



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 75.03, **Hazardous Material Incidents**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish *minimum* requirements for action in the event of an incident (such as an involuntary release or spill) involving a hazardous material. This HSC OP applies to all TTUHSC campus locations.

REVIEW: This HSC OP will be reviewed on September 1 of each even-numbered year (ENY) by the Senior Director for Safety Services, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services.

POLICY/PROCEDURE:

1. **General Statement.** Many biological agents and chemicals classified as hazardous are used on campus each day. Some are in small quantities, while others amount to several gallons/pounds. It is the combined responsibility of everyone who uses, stores and/or transports hazardous materials within the HSC to be informed of how to correctly respond to an incident involving these materials. To discharge any amount of chemical classified as hazardous into the environment, whether that discharge is intentional or by accident, is a violation of state and federal law. Civil and/or criminal penalties, restitution for damages, and cost of clean up may be imposed on responsible parties. Responsible parties include, but may not be limited to, the HSC administration, the department management, the researcher/investigator, immediate supervisor and the individual(s) concerned. A policy of zero (0) discharge, release or improper disposal is mandatory. Since the types and quantities of hazardous materials are too numerous to be covered herein, this HSC OP is directed at the initial action to be taken and mandatory reporting procedures.
2. **Definitions.**
 - a. **Class I Release.** An incidental hazardous material release in which minimal health risk or damage is present. Departmental clean-up.
 - b. **Class II Release.** A hazardous material release that may present some danger to building occupants beyond the capabilities of departmental personnel. Release must be reported to your facility's safety and police representatives.
 - c. **Class III Release.** A hazardous material release which will require outside assistance. The need for assistance shall be determined by the local Safety Services representatives at the respective campuses. Any Class III release requires a written report to the Lubbock Safety Services Department.
 - d. **Class IV Release.** A hazardous material release which may include building damage, injured persons and may cause Emergency Operations Center (EOC) activation in Lubbock or assistance from the local Fire Department or Hazardous Materials Response team, etc., at other campuses (See [HSC OP 76.01](#)). Any Class IV release requires a report to the Lubbock Safety Services Department.
 - e. **Containment.** Control of spilled material to prevent spread until proper clean up can be undertaken.
 - f. **Disposal.** The proper disposition of hazardous material after its use or clean up.

- g. **Environment.** The air, water and land surrounding us including all means of access and introduction such as sink and floor drains, sewers, ditches, gutter and storm drains.
 - h. **Environmental Protection Agency (EPA).** The federal governing agency empowered to enforce environmental regulations.
 - i. **Hazardous Material.** Any substance in any form (solid, liquid or gaseous) that is identified as hazardous by federal or state regulations.
 - j. **Safety Data Sheet (SDS).** Information sheet, provided by the manufacturer of any hazardous material(s) containing fire, health and safety information for that material.
 - k. **Safety Officer.** Any of the various Safety Officers who act as representatives of the TTUHSC Safety Services Department. This title includes, but may not be limited to, the Senior Director for Safety Services, Director for Safety Services, Associate Director for Safety Services, Unit Manager(s), Fire Marshal(s), Laboratory Safety Manager, Radiation Safety Officer, Radiation Protection Manager, Environmental Protection Manager, Biological Safety Officer, and Senior Safety Officers within Safety Services.
 - l. **Texas Commission on Environmental Quality (TCEQ).** The State of Texas regulatory agency empowered to enforce environmental regulations.
3. **Responsibility.** It is the responsibility of each supervisor to ensure that proper inventory, storage and control of hazardous materials be maintained. Supervisors are responsible for proper training of employees with regards to hazardous material use, storage, and disposal, and to ensure that their employees and students understand the use of and the information contained in the Safety Data Sheets (SDS). Each activity working with chemicals and other hazardous materials must have an SDS available. SDSs are provided by the chemical manufacturer or distributor. In addition, supervisors are responsible for providing and ensuring the use of adequate personal protective equipment for their employees and students. Full compliance with regulations governing "Employee Right to Know" and "Employee Safety in the Laboratory" is mandatory, as per the TTUHSC Laboratory Safety Manual, available at

https://hscweb.ttuhs.edu/safety-services/documents/lab/Lab_Safety_Manual_24.pdf

Supervisors must provide an inventory of their hazardous materials to the TTUHSC Safety Services Department when requested.

4. **Containment Procedure.** Only properly trained persons who are familiar with the potential hazards and the precautions necessary for protection from the hazardous material(s) should be working with these materials.

In the event of any unexpected release of hazardous material, the individual(s) discovering the incident should make an initial assessment of the potential danger to personnel in the immediate vicinity of the incident. If they can safely contain and/or clean up the spill, they should do so and make the proper notifications afterwards. If a release occurs, which is believed to represent a danger to personnel, they should immediately take the following actions:

- a. Evacuate everyone from the vicinity of the release.
- b. Immediately notify the appropriate campus Facilities and Safety Services Departments and the Texas Tech Police Department or Security.

Campus	Safety Services	Facilities	TTPD/Security	Local Police
Abilene	325-696-0549	325-696-0455	325-696-0462	911 or 325-673-8331 (non-emergency)
Amarillo	806-414-9929	806-414-9670	806-414-9969	911 or 806-378-3038 (non-emergency)
Dallas	325-696-0549 (Abilene)	325-696-0455 (Abilene)		911 or 214-744-4444 (non-emergency)
Dallas VA	325-696-0549 (Abilene)	214-857-1021 (VA Maintenance)	214-857-0411 (VA Police)	214-857-0411 (VA Police)
Lubbock	806-743-2597	806-743-2070	806-742-3931	911 or 806-775-2865 (non-emergency)
Midland	432-703-5485	432-703-5091	432-553-1998	911 or 432-685-7108 (non-emergency)
Midland College	432-703-5485	432-685-4570 (Midland College Maintenance)	432-685-6734	911 or 432-685-6734 (non-emergency)
Odessa	432-703-5485	432-703-5091	432-553-1998	911 or 432-335-4961 (non-emergency)

c. Provide the following information to the appropriate departments above:

- (1) Your name and department;
- (2) The nature and extent of the release (identification of material, CAS#, estimated quantity released);
- (3) The location of the release; and
- (4) Your current location.

d. Keep all persons away from the immediate area. Meet with and brief the representatives from the various responding agencies who report to the scene.

The responding agency representatives who report to the scene will evaluate the potential hazard of the situation and initiate additional action as necessary.

5. **Notification.** In the event of an unintentional release of a hazardous material into the environment, the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA) may require immediate notification by telephone, followed by submission of a written report within 24 hours. The local Safety Services Manager is designated as the authority responsible for initiating these notifications and reports.