WNC Policies and Procedures Manual

Procedure: **HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN**
Policy No.: 11-24-0
Department: Environmental Health and Safety (EH&S)
Contact: EH&S Coordinator

POLICY:
This hazardous material emergency response plan provides Western Nevada College personnel with a single source document that addresses the important evaluation and the subsequent action to be taken in response to hazardous material incidents and spills. Accordingly, guidance is given for a wide range of hazardous situations that may be encountered.

WNC has prepared this plan to meet our responsibilities as a good steward of our environment and to comply with current environmental law.

All WNC emergency hazardous situations must be dealt with as addressed in this plan.

Note:
EH&S will have our local emergency responders (from Carson City, Douglas County and Fallon) review this plan to assure our plan is consistent with their supplying professional hazmat services to our campuses.

SCOPE:

This Hazardous Materials Hazardous Response plan applies to all Western Nevada College hazardous material emergencies including spills, fires, and uncontrolled releases on our campuses. This procedure shall be used in conjunction with our WNC Emergency Management Plan and our Chemical Hygiene Plan 11-11-1.

Index:

Section 1 RESPONSIBILITIES:

- The Environmental Health and Safety Department will update this procedure, monitor procedure compliance and offer training consistent with this plan. The department seeks to assure that the college and the property around it are protected against the risks of hazardous material release.
- Supervisors, instructors, division chairs, and department heads shall assure that their personnel receive adequate hazardous and spill response training and have the materials on hand to contain and clean-up spills for their areas of responsibilities. Accordingly, if personnel use a chemical, oil, or hazardous product, the materials to support a small clean-up must be available.
- All employees must evaluate their ability to manage the situation without risk to others when a hazardous situation initially occurs.
- Local trained professional responders will respond to WNC hazardous material emergencies as outlined in this plan.
- Trained supervisors, lab instructors, shop instructors, facilities personnel, Public Safely personnel, and the Environmental Health and Safety coordinator shall provide services on small hazardous spills/releases, small and larger petroleum, and other materials spills with known materials.

Section 2 REFERENCE INFORMATION:

- Appendix VII Nevada State Response System
http://dfg.ca.gov/ospr/response/acp/marine/2005RCP/Appendices/Appx_VII_stateresponse_c.pdf

- State of Nevada Hazardous Materials Emergency Response Plan
http://ndep.nv.gov/BCA/file/hazmat_master.pdf

- Draft FWSEA – September 20, 2005 Not intended for official use appendix
http://dfg.ca.gov/ospr/response/acp/marine/2005RCP/Appendices/Appx_XXI_FWSEA.pdf

Sections 3 PROCEDURE:

At WNC's rural campuses including Fernley, Lovelock, Smith Valley, Hawthorne, and Yerington, we have no spill response capability. Accordingly, we have very limited hazardous materials in these locations. These locations must use the local fire department hazardous materials team for all clean up. All other campuses, Carson City, Douglas, and Fallon, capability to control and clean-up small spills is available. Potential spills fall into four categories:

- Small hazardous sp

- All spills of extremely flammable materials (flash point less than 20 degrees F)
- All spills of extremely toxic materials (5mg/kg LD50)
- All mercury spills (other than broken lamp bulbs)
- All personal contaminations
- All leaking or bulging containers or containers of unknown origin
- All uncontrolled compressed gas releases

All lab instructors are responsible to have Standard Operating Procedures (SOP) and materials to handle spills for chemicals they use in labs. The basis for these procedures is explained below.

The primary consideration for laboratory personnel when a material is spilled is safety. If the spill could potentially harm someone, call EH&S at 445-3327 or 911.

The instructor must evaluate the hazardous material, the trained people available and material available for the clean up prior to deciding not to call for outside assistance. See small spill procedure bullet #1 below.

3. A. 1 Small hazardous material response prerequisites and guidelines:

If the spill occurs in a lab or shop the students and trained employees should follow the direction of the instructor.

- Care must be taken not to spread the contamination
- The safety of all personnel is paramount

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Laboratories and shops must have certain supplies available before attempting to clean-up a spill/release. The actual materials to be used will depend upon the hazards posed by the spilled material released. A recommended list of supplies is presented below:

- Absorbent pads
- Absorbent socks
- Acid neutralizer
- Activated carbon
- Caustic neutralizer
- Dust pan and brush
- Heavy duty plastic trash bags
- Laboratory tongs
- One gallon or five gallon plastic bucket with lid
- Proper hazardous waste tags (from EH&S)

Note: these materials are not applicable to spills of mercury or radioactive materials.

