spill is reportable and which agencies require notification. 1) Find the substance spilled in the Criteria/Substance Spilled Column. 2) Compare the Quantity Spilled to the Reportable Amount. 3) If the quantity spilled is in excess of the Reportable Amount, report the spill to the required Agencies and to UBC HSE.

Criteria/Substance Spilled	Reportable Amount	Agencies/Departments requiring contact	UBC LBS References
Waste Containing a Pest Control Product	Any	HSE, Pesticide Management Program and PEP	Pesticide Control Program
Waste Oil	100 litres	HSE, PEP	WHMIS Product Spill Proc.
Explosives of Class 1	Any	HSE, PEP and Transport Canada	Defer to HSE
Flammable Gases of Division 1 of Class 2	10 Kg Where Spill Results from Equipment Failure, Error, Deliberate Action or Inaction	HSE, PEP	WHMIS Product Spill Proc.
Non-Flammable Gases of Division 2 of Class 2	10 Kg Where Spill Results from Equipment Failure, Error, Deliberate Action or Inaction	HSE, PEP	WHMIS Product Spill Proc.
Poisonous Gases of Division 3 of Class 2	Any	HSE, PEP and Transport Canada	WHMIS Product Spill Proc.
Flammable Liquids of Class 3	100 Litres	HSE, PEP	WHMIS Product Spill Proc.
Flammable Solids of Class 4	25 Kg	HSE, PEP and Transport Canada	WHMIS Product Spill Proc.
Products or Substances that are Oxidizing Substances of Division 1 of Class 5	50 Kg or 50 Litres	HSE, PEP and Transport Canada	WHMIS Product Spill Proc.
Products or Substances that are Organic Compounds that contain the bivalent “-O-0-” structure of Division 2 of Class 5	1 Kg or 1 Litre	HSE, PEP and Transport Canada	WHMIS Product Spill Proc.
Products or Substances that are Poisons of Division 1 of Class 6	5 Kg or 5 Litres	HSE, PEP and Transport Canada	WHMIS Product Spill Proc.
Organisms that are Infectious or that are Reasonably Believed to be Infectious, and the Toxins of these Organisms (risk group II and above)	Any	HSE, PEP and Transport Canada	Defer to HSE
Radioactive Materials of Class 7	All Discharges of a Radiation Level Exceeding 10mSv/h at the Package Surface and 200uSv/h at 1 m from the Package Surface	HSE, PEP and Transport Canada	Defer to HSE
Corrosive Materials of Class 8	5 Kg or 5 Litres	HSE, PEP and Transport Canada	WHMIS Product Spill Proc.
Waste Asbestos	50 Kg	HSE, PEP	Asbestos work Procedure 15.1

Notes: **WHMIS Product Spill Proc.** – means use either the WHMIS Controlled Products Spill Clean Up Procedure for Reportable Quantities Spill Clean Up Procedure.
Defer to HSE - means immediately contact HSE and request instructions.

Appendix I: Determination of Reportable Quantities of Spilled Materials and Agencies Requiring Notification (Continued).

Miscellaneous Products or Substances of Class 9	50 Kg or 50 Litres	HSE, PEP and Transport Canada	WHMIS Product Spill Proc.
			WHMIS Product Spill Proc.
			WHMIS Product Spill Proc.
Any Substance not Covered by these items that can cause Pollution	200 Kg or 200 Litres	HSE, PEP	WHMIS Product Spill Proc.
Natural Gas	10 Kg, if there is a breakage in a Pipeline or Fitting Operated at >100psi that results in a Sudden Release	HSE, PEP	WHMIS Product Spill Proc.
One of the 45 Materials on the List of Toxic Substances (refer to Environment Canada – Canadian Environmental Protection Act – Schedule 1 – List of Toxic Substances)	Any	HSE, Environment Canada	Defer to HSE
A Major Release of a Toxic or Hazardous Material	Case I: The Incident Resulted in an Injury that required Immediate Medical Attention beyond the Level of Service Provided by a First Aid Attendant or Injuries to Several Workers which Required First Aid Case II: The Incident Resulted in a Situation of Continuing Danger to Workers, as when the Release of a Chemical cannot be Readily, or Quickly Cleaned Up.	HSE, WCB	WHMIS Product Spill Proc.
A Substance that is or may be a Health Hazard	Any	HSE, Medical Health Officer	Defer to HSE
A Deleterious Substance Released into Water Frequented by Fish	Any	HSE, PEP	Defer to HSE

Notes: WHMIS Product Spill Proc. – means use either the WHMIS Controlled Products Spill Clean Up Procedure for Reportable Quantities Spill Clean Up Procedure.

