



HARVARD

Campus Services

ENVIRONMENTAL HEALTH, SAFETY &
EMERGENCY MANAGEMENT

Date: 10/6/08

Toolbox Talk #16

OIL SPILL RESPONSE

All Harvard employees having a role in managing or maintaining oil containing devices must be able to initiate an appropriate oil spill response.

Oil Spill Response:

1. **Assess the severity of the situation**
 - Determine if the situation is immediately hazardous to your well being, evacuate if in danger.
 - For large spills that can reach a drain or catch basin, immediately call the University Operations Center (495)-5560.
 - If situation allows, quickly cover/block the floor drain/catch basin with a drain cover, boom, speedy dry, etc.
2. **Contain Small Incidental Spills**
 - Contain spill without endangering self or others.
 - Block storm drains and floor drains/openings to prevent spilled material from reaching the environment
 - Ensure the area is properly ventilated
3. **Small Spill Clean Up**
 - Wear the Proper Protective Equipment (safety goggles, oil resistant gloves, etc)
 - Use absorbent materials to clean spill (pads, speedy dry, etc)
4. **Manage the Contaminated Waste Appropriately**
 - Store contaminated materials/waste from the clean up in appropriate covered buckets or drum with a secured lid
 - Affix a Harvard Hazardous Waste label on the container (except cooking oil)
 - If the contaminant is 1 gallon or less of cooking oil and is completely absorbed, it is acceptable to dispose of with normal waste
 - For waste pick-up contact EHSEM at 495-2060



Floor Drains- use speedy dry, booms or drain covers to prevent oil from entering drains



Storm Drains- Frequently check hydraulic lines for trash compactors that are near storm drains

Environmental Health, Safety & Emergency Management

Cambridge Campus
46 Blackstone St.
Cambridge MA, 02139
(617) 495-2060

Longwood Campus
107 Ave. Louis Pasteur
Boston, MA 02115
(617) 432-1720

Oil Spill Prevention:

- All waste oil containers need to be placed in/on secondary containment that has a storage capacity of 110% of the container size.
- Perform monthly inspections on all oil containing devices that have a capacity of 55 gallons or greater.
- Know where all spill kits are located in your facility and take time to ensure they are properly stocked.

Group Discussion Topics:

- Identify any past spill situations and how they were handled.
- Are there any oil containing devices that pose a greater risk than others for a potential spill/release?