



Environmental Health & Safety

HAZARDOUS MATERIALS CONTINGENCY PLAN

I. Policy

The California State University, Fullerton Emergency Management Plan establishes the framework for campus response to emergency situations. The Hazardous Material Contingency Plan (plan) defines specific actions and information for responding to campus hazardous materials incidents.

II. Authority

California Code of Regulations, Title 22, Section 66265.52. (Contingency Plan)
California Code of Regulations Title 8 Section 5192 (HAZWOPER).

III. Scope

Applies to all areas of the Fullerton and Irvine campus.

IV. Definitions

- A. Contingency Plan** The plan describes the actions to be taken by university personnel in the event of an unplanned release or spill of hazardous materials or hazardous waste.
- B. Hazardous Materials** Solids, liquids, or gases that can harm people, other living organisms, property, or the environment. They are often subject to chemical regulations. Hazardous materials include radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, biohazardous, toxic, pathogenic, or allergenic substances. Included are physical conditions such as compressed gases and liquids or hot materials, including all goods containing such materials or chemicals, or may have other characteristics that render them hazardous in specific circumstances.
- C. Incident Command System (ICS)** The ICS is a nationally-recognized standard for incident command as established by the California State Incident Management System and National Incident Management System.

V. Accountability

Overall campus responsibility is with the Vice President for Administration and Finance and Environmental Health and Safety. University colleges and departments that use hazardous materials are responsible for knowing the university's spill response procedures and acting accordingly should a spill occur in their area.

A. University Police

1. Implement the Incident Command System on large emergencies and assume overall charge at the scene. Establish an incident command post and dispatch personnel to assist in evacuations from the immediate hazard area.
2. Perform evacuations and establish perimeter control.
3. Clear roadways for emergency response vehicle access to the site.
4. Direct emergency response personnel to command post.

B. Environmental Health and Safety

1. Conduct a site assessment to determine what and how much has spilled, the hazards of the material, and potential environmental contamination.
2. Determine the type of response or cleanup needed.
3. Relay hazard assessment information to responding units.
4. Assure spilled materials are cleaned up and disposed of in accordance to hazardous waste regulations.
5. Fill out the required reports; make verbal reports to regulatory agencies.

C. Physical Plant

1. Immediately report spills to University Police or Environmental Health and Safety.
2. Coordinate activities with the incident commander.
3. Control shutoffs for electrical, gas, water and HVAC when requested by the incident commander.
4. Provide sand or other materials for absorption and dikes.
5. Turn off water supplies when directed.
6. Use/provide heavy equipment when directed.

D. Campus Community

Report all hazardous material spills to University Police and/or Environmental Health and Safety.

VI. Program

This plan includes response procedures and protocols for University emergency response personnel to follow in the event of an actual or pending release of hazardous materials. The plan includes the following sections:

- A. Site Control**
- B. Hazardous Materials Spill Response**
- C. Specific Spill Responses**
- D. Emergency Equipment**
- E. Cleanup and Disposal**
- F. Decontamination**
- G. Incident Termination/After Action**
- H. Training**
- I. Medical Surveillance**
- J. Notification**
- K. Plan Review**

A. Site Control

1. Minor Spills.

A majority of the campus hazmat spills are minor and can be managed without declaring a major incident. Personnel from the EHS Department compose the Campus Hazardous Materials/Waste Response Team. Representatives from the academic departments, Physical & Central Plant will be called in as necessary. These

departments have been trained to notify EHS in the event of a chemical spill, odors and other situations involving hazardous materials or wastes.

2. Major Spills

Depending upon the seriousness and extent of the spill, a site-specific incident command system (ICS) will be established. At the time non-University resources are summoned, the ICS of University will be integrated into the ICS of the responding agency and Unified Command Operations will be conducted.

The first University Police Officer on site will normally assume the role of IC and direct emergency response operations. The Environmental Compliance Manager or designee will assist the IC. Incident Command responsibilities may be transferred to the local response agencies or other more highly trained individuals who are on-site when it is appropriate.

