

ANGELO STATE UNIVERSITY



**HAZARDOUS CHEMICAL STORAGE
&
SPILL CONTINGENCY PLAN**

February 2024

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
1.1 INTRODUCTION.....	3
2.1 SATELLITE LOCATION DESCRIPTIONS.....	4
Figure 2-1: Main Campus Map.....	6
Figure 2-2 HAZMAT Storage Building Diagram.....	7
Figure 2-3 Cavness Science Building Diagram.....	8
Figure 2-4 Science III Building Diagram.....	10
Figure 2-5 MIR Center Building Diagram.....	11
Figure 2-6: Vincent Building.....	12
Figure 2-7: Hunter Strain Engineering Building.....	13
Figure 2-8: Greenhouse Diagram.....	14
3.1 EMERGENCY COORDINATOR.....	15
TABLE 3-1 EMERGENCY COORDINATORS.....	16
4.1 IMPLEMENTATION OF THE CONTINGENCY PLAN.....	17
4.2 Fires and/or Explosions.....	17
4.3 Spills, Leaks, or Sudden Releases.....	17
4.4 Injury/Chemical Exposure.....	18
4.5 Breach of Security.....	18
5.1 EMERGENCY RESPONSE PROCEDURES.....	19
5.2 Notification.....	19
5.3 Identification of Hazardous Materials Released.....	20
5.4 Hazard Assessment.....	20
6.1 EMERGENCY CONTROL PROCEDURES.....	21
6.2 Flammable and Reactive Wastes.....	21
6.3 Fire/Explosion.....	21
TABLE 6-1 EMERGENCY CONTACTS.....	22
6.4 Spills/Leaks.....	23
6.5 Employee Injury/Chemical Exposure.....	25
6.6 Breach of Security.....	25
7.0 ARRANGEMENTS WITH LOCAL AUTHORITIES.....	26
8.1 EMERGENCY RESPONSE EQUIPMENT.....	27
Table 8.1: Spill Response Equipment.....	28
9.1 POST-RESPONSE PROCEDURES.....	29
9.2 Prevention of Recurrence.....	29

9.3	Storage, Treatment, or Disposal of Released Material	29
9.4	Emergency Equipment Maintenance.....	30
9.5	TCEQ Notification	30
9.6	Inclusion of the Incident in the Facility Operating Record	30
10.0	EVACUATION PLAN.....	31
11.0	DISTRIBUTION OF CONTINGENCY PLAN	31
12.0	AMENDMENT OF THE CONTINGENCY PLAN	31

1.1 INTRODUCTION

This plan has been prepared in accordance with 40 Code of Federal Regulations (CFR) § 265.52 for the hazardous chemical storage areas (“Facilities”) located on Angelo State University (ASU) campus and remotely at the Management, Instruction, and Research (MIR) Center in Tom Green County, San Angelo Texas. The Contingency Plan is designed to minimize hazards to human health and the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water. The Contingency Plan will be implemented immediately whenever any of these incidents occurs.

All waste management operations at Angelo State University are conducted under the supervision of the Office of Environmental Health, Safety and Risk Management (EHSRM).

ASU currently maintains satellite waste management locations. These areas include a hazardous materials storage building, a chemical storage room, laboratory prep rooms, and research labs. ASU will strategically place spill response kits at specified locations on the main campus and at the MIR center. The spill response kit locations are described and shown in a diagram below in Section 2.0 Satellite Location Description(s) and are inspected quarterly by the EHSRM team.

This Contingency Plan describes the procedures that will be implemented and the emergency equipment available for use in response to an incident at any location. The following topics are addressed in this plan:

- Facility Description
- Emergency Coordinator
- Implementation of the Contingency Plan
- Emergency Response Procedures
- Control Procedures
- Arrangements with Local Authorities
- Emergency and Protective Equipment
- Post Response Procedures
- Evacuation Plan
- Distribution of the Contingency Plan
- Amendments to the Contingency Plan

2.1 SATELLITE LOCATION DESCRIPTIONS

A combination of chemicals and hazardous waste are maintained and generated by the university at various sites. Generated waste consists of laboratory and shop chemicals which are either, no longer needed, have exceeded their shelf life, or have been used and are no longer suitable for continued use. The primary sources of these chemicals are teaching and research laboratories and maintenance activities. A wide variety of wastes, including flammables, reactive, corrosives, toxics, and unknowns, are generated in varying quantities. Figure 2-1 depicts the main campus locations.

Described below are the locations of the laboratories, chemical prep rooms, chemical storage rooms, and waste storage areas on the main campus and at the MIR Center.

- The “hazardous material (HAZMAT) storage building” is located on the main campus in the Facilities Management yard at 1635 Vanderventer Avenue. The building was constructed in 1999 and is used as temporary storage for universal and hazardous wastes generated by university activities. The building, approximately 500 square feet, is constructed of concrete, block, and a concrete slab floor. Figure 2-2 depicts the floor plan for the HAZMAT storage building.
- The Cavness Science Building, constructed in 1968, is a two-story structure with a basement and is located on the main campus at 2460 Dena Drive.
 - There are numerous labs and chemical prep rooms throughout this building. The two drawings at the bottom section of figure 2-3 depicts the location of the chemical storage areas and spill response kits in the building.
 - The “chemical storage vault” is located in room 011 in the basement of the building. The vault is used to store bulk chemicals and hazardous waste generated by the Chemistry, Biochemistry, and Biology departments. The room, approximately 90 square feet, has an explosion-proof design constructed of concrete walls, a concrete slab floor, a locking blast door, ventilation, vacuum sealed lighting, and a fire suppression system. The top section of figure 2-3 depicts the chemical storage vault floor plan.
- The Science III Building, constructed in 2005, is a two-story structure containing numerous chemical prep rooms and research labs and is located on the main campus at 2013 S. Johnson Street. Figure 2-4 depicts the location of the chemical storage areas and the spill response kit.

