



SAFELY HANDLING MAJOR AND MINOR SPILLS

Environmental Health & Safety Factsheet • risk@twu.edu • (940) 898-4001

DO NOT CLEAN UP SPILLS (major or minor) if you don't know what the spilled material is; if you lack the protective gear, equipment, or knowledge to do the job safely; or if you experience any symptoms of exposure.

	MAJOR SPILLS OR INCIDENTS	MINOR SPILLS OR INCIDENTS
DEFINITION	<ul style="list-style-type: none">Large volume (greater than 1L)Any amount of a high-hazard chemicalAnything you can't handle on your own	<ul style="list-style-type: none">Small volume (less than 1L) of a low-hazard chemical (no health hazards, no chemical contamination risks, not flammable)
BEST PRACTICES	<ul style="list-style-type: none">Shut off equipment, if safe to do soIncrease ventilation if spill is in open lab	<ul style="list-style-type: none">If spill is in fume hood, close the sashPost warnings so others do not enter
WHAT TO DO	<ul style="list-style-type: none">Alert people in the area to evacuate; if deemed necessary, pull the fire alarmCall TWU DPS or 911 and provide:<ul style="list-style-type: none">Your location (TWU campus/building/room number)The nature of the emergency (spill, chemical exposure, fire)If there is an injury involved, indicate that medical attention is neededProvide as much of the following as is known:<ul style="list-style-type: none">What chemical(s) are involved; if able, provide SDSHow much was spilledWhere the spill is locatedWhat control measures you have takenYour name and phone number (or where you will be located)Attend to injured or contaminated persons and remove them from exposure; help them access the emergency eyewash and/or shower, if neededDo not leave the area until dismissed by EH&S personnel in case more information is needed	<ul style="list-style-type: none">Alert people in the immediate areaIsolate the area; don't let others walk near or through the spilled materialLocate SDS for information on cleanup procedure and obtain spill kitChoose appropriate PPE per SDS guidanceConfine the spill to as small an area as possible by cleaning it up from the outer edge inwardUse appropriate materials to neutralize and absorb inorganic acids and basesFor other liquids, absorb spill with vermiculite, dry sand, or absorbent padsFor solid spills (including broken glass), cover the spill with a slightly damp paper towel to avoid creating a cloud of dust; push the material into a dustpan or other instrument using the towel (do not use a broom or dust brush)Collect material, used adsorbents/neutralizing agents, etc. in a polyethylene bucket or bag and label as hazardous wasteNotify EH&S of spill and need of hazardous waste pickupReplenish spill kit
CONTACT INFORMATION	TWU DPS Denton (940) 898-2911 Dallas (214) 689-6666 Houston (832) 870-6128	TWU EH&S General Information (940) 898-4001 option 3 24/7 Emergencies (940) 898-4001 option 5

SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS) provide workers, researchers, and emergency personnel with information about a chemical's toxicity, health effects, first aid measures, reactivity, storage, disposal, protective equipment, spill-handling procedures, and physical properties. SDS for research labs, art studios, and facilities areas can be found on [TWU's CampusOptics SDS Portal](#) or by scanning the QR code.

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