Upon determining the incident level, the IC will take reasonable measures necessary to ensure that the incident is appropriately contained and responded to. These measures could include stopping operations, evacuating work areas or buildings, shutting down air handling systems, protecting nearby storm sewers and containing released wastes. The IC will confer with the Environmental Compliance manager or designee on securing the site and containment of the spill. When necessary, the IC will direct Police Officers to initiate evacuation of an isolated area or building.

The IC and/or the Environmental Compliance Manager may notify and request assistance from outside public and private emergency responders as necessary. An emergency response contractor and back-up responder are on contract.

B. Hazardous Material Spill Procedures

Upon receiving notice of a hazardous material spill, the University Police Dispatch will send a patrol unit to respond to the incident and will inform Environmental Health and Safety Office or refer to emergency call list.

In the event that safety personnel are not at the scene of the spill, the University Police Officer will relay any specific information about the spilled substance through the Dispatcher to the responding personnel. Upon receipt of the information, the Environmental Compliance Manager, Chemical Hygiene Officer, or other Safety personnel will, if necessary, respond to the scene.

First Responder Actions

1. Protect yourself by keeping a safe distance from the spilled material. If outside, consider wind conditions.
2. Identify the material using personnel information, labels or instrumentation. Identify the hazards involved using an MSDS or DOT information.
3. Isolate the scene.
4. Deny access to everyone but trained personnel.
5. Survey the site for potential problems.

6. Evaluate the situation.
7. Enter the site *only* if fitted for the proper personal protective equipment.
8. Unless properly trained, response is limited to 1-4 above.

University Police Procedures

1. Notify the Manager, Director or Chair of the area in which the spill occurred.
2. Remove all unauthorized personnel from the area and provide for a required 50 ft. minimum safety zone around the spill.
3. Evaluate the situation or on advice from safety personnel notification of Fullerton Fire Department.
4. If the spill is outside of the building, notify Central Plant, Ext. 2432, for ventilation control of the area, if needed.
5. Notify Physical Plant if electrical, plumbing, or custodial assistance is needed.
6. If spill involves an outside vendor, obtain company name and insurance carrier.

Environmental Health and Safety Procedures

Major Chemical Spill

1. Advise University Police on the proper course of action.
2. If spill results in contamination of ground, water, or air or is above the Reportable Quantity (RQ) then notify the following agencies:
3. Notify the Office of Emergency Services (OES) at 1-800-852-7550 and obtain a control number for the incident.
4. Notify the National Response Center at 1-800-424-8802 to comply with CERCLA requirements.
5. Notify California Hazardous Material Incident Reporting System (CHMIRS) 1-916-427-4287. Except for:
 - Petroleum spills less than 2 gallons from vehicular fuel tanks.
 - Sewage overflows.
6. Fill out CHMIRS Form.

Minor Hazmat Spill

1. Safety personnel will respond to evaluate the situation and coordinate the necessary clean up.
2. If further assistance is needed, contact the Fullerton Fire Department via University Police Dispatcher.
3. Notify Office of Emergency Services (OES) at 1-800-852-7550 and obtain a control number for this incident only if greater than the RQ.
4. Notify the National Response Center at 1-800-424-8802 to comply with CERCLA requirements. (for reportable quantities see business plan)
5. The Environmental Compliance Manager, or designated representative, will be responsible for notifying the appropriate agencies.

C. Specific Spill Responses

1. Biological Agents

Laboratories must develop procedures for dealing with spills and must make appropriate spill response equipment and materials available. A basic spill kit could include a concentrated disinfectant such as chlorine bleach(9 parts

water, 1 part bleach), paper towels, absorbent pads, sponges, Nitrile gloves, forceps for broken glass and an autoclavable container.

2. Bodily Fluids

Bodily fluids, including human blood, vomit, and feces have the potential for being an infectious material and must be avoided by using controls and procedures that reduce the likelihood of exposure. Call Physical Plant at x2517 for cleanup. After hours, call University Police at 911. .