- The MIR Center, constructed in 1975, is a one-story structure containing two chemical lab rooms and a prep room and is located at 7945 Grape Creek Road in Tom Green County. Figure 2-5 depicts the location of the chemical storage areas and the spill response kit.
- The Vincent Building, constructed in 1985 is a two-story structure containing several labs and is located at 2333 Vanderventer Avenue. Figure 2-6 depicts the location of the chemical storage areas and spill response kit.
- The Hunter Strain Engineering Building, constructed in 2016, is a one-story structure containing several labs and is located on the main campus at 2225 Vanderventer Avenue. Figure 2-7 depicts the location of the biology research lab area.
- The Greenhouse, constructed in 2018, is a one-story structure and is located on the main campus at 2464 Dena Drive. Figure 2-8 depicts the location of the spill kit.

Figure 2.1: Main Campus Map



Legend:







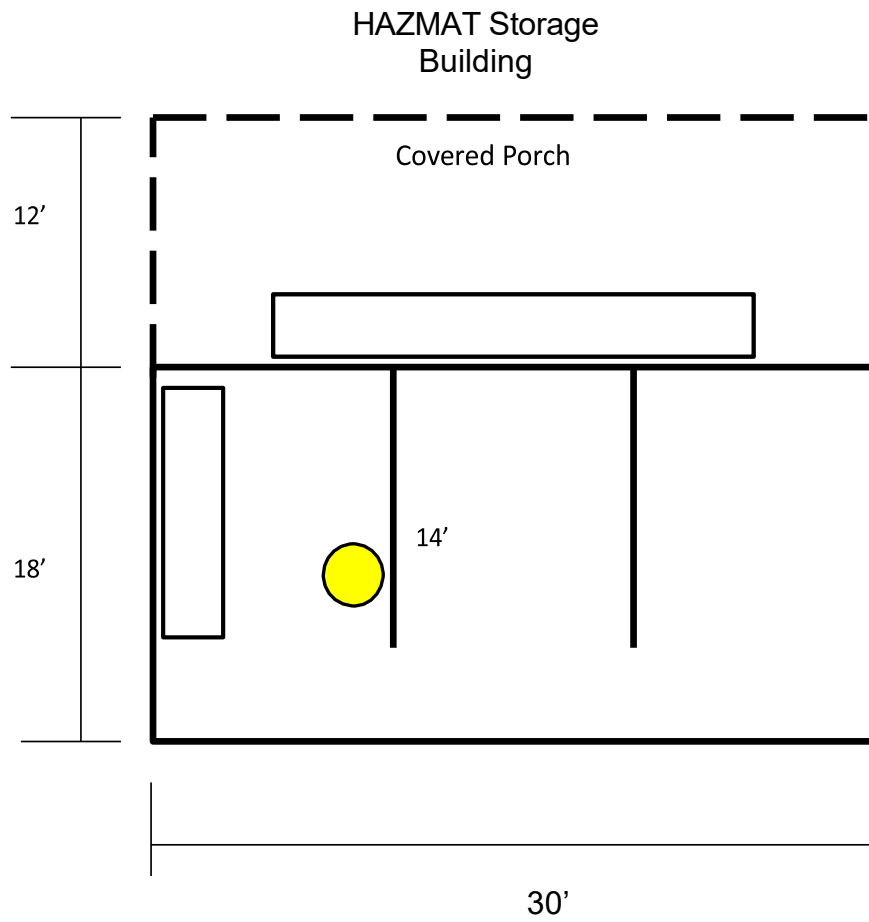
- HAZMAT storage building: 
- Hunter Strain Engineering Building: 
- Science III Building: 
- Cavness Science Building: 
- Vincent Building: 
- Greenhouse: 