Defer to HSE - means immediately contact HSE and request instructions.

Contact Numbers

Emergency Response	911	Transport Canada	Contact Local Police
PEP/Provincial Emergency Program	(250) 387-5956 or 1-800-663-3456	Medical Health Officer	(604) 736-2033
Pesticide Management Program	(604) 582-5200	Workers Compensation Board	1-800-661-2112 (after hours (604) 273-7711)
Environment Canada	(604) 666-6100	Health Safety & Environment	Ph: (604) 822-2029, Fax: (604) 822-6650

Appendix II: UBC HSE Spill Reporting Form.

**Fax to Health, Safety & Environment, (604) 822 – 6650
(Phone Number (604) 822 – 2029).
Conv to be forwarded to Administrative Head of Unit.**

Emergency Response Initiated	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name:	_____
Department:	_____
Phone Number:	_____
Address:	_____

Material Spilled:	_____

Quantity:	_____
Location:	_____

Date and Time:	_____
of Spill:	_____

Description of spill, including cause and actions taken:	

Agencies attending scene (e.g., Fire Department etc.)	

Agencies Notified of Spill (e.g., PEP)	
_____	Time _____
_____	Time _____
_____	Time _____

Please indicate any additional information on a separate sheet.

WHMIS Controlled Products Spill Clean Up Procedure for Reportable Quantities

Scope of Work: Clean up of quantities of spilled materials that are reportable to Internal or External Agencies under Land & Building Services Policy I-B-49.

Notes:

- *These procedures are to be used only if you are the person responsible for the spill (the responsible person), or if you have been dispatched to clean up the spill using this work procedure.*
- Prior to working with a WHMIS Controlled Product ensure that you are aware of the quantity of the Product that is required to be reported to Internal and External Agencies. If a spill of less than this quantity occurs follow the **WHMIS Controlled Products Spill Clean Up Procedure for Non-Reportable Quantities** procedure.
- This procedure is **not** material specific and should be used only as a guideline for the steps involved in the clean up of the spill.

Important: *Circumstances of the spill might necessitate the immediate contact of UBC Emergency Services. In these circumstances this need may supercede the order of steps 2, and 3, below. UBC Emergency Services will also be able to render first aid assistance.*

Work Procedures

<i>Personal Safety</i>	1. Act immediately to ensure personal safety and, if required, administer appropriate first aid measures as identified in Section 8 – First Aid Measures of the Materials MSDS Sheet.
<i>Contain the Spill</i>	2. <i>Take all possible measures to Stop, Contain, or Minimize the effects of the Spill. Place signs or barrier tape at the boundary of the area warning of a spill and not to enter the work area unless authorised to do so.</i>
<i>Initiate Response</i>	3. <i>If the spill will require the assistance of UBC Emergency Services phone 911 report the spill and request assistance, and <u>request instructions</u> - otherwise:</i> 4. <i>Contact your supervisor, report the spill, and inform him or her that this is a reportable spill. If additional in-house resources are required to clean up the spill as required to clean up the spill request assistance.</i>
Complete Steps 5 and 6 <u>only</u> if you have requested assistance from UBC Emergency Services – otherwise proceed to step 7.	
<i>UBC Emergency Services Response</i>	5. <i>Follow any instructions provided by UBC Emergency Services (for example you might be requested to initiate an evacuation of the building).</i> 6. <i>As soon as it is possible for you to do so contact your supervisor and inform him or her of the situation. You should inform your supervisor that this is a reportable spill and request instruction.</i> 7. <i>Your physical involvement with the spill may end at this point. You should now begin the process of reporting the spill to the required agencies.</i>

