

2013

**University of Central Florida  
HAZMAT Plan**



Office of Emergency Management and  
Environmental Health and Safety

Current as of:  
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This plan is maintained by the University of Central Florida Office of Emergency Management. Any concerns or questions can and should be forwarded to Facilities and Safety, specifically:

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Hazardous Materials Coordinator  
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**Department Responsible for this Plan:**

- Environmental Health and Safety
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- None, this is the first edition.

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This plan is included in the Comprehensive Emergency Management Plan (CEMP), General Edition.

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## CHAPTER 1: INTRODUCTION

### 1.1. Purpose

- 1.1.1. The University of Central Florida makes safety for faculty, staff, and students a top priority. In the aftermath of school related incidents, school administrators have been encouraged to conduct comprehensive security initiatives within their universities. The Hazardous Materials (HazMat) Plan is one of the components of UCF's Comprehensive Emergency Management Plan. It addresses the procedures to be followed for a release involving a hazardous material. A hazardous material can be chemical, biological, or radioactive/nuclear material.
- 1.1.2. Environmental Health and Safety (EHS) maintains the UCF Spill Prevention Control and Countermeasure Plan (SPCC), the UCF Health Sciences Campus SPCC Plan, and the UCF Center for Emerging Media SPCC Plan, which define measures implemented by these campuses to prevent oil discharges from occurring and to prepare UCF to respond in a safe, effective, and timely manner to mitigate the impacts of a discharge. The UCF main campus, the UCF Health Sciences Campus, and the UCF Center for Emerging Media are the only UCF campuses required to maintain SPCC Plans based on the quantity of HazMat materials at each location. EHS also maintains the UCF Oil Spill Contingency Plan, an addition to the UCF SPCC. Both are controlled documents and are For Official Use Only (FOUO). The information contained in the HazMat plan is meant to supplement the protocols identified in these documents.
- 1.1.3. This plan also covers the requirements found in the SPCC regulations of 40 CFR Part 112 - Oil Pollution Prevention. These regulations minimize or eliminate the environmental effects of a spill of oil products.

### 1.2. Scope

- 1.2.1. EHS personnel have received basic training in responding to, evaluating, containing, and decontaminating HazMat incidents. For those incidents exceeding the capabilities of EHS, outside assistance will be requested. Situations involving explosive or incendiary devices and materials of suspect or unknown origins are not included in this plan and require law enforcement, fire department, and other specialized assistance.
- 1.2.2. EHS maintains spill response materials, personal protective equipment (PPE), decontamination equipment, and reference materials. EHS also has the capability to conduct air sampling, air monitoring, and radiation monitoring. Safety Data Sheets (SDS), information prepared by the manufacturer or importer of a hazardous chemical that identifies the properties and hazards of the chemical, and additional reference materials are available through EHS.
- 1.2.3. Orange County and Seminole County both provide assistance to the University of Central Florida in response to hazardous substance incidents.

- 1.2.4. Terrorist activities may consist of intentional releases of chemical, biological, radioactive, nuclear, or explosive agents, and require an increased awareness of the covert and criminal manner in which they are carried out.
- 1.2.5. EHS uses the “EH&S Assistant” software to manage HazMat operations at the University. UCF personnel who manage HazMat have access to the system to coordinate and record necessary training. EHS personnel also use the software to manage inventory and store contact information for Principal Investigators (PI) who may need to be contacted should an incident occur within their area.

## CHAPTER 2: RESPONSE BY UCF PERSONNEL WITHOUT HAZMAT KNOWLEDGE

### 2.1. Overview

- 2.1.1. Chemicals and oils are used and stored throughout UCF campuses for laboratory research and campus operations. Many of these chemicals can be toxic and should never be handled without proper training. It is imperative that all HazMat spills and strange odors are reported to the proper university personnel immediately.
- 2.1.2. HazMat storage containers will be marked with a label indicating the type of substance stored within. Signs and placards may appear on storage cabinets or doors to rooms where HazMat is used and stored. If you have not received proper HazMat training, do not make contact with items containing HazMat signage.
- 2.1.3. Safety Data Sheets (SDS) for HazMat used on campus are available through EHS or online: <http://www.msdsonline.com/login.aspx>. Contact EHS if you need to receive username and password information.