3. Mercury

Spills of mercury, such as from broken mercury thermometers or chemistry lab wastes, must be reported immediately to Environmental Health and Safety. Mercury is a hazardous and toxic material that can be absorbed through the skin upon contact. A spill of elemental mercury, such as breaking of a thermometer, may result in the release of harmful mercury vapors. Environmental Health and Safety has a vacuum that is specifically designed to clean up mercury spills and eliminate the release of mercury vapors. Only the vacuum recovery system should be used in response to mercury spills involving more than a small thermometer. For spills involving small thermometers, mercury spill kits may be used by the Safety Office.

4. Radiation

- a. Any emergency involving a radiation spill must be reported immediately to Environmental Health and Safety (7233) or notify University Police by calling 911.
- b. When reporting, be very specific about the nature of the involved material, the people exposed, and the campus location. Give a contact name and a phone number where you may be reached.
- c. Vacate the immediate area and, if possible, isolate injured and/or contaminated individuals to a secure area. Prohibit them from eating, smoking, drinking, or physical contact with others. Do not leave the area, or allow anyone to re-enter the contaminated area until instructed to do so by campus safety personnel.
- d. Decontamination of facilities and personnel will be directed by the Radiation Safety Officer and/or other qualified personnel.

5. Petroleum

- a. Petroleum spills of any size should be immediately contained whenever possible. Call University Police immediately and they will notify the Safety Office.
- b. Small spills should be controlled using absorbent materials available from the Safety Office. If the absorbent is not immediately available, other materials such as sand, dirt, straw, or kitty litter may be used to contain the material.
- c. For larger spills and spills threatening waterways and storm drains, absorbent booms should be used to contain the material. Booms are available from the safety office. In the absence of booms, other absorbent material should be appropriately placed to contain the material and prevent entry into waterways or storm sewers. A spill response company will then be contacted by the Safety Department to remove the contained material and contaminated debris.

- d. If the spill is major enough that it cannot be easily contained, University Police should immediately contact local response agencies.

6. Sewage Spills/Overflows

- a. For all outdoor sewage spills that occur on university property, the area must be secured and immediate steps should be taken to contain the spill. Absorbent, straw, sand, mulch, or other inert materials can be used to contain the flow and absorb the spilled material. Efforts should be made to prevent the spilled material from entering storm drains.
- b. Anyone observing the spill should immediately contact Physical Plant, Environmental Health and Safety, and/or University Police. If feasible, liquid waste should be recovered and disposed of into the sanitary sewers as long as there are minimal solids.
- c. Because the sewage is likely to contain pathogens and bacteria, however, protective gloves must be worn to prevent worker contact. Liquid waste should be recovered and disposed into the sanitary sewers. The spill area and contaminated absorbent material should be treated as a potential bio-hazardous waste and should be disinfected with a bleach solution, bagged and placed into the dumpster.
- d. The Environmental Compliance Manager will be responsible for notifications to the regulatory agencies.

D. Emergency Equipment

1. Small, 6.5-gallon CHEMICAL spill kit buckets containing absorbent material, baking soda for acid spills, gloves, a small broom and dust pan, stainless steel forceps, disposable lab coats, Sharpie marker, PE shoe covers, zip-ties, pH strips, content labels and plastic bags are located in most of the chemistry/biochemistry and biology laboratories.
2. 6.5-gallon RADIATION spill kit buckets containing absorbent pads, spray bottle with Radiacwash, plastic bags, stainless steel forceps, disposable lab coats, "CAUTION: DO NOT ENTER" tape, scrubbing brush, Radiacwash solution, PE shoe covers, Nitrile gloves, zip-ties, Sharpie marker, and "Radioactive" labeling tape located in those biochemistry and biology laboratories using and/or storing radioisotopes.
3. Additional supplies are located in the Chemical Storage Area by the Greenhouse, This includes bags of absorbent, absorbent booms and pads, sodium bicarbonate, protective gear (gloves, booties, and safety goggles), shovels, brooms, drums, buckets, carboys, bags, stainless steel vacuum, and pH strips and KI paper. The Conex box in the DBH loading dock contains absorbent material and two chemical spill kit carts with mops, mop buckets, squeegees, plastic bags and absorbent pads.
4. Additional tools such as shovels and brooms are available in the Physical Plant Material Control Storeroom and in the Landscape Services Department.
5. Large volume vacuum sweepers are available through Environmental Health and Safety and Physical Plant for use in removing spilled liquids.

