

# **WNC Policies and Procedures Manual**

Procedure: **HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN**

Policy No.: 11-24-0

Department: Environmental Health and Safety (EH&S)

Contact: EH&S Coordinator

## **POLICY:**

This hazardous material emergency response plan provides Western Nevada College personnel with a single source document that addresses the important evaluation and the subsequent action to be taken in response to hazardous material incidents and spills. Accordingly, guidance is given for a wide range of hazardous situations that may be encountered.

WNC has prepared this plan to meet our responsibilities as a good steward of our environment and to comply with current environmental law.

All WNC emergency hazardous situations must be dealt with as addressed in this plan.

## **Note:**

EH&S will have our local emergency responders (from Carson City, Douglas County and Fallon) review this plan to assure our plan is consistent with their supplying professional hazmat services to our campuses.

## **SCOPE:**

This Hazardous Materials Hazardous Response plan applies to all Western Nevada College hazardous material emergencies including spills, fires, and uncontrolled releases on our campuses. This procedure shall be used in conjunction with our WNC Emergency Management Plan and our Chemical Hygiene Plan 11-11-1.

## **Index:**

<b>Section 1</b>	<b>Responsibilities</b>
<b>Section 2</b>	<b>Reference Information</b>
<b>Section 3</b>	<b>Procedure</b>
	<b>3A Small Hazardous Material Responses</b>
	<b>3.A.1 Small Hazardous Material Response Prerequisites and Guidelines</b>
	<b>3.A.2 Small Hazardous Material Responses Prerequisites and Clean-Up Procedure</b>
	<b>3B Large Hazardous Material Responses</b>
	<b>3C Mercury Spills</b>
	<b>3D Large Oil/Equipment Spill Response</b>
	<b>3E Training Equipment Knowledge</b>
	<b>3.E.1 Unknown Spills or Containers</b>
	<b>3.E.2 Hazardous Materials Incident Reporting, Accident Investigation and Documentation</b>
	<b>3.E.3 Transportation</b>
	<b>3F Terrorist Events and Weapons of Mass Destruction</b>

## **Section 1        RESPONSIBILITIES:**

- The Environmental Health and Safety Department will update this procedure, monitor procedure compliance and offer training consistent with this plan. The department seeks to assure that the college and the property around it are protected against the risks of hazardous material release.
- Supervisors, instructors, division chairs, and department heads shall assure that their personnel receive adequate hazardous and spill response training and have the materials on hand to contain and clean-up spills for their areas of responsibilities. Accordingly, if personnel use a chemical, oil, or hazardous product, the materials to support a small clean-up must be available.
- All employees must evaluate their ability to manage the situation without risk to others when a hazardous situation initially occurs.
- Local trained professional responders will respond to WNC hazardous material emergencies as outlined in this plan.
- Trained supervisors, lab instructors, shop instructors, facilities personnel, Public Safety personnel, and the Environmental Health and Safety coordinator shall provide services on small hazardous spills/releases, small and larger petroleum, and other materials spills with known materials.

## **Section 2        REFERENCE INFORMATION:**

- Appendix VII Nevada State Response System  
[http://dfg.ca.gov/ospr/response/acp/marine/2005RCP/Appendices/Appx\\_VII\\_stateresponse\\_c.pdf](http://dfg.ca.gov/ospr/response/acp/marine/2005RCP/Appendices/Appx_VII_stateresponse_c.pdf)
- State of Nevada Hazardous Materials Emergency Response Plan  
[http://ndep.nv.gov/BCA/file/hazmat\\_master.pdf](http://ndep.nv.gov/BCA/file/hazmat_master.pdf)
- Draft FWSEA – September 20, 2005 Not intended for official use appendix  
[http://dfg.ca.gov/ospr/response/acp/marine/2005RCP/Appendices/Appx\\_XXI\\_FWSEA.pdf](http://dfg.ca.gov/ospr/response/acp/marine/2005RCP/Appendices/Appx_XXI_FWSEA.pdf)

## **Sections 3        PROCEDURE:**

At WNC's rural campuses including Fernley, Lovelock, Smith Valley, Hawthorne, and Yerington, we have no spill response capability. Accordingly, we have very limited hazardous materials in these locations. These locations must use the local fire department hazardous materials team for all clean up. All other campuses, Carson City, Douglas, and Fallon, capability to control and clean-up small spills is available. Potential spills fall into four categories:

- Small hazardous spills (generally clean-up with college personnel)
- Large hazardous spills (will need outside assistance)
- Mercury spills (may need outside assistance)
- Large oil or equipment spills (generally clean-up with college personnel)

WNC has no capability to manage large or complex spills. We are dependent on local hazmat units (fire departments) for this function.