### 2.2. Personnel Actions

- 2.2.1. Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill or notice a strange odor, and there are no trained individuals in the area:
  - 2.2.1.1. Notify the Work Control Center at: 407-823-5223, or 9-1-1 if it is an emergency. Provide them with the following information:
    - 2.2.1.1.1. Name and phone number where you may be reached;
    - 2.2.1.1.2. Location of chemical release (building and room number);
    - 2.2.1.1.3. Name of chemical released, if known;
    - 2.2.1.1.4. Quantity of chemical released;
    - 2.2.1.1.5. Report of any injury; and
    - 2.2.1.1.6. Report of any damage to property.
  - 2.2.1.2. Do not touch the material.
  - 2.2.1.3. Isolate the area by cordoning it off or closing doors.
  - 2.2.1.4. Turn off space heaters and extinguish open flames in the area.

2.2.1.5. If there are vapors or noxious fumes, notify people in neighboring offices and classrooms to evacuate the building. Pull the fire alarm, and do not re-enter the building until authorized emergency personnel give the “All Clear” signal.

2.2.1.6. See Appendix B for flow charts depicting the appropriate response processes.

## CHAPTER 3: RESPONSE BY UCF PERSONNEL WITH HAZMAT KNOWLEDGE

### 3.1. Personnel Actions

- 3.1.1. Personnel with hazardous materials awareness training are trained to prevent the release of hazardous materials into the air, soil, and surface water. In the event of a release, these individuals will decide if the release is incidental, or requires emergency response (see 3.3 and 3.4 below).
- 3.1.2. Think carefully before responding to a hazardous material release to make sure you are capable of handling the release. The most important thing to remember concerning spill response is to ensure your health or safety. Some Environmental Health and Safety, Facilities Operations, academic departments, and Landscape and Natural Resources personnel have received training and have the equipment necessary to respond properly to a hazardous materials incident.
- 3.1.3. See Appendix B for flow charts depicting the appropriate response processes.

### 3.2. Prevention and Control

- 3.2.1. The first and best spill control method is spill prevention. Using the proper equipment, storage, and handling techniques can usually prevent spills and inadvertent releases. A thorough hazard evaluation, including potential spill assessment, should be conducted prior to starting a new experiment or project. Specific suggestions for preventing spills and inadvertent releases are:
  - 3.2.1.1. Provide a physical arrangement that permits easy manipulations and material transfers;
  - 3.2.1.2. Leak-test the system before introducing flammables or toxics;
  - 3.2.1.3. Make practice runs with inert or non-hazardous materials as a final check; and
  - 3.2.1.4. Use secondary containment.
- 3.2.2. Laboratory managers, principal investigators, and other laboratory personnel shall assure they are knowledgeable regarding the locations and use of the following:
  - 3.2.2.1. Main electrical circuit shut-off for specialized equipment;
  - 3.2.2.2. Main gas shut-off;
  - 3.2.2.3. Fire extinguishers;
  - 3.2.2.4. Spill control materials;

- 3.2.2.5. Personal protective equipment;
  - 3.2.2.6. Emergency response contact list; and
  - 3.2.2.7. Written emergency response procedures for their location.
- 3.2.3. Provide for containment of spills as a backup to the steps described above. Trays or catch-pans under an apparatus where leaks or spills may occur greatly simplify the clean-up problem. Containers should be large enough to contain the maximum possible spill.

### 3.3. Types of Incidents

- 3.3.1. UCF EHS identifies three categories of spills, depending on the size and complexity of the incident. They are:
- 3.3.1.1. Incidental Chemical Release;
  - 3.3.1.2. Emergency Chemical Release; and
  - 3.3.1.3. Nuisance Chemical Odors.

### 3.4. Incidental Chemical Release

- 3.4.1. An Incidental Chemical Release involves a quantity less than four liters of a known hazardous material in the workplace where the material is routinely used. The worker discovering or causing the spill has knowledge of the hazards and can perform the clean-up using available spill kit materials. These spills DO NOT involve unknowns, multiple containers, acutely hazardous materials, injury, fire, explosion, or uncontrollable releases.
- 3.4.2. In the event of an Incidental Chemical Release, the following steps should be taken:
- 3.4.2.1. Exit and isolate the area by closing the door. Alert nearby coworkers that there has been a minor spill in the area. Notify a supervisor, lab manager, or PI.
  - 3.4.2.2. Call Work Control (WCC) at 407-823-5223 and provide the following information:
    - 3.4.2.2.1. Name and phone number where you may be reached;
    - 3.4.2.2.2. Location of chemical release (building and room number);
    - 3.4.2.2.3. Name of chemical released;
    - 3.4.2.2.4. Quantity of chemical released;

- 3.4.2.2.5. Report of any injury;
  - 3.4.2.2.6. Report of any damage to property; and
  - 3.4.2.2.7. Whether spill clean-up can be handled by staff or if assistance or supplies are needed.
- 3.4.2.3. WCC will report minor chemical releases to EHS and dispatch a trained chemical spill responder if assistance is needed.
- 3.4.2.4. If trained, use available spill kits. Absorb the spill and place the materials in a sealable bag, can, or bucket for waste collection. Label the container with the name of the contents. Save for disposal through EHS. Contact EHS for disposal instructions and spill kit replacement.