E. Cleanup and Disposal

All emergency operations related to hazardous substances shall be conducted in accordance with the following university procedures. In some cases, complicated spills will require the services of an outside clean-up contractor to protect the health and safety of campus personnel. At the point when that is determined, university personnel should discontinue with these procedures, isolate the area, and deny entry. Response personnel will proceed with caution.

1. Isolate area and if appropriate, set up a hazard zone and deny entry.
2. Avoid contact with spilled product.
3. Identify material(s).
4. Evaluate hazards and risks.
5. Eliminate ignition sources.
6. Do not exceed level of skill and training when considering containment and clean-up.
7. Utilize the "buddy system" if performing containment and/or clean-up.
8. Choose protective clothing/equipment.
9. Coordinate Information/resources.
10. Take into account -- while planning the response -- interaction of incompatible materials, volatility, and flammable nature of the constituents involved.
11. Control and confine product/material.
12. Prevent liquid from entering drains, sewers, and confined spaces by placement of booms and/or absorbent material.
13. Clean up spilled product.
14. Decontaminate.
15. Return area to service.

F. Decontamination

When necessary, Environmental Health and Safety or an outside contractor will provide decontamination, depending upon the chemicals involved, materials contaminated, and the extent of contamination.

G. Incident Termination/After Action

1. The Director of Environmental Health and Safety, the Environmental Compliance Manager, and University Police, or their designees, shall determine when an emergency incident is over. This decision may be based on input from the Incident Commander and/or outside emergency responders.
2. When determining whether an emergency has ended, those in charge will consider if there is a remaining potential threat to human health and the environment, the incident has ceased or is under control, and whether it is safe for workers to return to evacuated areas. If necessary, an outside contractor will provide decontamination, depending upon the chemicals involved, materials contaminated, and the extent of contamination.
3. The Environmental Compliance Manager will be responsible for gathering information and filing the appropriate reports for internal departments and external agencies.

4. Within 72 hours following termination of the incident, the Associate Vice President for Administration and Finance, Risk Manager, Environmental Health and Safety Director, and Environmental Compliance Manager will meet to assess the response, issues and potential corrective action.

H. Training

1. **Awareness Level** – for those employees that could witness or discover a release, but they take no action beyond notifying the authorities of the release. This would include faculty, staff, Physical Plant employees and University Police. Sufficient training or experience is required to objectively demonstrate competency in the following areas.
 - a. An understanding of what hazardous materials are, and the risks associated with them in an incident.
 - b. An understanding of the potential outcomes associated with an emergency created when hazardous materials are present.
 - c. The ability to recognize the presence of hazardous materials in an emergency.
 - d. The ability to identify the hazardous materials, if possible.
 - e. An understanding of the role of the first responder awareness level individual in the Hazardous Materials Contingency Plan including site security and control and the U. S. Department of Transportation (DOT) Emergency Response Guidebook.
 - f. The ability to realize the need for additional resources, and to make appropriate notifications to the communications center.
 - g. How to activate alarms.
2. **Operations Level** - training is for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. Operations Level training includes:
 - a. Awareness level training.
 - b. Knowledge of the basic hazard and risk assessment techniques.
 - c. Know how to select and use proper personal protective equipment provided to the first responder operation level.
 - d. An understanding of basic hazardous material terms.
 - e. Know how to implement basic decontamination procedures.
 - f. Know how to perform basic control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
 - g. An understanding of the relevant standard operating procedures and termination procedures.
 - h. Communications procedures.

I. Medical Surveillance

Refer to the California State University, Fullerton Medical Monitoring program at <http://ehs.fullerton.edu> .

J. Notification

Refer to the current Emergency Callout List at University Police

K. Plan Review

This plan will be reviewed and updated annually.

Revised 9/2011 tw

