1005: Spill Response, Material Handling & Safety

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Section: Insurance & Claims
Subject: Spill Response, Material Handling & Safety
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Policy Owner:

Policy

PURPOSE:

To provide management guidance that will safely, quickly and with as little negative environmental impact as possible, handle a material spill.

DEFINITIONS:

1. SPILL - any uncontrolled release of a material to a non-target site (a site not allowed by the label).
2. REPORTABLE SPILL - a release of material in quantities exceeding a minimum amount of active ingredient (established by Federal and/or State Authority) to a non-target site in an uncontrolled manner (i.e. - vehicle accident, hose breaks, excessive run-off, drift).

ACTIONS TO BE TAKEN – SUMMARY

1. PROACTIVELY
    1. Train to prevent spills
2. IMMEDIATELY
    1. Stop the spill, don't let it get any larger; administer/get first aid
    2. Apply an absorbent material

3. WITHIN FIFTEEN TO TWENTY MINUTES
    1. Notify the appropriate people
    2. Decontaminate all surfaces
    3. Complete spill report checklist

ACTIONS TO BE TAKEN - DETAIL

The following outline is a guideline that does not supersede the label or Federal and State Law in the handling of spilled materials. Always refer to the Label and MSDS (found in all Service Centers in the yellow LABEL AND MSDS MANUAL) for complete instructions when dealing with a spill.

A/1. Train

1. To Prevent Spills - Train all personnel in the safe handling of pesticides. Review the MSDS and Label of all materials a technician will handle as part of their job.
2. In Spill Response - Train all personnel in the spill response procedures outlined in this policy.

B/1. STOP THE SPILL, DON'T LET IT GET ANY LARGER; ADMINISTER/GET FIRST AID - It is necessary to decide at this point which is more important: Administering first aid to anyone in need at the site or taking steps to stop the cause of the spill. THIS IS RECOGNIZED AS A JUDGEMENT CALL. If at all possible, both should be accomplished quickly to reduce the time of damage from prolonged exposure. Assess the human and environmental risk. Immediately seek first aid or medical treatment for any person injured or exposed (including yourself). To stop spills: Clamp the hose and shut off the pump motor if the hose bursts or the end comes off.

B/2. APPLY AN ABSORBENT MATERIAL - (Soak-up, kitty litter, soil, mulch, sand) to soak up a spilled liquid material. Place saturated absorbent in a plastic bag to be handled according to label directions. Spilled dry material is to be swept up and placed in a plastic bag or covered bucket for application according to label directions (be sure to cover dry material with a plastic bag or sheet of plastic, covering edges with soil to seal it, if you must leave it to perform any other steps to prevent it from moving from the site by wind or rain.

C/1. NOTIFY THE APPROPRIATE PEOPLE - the following people are responsible to notify, within 15-20 minutes, those individuals designated in the following situations:

1. Technician - any spill of one pint or more of concentrated liquid or 1/2 gallon or more of diluted liquid material or 4 ounces of dry concentrated material (wettable powder, soluble powder, dust) or more than 5 (five) pounds of granular material = call General Manager and/or Service Manager immediately following step #3 for instructions.
2. Service Manager - notify General Manager of all reported spills immediately for instructions. In the absence of the General Manager or inability to locate same in a timely manner, contact the Corporate Quality Assurance Department.
3. General Manager - notify the Corporate Quality Assurance Department (Director of Quality Assurance or Training and Technical Director(s)) immediately of all spills of one quart or more of liquid concentrates, 10 (ten) gallons or more of dilute solutions, 8 ounces (1/2 pound) or more of concentrated dry material (wettable powders, soluble powders) or 10 pounds or more of dry granular material. Instructions and assistance will be rendered as deemed necessary.

IF THERE ARE ANY QUESTIONS REGARDING APPROPRIATE RESPONSE OR PERSONS TO CONTACT, THE CORPORATE QUALITY ASSURANCE DEPARTMENT IS AVAILABLE AT ANY TIME TO ASSIST YOU. It is better to seek guidance than to ignore situations involving material mishaps. Failure to react makes you guilty, regardless of the situation.

C/2. DECONTAMINATE ALL SURFACES - If a liquid is spilled on concrete, asphalt or similar non-target site, decontaminate the surface with a material such as Spic 'n Span, absorb as in B/2 and add recovered material to bag as in B/2. Again, the MSDS will provide specific information on the material in question.

C/3. COMPLETE SPILL REPORT CHECKLIST - (sample attached) If more than one pint of concentrated liquid material, 1/2 gallon or more of diluted liquid material, 1/2 pound or more of dry concentrated material (dust, soluble powder, wettable powder) or 10 (ten) pounds or more of granular material is spilled, fill out the Spill Report Checklist. The Spill Report Checklist is filled out by the Service Center by the General Manager, Service Manager or Office Manager. Blank copies are to be kept in the Service Center LABEL AND MSDS BOOK for easy access to the correct information in the event of an incident. **THERE ARE NO EXCEPTIONS TO THE USE OF THIS FORM, REGARDLESS OF THE MATERIAL INVOLVED**.

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