### 3.5. Emergency Chemical Release

- 3.5.1. An Emergency Chemical Release is defined as quantities larger than four liters of hazardous materials where local fire department response is required. These spills may involve injury, fire, explosion, acutely hazardous materials, unknowns, or multiple containers, or may result in uncontrollable releases to waterways or soil.
- 3.5.2. Persons responding to these spills should have comprehensive training in hazardous materials emergency response.
- 3.5.3. For Emergency Chemical Releases resulting in actual or probable imminent danger to life or property, the following steps should be taken:
- 3.5.3.1. Exit and isolate the area by closing the door;
  - 3.5.3.2. Pull the fire alarm in the hallway;
  - 3.5.3.3. Evacuate the building and alert nearby coworkers that there has been an Emergency Chemical Release or spill; and
  - 3.5.3.4. Call 9-1-1 while evacuating to a safe location and provide the responder with the following information:
    - 3.5.3.4.1. Name and phone number where you may be reached;
    - 3.5.3.4.2. Location of chemical release (building and room number);
    - 3.5.3.4.3. Name of chemical released, if known;
    - 3.5.3.4.4. Quantity of chemical released;

- 3.5.3.4.5. Report of any injury; and
- 3.5.3.4.6. Report of any damage to property.

3.5.4. The following are actions that will be taken by emergency responders:

- 3.5.4.1. Orange County Fire Rescue Special Operations Team will respond to the site to determine the level of hazard;
- 3.5.4.2. The UCF Police Department will respond to the hazardous material site for perimeter control;
- 3.5.4.3. The UCF Police Department will communicate with EHS and will notify the Office of Emergency Management (OEM);
- 3.5.4.4. OEM will coordinate university-wide messaging of shelter-in-place or evacuations, if needed;
- 3.5.4.5. EHS and OEM will coordinate with Facilities Operations (FO) and Sustainability and Energy Management (SEM) for any HVAC or utilities that may be affected by the release; and
- 3.5.4.6. EHS will notify the State Warning Point or National Response Center for releases of reportable quantities.

### 3.6. Nuisance Chemical Odor

- 3.6.1. A Nuisance Chemical Odor involves hazardous material use in routine laboratory, maintenance, or construction work where engineering controls are inadequate to keep chemical odors localized in the immediate work area.
- 3.6.2. If you detect a Nuisance Chemical Odor, call Work Control (WCC) at 407-823-5223 and provide the following information:
  - 3.6.2.1. Name and phone number where you may be reached;
  - 3.6.2.2. Location(s) where chemical odor is detected (building and room number);
  - 3.6.2.3. Time or trends in occurrence;
  - 3.6.2.4. Type of odor, if known; and
  - 3.6.2.5. Report of any injury or physical symptoms. Are others experiencing similar symptoms?
- 3.6.3. WCC will report Nuisance Chemical Odors to EHS and dispatch an investigator.

3.6.4. EHS will investigate, prescribe corrective actions, and report findings.

### 3.7. Spill Kits

3.7.1. Departments are responsible for keeping spill kits fully and accurately stocked. Call EHS for spill kits and replacement spill kit materials.

3.7.2. Any facility having general hazardous chemicals will be given a universal spill kit.

3.7.3. Any facility having oil will be given an oil spill kit.

3.7.4. Any facility having radiological materials will be given radiation decontamination supplies for assistance in the removal of the materials from surface areas.