3. A.2 Small Hazardous Material Response Clean-Up Procedure

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d. Control

Control the source of the spill, if it is still present. A bottle, for example, which is knocked over, will still have some material in it. The responder should carefully upright the container; place it on an absorbent pad in a safe location, and replace the lid on the container. Any spread of spilled material must also be controlled. This is best completed by placing absorbent pads or sock around and on spill. Many laboratory spills involve broken glass. The spill responder must be careful to avoid being cut. Broken glass should never be picked up using hand-use tongs or a dustpan.

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Carefully check the entire affected area for spill residue, hidden contamination, or unsafe conditions, and act accordingly.

Package Spill Residue

Place all spill residues and contaminated PPE in plastic bags. Seal the bags and place in the bucket or other appropriate container. Attach a properly completed Waste Tag on the outside of the container. Notify EH&S for pick-up.

Restock Spill Supplies

Gather and restock supplies as needed.
After all waste containers are properly labeled and removed from the work areas; restart lab activities if there is sufficient PPE and spill or release materials available. Call EH&S or Public Safety to get proper information on what forms need to be filled out to document the spill. Additional forms will be required if people are injured.

3. B LARGE HAZARDOUS MATERIAL RESPONSE:

Large campus hazardous response spills can occur from both internal and external sources including:

- College facilities including shops and labs
- Trucks and tankers making deliveries to our campuses
- Terrorism (see sections 3F)
- Floods and other natural disasters

At WNC, we consider a large hazardous response to be any release or spill over one liter. The one-liter quantity is also the quantity that triggers reporting including notification of the college executive committee. Notification is accomplished by contacting and filing a report with Environmental Health and Safety or Public Safety.

A large hazardous release or spill (over one liter) is also the quantity that we recommend calling 911 for professional assistance in clean up and decontamination activities. This is for the following reasons:

- If it is a flammable liquid, there is much vapor and potential for ignition
- If toxic, evacuation may be required and some exposure is likely
- If it is reactive or volatile, control and containment will be challenging
- Quantities over one liter may be difficult to contain in a classroom or s•

- Radiological considerations
- Biological considerations
- Containment (including solid, liquid or gases)
- Decontamination (setting up zone)
- Availability of personal protective equipment
- Availability of other critical supplies

When professional emergency responders arrives:

- Have accurate hazardous material information available including extent of exposure and extent of possible injuries using your knowledge of NIMS and the incident command system work with the emergency responders helping make them aware of campus/building specific information

3. C MERCURY SPILLS:

1. What Never to Do with a Mercury Spill

- Never use a vacuum cleaner to clean up mercury. The vacuum will put mercury into the air and increase exposure.
- Never use a broom to clean up mercury. It will break the mercury into smaller droplets and spread them.
- Never pour mercury down a drain. It may lodge in the plumbing and cause future problems during plumbing repairs. If discharged, it can cause pollution of the septic tank or sewage treatment plant.
- Never wash mercury-contaminated items in a washing machine. Mercury may contaminate the machine and/or pollute sewage.
- Never walk around if your shoes might be contaminated with mercury. Contaminated clothing can also spread mercury around.

2. What to Do if a Fluorescent Light Bulb Breaks

Fluorescent light bulbs contain a very small amount of mercury sealed within the glass tubing. EPA recommends the following clean up and disposal guidelines:

A. Open a window and leave the room for 15 minutes or more.

B. Carefully scoop up the fragments and powder with stiff paper or cardboard. Place them in a sealed plastic bag.

- Use disposable rubber gloves, if available (i.e., do not use bare hands). Wipe the area clean with ample paper towels or disposable wet wipes and place them in the plastic bag.

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3. What to Do if a Mercury Thermometer Breaks

Note: These instructions also apply to spills from other sources if the amount spilled is less than or similar to the amount in a thermometer (see specific information above about how to clean up broken fluorescent lamps).

- Have everyone else leave the area; do not let anyone walk through the mercury on their way out. Open all windows and doors to the outside; shut all doors to other parts of the facility.
- DO NOT allow children to help you clean up the spill
- Mercury can be cleaned up easily from the following surfaces: wood, linoleum, tile and any similarly smooth surfaces
- If a spill occurs on carpet, curtains, upholstery or other absorbent surfaces, these contaminated items should be thrown away in accordance with the disposal means outline below. Only cut and remove the affected portion of the contaminated carpet for disposal.

