

Reporting Procedure
School

SPILL REPORTING AND ACTION PROCEDURE

- A. **MINOR SPILLS:** Minor spill is any chemical or biological less than 2 liters quantity. Use the appropriate clean up method for the material spilled. The clean up methods are listed below:

Acid or Base spill – use the neutralizer located in the lab for Acid and Base spills. Sweep up the neutralizer material with small broom and dust pan.

Place the material in the red non-hazardous solid waste container.

Solvent or Organic Spill – use absorbent pads located in the lab to absorb the spill. Place the contaminated absorbent pads in a plastic bag. Contact the EHSO for disposal.

Report the spill as soon as possible by email to the EHSO at jwhelan@ggc.usg.edu. The report should contain a detail of what happened, where the spill occurred, what spilled and how was it cleaned up.

B: **MAJOR SPILLS:** The definition of a major spill is any chemical or biological over 2 liter quantity. If there is a major spill in the labs, contact EHSO to assess and clean up the spill. If the EHSO is not available, contact the Associate Dean for assistance. A written report will be completed by faculty within 24 hours of the spill. The root cause will be investigated and corrective action applied.

Emergency Phone numbers:

EHSO: 678-994-9808

Associate Dean: 678-407-5721

INCIDENT REPORTING

Definition of an Incident: Any event out of the ordinary such as damage to property or theft. All incidents should be reported when discovered to the EHSO and the Associate Dean by phone. The EHSO and the Associate Dean will make the appropriate Chain of Command actions.