### **3. A.                SMALL HAZARDOUS MATERIAL RESPONSE:**

A maximum quantity of one liter is established for small hazardous material spills. All spills greater than one liter must be reported to EH&S at 445-3327. In addition to the maximum quantity, several other spills/releases must be reported, regardless of the quantity. These spills/releases are defined below:

- All spills of extremely flammable materials (flash point less than 20 degrees F)
- All spills of extremely toxic materials (5mg/kg LD50)
- All mercury spills (other than broken lamp bulbs)
- All personal contaminations
- All leaking or bulging containers or containers of unknown origin
- All uncontrolled compressed gas releases

All lab instructors are responsible to have Standard Operating Procedures (SOP) and materials to handle spills for chemicals they use in labs. The basis for these procedures is explained below.

The primary consideration for laboratory personnel when a material is spilled is safety. If the spill could potentially harm someone, call EH&S at 445-3327 or 911.

The instructor must evaluate the hazardous material, the trained people available and material available for the clean up prior to deciding not to call for outside assistance. See small spill procedure bullet #1 below.

**3. A. 1 Small hazardous material response prerequisites and guidelines:**

If the spill occurs in a lab or shop the students and trained employees should follow the direction of the instructor.

- Care must be taken not to spread the contamination
- The safety of all personnel is paramount

Most small lab spills can be cleaned-up by the instructor with the assistance of the class. However, all students must stop their activities until the spill is cleaned-up. All sources of ignition and equipment except exhaust fans should normally be shut down.

If the chemical material poses a hazard or the chemical is highly toxic or flammable, the instructor may direct the evacuation of the lab or the entire building.

**In these circumstances, calling for assistance is recommended.**

If a spill involves a small amount of chemical material, and if the instructor so directs, students and trained employees shall position themselves between the chemical spill and an exit to avoid being trapped.

If the spill is in a fume hood, lower the sash.

For flammable liquid spills, shut off potential ignition sources, do not turn electrical devices on or off and do not use cell phones.

Small Spill/Release Recommended Personal Protective Equipment (PPE) - Before attempting to clean-up a spill, the lab instructor and others assisting, must put on the recommended personal protective equipment (PPE).

- Self venting goggles with preferably a face shield
- Lab coat with long sleeves and pants
- Nitrile or neoprene gloves
- Proper footwear (boots preferred)
- Half face respirator with proper cartridges

Small Spill Clean-Up Materials

Laboratories and shops must have certain supplies available before attempting to clean-up a spill/release. The actual materials to be used will depend upon the hazards posed by the spilled material released. A recommended list of supplies is presented below:

- Absorbent pads
- Absorbent socks
- Acid neutralizer
- Activated carbon
- Caustic neutralizer
- Dust pan and brush
- Heavy duty plastic trash bags
- Laboratory tongs
- One gallon or five gallon plastic bucket with lid
- Proper hazardous waste tags (from EH&S)

Note: these materials are not applicable to spills of mercury or radioactive materials.