Figure 2-2 HAZMAT Storage Building Diagram

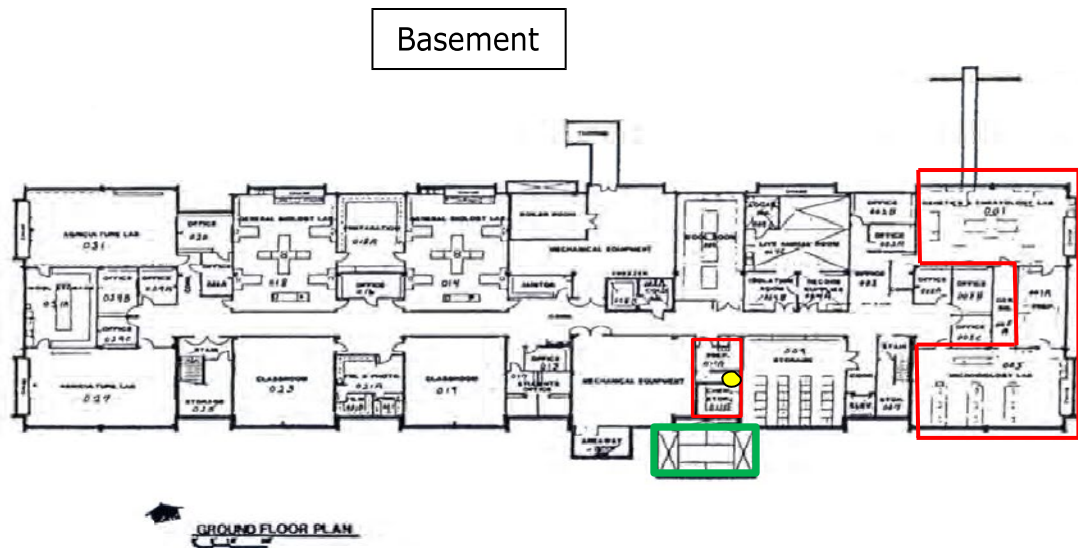


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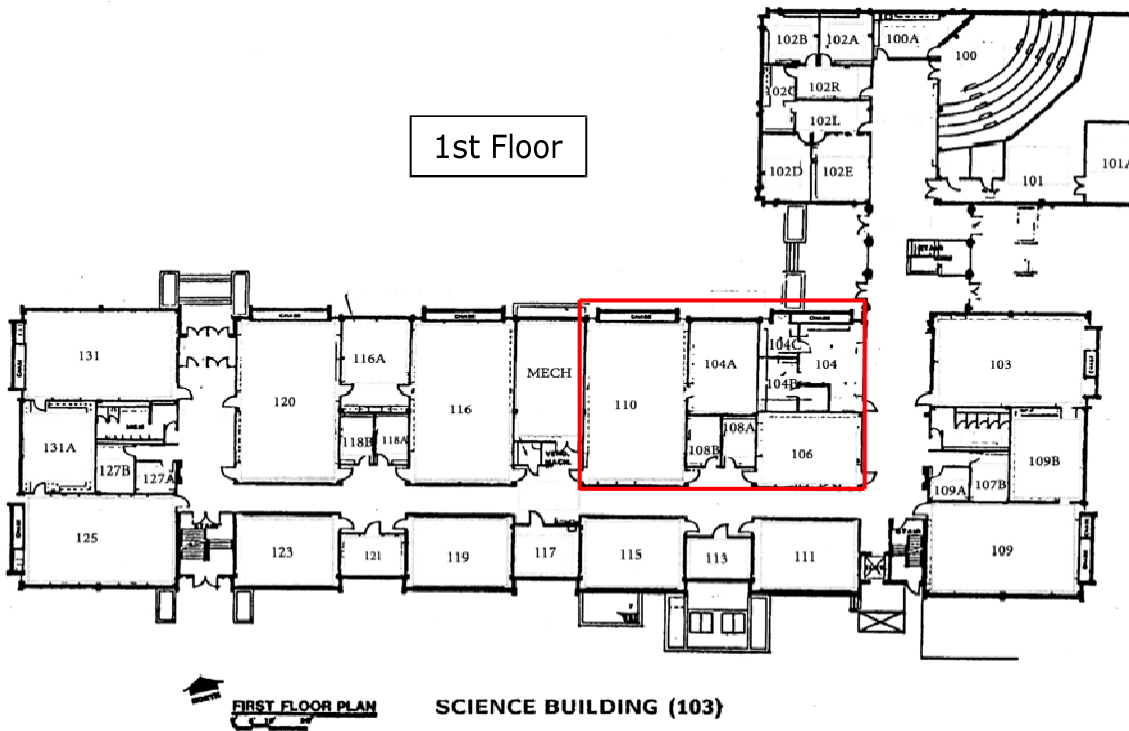


Spill Response Kits and Miscellaneous Equipment (white and blue barrels)

Figure 2-3 Cavness Science Building Diagram



SCIENCE BUILDING (103)



SCIENCE BUILDING (103)

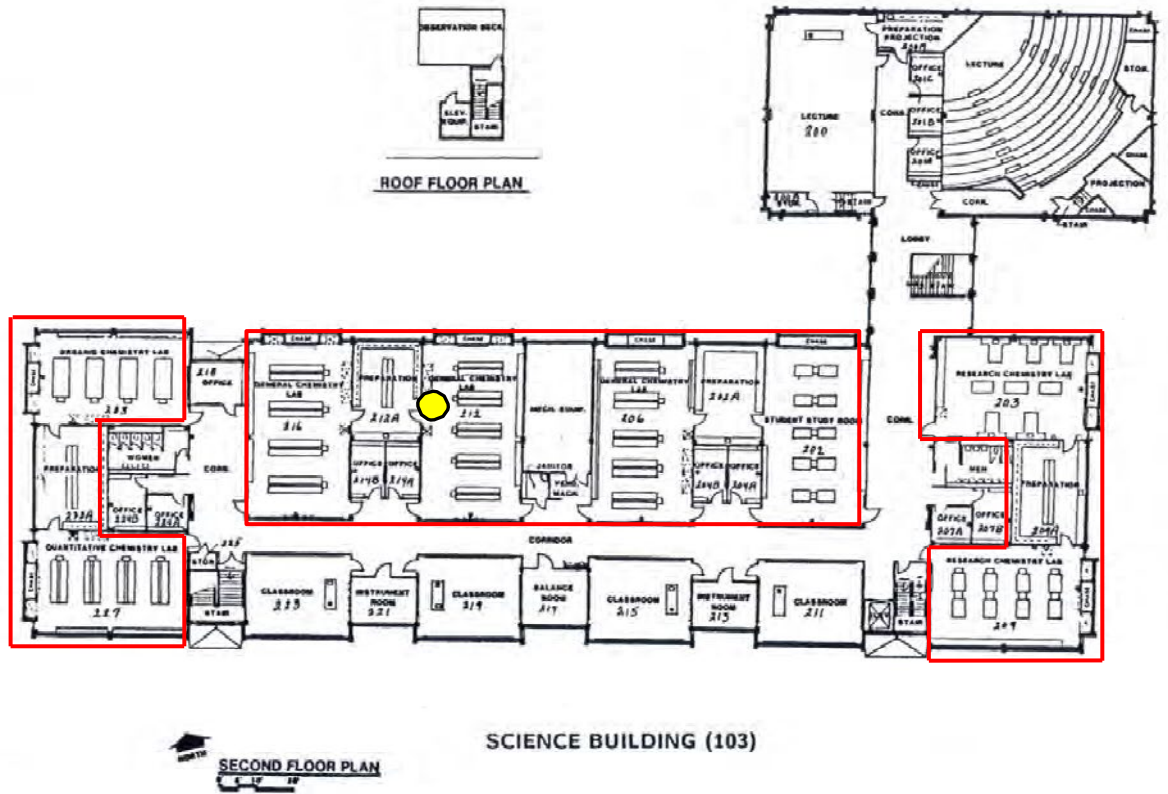
Legend:

Labs/Chemical Storage Areas

Spill Response Kit in Room 011

Chemical Storage Vault in Room 011A

Figure 2.3 Continued: 2nd Floor Cavness Science Building



Legend:

- Labs/Chemical Storage Areas
- Spill Response Kit in Room 212

Figure 2-4 Science III Building Diagram



Legend:

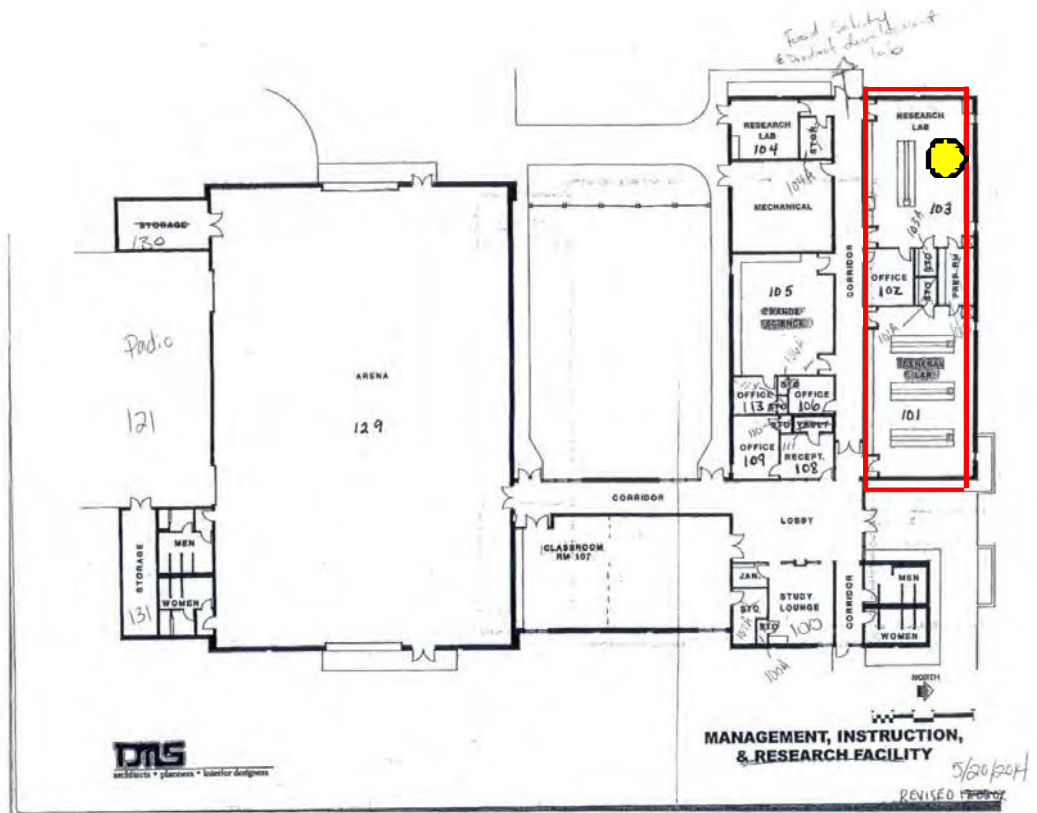


Labs/Chemical Storage Areas



Spill Response Kit in Room 206

Figure 2-5 MIR Center Building Diagram



Legend:

