SPILL RESPONSE POCKET GUIDE
WHEN A LIQUID SPILL OCCURS:

• **ISOLATE THE AREA**
  If there is a fire or medical attention is needed, contact your supervisor or call public safety at 911. Warn all people nearby and evacuate area as necessary.

• **EVALUATE THE SPILL**
  for toxicity, flammability, reactivity and other hazardous properties of the liquid from a safe distance. If spill is flammable or volatile, IMMEDIATELY warn everyone, control all potential ignition sources and ventilate the area.

• **PERSONAL PROTECTIVE EQUIPMENT (PPE)**
  Use the proper level of PPE based on the above evaluation

• **CONFINE THE SPILL**
  Stop the spill at the source (repair leaks, turn off source, plug or patch source). Contain the runoff liquids to prevent further contamination.

• **CLEAN UP THE SPILL**
  Follow the procedures on pages 4-7 to contain and clean up the spilled liquid(s).

Only properly trained and certified individuals should attempt the cleanup of hazardous, volatile, toxic or unknown liquids.
EMERGENCY NUMBERS:

FIRE DEPARTMENT:
________________________________________

AMBULANCE:
________________________________________

EMERGENCY RESPONSE COORDINATOR:
NAME AND PHONE
________________________________________

SPILL RESPONSE TEAM MEMBERS:
NAME AND PHONE
________________________________________
NAME AND PHONE
________________________________________
NAME AND PHONE
________________________________________
NAME AND PHONE
________________________________________
NAME AND PHONE

EPA: ___________________________________
DNR: ___________________________________

OTHER EMERGENCY CONTACTS:
________________________________________
________________________________________
CLEAN UP
PROCEDURES FOR
COMMON SPILLS

STEP 1
ISOLATE THE AREA
Identify spilled liquid and verify compatibility of spill cleanup material with the liquid to be absorbed.

WYK Universal Spill Kits are safe to use on all liquids except (HF). Do not use if liquid is or contains (HF) hydrofluoric acid.

COMMON LIQUID IDENTIFICATION SOURCES:
- ID label on container, drum, pipe, truck or tank car
- Shipping or load manifest papers
- Bill of lading/packing list
- MSDS sheets
- Visual appearance, color and/or odor
STEP 2

PROTECT YOURSELF

Open spill kit and put on appropriate Personal Protective Equipment (PPE) before proceeding.

At a minimum it is recommended you use chemical resistant gloves and goggles. Based on the liquid to be cleanup, additional PPE may be required like:

- Chemical coveralls
- Chemical resistant overboots
- Faceshield
- Respirators
- Hard hat

STEP 3

IMMEDIATELY PLACE SOCKS

around the spill to contain the liquid from spreading. Liquids must be prevented from entering floor drains or sewers.
STEP 4
CORDON OFF SPILL AREA
to prevent guest or other employees from slipping on the liquids. Cautions triangles, warning cones, empty drums or pails, trash cans and caution tape are commonly used to secure and cordon off the spill area.

STEP 5
COVER THE SPILL
with sorbent pads, pillows and/or SUPER SORBENT particulate to reduce vapors and soak up the liquid.
STEP 6

REMOVE SATURATED SORBENT media and place in temporary disposal bags and label.

If liquid remains, place new pads or pillows on the spill to soak up any remaining liquids.

Place all pads, pillows and containment socks into temporary disposal bags provided.

STEP 7

RE-COVER SPILL AREA

with SAFETY SORBENT and work in with stiff broom. Sweep up SAFETY SORBENT and place in temporary disposal bags.

Repeat this procedure if floor surface is wet or damp. Floor should be completely dry when cleanup is finished.

Properly remove PPE in order and place in disposal bags and seal.
DISPOSAL:

Disposal of spill debris must be in compliance with local, state and federal regulation. It is your responsibility to meet those requirements.

It is the user’s responsibility to determine suitability of sorbents to be used on specific liquids.

Some state and federal regulations exempt spill debris from disposal requirements as to not impede containment and cleanup efforts.

Further processing of specific liquids may be required prior to disposal.

Immediately replace used spill kit with a new one or refill used container for future emergency use.