	<p><i>Do not leave the scene of the spill without ensuring that UBC Emergency Services have all the information they require from you.</i></p>
Engineering Controls	<p>8. Initiate any Engineering Controls within the area of the spill as required by Section 7 – Preventative Measures (Engineering Controls) of the Materials MSDS Sheet.</p>
Personal Protective Equipment	<p>9. Wear protective clothing and other Personal Protective Clothing as required by Section 7 – Preventative Measures (Personal Protective Equipment) of the Materials MSDS Sheet.</p>
Work Method for Specified Material	<p>10. In order to clean up the spill follow the Leak and Spill Procedures as required by Section 7 – Preventative Measures (Leak and Spill Procedures) of the Materials MSDS Sheet.</p> <p>11. During Clean up ensure that any additional requirements of Section 7 – Preventative Measures (Handling Procedures and Equipment) of the Materials MSDS Sheet are observed.</p> <p>12. Place spilled materials into appropriate containers as required for waste disposal in Section 7 – Preventative Measures (Waste Disposal) of the Materials MSDS Sheet.</p>
Clean Up and Dismantling of Work Area	<p>13. Once spill clean up is complete remove barricades and warning signs and dispose of the waste at the south campus Environmental Services Facility or as appropriate and required under Section 7 – Preventative Measures (Waste Disposal) of the materials MSDS Sheet.</p>
Waste Disposal	<p>14. If appropriate the waste may be transported to south campus Environmental Services Facility and stored until proper disposal can be arranged. Call the Environmental Services Facility at 822-1285 or 822-6306 to ensure they will accept the material and to arrange for the gates to be open.</p>
Reporting to Your Supervisor	<p>15. Once spill clean up and waste disposal operations are complete contact your supervisor and advise him or her that clean up and disposal of spilled materials is complete. You must now begin the process of reporting the spill to the required agencies.</p>

WHMIS Controlled Products Spill Clean Up Procedure for Non-Reportable Quantities

Scope of Work: Clean up of quantities of spilled materials that are **not** reportable to Internal or External Agencies under Land & Building Services Policy I-B-49.

Notes:

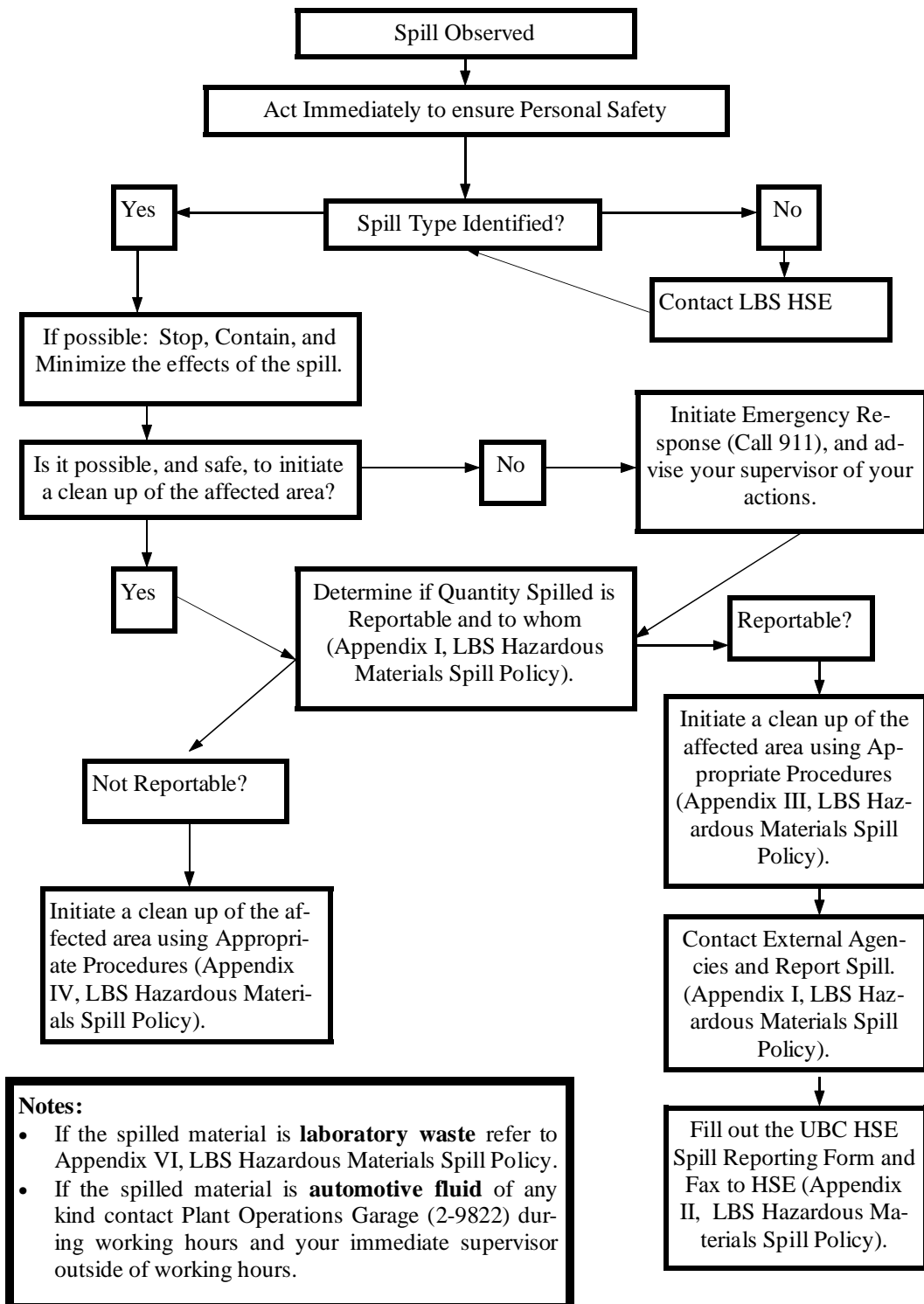
- *These procedures are to be used only if you are the person responsible for the spill (the responsible person), or if you have been dispatched to clean up the spill using this work procedure.*
- Prior to working with a WHMIS Controlled Product ensure that you are aware of the quantity of the Product that is required to be reported to Internal and External Agencies. If a spill in excess of this quantity occurs follow the WHMIS Controlled Products Spill Clean Up Procedure for Reportable Quantities procedure.
- This procedure is **not** material specific and should be used only as a guideline for the steps involved in the clean up of the spill.
- This procedure should be used for any spills that cannot be immediately cleaned simply using the materials in the users hand (for example by wiping or mopping up the material and disposing of the rag or mop as appropriate) and for spills that will require time and the cordoning off of the area.

