

**Environmental Fact Sheet: Responding to Spills and Releases**

This document provides an overview of the state environmental regulations and EHS guidelines for the report of spills and releases to the environment at University projects, sites and buildings.

Spills and Releases at the University of Minnesota are managed by a coordinated response through the Department of Emergency Management (DEM) and the All Hours Emergency Response Paging System (AHERPS), which is staffed by Department of Environmental Health and Safety (EHS) staff with a wide range of program expertise. For a complete explanation of the University response procedure, refer to the [AHERPS manual](#) and the [DEM website](#).

Step	Action required
1	<p>Contain the spill if possible to do safely</p> <ul style="list-style-type: none"> • 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.) • Locate spill kit and other necessary materials, including the Material Safety Data Sheet for the spilled material. • 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.
2	<p>Call for help</p> <ul style="list-style-type: none"> • Call 9-1-1 to report the incident • Be prepared to provide the following information: <ul style="list-style-type: none"> ○ Your name, location and phone number, ○ Location of the incident: building, floor and room number, ○ Time and type of incident, ○ Name and quantity of chemicals involved, to the extent known, ○ The extent of injuries, if any. ○ Type of hazard to health or the environment including (particularly: flammable, oxidizer, highly reactive and air-borne toxic or irritant materials), radioactive materials, biohazards). ○ The safest route to approach the spill. • 9-1-1 operators triage call and page/text: <ul style="list-style-type: none"> ○ AHERPS (All Hours Emergency Response Paging System), and ○ Department of Emergency Management (DEM).
3	<p>Clean up the spill</p> <ul style="list-style-type: none"> • AHERPS/EHS or DEM staff make contact and coordinate communications and spill response activities, including managing local responders. • <u>If directed to do so</u>, clean up the spill yourself only if: <ul style="list-style-type: none"> ○ it does not involve injury, ○ the quantity spilled is less than half a quart of a moderately toxic chemical, ○ you have the proper training and proper protective equipment to do the cleanup, and ○ the spill is indoors and contained.
4	<p>Report spills to operational managers</p> <ul style="list-style-type: none"> • Notify CMR or Prime Contractor management if spill is at a construction site. • Notify operational unit manager, lead principal investigator (PI) or Project Manager (CPPM, UConstruction).
5	<p>Additional Reporting for <u>releases to the environment</u>.</p> <ul style="list-style-type: none"> • 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. • AHERPS/EHS 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. • AHERPS/EHS determines if the release exceeds the Reportable Quantity (RQ) for the chemical released. <ul style="list-style-type: none"> ○ A convenient online tool to determine RQ is at http://homer.ornl.gov/rq/ ○ Report releases above the RQ to the National Response Center at 800.424.8802. • AHERPS/EHS documents release details, reporting details (including date and time of all regulatory notifications) and response actions for each incident.