Items needed to clean up a small mercury spill:

1. 4-5 zip lock type bags
2. trash bags (2 to 6 mm thick)
3. rubber, nitrile or latex gloves
4. paper towels
5. cardboard or squeegee
6. eyedropper
7. duct tape, or shaving cream and small paint brush
8. flashlight
9. powered sulfur (optional)

Cleanup Instructions

1. Put on rubber, nitrile or latex gloves.
2. If there are any broken pieces of glass or sharp objects, pick them up with care. Place all broken objects on a paper towel. Fold the paper towel and place in a zip lock bag. Secure

vapor absorbent in mercury spill kits, which can be purchased from laboratory, chemical supply and hazardous materials response supply manufacturers. **Note:** Powdered sulfur may stain fabrics a dark color. When using powdered sulfur, do not breathe in the powder, as it can be moderately toxic. Additionally, users should read and understand product information before use.

7. If you choose not to use this option, you may want to request the services of a contractor who has monitoring equipment to screen for mercury vapors. Consult your local environmental or health agency to inquire about contractors in your area. Place all materials used with the cleanup, including gloves, in a trash bag. Place all mercury beads and objects into the trash bag. Secure trash bag and label it as directed by your local health or fire department.
8. Contact your local health department, municipal waste authority or your local fire department for proper disposal in accordance with local, state and federal laws.
9. Remember to keep the area well ventilated to the outside (i.e., windows open and fans in exterior windows running) for at least 24 hours after your successful cleanup. Continue to keep pets and children out of cleanup area. If sickness occurs, seek medical attention immediately. View information on health effects related to exposures to vapors from metallic mercury. For additional information on health effects of mercury

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1. Personnel and Training - Members of the college's hazardous materials response

affects a water way within the State of Nevada must be reported, regardless of the quantity.

Spills must be reported to the Nevada Division of Environmental Protection as soon as possible, but no later than the end of the first working day of the release at:

For information regarding State reporting requirements, when to call, who to call, or information on data, please call the Bureau of Corrective Actions at (775) 687-9368 during normal business hours (8:00 - 5:00 PST)

This spill information is entered and maintained on a State database by the Superfund Staff of NDEP.

A spill form has been made available to assist the caller in what information is asked by NDEP. This form may be helpful to a facility and the public. The caller must call Nevada Division of Environmental Protection (NDEP), a fax is not an acceptable reporting mechanism at this time. The caller always has the right to remain anonymous and the report will still be ha o0.4ofhha o0.4ohrs62 TD..9(h)0w[ha43.6(c)34neT(h4T9(h)07lhha3(e)a6(hneT(h4T9hneT(hCa0w[h

WNC Employees may need function-specific training based on their roles pertaining to the receipt of hazardous materials.

Trained employees should be familiar with the hazardous material incident report and be capable of using the emergency response guidebook.

3F TERRORIST EVENTS AND WEAPONS OF MASS DESTRUCTION:

WNC personnel must be prepared for the possibility of a terrorist event involving hazardous materials or Weapons of Mass Destruction. This preparation includes securing our hazardous materials as well as being observant and reporting unusual or suspicious situations to WNC Public Safety.

Weapons of Mass Destruction are weapons or devices intended to cause death or serious injury to a significant number of people. Typically, this could occur by the release of highly toxic chemical agent, a highly infectious biological agent, or radioactive materials. This most likely would be a bomb that may cause a hazardous material, radioactive material or biological material release or a package sent or left at the college.

Common features of suspicious packages include:

Liquid leaking from package
They tend to have hand-applied postage
They have excessive postage
Vibrate or make a sound
An unusual odor
They are addressed to a position, not a person
No return address
Hand written or poorly typed address
Misspelling of common words
Restrictive markings such as “Confidential,” “Personal,” etc.
Excessive weight and/or feel of a powdery or foreign substance
Foreign post marks and/or writing
Source of the letter/package is not recognized by recipient/addressee

If you believe you have received a suspect package or letter:

Do not open the letter or package
Contact WNC Public Safety or your campus administration office
Move all personnel clear of the package

- Remember that this is NOT a medical emergency yet, but it is a potential contamination problem
- This is also a potential crime scene – preserve evidence and pay attention to what you have seen or done

What NOT to do:

- DO NOT pass the letter or package to others to look at
- DO NOT disturb any contents in the letter or package. Handling the letter/package may only spread the substance contained inside and increase the chances of it getting into the air
- DO NOT ignore the threat, it must be treated as real until properly evaluated