### **3. A.2 Small Hazardous Material Response Clean-Up Procedure**

- a.** First evaluate performing the clean-up without outside support. Just after a hazardous emergency occurs, key employees must evaluate the following criteria to determine whether they should attempt to respond to the situation themselves.
- Have response personnel been trained in hazardous materials first response awareness level and preferably first response operations level? If no, call 911.
  - Is there a chance of starting a fire? If yes, call 911.
  - Is the composition of the hazardous materials fully known? If no, call 911.
  - Will it be difficult to contain and isolate the hazard? If yes, call 911.
  - Are you going to have to test the material or refer to the MSDS information? If yes, think about calling 911.
  - Can an illegal discharge occur into the air or a storm drain, floor drain or sink? If yes, call 911.
  - Is there the possibility of serious contamination of the general public, students, or responders? If yes, call 911.
- b.** If you call 911 for assistance, be prepared to give the fire department the following information:
- Name, title, and location of the person reporting
  - Location of the hazardous materials release
  - Identity and estimated amount of substance released
  - Any known injuries.
  - Environmental medium (air, water, or ground) into which the material escaped.
- c.** **Personal Protective Equipment (PPE)**
- Put on the recommended PPE (see 3.A.2). Note additional PPE maybe required if the hazardous material MSDS's require it. If, during the spill or subsequent actions, any person is exposed to a chemical, refer to the manufactures Material Safety Data Sheet (MSDS) for first aid guidance. If anyone receives a chemical injury worthy of emergency room treatment, call 911 for assistance.

**d. Control**

Control the source of the spill, if it is still present. A bottle, for example, which is knocked over, will still have some material in it. The responder should carefully upright the container; place it on an absorbent pad in a safe location, and replace the lid on the container. Any spread of spilled material must also be controlled. This is best completed by placing absorbent pads or sock around and on spill. Many laboratory spills involve broken glass. The spill responder must be careful to avoid being cut. Broken glass should never be picked up using hand-use tongs or a dustpan.

**e. Acid, Caustic, or other Non-Flammable Liquids**

These are most easily absorbed with absorbent pads and socks. Place used absorbent pads or socks in trash bag. Frequently, laboratory spills will spread into drawers, and behind or under equipment. The responder must be careful to locate all such contaminated areas. Acid or caustic spills may need to be neutralized.

**f. Flammable Liquids**

Flammable liquids should be absorbed on activated carbon or absorbent pads and socks. Use approximately two pounds of activated carbon per pint (0.5 liters) of liquid. Use the dust brush or spatula to mix thoroughly the activated carbon with the liquid. Use the dustpan and brush to collect all residues. Remove large pieces of broken glass and place all other debris in a durable plastic trash bag or appropriate container.

**g. Remove Broken Glass**

Using tongs remove all large pieces of glass and place them in an appropriate container. Use dustpan for the remainder.

**h. Decontaminate**

- **Acidic Liquids** - Apply acid neutralizer on all surfaces affected by the spill. Soak up the neutralizer and apply fresh neutralizer. Remove the residues with absorbent pads or paper towels, and then thoroughly wash the affected area with hot soapy water. Use absorbent pads to finish cleaning the area.
- **Caustic Liquids**  
Apply caustic neutralizer on all surfaces affected by the spill. Soak up the neutralizer and apply fresh neutralizer. Remove the residues with absorbent pads or paper towels, and then thoroughly wash the affected area with hot soapy water. Use absorbent pads to finish cleaning the area.
- **Flammable Liquids**  
Thoroughly wash the area with hot soapy water. Use absorbent pads to finish cleaning the area.

**i. Small hazardous material response – Completion steps**

- **Waste Container**  
Use absorbent pads, neutralizers, and hot soapy water, as appropriate; to remove all traces of spilled material from the container. Remember to clean the bottom of the container.
- **Inspect**

Carefully check the entire affected area for spill residue, hidden contamination, or unsafe conditions, and act accordingly.

- **Package Spill Residue**

Place all spill residues and contaminated PPE in plastic bags. Seal the bags and place in the bucket or other appropriate container. Attach a properly completed Waste Tag on the outside of the container. Notify EH&S for pick-up.

- **Restock Spill Supplies**

Gather and restock supplies as needed.

- After all waste containers are properly labeled and removed from the work areas; restart lab activities if there is sufficient PPE and spill or release materials available.
- Call EH&S or Public Safety to get proper information on what forms need to be filled out to document the spill. Additional forms will be required if people are injured.

### **3. B LARGE HAZARDOUS MATERIAL RESPONSE:**

Large campus hazardous response spills can occur from both internal and external sources including:

- College facilities including shops and labs
- Trucks and tankers making deliveries to our campuses
- Terrorism (see sections 3F)
- Floods and other natural disasters

At WNC, we consider a large hazardous response to be any release or spill over one liter. The one-liter quantity is also the quantity that triggers reporting including notification of the college executive committee. Notification is accomplished by contacting and filing a report with Environmental Health and Safety or Public Safety.