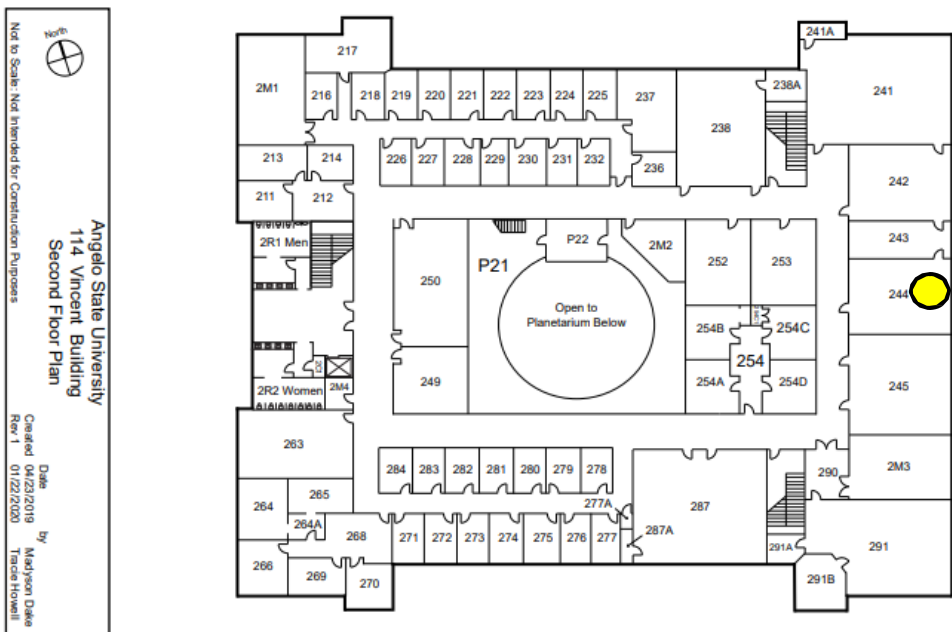
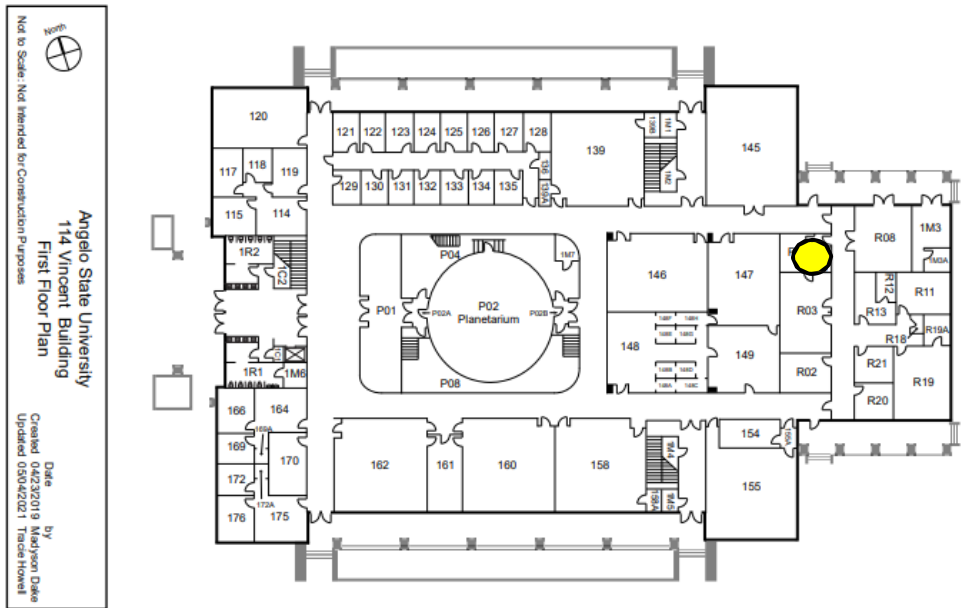


Labs/Chemical Storage Areas



Spill Response Kits in Room 103 & MIR Barn

Figure 2-6: Vincent Building



Legend:

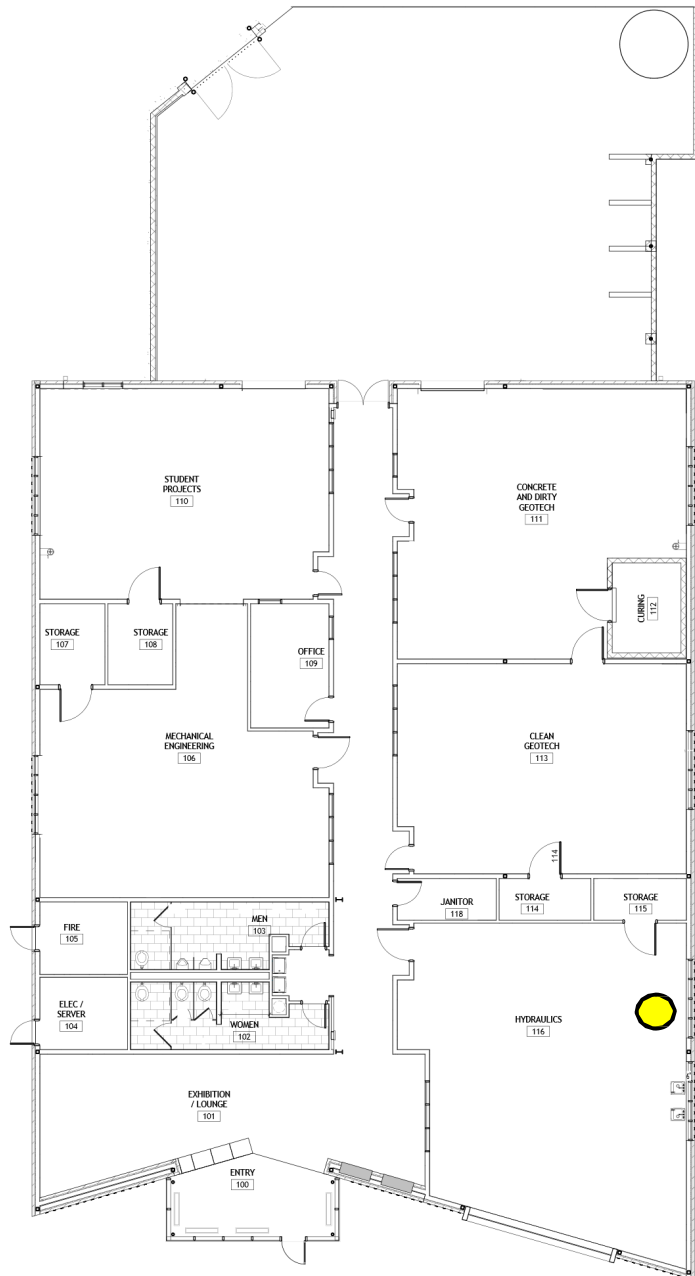


Labs/Chemical Storage Areas



Spill Response Kits in Rooms R06 and 244

Figure 2-7: Hunter Strain Engineering Building



127 Hunter Strain Engineering Lab
Angelo State University
 San Angelo, Texas

Date Created: 03/31/2017
 By: Tracie Howell

FLOOR PLAN

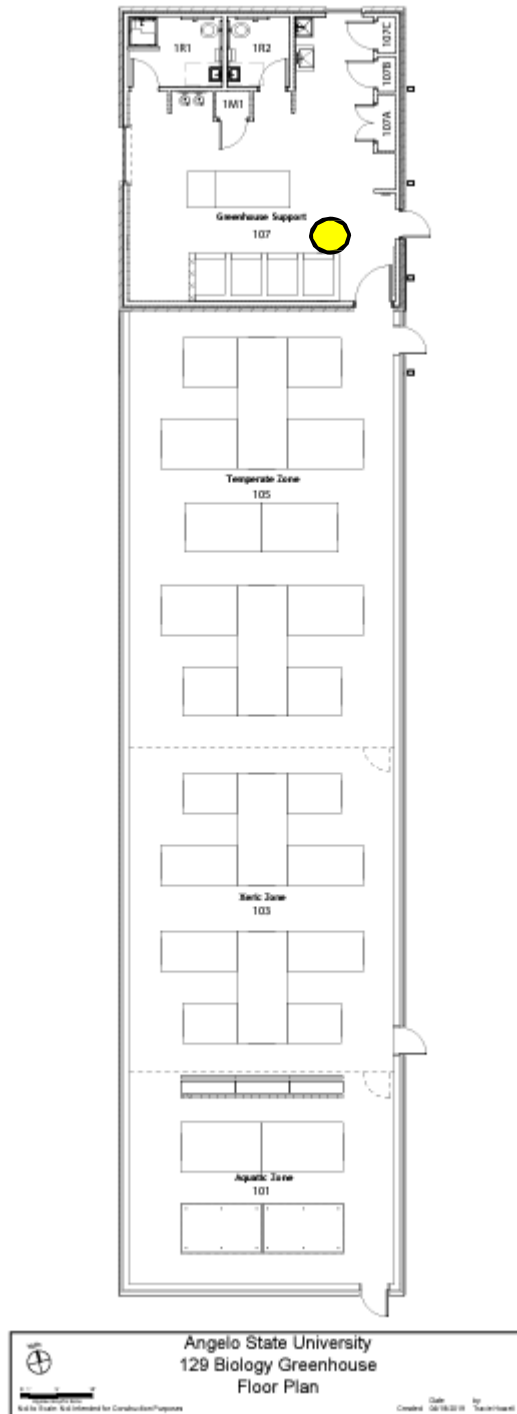
Not to Scale - Not intended for construction purposes



Legend:

Spill Response Kit in Room 108

Figure 2-8: Greenhouse Diagram



Legend:

● Spill Response Kit

3.1 EMERGENCY COORDINATOR

The Emergency Coordinator or a designated alternate will be on the Facility premises or on call at all times. The Emergency Coordinator and alternate(s) are familiar with all aspects of this Contingency Plan, the operations and activities at the Facility, the location and characteristics of wastes handled the location of records at the Facility, and the Facility layout.

The Emergency Coordinator or alternate will have the authority to:

- Determine if the emergency involves a spill of a reportable quantity of material;
- Assess the immediate threat to the environment or human health;
- Determine when to initiate notification procedures to other agencies;
- Provide proper clean-up equipment and procedures; and
- Provide aid, personnel, and equipment for spill response.

The Emergency Coordinator and the designated alternates are listed in Table 3-1. The individuals listed have been delegated the authority by the Vice President for Finance and Administration to commit the resources necessary to implement the Contingency Plan.

TABLE 3-1

EMERGENCY COORDINATORS

Primary Emergency Coordinator			
Name	Office Address	Office Phone Number	Cell Phone Number
Sam Spooner Director of Risk & Emergency Management	Angelo State University Facilities Management, Room 119 San Angelo, TX 76909	325-486-6725	325-374-5072
Alternate Emergency Coordinators (Main Campus)			
James Spencer EHS Specialist	Angelo State University Facilities Management, Room 119 San Angelo, TX 76909	325-486-6275	325-374-1507
Cody Guins Director of Facilities Management	Angelo State University Facilities Management, Room 106 San Angelo, TX 76909	325-486-6244	210-776-3105

Alternate Emergency Coordinators (MIR Center)			
Loree Branham Professor of Animal Science/Research	Angelo State University MIR Center 7945 Grape Creek Road San Angelo, TX 76901	325-942-6749	
Cody Riddle University Farm & Ranch Manager, Department of Agriculture	Angelo State University MIR Center 7945 Grape Creek Road San Angelo, TX 76901	325-942-2389	

4.1 IMPLEMENTATION OF THE CONTINGENCY PLAN

The Contingency Plan will be implemented as required to protect human health and the environment during emergency situations including those described in the following subsections.

4.2 Fires and/or Explosions

The Emergency Coordinator or a designated alternate will implement the Contingency Plan in the event of a fire and/or explosion if any of the following events occur:

- A fire that could cause a release of toxic fumes;
- A fire that may spread out of control and cannot be contained;
- A fire that may spread to off-site areas;
- Fire-fighting agents have been used that could result in contaminated runoff from the hazardous waste management unit;
- There is imminent danger of an explosion;
- There is imminent danger that an explosion or fire could ignite other hazardous wastes at the Facility; and/or
- An explosion has occurred.