3.7.5. Any facility having hydrofluoric acid is required to maintain a hydrofluoric acid spill kit.

### 3.8. Laboratory or Studio Near-Miss and Incident Reporting

3.8.1. A Laboratory Incident report form must be completed by the PI/Lab Manager/Teaching Assistant/Instructor for any incident that occurs in any UCF-affiliated teaching or research laboratory, studio, or field research site. Incidents include near misses, serious injuries, or emergencies such as fires and chemical spills. An incident means any unplanned event within the scope of a procedure that causes, or has the potential to cause, an injury or illness or damage to equipment, buildings, or the natural environment. All incidents need to be reported whether they are near misses, serious injuries, or emergencies. A near miss is an event or situation that could have resulted in an accident, injury, or illness but did not, either by chance or through timely intervention. Forms can be found at: <http://10.171.181.21/ehsaweb/ehsawebisapi.dll>

3.8.2. The completed form must be submitted to EHS within 24 hours of the incident. These reports will provide the University Laboratory Committee and EHS with information needed to evaluate laboratory procedures and help prevent reoccurrences of similar incidents. The submission will trigger an incident investigation by EHS.

3.8.3. Due to medical privacy concerns, no personal identifying information of the person involved in the incident shall be entered or submitted with the form.

## CHAPTER 4: MEDICAL ATTENTION AND PERSONNEL CONTAMINATION

### 4.1. Medical Emergency

- 4.2.1. Call 9-1-1 if you or another person receives a serious injury that also involves exposure to a hazardous material, via inhalation, ingestion, or contact with the material. Do not touch anyone who may be contaminated, as you may also sustain injury. If possible, provide first aid; remove any contaminated clothing; and place the clothing into a yellow chemical waste bag or other secure containment. If possible, rinse the material off of yourself and the person exposed. Use the emergency shower or eyewash if needed. Provide emergency responders with as much information about the exposure as possible.
- 4.2.2. When reporting an incident, you should have SDS available. SDS are available from the HazMat manufacturer, in the laboratory in which the materials are used, online, or may be obtained from EHS.
- 4.2.3. Immediate treatment of injured personnel is available at the Winter Park Hospital's 24-hour Emergency Center. The hospital has been familiarized with the properties of the hazardous wastes handled at the University and the types of injuries that could result from fires, explosions, or releases of these materials at the University.
  - 4.2.3.1. NOTE: Patients may be transported to an alternate hospital based on the discretion of first responders or the hospital's availability at the time of the incident.

### 4.2. Personnel Contamination Only

- 4.3.1. The contamination should be rinsed off or removed as quickly as possible. To minimize the spread of contamination, do not stay in the room where the incident occurred, but try to stay in the area, assuming no other hazards exist. Enlist the aid of another person, if possible, to assist you or to contact the appropriate response personnel. Go to another room or part of the building and use the telephone to call for help. Contact 9-1-1 and EHS, (407) 823-6300, in all situations.
- 4.3.2. If hydrofluoric acid comes into contact with exposed skin, it should be treated immediately with calcium gluconate gel. While treating, have another person call 9-1-1 to get assistance.

## **CHAPTER 5: TERRORIST EVENTS**

### **5.1. University Capability**

- 5.1.1. EHS will respond to all spills on campus. If EHS determines that the incident was intentional, then UPD and OEM will be notified immediately. UPD or OEM will contact Orange County for additional support when needed.
- 5.1.2. If the incident is deemed an act of Terrorism, UCF OEM will activate the Emergency Operations Center (EOC) to assist in coordinating the resources, response, and recovery from the incident.
- 5.1.3. Capabilities of the Emergency Operations Center during a Hazardous Materials Terrorist Incident include:
  - 5.1.3.1. Coordination of resources;
  - 5.1.3.2. Liaison with the Incident Command Post;
  - 5.1.3.3. Liaison with the Orange County Office of Emergency Management; and
  - 5.1.3.4. Public Information Management.
  - 5.1.3.5. For additional information on the UCF Emergency Operations Center, see the UCF Emergency Operations Center Plan.

## CHAPTER 6: OIL SPILLS

### 6.1. General Information

- 6.1.1. The storing and handling of oil products on campus involves planning for spills and the potential of those spills reaching St. Johns River Water Management District (SJRWMD) via water drains or surface run-off.
- 6.1.2. Oil products are used and stored throughout campus in electrical transformers; hydraulic elevators; gasoline and diesel fuel tanks; and oil drums, for research, maintenance, operations; and a variety of other uses. These products can be stored in containers sized from one quart to several thousand-gallon fuel tanks. EHS maintains information on the location and quantities of these products within the SPCC Plan.
- 6.1.3. Oil products are defined as oil of any kind, including petroleum and refined petroleum products, gasoline, diesel fuel, fuel oil, sludge, oil wastes, crude oil, mineral oil, animal fat and grease, and vegetable oils.
- 6.1.4. The Environmental Protection Agency (EPA) requires facilities storing and handling oil products above certain quantities to prepare a SPCC Plan for response to spills from the various sources of oil on campus (40 CFR Part 112).
- 6.1.5. The SPCC Plan describes the inventory and location of oil sources on campus; the security, inspection; and training requirements; and the secondary containment features or emergency response provisions for these oil sources. Where emergency response is indicated in lieu of secondary containment, the Oil Spill Contingency Plan is to be followed for situations involving spills of oil products. This is a controlled document and can be accessed only by contacting EHS.

