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

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?