



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS

University Environmental Health and Safety

Biological, Chemical or Radiological Spill Reporting Requirements and Response Program

April 5, 2017

1. INTRODUCTION

1.1 Purpose

The prompt reporting of biological, chemical or radiological (herein referred to as hazardous materials) spills or releases to proper University authorities is an essential element in the protection of the health and safety of campus faculty, staff, students and visitors. Prompt reporting is also essential in providing for the protection of the community environment. In addition, Indiana University must comply with local, state and federal spill reporting requirements.

Spill residues most often require special management and disposal. Spills that have gone unreported for extended periods of time have resulted in the unnecessary exposure of individuals outside the immediate area of release and have resulted in significant environmental contamination.

1.2 Scope

This Program applies to all faculty, staff, students, and visitors of the University community that purchase, transport, store, utilize or otherwise handle hazardous materials. The Program applies to virgin products, intermediates and waste products. The Program applies to all hazardous materials whether found in liquid, solid or gaseous form at room temperatures.

The Program applies to stock chemicals normally associated with laboratory environments and to products related to the maintenance of University buildings, grounds, property, equipment and supplies including but not limited to:

- Bactericidal 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, and
- Water treatment products.

2. AUTHORITY AND RESPONSIBILITY

2.1 University Environmental Health and Safety (IUEHS) is responsible for:

- 2.1.1 Receiving and responding to reports of hazardous materials spills or releases.
- 2.1.2 Responding to and remediating hazardous materials releases as necessary according to the provisions of the current campus hazardous materials contingency plan or best management practices.
- 2.1.3 Ensuring that all applicable local, state or federal reporting requirements are fulfilled.

2.2 Departments are responsible for:

- 2.2.1 Ensuring hazardous materials releases are reported according to the provisions of this Program.
- 2.2.2 Ensuring that staff are adequately training to comply with the provisions of this Program.

2.3 Employees are responsible for:

- 2.3.1 Reporting, immediately, hazardous materials releases.
- 2.3.2 Following instructions communicated to them by IUEHS.
- 2.3.3 Seeking medical treatment in the event of an exposure.

3. ELEMENTS OF THE PROGRAM

3.1 The most senior staff member present at the time of the spill is responsible for ensuring that appropriate procedures listed in the [Emergency Procedures Handbook](#) for the respective campus are implemented and that the spill is reported to the IU Police Dispatch Center for the respective campus. 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. IUPD will contact IUEHS for the respective campus.

3.2 Representatives from University Environmental Health and Safety for the respective campus will respond to evaluate the release and determine the best course-of-action for the containment and cleanup of the spill. IUEHS may allow clean-up of minor spills exceeding the excepted guidance (found in Chemical Spill Reporting Exceptions section of this Program) on a case by case basis by trained on-site personnel.

3.3 Biological Spills:

3.3.1 Biological spills are to be addressed according to the provisions of Section 3.1 of the Indiana University Biosafety Manual.

3.3.2 All spills in laboratories are to be reported to IUEHS Biosafety for the respective campus at the earliest opportunity possible.

3.3.3 Spills in a BSL3 laboratory or spills involving recombinant DNA or result in injury requiring treatment are to be reported according to the provisions of the Emergency Procedures Handbook under the Spills, Leaks, and Odors tab.

3.4 Chemical Spills:

3.4.1 Unless the spill meets the criteria for a reporting exception as defined below (Chemical Spill Reporting section of this Program), all chemical spills are to be reported according to the provisions of the [Emergency Procedures Handbook](#) for the respective campus involved under the Spills, Leaks, and Odors tab.

3.4.2 **Chemical Spill Reporting Exceptions** - The following spills are exempted from the reporting requirements provided that all of the following conditions are met:

- 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 and Globally Harmonized System (GHS) health, fire and reactivity ratings of 5 or 4.

- 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).
- The material does not possess a noxious, nauseating or otherwise irritating odor or property.
- The released material is contained on an impervious surface and has not and is not immediately threatening to contaminate soil, groundwater or surface water.
- 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.
- A spill kit capable of cleaning up exempted quantities of spilled material is to be kept on-site.

3.5 Radiological Spills

3.5.1 Contact the respective EHS Radiation Safety Office as follows:

IUB: 812/855-3230

IUPUI: 317/274-4797 weekdays 8 am to 5 pm or after hours 317/274-5555 and ask to page Radiation Safety or page Radiation Safety directly (pager #1607).

3.5.2 The applicable *Radiation Safety Procedures Manual* for the respective campus provides detailed instructions on what to do in the event of a release involving radioactive materials. Additional guidance can be found at:

IUB: <http://ehs.iu.edu/topics/radiation-safety/radiation-safety-manual/index.shtml#emergency> (Section 14.0 Emergency Procedures)

IUPUI: http://researchcompliance.iu.edu/radsafety/iupui/radsafe_policies.html (Section P. Radiation Emergency Procedures)

3.6 Sanctions

3.6.1 University 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.

3.6.2 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.

4. TRAINING AND RECORDKEEPING

4.1 Training

Any employee involved in the clean-up for a hazardous material spill must be properly trained in the clean-up of the spill.

4.2 Recordkeeping

The respective IUEHS office for each campus will maintain records of Program exceptions requested and granted in response to this Program.

5. REFERENCES

- [IU Biosafety Manual](#)
- [IU Radiation Safety](#)
- [Emergency Procedures Handbook](#)
- [IU Chemical Hygiene Plan](#)
- [IU Waste Management Program](#)

6. REVISIONS

Revised: April 5, 2017