

SOP: Procedures for Dealing with Hazardous Materials and Spills

This SOP provides detailed **procedures for dealing with hazardous materials and spills**, covering identification, containment, cleanup, and disposal of hazardous substances. It ensures proper use of personal protective equipment (PPE), immediate spill response actions, notification protocols, and environmental protection measures to minimize risks to personnel, property, and the environment. The goal is to maintain workplace safety and comply with regulatory requirements through systematic emergency handling of hazardous material incidents.

1. Purpose

To provide clear procedures for safely and effectively managing hazardous materials and spill incidents in the workplace.

2. Scope

This SOP applies to all personnel who handle, store, or encounter hazardous substances within the facility.

3. Responsibilities

- **Employees:** Follow procedures for identification, containment, and reporting.
- **Supervisors/Managers:** Ensure training, proper equipment provision, and incident reporting.
- **Emergency Response Team:** Lead spill response and coordinate with external agencies.

4. Procedures

4.1 Identification of Hazardous Materials

- Refer to Safety Data Sheets (SDS) for chemical hazards, PPE requirements, and first-aid measures.
- Label and store hazardous substances appropriately.

4.2 Immediate Spill Response Actions

- Alert others in the area and evacuate if necessary.
- Assess the spill size and risk level; do not attempt cleanup if unsafe.
- Wear required PPE (gloves, goggles, respirators, etc.).

4.3 Containment

- Prevent spill from spreading by using absorbent materials, booms, or barriers.
- Shut off ignition sources for flammable spills.

4.4 Cleanup

- Clean up using proper spill kits and materials as specified by the SDS.
- Place waste in labeled, compatible containers for hazardous waste disposal.
- Decontaminate affected surfaces and equipment.

4.5 Disposal

- Dispose of spill debris and PPE as hazardous waste per local and federal regulations.

4.6 Notification and Reporting

- Notify supervisor and Environmental Health & Safety (EHS) immediately.
- Complete and submit incident/spill report documentation promptly.

4.7 Environmental Protection

- Prevent hazardous materials from entering drains, soil, or water systems.

5. Personal Protective Equipment (PPE)

- Always consult SDS for required PPE.
- Inspect PPE for defects before use; replace if damaged.
- Use gloves, goggles, lab coats, face shields, and respiratory protection as appropriate.

6. Training

- All personnel must complete hazardous materials safety and spill response training annually.

7. Emergency Contacts

- **Emergency Response Team:** [Insert Contact Information]
- **Environmental Health & Safety (EHS):** [Insert Contact Information]
- **Fire Department:** [Insert Emergency Number]

Note: Non-routine or large spills may require evacuation and emergency services involvement. When in doubt, prioritize personal safety and notify emergency responders.

8. Revision History

Date	Revision	Description	Approved by
[Insert Date]	1.0	Initial Release	[Name/Title]