



HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN

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Numerous state and federal regulations require an expedient and safe response to chemical releases.

An **INCIDENTAL RELEASE** of a hazardous substance is one which does not cause a health or safety hazard to employees and does not need to be cleaned up immediately to prevent injury to employees. Incidental releases may be absorbed, neutralized, or otherwise controlled at the time of the release by employees who work with the substance and who understand the hazards of the material.

An **EMERGENCY RESPONSE** is required if there is a safety or health hazard such as risk of employee chemical exposure, fire, explosion, or sudden release of pressure. All large chemical releases and those that pose health, safety or environmental threats should be reported immediately to University Police at extension 2111 or 911 from any campus telephone.

QUALIFICATIONS

It is very important that staff do not exceed their level of skill and training and become a part of the problem.

40-hour Emergency Response Operations Level The individuals below are trained to conduct hazard assessment and perform both defensive and offensive hazardous substance containment actions within the level of resources and personal protective equipment available.

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8-hour First Responder Awareness Level – All University Police Officers, Custodians, Facilities Management Tradesmen, FM Engineering and FM Groundmen have sufficient training to isolate a spill, deny re-entry, and assist with information gathering and regulatory reporting requirements described in the response plan.

Biohazard Spill Response - Custodial staff have received bloodborne pathogen exposure control training and hepatitis vaccines for clean-up of small bodily fluid or sewage spills. However, hazard assessment must be conducted by operational level emergency response staff to identify appropriate personal protective equipment prior to clean up of a non-routine biohazardous spill involving laboratory organisms or large quantities of bodily fluids.

Incidental Spill Response - A release can be considered incidental only if there is **no** safety or health hazard involved in clean-up by the staff or faculty responsible for the work area. These persons must be familiar with the hazards of the material and follow the instructions provided on the product label and material safety data sheet.

HAZARDOUS MATERIAL SPILL RESPONSE

Upon discovery of a chemical release an employee should:

- Notify other persons in the area;
- Isolate the spill area and keep people away;
- Notify University Police if the spill presents a health, safety or immediate environmental threat; and
- Notify the area supervisor.

The area supervisor should:

- Review the product label and material safety data sheet information to verify that there are no health or safety threats;
- Contact campus hazardous material emergency response operational level staff for assistance if there is ANY question about health, safety or environmental hazards;
- Notify University Police if the spill presents a health, safety or immediate environmental threat;
- Allow clean-up of incidental spills only if appropriate equipment is available and it can be done without risk of personal exposure or physical hazard;
- Collect all waste for disposal as hazardous; and
- Notify the Safety and Risk Manager and University Police of incidental spill cleanup, so that regulatory reporting and waste management requirements can be met.

Upon notification of a chemical release University Police Dispatcher should:

- Advise the responding officer of hazardous conditions;
- If warranted, advise the caller to activate the building fire evacuation alarm and to meet the officer outside, upwind of the spill location;

If the report includes sight of flames, potential for fire or explosion, or serious injury / human chemical contamination, request Fire Department hazardous material response immediately;

- Notify University Police Chief, Vice Presidents and Management Personnel of the affected department; and
- Notify Safety and Risk Manager. If the Safety and Risk Manager is not available, request assistance from one of the other campus staff trained to the 40-hour operational response level.

The responding University Police Officer should:

- Approach the spill from up wind;
- Isolate the area and deny further entry into the spill scene;
- Detain knowledgeable individuals at the scene;
- Consult with campus emergency response operations* and departmental staff to determine if additional help is required;
- Notify dispatch if fire department or contractor response is necessary;
- Identify a staging location for incoming fire or contractor response units;
- Provide the Fire Department or contract responders with a building diagram noting the locations of utility shut-offs (attached), and
- Provide emergency medical aid ONLY if it can be done without risking personal safety and/or contamination.

*** If no CSUB operational level emergency responders are available and there are ANY concerns about immediate safety and health hazards, request Fire Department hazardous materials response. If the spill presents no health, safety or environmental concerns while isolated but cannot be cleaned up because campus staff do not have adequate personal protective or containment equipment, contact North State Environmental at 909-875-9288 for contract spill response.**

The Safety & Risk Manager / Operational Level Emergency Responder should:

- Conduct a site hazard assessment including:
 - What spilled;
 - How much spilled;
 - Hazards of the material;
 - The location of injured or contaminated persons;
 - Need to shut down mechanical and electrical systems; and
 - Potential for environmental contamination.
- Determine if Fire Department or clean up contractor response will be needed;
- Relay hazard assessment information to dispatch for use by responding fire units; and
- Determine if a campus Public Information Officer is needed.

The Fire Department will:

- Assume joint command of the incident with University Police;
- Secure the scene, identify hazards and mitigate immediate threats to life, environment and property; and
- Remain on scene until they are satisfied that the clean-up is proceeding in a safe and effective manner.