### 6.2. Reporting of Incident

- 6.2.1. For any oil spill or leak, contact EHS at 407-823-6300. Personnel will then notify the proper authorities.

### 6.3. Response to Incident

- 6.3.1. Only personnel who have been through proper on-campus responder training should attempt to respond to the incident.
- 6.3.2. Source Containment or Leak Repair
  - 6.3.2.1. Initial response - For an oil spill or leak, the first response is to try and contain the product and stop the leak. This can be accomplished by using absorbent or diking materials, plug and patch materials, moving the leaking container, etc. Initial responses can be performed by University employees, first responders, or

EHS personnel. With the exception of gasoline, most oil product response requires minimal personal protective equipment.

- 6.3.2.2. Continued response – EHS personnel can coordinate the containment of a spill or respond to the leak that could not be stopped by the initial response. Clean-up of the oil product can also be coordinated by EHS personnel.
- 6.3.3. Drain Protection - Spills of oil products need to be prevented from entering storm water and sanitary sewer drains. Drain protector mats, plugs, dikes, or absorbent materials can be used to protect drains. Contact EHS to obtain the proper drain protection equipment.

#### 6.4. Response Capabilities

- 6.4.1. EHS maintains a record in EH&S Assistant of University faculty, staff, and students who have been trained in response protocols to HazMat incidents (HazMat First Responders). Any department that stores HazMat is required to have one trained responder per department, per building.
- 6.4.2. University Hazmat First Responders are required to complete an 8-hour Hazardous Materials Awareness Course and a 16-hour Incident Command System course. A 16-24 hour Hazardous Materials Operations course, and a 40-hour Hazardous Materials Technician course is not required, but is recommended.
- 6.4.3. Various personnel also have specialized training and knowledge in chemical, radioactive, and biological hazards. This training includes assessing hazards, containing spills, clean-up and decontamination methods, use of monitoring equipment, and use of all levels of personal protection.
- 6.4.4. EHS maintains an emergency response kit equipped with PPE, spill containment and cleanup materials, decontamination equipment, and reference materials
- 6.4.5. EHS maintains spill control and clean-up materials for oil products, including oil-only absorbent pads and booms for land or water, drain protectors, and spill dikes. Enough material to absorb about 500 gallons of oil products is maintained at the University's Main Campus.

## APPENDIX A: REPORTABLE QUANTITIES

### A.1. Reportable Quantities

A.1.1. If any hazardous substance listed in 40 CFR Part 302.4 is released to the environment in amounts equal to, or greater than, the listed final reportable quantity (RQ), the National Response Center must be immediately notified by EHS. The listed RQ may be accessed at: <http://www.gpo.gov/fdsys/pkg/CFR-2011-title40-vol28/pdf/CFR-2011-title40-vol28-sec302-4.pdf>

### A.2. Superfund Amendments and Reauthorization Act (SARA), Title III Reportable Quantities

A.2.1. If any extremely hazardous substance listed in 40 CFR Part 355, Appendix A is released to the environment in amounts equal to or greater than the listed reportable quantity, the National Response Center must be immediately notified.