Work Procedures

<i>Personal Safety</i>	1. Act immediately to ensure personal safety and, if required, administer appropriate first aid measures as identified in Section 8 – First Aid Measures of the Materials MSDS Sheet.
<i>Contain the Spill</i>	2. <i>Take all possible measures to Stop, Contain, or Minimize the effects of the Spill. Place signs or barrier tape at the boundary of the area warning of a spill and not to enter the work area unless authorised to do so.</i>
<i>Initiate Response</i>	3. <i>If the spill will require the assistance of UBC Emergency Services phone 911 report the spill, request assistance, and request instructions - otherwise:</i> 4. <i>If additional in-house resources are required to clean up the spill contact your supervisor immediately, report the spill, and request assistance as required to clean up the spill.</i>
<i>Complete Steps 5 and 6 <u>only</u> if you have requested assistance from UBC Emergency Services – otherwise proceed to step 8.</i>	
<i>UBC Emergency Services Response</i>	5. <i>Follow instructions provided by UBC Emergency Services (for example you might be requested to initiate an evacuation of the building).</i> 6. <i>As soon as it is possible for you to do so, contact your supervisor and inform him of the situation.</i> 7. <i>Your physical involvement with the spilled material may end at this point. Follow your supervisor’s instructions.</i>

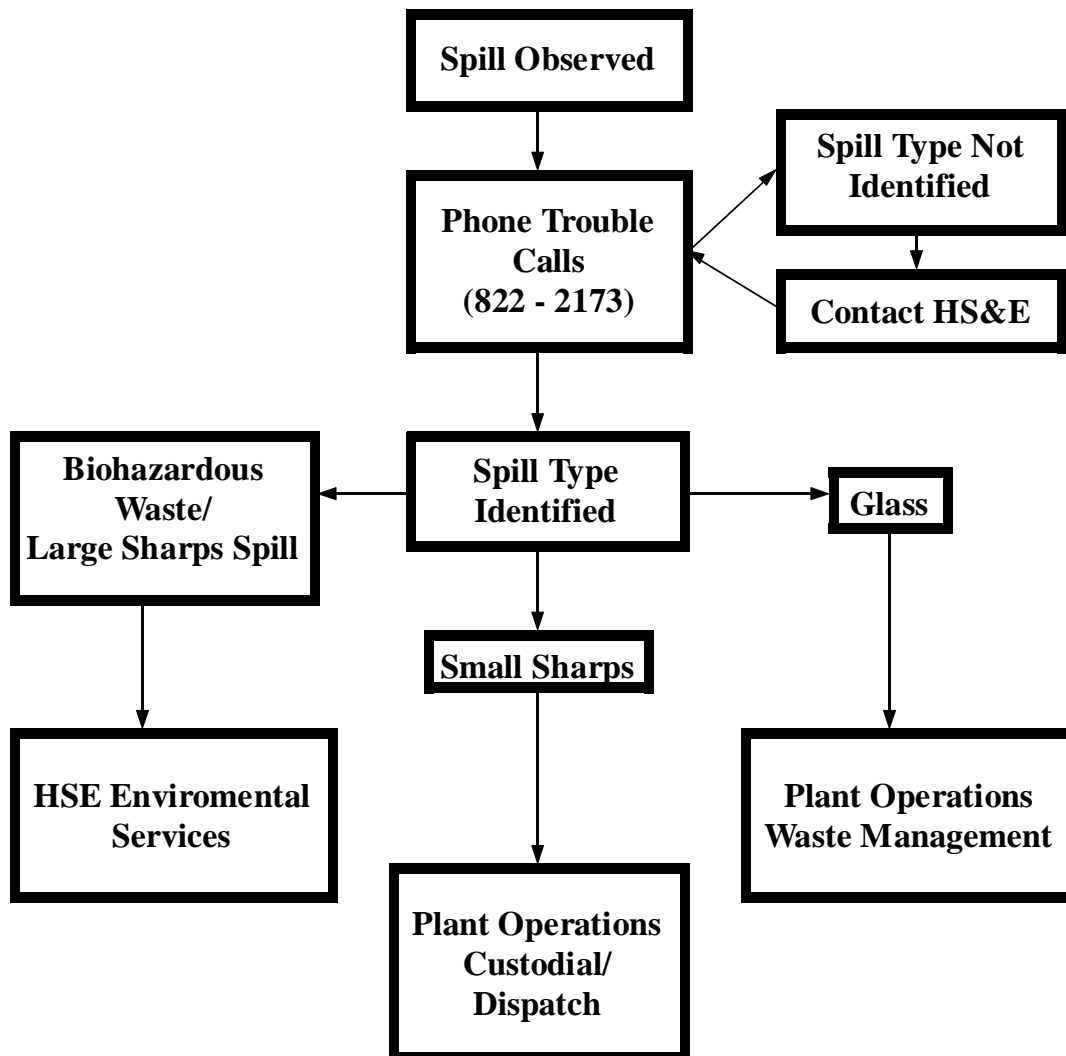
Engineering Controls	8. Initiate any Engineering Controls within the area of the spill as required by Section 7 – Preventative Measures (Engineering Controls) of the Materials MSDS Sheet.
Personal Protective Equipment	9. Wear protective clothing and other Personal Protective Clothing as required by Section 7 – Preventative Measures (Personal Protective Equipment) of the Materials MSDS Sheet.