A large hazardous release or spill (over one liter) is also the quantity that we recommend calling 911 for professional assistance in clean up and decontamination activities. This is for the following reasons:

- If it is a flammable liquid, there is much vapor and potential for ignition
- If toxic, evacuation may be required and some exposure is likely
- If it is reactive or volatile, control and containment will be challenging
- Quantities over one liter may be difficult to contain in a classroom or shop
- Many times, a smaller than 1-liter toxic or reactive spill or hazardous release may require assistance

Suggested procedure for large hazardous releases (one liter or more):

- Identify and call for assistance for all injuries and contaminated personnel
- Evaluate the situation including requesting professional assistance

The hazard evaluation must include:

- The potential for fire/explosion
- Toxicity
- Other health hazards
- Potential physical hazards

- Radiological considerations
- Biological considerations
- Containment (including solid, liquid or gases)
- Decontamination (setting up zone)
- Availability of personal protective equipment
- Availability of other critical supplies

When professional emergency responders arrives:

- Have accurate hazardous material information available including extent of exposure and extent of possible injuries using your knowledge of NIMS and the incident command system work with the emergency responders helping make them aware of campus/building specific information

### 3. C                    **MERCURY SPILLS:**

#### 1.                    **What Never to Do with a Mercury Spill**

- Never use a vacuum cleaner to clean up mercury. The vacuum will put mercury into the air and increase exposure.
- Never use a broom to clean up mercury. It will break the mercury into smaller droplets and spread them.
- Never pour mercury down a drain. It may lodge in the plumbing and cause future problems during plumbing repairs. If discharged, it can cause pollution of the septic tank or sewage treatment plant.
- Never wash mercury-contaminated items in a washing machine. Mercury may contaminate the machine and/or pollute sewage.
- Never walk around if your shoes might be contaminated with mercury. Contaminated clothing can also spread mercury around.

#### 2.                    **What to Do if a Fluorescent Light Bulb Breaks**

Fluorescent light bulbs contain a very small amount of mercury sealed within the glass tubing. EPA recommends the following clean up and disposal guidelines:

##### **A. Open a window and leave the room for 15 minutes or more.**

##### **B. Carefully scoop up the fragments and powder with stiff paper or cardboard. Place them in a sealed plastic bag.**

- Use disposable rubber gloves, if available (i.e., do not use bare hands). Wipe the area clean with ample paper towels or disposable wet wipes and place them in the plastic bag.
- Do not use a vacuum or broom to clean up the broken bulb on hard surfaces.

##### **C. Place all cleanup materials in a second sealed plastic bag**

- Place the first bag in a second sealed plastic bag and put it in the outdoor trash container or in another outdoor protected area for the next normal trash disposal.
- Wash your hands after disposing of the bag.

##### **D. If a fluorescent bulb breaks on a rug or carpet:**

- First, remove all materials you can without using a vacuum cleaner, following the steps above. Sticky tape (such as duct tape) can be used to pick up small pieces and powder.
- If vacuuming is needed after all visible materials are removed, vacuum the area where the bulb was broken, remove the vacuum bag (or empty and wipe the canister) and put the bag or vacuum debris in two sealed bags in the outdoor trash or protected outdoor location for normal disposal.

3.

### **What to Do if a Mercury Thermometer Breaks**

**Note: These instructions also apply to spills from other sources if the amount spilled is less than or similar to the amount in a thermometer (see specific information above about how to clean up broken fluorescent lamps).**

- Have everyone else leave the area; do not let anyone walk through the mercury on their way out. Open all windows and doors to the outside; shut all doors to other parts of the facility.
- DO NOT allow children to help you clean up the spill
- Mercury can be cleaned up easily from the following surfaces: wood, linoleum, tile and any similarly smooth surfaces
- If a spill occurs on carpet, curtains, upholstery or other absorbent surfaces, these contaminated items should be thrown away in accordance with the disposal means outline below. Only cut and remove the affected portion of the contaminated carpet for disposal.