4.3 Spills, Leaks, or Sudden Releases

The Emergency Coordinator or a designated alternate will implement the Contingency Plan in the event of a spill, leak or sudden release from the hazardous waste management unit if any of the following events occur:

- A spill or release of hazardous waste presents or may present a potential fire or explosion hazard;
- A spill or release results or could result in the generation of toxic fumes;
- A spill or release threatens or could threaten off-site property; and/or
- A spill or release presents a potential source of ground water contamination.

4.4 Injury/Chemical Exposure

In the event a person is severely injured through chemical exposure or other means, 911 will be called immediately for assistance. If a person sustains any minor injury due to chemical exposure or other means, the Emergency Coordinator or a designated alternate will be contacted for assistance. Based upon the type of injury, the Emergency Coordinator will assess the existing hazards and severity of the injury and, if necessary, call 911 to obtain additional medical assistance.

4.5 Breach of Security

A breach of security will not trigger full implementation of the Contingency Plan. However, if security is breached at any of the locations, the discoverer will contact the Emergency Coordinator or a designated alternate to report the situation who will in turn contact the University Police Department (UPD) at 325-942-2071 regarding the breach of security, if necessary.

5.1 EMERGENCY RESPONSE PROCEDURES

The procedures outlined in this Contingency Plan will be followed upon receiving confirmation that a fire, explosion, or release of hazardous waste or hazardous waste constituents has occurred.

5.2 Notification

In the event of an emergency which meets the criteria discussed in Section 4.0 for implementation of this Contingency Plan, the discoverer of the emergency situation will contact UPD and 911. UPD will notify the emergency coordinator by telephone in the order listed in Table 3-1 until a coordinator is contacted. The notification will include the following information:

- Name of the person making the report;
- Location of the emergency;
- Time the emergency was observed;
- Nature and magnitude of the emergency;
- Any waste identification information available; and
- Any observable safety hazards.

In the event of a fire or explosion, the person discovering the situation will contact Facilities Management if neither the Emergency Coordinator nor designated alternates can be reached immediately by telephone. Emergency control procedures for fires and explosions are discussed in more detail in Section 6.2.

In case of a serious injury or chemical exposure to an employee, the employee working with the injured employee or anyone else who is assisting the injured employee will call 911 to request Emergency Medical Service response. Emergency control procedures for injury/chemical exposure are discussed in more detail in Section 6.4.

The Emergency Coordinator will make federal, state, local and university-required official notifications, if necessary, after assessing the situation. The Emergency Coordinator will notify the San Angelo Fire Department, Emergency Medical Service, and local hospitals, as necessary. If emergency responders are contacted, UPD will always be notified to provide site access and assistance.

5.3 Identification of Hazardous Materials Released

The Emergency Coordinator will direct efforts to identify the character, source, amount, and extent of hazardous materials following a fire, explosion, or release. This information will be determined by visual observation, Facility records, and/or employee knowledge. As stated previously, a wide variety of wastes originating from various sources may be stored in the Facility at any given time.

5.4 Hazard Assessment

The Emergency Coordinator will determine whether any emergency poses a threat sufficient to activate the Contingency Plan. The following factors will be considered in the hazard assessment:

- Nature, quantity, and compatibility of materials involved; reference latest Emergency Response Guidebook
- Availability of control equipment;
- Potential for surface water and/or ground-water contamination;
- Potential for off-site migration of contaminants;
- Wind speed and direction;
- Proximity of the hazard(s) to other wastes or equipment;
- Proximity of the hazard(s) to personnel;
- Need for outside assistance in dealing with the emergency; and
- Potential for fires, explosions, violent reactions, releases of toxic fumes, or other conditions that may immediately threaten response personnel.

If determined that a fire, explosion, or release has the potential to threaten human health or the environment (outside of the Facility), the appropriate authorities will be contacted. The proper response procedures and equipment will be selected based upon the hazard assessment.

6.1 EMERGENCY CONTROL PROCEDURES

The Emergency Coordinator will be responsible for implementing the emergency control procedures described below.

6.2 Flammable and Reactive Wastes

In order to minimize the risk of fire or explosion, flammable and reactive wastes will be stored so that they do not:

- Generate extreme heat or pressure, fire or explosion, or violent reaction;
- Produce uncontrolled toxic mists, fumes, dusts, or gases in sufficient quantities to threaten human health;
- Produce uncontrolled flammable fumes or gases in sufficient quantities to pose a risk of fire or explosion;
- Damage the structural integrity of a container or Facility containing the waste; or
- Through other like means threaten human health or the environment.

These wastes will be separated and protected from sources of ignition or reaction. While flammable and reactive wastes are handled, smoking and open flames will be confined to designated areas outside of the storage building. Further, handling and storage activities will be conducted in a manner that will ensure that reactive wastes are not exposed to materials that could initiate a chemical reaction (i.e., water reactive wastes will be stored in tightly sealed containers to prevent exposure to moisture).

6.3 Fire/Explosion

Each location has a five (5) or ten (10) pound ABC fire extinguisher mounted inside or in close proximity. The location of the campus main storage buildings is shown in Figures 2-2 and 2-3. The location of the MIR center building is shown in Figure 2-5. In the event of a small fire, the person who discovers the fire may use a fire extinguisher to control and extinguish the fire.

If a fire cannot be controlled using a fire extinguisher or if there is imminent risk of a release or explosion, dial 911 to request fire department response. For awareness, Grape Creek Volunteer Fire Department (VFD) will be closest to respond for a fire. San Angelo EMS will provide any medical care and transport, if needed. Afterwards the Emergency Coordinator will be contacted by telephone. The Emergency Coordinator will

then notify more responders if deemed necessary (see Table 6-1). The exact location of the fire and all available waste information will be provided.