Work Method for Specified Material	<p>10. In order to clean up the spill follow the Leak and Spill Procedures as required by Section 7 – Preventative Measures (Leak and Spill Procedures) of the Materials MSDS Sheet.</p> <p>11. During Clean up ensure that any additional requirements of Section 7 – Preventative Measures (Handling Procedures and Equipment) of the Materials MSDS Sheet are observed.</p> <p>12. Place spilled materials into appropriate containers as required for waste disposal in Section 7 – Preventative Measures (Waste Disposal) of the Materials MSDS Sheet.</p>
Clean Up and Dismantling of Work Area	13. Once spill clean up is complete remove barricades and warning signs and dispose of the waste at the south campus Environmental Services Facility or as appropriate and required under Section 7 – Preventative Measures (Waste Disposal) of the materials MSDS Sheet.
Waste Disposal	14. If appropriate the waste may be transported to south campus Environmental Services Facility and stored until proper disposal can be arranged. Call the Environmental Services facility at 822-1285 822-6306 to ensure they will accept the material and to arrange for the gates to be open.
Reporting to Your Supervisor	15. Once spill clean up and waste disposal operations are complete contact your supervisor and advise him or her of the spill and the actions taken to clean up and dispose of spilled materials.

Spill Response by Land and Building Services



Laboratory Waste Spill Response by LBS

(Working Hours 7.30 a.m.—3.30 p.m. Monday to Friday except Statutory Holidays)



Notes: A small sharps spill should require minimal clean up **only** and should be performed with a small sharps clean up kit.
Sharps refers to syringe needles or scalpels and **does not** include broken glass.