

**Fact Sheet: Responding to Spills and Releases at the Arboretum/HRC**

Rev. 03/2018

This document provides an overview of the state environmental regulations and EHS guidelines for the report of spills and releases to the environment at the University of Minnesota Landscape Arboretum and Horticultural Research Center (HRC).

Small spills and releases at the Arboretum/HRC are managed by Arboretum Facilities Management staff, and, if needed, the Carver County Sheriff's Department, and/or City of Chanhassen Fire Department. Note that normal work rules apply during shift work and after-hours work.

Step	Action required
1	<p>Contain the spill if possible to do safely</p> <ul style="list-style-type: none"> <li>• Stop the release, if possible, by turning off any pump (use the "Emergency Stop" button, valve or by adding a bucket or other container under the drip or leak to contain the release.)</li> <li>• Locate spill kit and other necessary materials, including the Safety Data Sheet for the spilled material. See the Arboretum SPCC Plan Figure 2 for location of spill kits.</li> <li>• Ensure access to water and sewers is blocked using adsorbent pads or other methods to divert flow. Isolate the area from others by blocking it, roping it off or using cones.</li> </ul>
2	<p>Call for help</p> <ul style="list-style-type: none"> <li>• For all spills, call Maury Giesen at 612-301-1253 in Facilities Management for guidance and direction as soon as possible.</li> <li>• Be prepared to provide the following information: <ul style="list-style-type: none"> <li>○ Your name, location and phone number,</li> <li>○ Location of the incident: building, floor and room number,</li> <li>○ Time and type of incident,</li> <li>○ Name and quantity of chemicals involved, to the extent known,</li> <li>○ The extent of injuries, if any.</li> <li>○ Type of hazard to health or the environment including (particularly: flammable, oxidizer, highly reactive and air-born toxic or irritant materials), radioactive materials, biohazards).</li> <li>○ The safest route to approach the spill.</li> </ul> </li> <li>• Refer to the Arboretum/HRC Emergency Action Plan for additional details and protocols.</li> <li>• Contact 9-1-1 if there is an imminent threat to human health or safety.</li> </ul>
3	<p>Clean up the spill</p> <ul style="list-style-type: none"> <li>• Arboretum Facilities Management staff will provide instructions and guidance on cleanup actions, and coordinate communications and spill response activities, including managing local responders.</li> <li>• <u>If directed to do so</u>, clean up the spill yourself only if: <ul style="list-style-type: none"> <li>○ it does not involve injury,</li> <li>○ you have the proper training and proper protective equipment to do the cleanup, and</li> <li>○ the spill is contained.</li> </ul> </li> </ul>
4	<p>Report spills to operational managers</p> <ul style="list-style-type: none"> <li>• Arboretum Facilities Management staff will notify the Site Director, and any on-site contractor, vendor or visitor onsite, as appropriate.</li> <li>• Contact DEHS compliance staff at 612.626.7957 to determine if a report to the State Duty Officer is required. Reporting will be done in collaboration between Arboretum Facilities Management and DEHS compliance staff.</li> </ul>
5	<p>Additional Reporting for <u>releases to the environment</u>.</p> <ul style="list-style-type: none"> <li>• A release to the environment is any spill to the air, land or to the water – including to the storm sewer, sanitary sewer or to a surface water body such as a drainage ditch.</li> <li>• DEHS ensures/verifies that the State Duty Officer (651.649.5451) is contacted soon after the initial on-site evaluation has been completed, but no later than 24-hours after discovery of the release.</li> <li>• EHS determines if the release exceeds the Reportable Quantity (RQ) for the chemical released. <ul style="list-style-type: none"> <li>○ A convenient online tool to determine RQ is at <a href="http://homer.ornl.gov/rq/">http://homer.ornl.gov/rq/</a></li> <li>○ Report releases above the RQ to the National Response Center at 800.424.8802.</li> </ul> </li> </ul>