Items needed to clean up a small mercury spill:

1. 4-5 zip lock type bags
2. trash bags (2 to 6 mm thick)
3. rubber, nitrile or latex gloves
4. paper towels
5. cardboard or squeegee
6. eyedropper
7. duct tape, or shaving cream and small paint brush
8. flashlight
9. powdered sulfur (optional)

### **Cleanup Instructions**

1. Put on rubber, nitrile or latex gloves.
2. If there are any broken pieces of glass or sharp objects, pick them up with care. Place all broken objects on a paper towel. Fold the paper towel and place in a zip lock bag. Secure the bag and label it as directed by your local health or fire department.
3. Locate visible mercury beads. Use a squeegee or cardboard to gather mercury beads. Use slow sweeping motions to keep mercury from becoming uncontrollable. Take a flashlight, hold it at a low angle close to the floor in a darkened room and look for additional glistening beads of mercury that may be sticking to the surface or in small cracked areas of the surface. Note: Mercury can move surprising distances on hard or flat surfaces, so be sure to inspect the entire room when "searching."
4. Use the eyedropper to collect or draw up the mercury beads. Slowly and carefully, squeeze mercury onto a damp paper towel. Place the paper towel in a zip lock bag and secure. Make sure to label the bag as directed by your local health or fire department.
5. After you remove larger beads, put shaving cream on top of small paintbrush and gently "dot" the affected area to pick up smaller hard-to-see beads. Alternatively, use duct tape to collect smaller hard-to-see beads. Place the paintbrush or duct tape in a zip lock bag and secure. Make sure to label the bag as directed by your local health or fire department.
6. OPTIONAL STEP: It is OPTIONAL to use commercially available powdered sulfur to absorb the beads that are too small to see. The sulfur does two things: (1) it makes the mercury easier to see since there may be a color change from yellow to brown and (2) it binds the mercury so that it can be easily removed and suppresses the vapor of any missing mercury. Where to get commercialized sulfur? It may be supplied as mercury

vapor absorbent in mercury spill kits, which can be purchased from laboratory, chemical supply and hazardous materials response supply manufacturers. **Note:** Powdered sulfur may stain fabrics a dark color. When using powdered sulfur, do not breathe in the powder, as it can be moderately toxic. Additionally, users should read and understand product information before use.

7. If you choose not to use this option, you may want to request the services of a contractor who has monitoring equipment to screen for mercury vapors. Consult your local environmental or health agency to inquire about contractors in your area. Place all materials used with the cleanup, including gloves, in a trash bag. Place all mercury beads and objects into the trash bag. Secure trash bag and label it as directed by your local health or fire department.
8. Contact your local health department, municipal waste authority or your local fire department for proper disposal in accordance with local, state and federal laws.
9. Remember to keep the area well ventilated to the outside (i.e., windows open and fans in exterior windows running) for at least 24 hours after your successful cleanup. Continue to keep pets and children out of cleanup area. If sickness occurs, seek medical attention immediately. View information on health effects related to exposures to vapors from metallic mercury. For additional information on health effects, the Agency for Toxic Substances and Disease Registry (ATSDR) provides a Mercury Fact Sheet that also presents information on health effects related to exposures to vapors from metallic mercury.

**Recommendation:** If there are young children or pregnant women in the house, seek additional advice from your local or state health or state environmental agency.

#### **4. Spills of More than the Amount in a Thermometer, but Less Than or Similar to Two Tablespoons (One Pound)**

##### **Cleanup Instructions**

1. Have everyone else leave the area; do not let anyone walk through the mercury on their way out.
2. Open all windows and doors to the outside.
3. Turn down the temperature.
4. Shut all doors to other parts of the house, and leave the area. ***Do not vacuum.***
5. Call your local or state health or environmental agency.

#### **5. Spills of More than Two Tablespoons (One Pound)**

Any time one pound or more of mercury is released to the environment, it is mandatory to call the National Response Center (NRC). The NRC hotline operates 24 hours a day, 7 days a week. Call (800) 424-8802. Note that because mercury is heavy, only two tablespoons of mercury weigh about one pound.

### **3. D LARGE OIL OR EQUIPMENT HAZARDOUS RESPONSE:**

The storing and handling of oil products on campus involves the possibility of spills leaving our campuses and contaminating other areas via water drains or surface run off.

While WNC campuses do not have the required quantities of oil and oil products to require us to comply with the Spill Prevention Control and Countermeasure plan (SPCC) that is defined under 40 CFR Part 112. WNC does have a need to inspect periodically our oil storage and to maintain and repair our tanks, transformers, and secondary containments to assure that the potential for spills area minimized.

