



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.03, **Hazardous Material Incidents**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish *minimum* requirements for action in the event of an incident (such as an involuntary release or spill) involving a hazardous material. This HSC OP applies to all TTUHSC EL PASO campus locations.

REVIEW: This HSCEP OP will be reviewed on September 15 of each even-numbered year (ENY) by the Senior Director of Safety Services with recommendations for revisions submitted to the Managing Director of Facilities and Support Services and the Chief Operating Officer by October 15.

POLICY/PROCEDURE:

1. **General Statement.** Many biological agents and chemicals classified as hazardous are used on campus each day. Some are in small quantities, while others amount to several gallons/pounds. It is the combined responsibility of everyone who uses stores and/or transports hazardous materials within the HSCEP to be informed of how to correctly respond to an incident involving these materials. To discharge any amount of chemical classified as hazardous into the environment, whether that discharge is intentional or by accident, is a violation of state and federal law. Civil and/or criminal penalties, restitution for damages, and cost of cleanup may be imposed on responsible parties. Responsible parties include, but may not be limited to, the HSCEP administration, the department management, the researcher/investigator, immediate supervisor and the individual(s) concerned. A policy of zero (0) discharge, release or improper disposal is mandatory. Since the types and quantities of hazardous materials are too numerous to be covered herein, this HSCEP OP is directed at the initial action to be taken and mandatory reporting procedures.
2. **Definitions.**
 - a. **Class I Release.** An incidental hazardous material release in which minimal health risk or damage is present. Departmental clean-up.
 - b. **Class II Release.** A hazardous material release that may present some danger to building occupants beyond the capabilities of departmental personnel. Release must be reported to your facility's safety and police representatives.
 - c. **Class III Release.** A hazardous material release which will require outside assistance. The need for assistance shall be determined by the local Safety Services representatives at the respective regional campuses. Class III releases require a report to the Lubbock Safety Services Department.
 - d. **Class IV Release.** A hazardous material release which may include building damage, injured persons and may cause Emergency Operations Center (EOC) activation in Lubbock or assistance from the local Fire Department or Hazardous Materials Response team, etc., at the Regional facilities. (See [HSCEP OP 76.01](#)) Class IV releases require a report to the Lubbock Safety Services Department.
 - e. **Containment.** Control of spilled material to prevent spread until proper clean up can be

- undertaken.
- f. **Disposal.** The proper disposition of hazardous material after its use or clean up.
 - g. **Environment.** The air, water and land surrounding us including all means of access and introduction such as sink and floor drains, sewers, ditches, gutter and storm drains.
 - h. **Environmental Protection Agency (EPA).** The federal governing agency empowered to enforce environmental regulations.
 - i. **Hazardous Material.** Any substance in any form (solid, liquid or gaseous) that is identified as hazardous by federal or state regulations.
 - j. **Safety Data Sheet (SDS).** Information sheet, provided by the manufacturer of any hazardous material(s) containing fire, health and safety information for that material.
 - k. **Safety Officer.** Any of the various Safety Officers who act as representatives of the TTUHSC El Paso Safety Services Department. This title includes, but may not be limited to, the Director of Safety, Fire Marshal(s), Laboratory Safety Manager, Radiation Safety Officer, Environmental Safety Manager and the Biohazard Safety Officer.
 - l. **Texas Commission on Environmental Quality (TCEQ).** The State of Texas regulatory agency empowered to enforce environmental regulations.
3. **Responsibility.** It is the responsibility of each supervisor to ensure that proper inventory, storage and control of hazardous materials be maintained. Supervisors are responsible for proper training of employees with regards to hazardous material use, storage, and disposal, and to ensure that their employees and students understand the use of and the information contained in the Safety Data Sheets (SDS). Each activity working with chemicals and other hazardous materials must have an SDS available. SDS's are provided by the chemical manufacturer or distributor. In addition, supervisors are responsible for providing and insuring the use of adequate personal protective equipment for their employees and students. Full compliance with regulations governing "Employee Right to Know" and "Employee Safety in the Laboratory" is mandatory, as per the [TTUHSC El Paso Safety Manual](#).

Supervisors must provide an inventory of their hazardous materials to the TTUHSC El Paso Safety Services Department when requested.

4. **Containment Procedure.** Only properly trained persons who are familiar with the potential hazards and the precautions necessary for protection from the hazardous material(s) should be working with these materials.

In the event of any unexpected release of hazardous material, the individual(s) discovering the incident should make an initial assessment of the potential danger to personnel in the immediate vicinity of the incident. If they can safely contain and/or clean up the spill, they should do so and make the proper notifications afterwards. If a release occurs, which is believed to represent a danger to personnel, they should immediately take the following actions:

- a. Evacuate everyone from the vicinity of the release.
- b. Immediately notify the appropriate TTUHSC El Paso Safety Department or Facilities and Support Services, and the Texas Tech Police Department.

Provide the following information to the appropriate departments above:

- (1) Your name and department;
 - (2) The nature and extent of the release (identification of material, CAS#, estimated quantity released);
 - (3) The location of the release; and
 - (4) Your current location.
- c. Keep all persons away from the immediate area. Meet with and brief the representatives from the Safety/ Facility Support Services and TTUHSC El Paso Police Department who report to the scene.

The Safety Services Department/Physical Plant/FOM and Police Department representatives who respond to the scene will evaluate the potential hazard of the situation and initiate additional action as necessary.

5. Notification. In the event of an unintentional release of a hazardous material into the environment, the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA) may require immediate notification by telephone, followed by submission of a written report within 24 hours. The Safety Services Senior Director is designated as the authority responsible for initiating notifications and reports.