UNIVERSITAT DE BARCELONA

IT/ZUB/MAM/004
Edition number 2

TITLE: **Action in case of spillage of toxic and / or hazardous waste**

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1. OBJECT

Report on how to act in the event of leaks and spills of toxic and / or hazardous products and waste, in order to control and minimize the risks to the safety and health of people and the environment arising from these situations.

2. SCOPE

Any leakage or spillage of hazardous laboratory products and waste, both chemical and biological, that takes place in centres, departments and services of the University of Barcelona.

Anyone who uses toxic and / or hazardous products or generates hazardous laboratory waste in these spaces is affected by the instruction, as well as the personnel with specific responsibility in the management of this type of material (see the laboratory hazardous waste management procedure, P.MA.4.4.6/002).

3. DEFINITIONS

- Those listed in the hazardous laboratory waste management procedure (P.MA.4.4.6/002).

4. REFERENCES

- Hazardous laboratory waste management procedure (P.MA.4.4.6/002).
- Work instruction IT/ZUB/MAM/001, on classification of hazardous laboratory waste.

5. DEVELOPMENT

Leaks and spills of products and waste constitute one of the main risks to the safety and health of people and the environment in the activity of research, teaching and artistic creation that is carried out in the laboratories and workshops of the university.

All laboratories must have absorbent material for spill collection, and it is also recommended to have a broom, a shovel and bags available.

In the event of a leak or spillage of hazardous waste, the staff of the laboratory or workshop must act quickly following the following instructions:

- Carry out an initial assessment of the product to determine its danger.
- Properly ventilate the area affected by the spill by opening windows and doors. Attention! Do not ventilate if the spill is from a powdered product.
- Remove all products and / or materials that may react with the spill.
- In case the spilled residue is flammable, remove all existing ignition sources in the area.
- Pour the absorbent sand over the spill to prevent it from spilling, in sufficient quantities, using the appropriate PPE for the spilled product.
- Once the absorbent product has acted and the liquid is absorbed, collect it with the brush and shovel, and put it in one or more bags.
- Manage all resulting material as contaminated solid waste, in accordance with the hazardous laboratory waste classification system, noting the product on the container label.
- Clean the area with plenty of soap and water.

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- Once the spill has been collected, report the situation to the OSSMA using the accident and incident notification form (www.ub.edu/ossma/tramits/notification-of-accidents-and-incidents/), indicating the causes that caused it and the measures that can be taken to prevent it from happening again. The form must be signed by the person issuing the notification and the person in charge of the department, unit or service where the spill occurred.

Spill collection operations must be carried out by laboratory staff, who are familiar with the nature of the product. The cleaning staff will only intervene once the absorbent has been removed with the spilled chemical, to wash the space with soap and water.

Although the PPE to be used will depend on the hazard characteristics of the spilled product, safety goggles, chemical gloves and a product-resistant apron, and mixed filter masks against organic and inorganic gases and vapours, SO_2, NH_3 and particles (ABEK - P), will generally be used.

6. APPENDICES

1. Modification of documents

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Appendix 1. Modification of documents

Date	Edition	Modification
15/01/2018	2	Link update

Validity is only guaranteed for the documents found on the OSSMA website:
https://www.ub.edu/ossma/