Oil products are defined as oil of any kind, including petroleum and petroleum refined products, gasoline, diesel fuel, fuel oil, sludge, oil wastes, crude oil, mineral oil, animal fat and grease, and vegetable oils.

A large oil leak is a leak over 25 gallons.

### **1. Notification of Oil Incidents**

- A. For large or small leaks or spills of oil products occurring during normal work hours, contact Environmental Health and Safety at 445-3327.
- B. For large or small leaks or spills of oil products, or leaks or spills occurring after normal work hours, call Public Safety at 230-1952.
- C. If oil products enter our water or storm sewer drains. WNC must notify the appropriate county or municipal government entity of the spill.
- D. When an oil product spill leaves college property and enters hand owned by others EH&S will recommend to the Vice President of Finance and Administrative Services the action to take.

### **2. Response**

- A. Source Containment/Leak Repair
  - 1. Initial response – For an oil product spill or leak, the first response is to try to contain the product and/or stop the leak. This can be accomplished by using absorbent or diking materials, plug and patch materials, moving the leaking container, etc. Initial responses can be performed by trained college employees, Public Safety, Facilities and/or EH&S personnel. With the exception of gasoline, most oil products can be responded to with minimal personal protection equipment.
  - 2. Continued response – the same trained personnel can finish the containment of a spill and/or respond to the leak that could not be stopped by the initial response. The most important aspect of the response is to limit the release of oil into the environment this also includes the minimization of oil product releases into water drains or the flow of oil products off campus.

### **3. Response Capabilities**

- A. County/Municipality  
When professional spill response personnel are requested by WNC, they will most likely lead the spill response. WNC personnel must supply critical information including spill composition, amount, and MSDS's.

### **B. College Resources**

1. Personnel and Training - Members of the college's hazardous materials response team are required to complete an 8-hour hazardous materials awareness course, and receive annual training on spill response and NIMS.
2. Materials - EH&S maintains spill control and clean-up materials for oil products including oil-only absorbent pads and booms for land use. This material is located in the Carson campus auto shop

List of Materials:

- Absorbent mats
- Vermiculite and other absorbent substances
- Gloves and booties
- Absorbent socks
- Tyvex suits
- Acid neutralizer
- Base neutralizer

**4. Regulatory Notification**

- A. Spills that affect our county or municipality will be reported to that county or municipality with-in 24 hours.
- B. EPA reportable quantities (RQ) are defined in 40CFR Part 302 for a petroleum spill the reportable quantity is 25 gallons. The State of Nevada Department of Environmental Protection (NDEP) (1-888-331-NDEP) must be notified within 24 hours of a spill at or in excess of the reportable quantity. NDEP will advise if the National Response Center need be notified (1-800-424-8802).
- C. The State of Nevada direction for spills reporting follows:

**State of Nevada Direction for Reporting Spills**

**State of Nevada Division of Environmental Protection  
Bureau of Corrective Actions**

**In-State: 1-888-331-6337**  
**Out of State 1-775-687-9485**

State of Nevada direction for reporting spills can be found at

[http://ndep.nv.gov/bac/spil\\_rpt.htm](http://ndep.nv.gov/bac/spil_rpt.htm)

A copy of the Nevada Spill Reporting for can be obtained at this URL.

A summary of the State of Nevada Spill Reporting Website information follows:

*A release can be described as any pollutant, hazardous waste or contaminant that has been spilled, leaked, pumped, poured, emitted, emptied, discharged, injected, escaped, leached, dumped or disposed into the environment. This would then be deemed a spill. Spills in excess the Reportable Quantities must be reported to the Nevada Division of Environmental Protection.*

*The reportable quantity for petroleum products such as gasoline, diesel, and hydraulic fluid is 25 gallons or 3 cyds of contaminated material, or the presence on or in groundwater.*

*The reportable quantity for hazardous waste is based on the Federal EPA guidelines established under Title III List of Lists (40 C.F.R. Part 302). A spill of any quantity that*

*affects a water way within the State of Nevada must be reported, regardless of the quantity.*