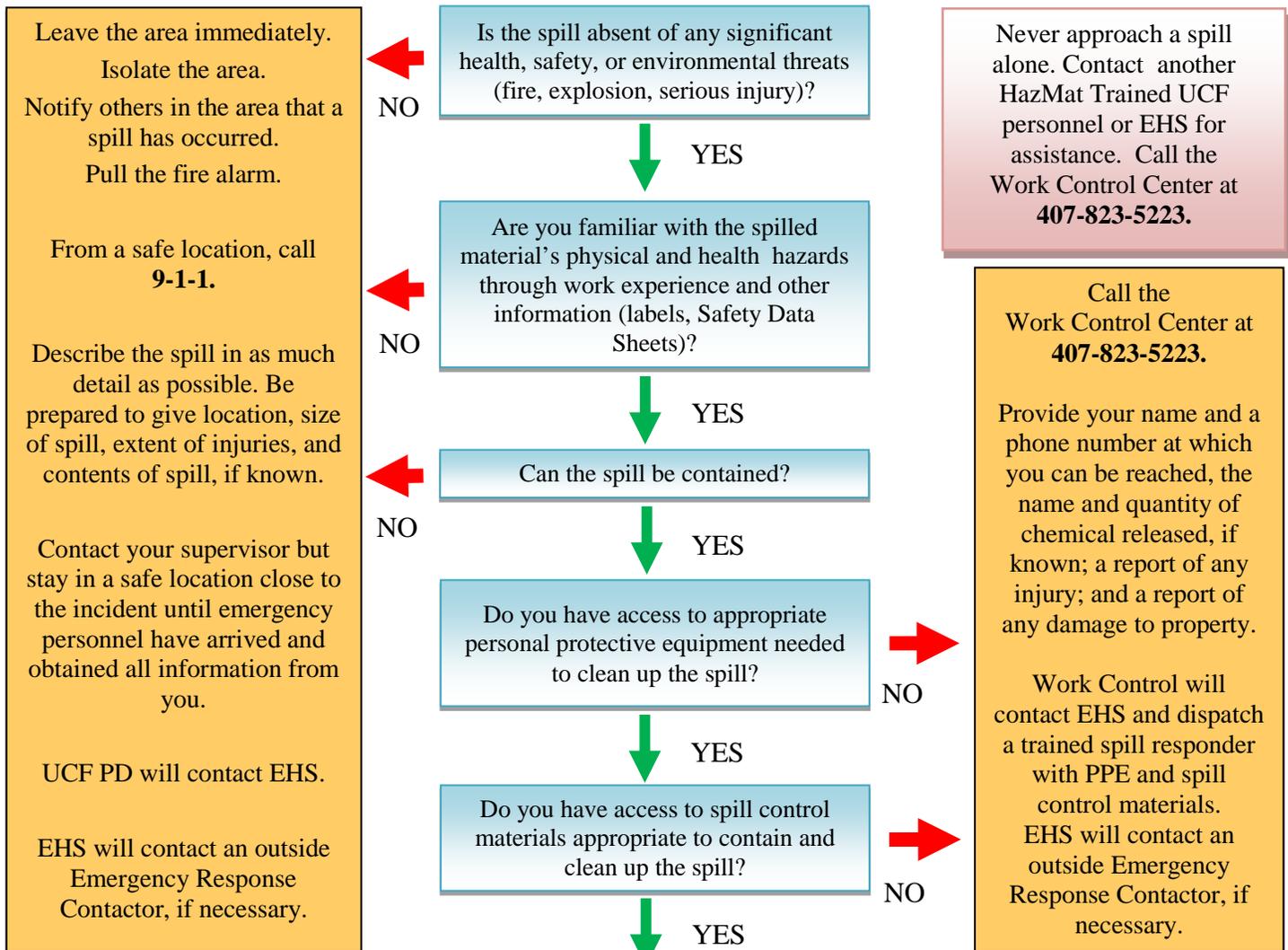
A.3. A chemical could be on both lists and would need to be reported to all listed agencies.

**APPENDIX B: RESPONSE FLOW CHART**

B1. The following two flow charts highlight HazMat response protocols for HazMat Trained UCF personnel and for HazMat spills, respectively.

## Response Flow Chart for HazMat Trained UCF Personnel

Use this flow chart to determine the appropriate response to a HazMat incident for Trained UCF Personnel. Follow the **GREEN** arrows if you can answer "YES" to the question being asked. Follow the **RED** arrows if your answer is "NO".



Gather spill equipment and additional PPE if necessary.

Stop or slow the spill by setting the container upright, cutting off power to equipment, putting containment under the leak, etc.

Absorb or clean up spill and place materials in sealable bag, can, or bucket for waste collection.

Label the container with contents information.

Contact EHS to report the spill and to dispose of spill clean-up materials.

EHS will contact an outside Emergency Response Contactor if necessary.

EHS will report the spill to regulators if reportable quantities are met:

Oil and Petroleum spills of over 25 gallons to water or pervious surfaces must be reported immediately to

Orange County EPD at (407) 836-1400 and State Warning Point at (800) 320-0519.

Other chemicals only need to be reported if spills exceed reportable quantities listed in CERCLA list of lists.

In general, UCF does not store chemicals that would exceed reportable quantities in individual containers.

## Response Flow Chart for Spills

Use this flow chart to determine the appropriate response to a HazMat spill. Follow the **GREEN** arrows if you can answer "YES" to the question being asked. Follow the **RED** arrows if your answer is "NO".

