

# Standard Operating Procedure (SOP): Spill Prevention, Containment, and Cleanup Procedures

This SOP details **spill prevention, containment, and cleanup procedures** designed to minimize environmental impact and ensure workplace safety. It covers methods to prevent spills through proper storage and handling of hazardous materials, steps for immediate containment to limit spill spread, and systematic cleanup protocols to effectively remove contaminants. The procedure aims to protect personnel, maintain regulatory compliance, and reduce potential damage to property and ecosystems.

## 1. Purpose

To provide comprehensive procedures for preventing, containing, and cleaning up spills of hazardous materials, ensuring environmental protection and workplace safety.

## 2. Scope

This SOP applies to all personnel handling, storing, or transporting hazardous materials on site.

## 3. Responsibilities

- **Personnel:** Follow procedures for spill management and report any incidents.
- **Supervisors:** Ensure all staff are trained and have access to spill response equipment.
- **Environmental Health & Safety (EHS) Team:** Oversee compliance, conduct audits, and provide ongoing training.

## 4. Materials & Equipment

- Spill kits (absorbent pads, booms, pillows, socks)
- Personal Protective Equipment (PPE): gloves, goggles, respirators, coveralls
- Waste containers and labeling materials
- Brooms, dustpans, and cleaning agents
- Emergency contact list

## 5. Procedures

### 5.1 Spill Prevention

- Store chemicals and hazardous materials in designated, labeled, and secure locations.
- Ensure all containers are sealed, intact, and regularly inspected for leaks.
- Utilize secondary containment (e.g., trays, bunded pallets) for storage of liquids.
- Train staff on safe handling, transfer, and transportation methods.
- Clearly label transfer areas and minimize traffic in spill-prone zones.

### 5.2 Spill Containment

1. Evacuate and isolate the affected area if the spill poses an immediate hazard.
2. Alert personnel and notify supervisors or EHS personnel.
3. Assess the spill size and type; only trained personnel should respond to hazardous spills.
4. Don appropriate PPE before approaching the spill area.
5. Use absorbent barriers (socks/booms) to contain the spill and prevent it from spreading to drains or outside areas.

### 5.3 Spill Cleanup

1. Identify the spilled substance and refer to its Safety Data Sheet (SDS) for specific cleanup instructions.
2. Apply absorbent materials from the outer edge towards the center.
3. Collect used absorbents and contaminated materials in proper hazardous waste containers.
4. Clean the area with suitable cleaning agents and tools.
5. Decontaminate any reusable equipment as indicated by the SDS.
6. Label waste containers and arrange for proper disposal as per regulatory requirements.

## 6. Reporting and Documentation

- Document the incident using the Spill Incident Report Form.
- Report all spills to the EHS department within the specified timeframe.
- Review incidents to improve future prevention and response procedures.

## 7. Training

- All personnel must receive spill response and chemical handling training annually.
- Records of training sessions and attendance must be maintained by the supervisor or EHS office.

## 8. Emergency Contacts

Contact	Phone Number
Emergency Services	911
EHS Office	[Insert EHS Number]
Supervisor	[Insert Supervisor Number]

## 9. Revision History

Date	Revision	Description	Approved By
[MM/DD/YYYY]	1.0	Initial version	[Name/Title]