*Spills must be reported to the Nevada Division of Environmental Protection as soon as possible, but no later than the end of the first working day of the release at:*

*For information regarding State reporting requirements, when to call, who to call, or information on data, please call the Bureau of Corrective Actions at (775) 687-9368 during normal business hours (8:00 - 5:00 PST)*

*This spill information is entered and maintained on a State database by the Superfund Staff of NDEP.*

*A spill form has been made available to assist the caller in what information is asked by NDEP. This form may be helpful to a facility and the public. The caller must call Nevada Division of Environmental Protection (NDEP), a fax is not an acceptable reporting mechanism at this time. The caller always has the right to remain anonymous and the report will still be handled with the same level of seriousness.*

### **3E TRAINING/EQUIPMENT/KNOWLEDGE:**

It is recommended that all faculty, instructors, and other employees included in spill clean-up be trained to hazardous materials responder awareness level I. Key equipment and supplies are identified in the section 3 A 2 “Small Hazardous material Response Prerequisites and Guidelines.”

The most important aspect of spill response is knowledge and a clear understanding of the hazard. It is always a good idea to review the MSDS of the chemicals spilled. Then one should mitigate other possible hazards by putting away chemicals, turning off equipment and extinguishing flames.

#### **3.E.1. Unknown Spills or Containers:**

Spills of an unknown origin or from an unlabeled container should not be dealt with, call EH&S 445-3327 or 911 for hazmat assistance.

#### **3.E.2. Hazardous material Incident Reporting, Accident Investigation and Documentation:**

A spill report is required from the group dealing with the spill. Use the incident report form from the EH&S website. Contact EH&S for the current form if the quantity is above the recordable Quantity (RQ) for SARA Title III reporting.

#### **3.E.3. Transportation:**

For the Safe Operation Procedure for Transportation of Hazardous Materials follow DOT-HM-232

If you do not have this training, you should not be involved in transporting hazardous materials.

WNC is not permitted to transport hazardous materials over public roads. Similarly, we are not permitted to transport hazardous wastes over public roads.

WNC Employees may need function-specific training based on their roles pertaining to the receipt of hazardous materials.

Trained employees should be familiar with the hazardous material incident report and be capable of using the emergency response guidebook.

### **3F                   TERRORIST EVENTS AND WEAPONS OF MASS DESTRUCTION:**

WNC personnel must be prepared for the possibility of a terrorist event involving hazardous materials or Weapons of Mass Destruction. This preparation includes securing our hazardous materials as well as being observant and reporting unusual or suspicious situations to WNC Public Safety.

Weapons of Mass Destruction are weapons or devices intended to cause death or serious injury to a significant number of people. Typically, this could occur by the release of highly toxic chemical agent, a highly infectious biological agent, or radioactive materials. This most likely would be a bomb that may cause a hazardous material, radioactive material or biological material release or a package sent or left at the college.

Common features of suspicious packages include:

- Liquid leaking from package
- They tend to have hand-applied postage
- They have excessive postage
- Vibrate or make a sound
- An unusual odor
- They are addressed to a position, not a person
- No return address
- Hand written or poorly typed address
- Misspelling of common words
- Restrictive markings such as “Confidential,” “Personal,” etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Foreign post marks and/or writing
- Source of the letter/package is not recognized by recipient/addressee

If you believe you have received a suspect package or letter:

- Do not open the letter or package
- Contact WNC Public Safety or your campus administration office
- Move all personnel clear of the package

If you advertently open a suspect package/letter or if it is leaking liquid or an unknown substance:

- Immediately set the item down gently at the location where it was opened
- Contact Public Safety or your campus administrative office
- Call local police
- All potentially exposed persons should leave the area and wash exposed skin with soap and water
- Return to an area within the building adjacent to the initial exposure and wait for police (for example, hallway outside the original room)
- Do not allow others into the area

- Remember that this is NOT a medical emergency yet, but it is a potential contamination problem
- This is also a potential crime scene – preserve evidence and pay attention to what you have seen or done

**What NOT to do:**

- DO NOT pass the letter or package to others to look at
- DO NOT disturb any contents in the letter or package. Handling the letter/package may only spread the substance contained inside and increase the chances of it getting into the air
- DO NOT ignore the threat, it must be treated as real until properly evaluated