The Fire Department will not provide clean up or remediation services. CSUB is responsible for providing qualified clean up services.

CONTRACT SERVICES

Chemical Spill Response:

Cole Services Inc.

PO Box 10764

Bakersfield, CA 93389

24 hour phone: 661-322-8258

Cole Services is the emergency response sub-contractor to North State Environmental for service to CSUB under the CSU hazardous waste disposal contract. Emergency response may also be activated by calling North State’s 24-hour phones, 909-875-9288, 650-588- 2838 or 888-285-3567.

Cole Services and the alternate chemical spill response companies are not authorized to remove chemical waste from the campus. The labeled containers should be transported hazardous waste accumulation area or to the Science Stockroom. Hazardous chemical waste disposal arrangements should be made through North State Environmental.

Alternates for Chemical Spill Response:

Kern Environmental Service

P.O. Box 5337

Bakersfield, CA 93388

24 hour phone: 589-5220

MSE Environmental, Inc.

1250-H Avenida Acaso

Camarillo, CA 93012

24-hour phone: (805) 987-

0217 Biohazard Spill Response:

Dean Clean

5012 Sherman Ave.

Bakersfield, CA 93309

24- hour phone: 397-0700

Biohazard spill response contractors are not authorized to remove biohazardous waste

from the campus. The labeled containers should be transported to the Science Stockroom or Health Center. CSUB has a contract for medical waste transportation and disposal services with:

CAMPUS NOTIFICATIONS

The Office of Safety and Risk Management is responsible for notifying executive management of hazardous materials incidents that involve major injuries, property damage, the need for contract remediation services or coverage by the press. Activation of contract services should also be reported to Procurement. The ranking University Police Officer should make these notifications in the absence of the Safety & Risk Manager.

All employee injuries should be documented by departmental supervisory staff and reported to Personnel Services on the Supervisor's Report of Injury forms. Accidents involving injuries to students, or the public should be documented by University Police staff and reported to the Office of Safety and Risk Management on the campus accident report forms.

REGULATORY NOTIFICATIONS

SRM will make the required regulatory notifications if available to do so. If SRM staff is not available, University Police supervisory staff should obtain the needed information from emergency responders and attend to the following reporting requirements. Department Heads are responsible for assuring that reports of all incidental spills are supplied to SRM immediately following the incident, so that proper reporting can be carried out. If SRM staff is unavailable, incidental spill reports should be provided to the University Police shift supervisor with a request for assistance with chemical spill regulatory reporting.

There is no penalty for reporting a minor incident, but failure to report a significant incident could result in huge fines. Make these notifications as soon as possible following initiation of the emergency response. Maintain written documentation of all notifications on the attached form.

The best rule is - IF IN DOUBT, REPORT IT!

- Report ALL hazardous materials releases equal to or in excess of 55 gallons of a liquid, 200 cubic feet of a gas or 500 pounds of a solid to the following agencies. Also report any hazardous materials release or potential releases which threaten life, health (including need for medical treatment) or the environment to:

1. CA Office of Emergency Services @ 800-852-7550.

Ask the OES Duty Officer if the chemical and quantity involved triggers Federal Title III notification requirements. If federal notification is required, call the National Response Center @ 800-424-8802.

2. Bakersfield Fire Department, Environmental Services Division should be notified as soon as possible, but during normal working hours, @ 326-3979. This notification must be made even if Bakersfield Fire responded to a 911 call for the incident.

- If the chemical is a hazardous waste, of any quantity, report it to Bakersfield Fire Department, Environmental Services Division @ 326-3979.
- If a chemical has entered or may enter the canal on the east side of the campus, also contact the Arvin-Edison Water Storage District dispatch @ 854-4433.
- If a chemical has entered or may enter the canal along the North West corner of the campus, also contact the City of Bakersfield Water Department dispatch @ 326-3716.
- If a chemical release is threatening wildlife or habitat, also report it to the CA Department of Fish and Game dispatch @ 559-222-3761.
- If the chemical released is a pesticide, also report the release to the Kern County Agricultural Commissioner's Office @ 868-6300.
- All fires must be reported immediately to the CA State Fire Marshal's Office @ 916-323-7390. To report an explosion or fire related to arson, call 559-243-4126.

EARTHQUAKE HAZARDOUS MATERIALS RESPONSE

- Initiate spill response procedures for known chemical releases.
- Dispatch Facilities Management staff to turn off power to the Science Buildings ASAP.
 - Advise them to use the confined space gas monitor to check for flammable vapors around the building that could collect in the electrical room.
- Evacuate and secure the entrances into Science 1 and 2. No CSUB staff should re-enter the Science Buildings until a contract hazardous materials emergency response team assesses damage in the chemical storage areas.

