

Appendix OIL: Oil Spill Response Guide

In the event of an oil spill, follow: **RESCUE, CONTAIN, REPORT, SECURE, CLEAN UP**

RESCUE

- Alert others in the area of an ongoing oil spill and keep others away from the spill area.
- Help others evacuate by providing assistance. Help remove any victims from the spill area to fresh air but do not endanger yourself by failing to wear appropriate personal protective equipment (PPE).
- Before exiting the room or area, inspect your clothing and shoe bottoms for signs of contamination. Remove contaminated clothing and place in plastic bags if possible and leave the clothing or bag of clothing near or inside the spill area or room. If contaminated shoes cannot be removed, cover your shoes with shoe covers or plastic bags to prevent spreading the spill.
- If **oil contacted the skin**, wash contaminated skin with soap + water or use a safety shower for 15 minutes.
- If **oil is in the eye**, immediately use a safety eyewash to flush eyes for 15 minutes or more.
- If **aerosolized oil is inhaled**, go to an area with fresh air and breathe fresh air until help arrives.
- If necessary, immediately get medical assistance for the victims by calling the University Police Department (UPD) at **911** from a SJSU phone OR **408-924-2222** from all other telephones. Inform UPD about the status of the injured person and that an oil spill occurred.



CONTAIN

- Contain the spill to an area or room, if possible, so that an emergency response may be planned.
- If can be done safely, put down oil or universal absorbent pads to stop or slow the spread of an ongoing release.
- This helps to minimize the spill area by preventing oil from spreading to floor drains or sinks, cracks or crevices, onto sloped or porous surfaces, storm or sanitary sewer drains, or any other inaccessible or hard-to-access areas.
- Do not allow oil to go down sink or floor drains by plugging sinks/drains, if can be done safely.
- If the oil spill is no longer actively spreading, simply isolate the area by closing the chemical fume hood, closing interior room doors, or closing hallway and/or exterior doors to prevent others from spreading the oil spill.

REPORT

- For small oil spills (<1 gallon), contact your Department Safety Officer or Leadership to report the spill and request additional assistance.
- Provide important information, such as your name, telephone number, physical location from which you are reporting, physical location of the incident/spill (e.g. building and room number), time and type of incident (e.g. oil spill with or without injury), quantity of oil involved (if known), the extent and severity of any injuries, presence of additional hazards in the area, and the safest route to approach the spill area.

SECURE

- If it can be done safely, work with your coworkers to block entrances to the spill area in order to prevent others from entering until emergency responders arrive or the spill can be cleaned up.
- Caution tape and signs can serve as useful tools in preventing others from entering the contaminated spill area.

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CLEAN UP

For small oil spills under one gallon and are not actively spreading, as determined by your professional judgment in conjunction with Department Safety Officer or Leadership, proceed to clean up the spill by doing the following:

- Locate the chemical/oil spill kit located in the area to obtain necessary spill response supplies and PPE.
- Put on nitrile gloves, a lab coat or other additional layer of body protection, and eye protection, such as goggles.
- Put on shoe covers or cover your shoes with a plastic bag while considering that this can create a slipping hazard. Never walk around a spill area without shoe covers and never walk inside or through the contaminated spill area.
- Always work from the outside of a spill area to the center of the spill to avoid spreading contamination.
- If broken glass is present, carefully collect the glass using thick pieces of paper, tongs, tweezers, other tools to prevent injury. Tape jagged broken glass shards and pieces and place them inside the same bag or container with other spill materials.
- Use Oil-Dri or other absorbent materials if compatible and safe to do so: Follow package directions.
- Sweep up absorbent materials and debris and place them in a plastic bag or other waste container.
- Wipe down surfaces with damp rags or paper towels and a compatible cleaning solution. Place them in a waste bag.
- While wearing protective gloves, remove shoe covers and other PPE then combine with other waste debris.
- Before exiting the room or area, inspect your clothing and shoe bottoms for signs of oil contamination. If your clothes or shoe bottoms are grossly contaminated, remove the contaminated clothing, place them in a separate bag, and leave them near the spill area. Leave the bag of clothing near or inside the spill area or room then thoroughly wash your hands.
- The Department Safety Officer/EHS will assist in determining if spill area is clean enough to resume normal activities.
- Label bags of oil spill debris and contaminated clothing with a SJSU Hazardous Waste Label. Identify waste by listing "Oil Spill Debris" as the General Description and write the date of spill as the accumulation start date.
- Report the oil spill to EHS within 48 hours and coordinate pick-up of properly labeled spill debris.

Larger Spills

Immediately contact UPD/EHS for larger spills. An outside spill response contractor may be needed to complete the final clean-up and decontamination of the affected area and equipment.

Oil Spill Kit Recommended Contents

- Nitrile Gloves – 10 pairs (Sizes XL and M)
- PVC Gloves with Gauntlet – 2 pairs
- Splash Resistant Goggles – 1 each
- Floor-Dry, M.A.X.-Dri, Oil-Dri, Optisorb, Safe T Sorb, Solid-a-Sorb, or similar product – 10 lbs
- Oil Only Absorbent Pads – 1 box or 20 squares
- Oil Absorbent Socks/Booms 3" Diameter – 2 each
- Dustpan and Brush Set – 1 set
- Plastic Bags (5-gallon or 30-gallon size) – 2 each
- Plastic Scoop – 1 each
- Drain Covers and Sink Plugs – 1 per drain or sink



Need Help?

- Ask the primary investigator or instructor
- Ask the department/college safety staff
- Ask SJSU Environmental Health & Safety
 - Environmental Compliance Specialist: david.griffith@sjsu.edu
 - Director: ehs@sjsu.edu; 408-924-1969