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**Policy Name:** Chemical and Petroleum Spill Response

**Policy Number:** E-4

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Environmental Health & Safety

**Most Recent BOT Approval Date:** April 2022

**Most Recent Review Date:** August 2024

**Most Recent Review/Revision Type:** ☒ none ☐ minor/non-substantive ☐ substantive/extensive

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### **Policy Statement:**

Finger Lakes Community College will minimize the potential for spills and discharges through best management practices, and ensure compliance with all applicable environmental, health, and safety requirements, including those related to spill management.

### **Reason(s) for Policy:**

Spills and discharges of chemicals, including petroleum products, have the potential to cause harm to human health and the environment if appropriate procedures are not implemented as soon as possible following the spill. This policy has been created to ensure that personnel who work with chemicals, including petroleum products, are aware of the appropriate procedures to implement in the event of a spill.

### **Applicability of Policy:**

This policy applies to all personnel at the College using, handling, storing, or disposing of chemicals or petroleum.

### **Definitions:**

- DEC – New York State Department of Environmental Conservation
- U.S. EPA – United States Environmental Protection Agency
- SPCC Plan – Spill Prevention Control and Countermeasures Plan

### **Related Documents:**

- 40 CFR Part 112 – Spill Prevention Control and Countermeasures
- FLCC Spill Prevention Control and Countermeasure Plan
- 6 NYCRR Parts 612-614 – NYS Dept of Environmental Conservation Petroleum Bulk Storage

### **Procedures:**

#### Precautionary Measures

Implementation of the following practices, to the extent practicable, will decrease the likelihood of a spill or the resultant impact if a spill occurs:

- a) When practical, substitute a less hazardous chemical, procedure, or piece of equipment
- b) Always store chemicals in containers with closed caps
- c) Use secondary containment when required and whenever possible
- d) Do not store chemicals on the floor, on desks, or above eye level
- e) Check shelving capacity and ensure that overloading or overcrowding does not occur

- f) Practice good housekeeping - clutter increases the likelihood of a spill or accident
- g) Minimize excess chemical waste and storage - purchase only the amount needed

#### Spill Kits and Clean Up Supplies

Anticipate chemical spills by having appropriate cleanup and safety equipment on hand. These cleanup supplies should be consistent with the hazards and quantities of substances used. Commercial clean-up kits are available with instructions, absorbents, neutralizers, and protective equipment. These kits are located strategically and are easily accessible near areas where chemicals are used, stored, or handled.

#### Spill Response Procedures

In the event of a spill or release:

- a) Notify all personnel in the area of the spill or release and adjacent areas
- b) If the spill or release presents a possibility for injury to human health or the environment, immediately evacuate the area, call 911, and activate the emergency alarm system
- c) If there is a fire or other imminent threat, call 911. If possible and if it can be done safely extinguish flames and remove all other sources of ignition
- d) Maintain ventilation
- e) If it can be done safely, obtain a copy of the Safety Data Sheet to review applicable spill response procedures
- f) Contact Campus Police from a secure location at extension 1900 or from an outside line at 585-785-1900
- g) If it can be performed safely, protect the life and health of persons in the area, but DO NOT DO SO IF IT WILL JEOPARDIZE YOUR SAFETY
- h) DO NOT expose yourself or allow others to be exposed to any unknown substances
- i) Use caution and remember that toxic substances may have no odor or other warning properties at air concentrations that can cause severe health damage

For extremely minor spills which do not present any potential for harm to human health or the environment, utilize appropriate measures to contain the spill.

In the event of a petroleum spill, refer to FLCC's SPCC Plan, which can be found with Environmental, Health and Safety.

#### Spill Reporting

Environmental Health & Safety will be responsible for making required notification(s) to regulatory agencies, whether the DEC or the U.S. EPA. Such notification(s) will be made in accordance with applicable regulations.

#### **Forms/Online Processes:**

Safety Data Sheet

#### **Appendix:**

None