

SOP: Spill Clean-up and Decontamination Process

This SOP describes the **spill clean-up and decontamination process**, detailing the steps for safely managing hazardous material spills, including initial containment, appropriate use of personal protective equipment (PPE), proper disposal of contaminated materials, and thorough decontamination of affected areas. The goal is to minimize environmental impact, protect personnel health, and ensure compliance with safety regulations through systematic and efficient spill response procedures.

1. Purpose

To provide clear, step-by-step instructions for the safe and effective clean-up of hazardous material spills, and the decontamination of affected areas.

2. Scope

This SOP applies to all personnel handling hazardous materials in [Facility/Department Name] and outlines response to all scales of spills.

3. Responsibilities

- **Personnel:** Must follow this SOP and report all spills immediately.
- **Supervisors:** Ensure staff are trained and spills are documented.
- **Safety Officer:** Oversees compliance and maintains spill response resources.

4. Materials and Equipment

- Spill kit (absorbents, neutralizers, containment devices)
- Appropriate PPE (gloves, goggles, lab coat, respirator if required)
- Biohazard/chemical-resistant waste containers
- Decontamination solutions
- Warning signage
- Broom, dustpan, and mop (dedicated for spill use)

5. Procedure

5.1 Initial Response

- Alert others and evacuate the immediate area if necessary.
- Remove ignition sources (for flammable spills).
- Assess any injuries and seek first aid/medical care as required.
- Notify supervisor and Safety Officer.

5.2 Preparation

- Don appropriate PPE.
- Display warning signage to restrict access.
- Gather spill kit and response materials.

5.3 Spill Containment

- Confine the spill by surrounding it with absorbent materials or barriers.
- Prevent spill from reaching drains or environmental outlets.

5.4 Clean-up

- Apply absorbents/neutralizers per manufacturer instructions.
- Scoop, collect, and transfer waste to appropriate containers.
- Label and segregate contaminated materials for disposal.

5.5 Decontamination

- Clean affected surfaces with appropriate decontamination solution.

- Rinse and wipe down with water, if required.
- Dispose of cleaning materials as hazardous waste.

5.6 Final Steps

- Remove PPE and dispose of it safely or decontaminate as appropriate.
- Wash hands thoroughly after completing the process.
- Complete incident and waste disposal records.

6. Waste Disposal

- Segregate and label all spill waste as hazardous.
- Store in designated waste area pending proper disposal.
- Arrange for disposal according to local regulations and facility guidelines.

7. Documentation and Reporting

- Record details of the spill, including material, quantity, and response actions.
- Report incident to supervisor and Safety Officer.
- Conduct incident review to prevent recurrence.

8. Training and Review

- All personnel must be trained in spill response procedures.
- SOP should be reviewed annually or following any spill incident.

9. References

- [Insert relevant regulatory guidelines, e.g., OSHA, EPA, local environmental health & safety regulations]
- [Facility-specific safety manual]
- [Manufacturer's Safety Data Sheets (SDS)]