- Contact Cole Environmental or an alternate contractor ASAP. Request an emergency response to inspect the Science stockroom and all laboratories. Make this call quickly, before the contractors commit resources elsewhere. Make certain that the electrical service has been disconnected prior to entry by emergency responders.
- Advise Facilities Management that no entry should be made into the Central Plant without the use of the confined space gas monitor. Release of freon has the potential to displace oxygen. Compressor oil entrained in freon can cause flammability.
- University Police officers should survey the other haz mat locations, from the outside and from a safe distance, for potential releases.

MAJOR HAZARDOUS MATERIALS STORAGE LOCATIONS

(Building diagrams are attached)

Central Plant (Building # 11) - Compressed gas is contained in both portable cylinders and mechanical equipment in rooms 110 and 111. A diesel fuel storage tank is located on the east side of the building outside room 110. Corrosion inhibitors are stored in 55-gallon drums in various locations around the plant. The Print Shop stores solvents in a cabinet outside room 102. Small quantities of print making, and photographic chemicals are stored in rooms 101A-105.

Corporation Yard (Building #37) - The grounds, paint, electrical, mechanical and pest control shops contain a variety of hazardous materials. Two above ground, vaulted fuel storage tanks are located at the southwest corner of the yard. Custodial chemicals are located in the warehouse located to the south of the grounds shop.

Dore Theater (Building #39) - Small quantities of paint are stored in the Dore Theater Scenic Shop. Oxygen and acetylene bottles are also stored in this area.

Facility for Animal Care and Treatment (FACT) (Building #64) – A 500-gallon propane tank is located on the south side of the FACT compound.

Fine Arts (Building #2) - Small quantities of mineral spirits are located in FA 200.

Hazardous Waste Accumulation Area - Various chemical wastes may be stored inside the fenced enclosure located in front of the CA Well Core Repository.

Hillman Aquatic Center (Building #45) - Liquid sodium hypochlorite is stored in the fenced enclosure on the east end of the building. Compressed carbon dioxide gas is stored in room 105.

Performing Arts Building (Building #4) - Waste photo developing fluids and small quantities of mineral spirits are located in PA 106. Corrosive photographic chemicals and nitric acid are stored in PA 106B. Small quantities of cleaning solvents are stored in PA 106C. Oxygen, acetylene, carbon dioxide, and argon compressed gas cylinders are stored on the sculpture patio outside PA 100.

University Police (Building #60) - Compressed propane is stored inside the fenced areas on the north and west sides of the building. A 500 gallon propane tank is located inside the fenced enclosure on the north side of the building.

Science Building (Buildings #30 & 36) - The Science Stockroom (Science 1, Rooms 136, 137, 139, 140, 141& 142) houses a large chemical inventory which includes flammable, highly toxic, corrosive and reactive chemicals and compressed gases. Laboratories and prep rooms may contain compressed gases and chemicals. Laboratories on the second and third floors of Science 1 may also contain biohazardous materials.

Student Health Center (Building #35) - Compressed oxygen and nitrogen are stored in rooms 39 and 34. Small quantities of laboratory reagents are stored in room 54.

Student Union (Building #53)- Compressed helium is stored in Student Activities, Room 140.

ADDITIONAL RESOURCES CSU

EH&S MUTUAL AID

The 10 southern CSU campuses have formed a mutual aid association to provide technical support during the first several days of a disaster. A call list for the Southern CSU EH&S Mutual Aid is available in University Police and has been provided to Business and Administrative Services department heads. Requests for these services should be routed through CSUB S&R, the Vice President for Business and Administrative Services or the campus emergency operations center. If phone calls cannot be completed, the CA Law Enforcement Telecommunications System computer may provide an alternate route of communication with other CSU University Police Departments.

The types of assistance available include: emergency response for hazardous materials; search and rescue; sanitation inspection; occupational safety; biological safety; fire & life safety; radiation safety; and industrial hygiene. Be sure to state the type of service that you need, so that appropriate personnel respond.

MATERIAL SAFETY DATA SHEETS

Material safety data sheets are stored in each department that uses chemicals. Manufacturer specific MSDS are preferred, however, if none is available use the sites listed below:

<http://www.ilpi.com/msds/index.html>

<http://siri.org/>



**HAZARDOUS MATERIALS RELEASE
NOTIFICATION DOCUMENTATION**

Complete one section for each agency notified. Please print clearly. Attach any additional pertinent information.

Date _____ Time _____

Agency Notified _____

Name of Person Notified _____

Conditions Reported (material, concentration, amount, location) _____

Agency Representative Response or Instructions

Name of Reporting Party _____

***** Date _____ Time _____

Agency Notified _____

Name of Person Notified _____

Conditions Reported (material, concentration, amount, location) _____

Agency Representative Response or Instructions

Name of Reporting Party _____

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Date _____ Time _____

Agency Notified _____

Name of Person Notified _____

Conditions Reported (material, concentration, amount, location) _____

Agency Representative Response or Instructions

Name of Reporting Party _____