**TABLE 6-1
EMERGENCY CONTACTS**

Emergency	Organization	Telephone
Fire / Explosion	Emergency Response UPD	911 325-942-2071
Spill, Leak, or Release	Texas Commission of Environmental Quality (TCEQ) National Response Center CHEMWATCH Local TCEQ POC – Diana Steele ASU Facilities Management	1-800-832-8224 1-800-424-8802 1-615-467-0383 325-481-8061 325-942-2355
Chemical Exposure /	University Clinic Shannon Shannon Medical Center	325-942-2171 325-653-6741
Breach of Security	University Police Department	325-942-2071

The Fire Department will initiate the following immediate response actions:

- Ensure that all personnel have evacuated the building, providing extraction and rescue if necessary;
- Evacuate any loading/unloading vehicles if they are present and can be moved safely;
- Contact the Emergency Coordinator if he/she is not already present on the

scene;

- Order evacuation of surrounding buildings, if necessary;
- Conduct fire containment efforts from a safe distance and from upwind if possible; and
- Provide for run-off control.

An “***all-clear***” signal will be given when the Incident Commander and the Emergency Coordinator agree that the fire emergency is over.

6.4 Spills/Leaks

The university has spill/leak containment capable of holding free liquids which spill inside the facilities. The most probable emergencies involving spills or leaks of hazardous waste from containers include:

- Spills caused by accidents during the loading of waste at generating facilities;
- Spills as the result of a vehicular accident during movement of waste; and
- Spills caused by accidents during the unloading operations.
- Spills caused by mishandling of laboratory chemicals

In the event of a significant spill or leak from one or more containers (i.e., a release that cannot be readily contained using the absorbent materials that are immediately available), the Emergency Coordinator will be contacted. The employee discovering the spill or leak will attempt to isolate the source of the spill or leak if it can be accomplished safely. In addition, the employee will remove sources of ignition from the area and shut down equipment if it can be accomplished safely.

The Emergency Coordinator will assess the degree of hazard posed by the spill. The Emergency Coordinator will consider the type of material spilled, location of the spill, quantity spilled or likely to spill before containment is achieved, direction of the spill and any associated vapor release, potential for human injury, and the threat of fire or explosion.

Based upon the assessment, the Emergency Coordinator will initiate one or more of the following actions:

- Request the San Angelo Fire Department (Table 6-1) to mobilize and stand by at the site of the spill for fire protection;
- Direct personnel to respond to the spill under his supervision and/or request assistance from UPD if needed;
- Locate injured personnel, if any, and notify the Emergency Medical Services and local hospitals (Table 6-1);
- Evacuate the area impacted by the spill to a minimum distance of 50 feet in all directions and notify employees located downwind of the area;
- If flammable materials are involved, shut down or remove all ignition sources. In addition, remove incompatible materials from the spill area if necessary;
- If fumes or vapors are hazardous to health, direct Facilities Management to close ventilation systems as appropriate;
- Direct personnel to the spill area;
- Use absorbent material to contain and solidify spilled liquids;
- Remove any leaking drums to recovery drums or transfer the waste from the leaking drums to new drums; and
- Collect all response materials (i.e., used disposable clothing, absorbents, etc.) And place them in properly labeled drums for disposal.

Following the immediate emergency, the Emergency Coordinator will assess whether unprotected soils have been contaminated. If soils in or near the spill area have been contaminated, these soils will be removed and containerized to prevent the horizontal or vertical spread of contamination. It is unlikely that a spill will result in an immediate threat to ground water.

The Emergency Coordinator or a designated alternate will initiate the required notifications for the spill of a reportable quantity of a hazardous substance or hazardous waste, as specified in 40 CFR §117. In addition, if on-site spill response efforts are insufficient, the Emergency Coordinator will contact the emergency responders designated in Table 6-1 as appropriate, to request assistance.

San Angelo Fire Department utilizes Goodfellow Air Force Base (AFB) for hazardous

materials (HAZMAT) team assistance as part of an MOU between San Angelo and Goodfellow AFB. If the spill requires special handling and PPE, the Emergency Coordinator will contact Clean Harbors 24-hour emergency response #1-800-645-8265 for assistance.

6.5 Employee Injury/Chemical Exposure

A minimum of two employees will work together to perform all waste handling and waste management operations. If an employee is injured due to chemical exposure or by other means, the other employee(s) will move the injured employee, if it can be done safely, away from potentially hazardous areas and call the Emergency Coordinator or designated alternates for assistance.

In the case of chemical exposure, if the injured employee can be moved, he/she will be assisted in removing his/her clothing and will be taken to the nearest emergency shower. The employee's skin and eyes will be flushed with copious amounts of water for at least 15 minutes. Following chemical exposure, an employee will always seek medical assistance and if possible, retrieve SDS of the chemical.

When contacted, the Emergency Coordinator will assess the nature of the injury and/or chemical exposure and instruct the caller on the proper interim response procedures. The Emergency Coordinator will then contact the emergency contacts for assistance listed in Table 6-1.

6.6 Breach of Security

As stated previously, a breach of security at the Facility will not trigger full implementation of the Contingency Plan. However, if the security is breached, the discoverer of the situation will perform a preliminary assessment of any damage and secure the area as soon as possible. The Emergency Coordinator or designated alternates will be contacted for assistance. The Emergency Coordinator will then contact UPD to file a report on the breach of security and to perform final assessment of the situation. The Facility will be inspected following a breach of security to ensure that no potential hazards exist, containers are intact, and the inventory is accounted for.

7.0 ARRANGEMENTS WITH LOCAL AUTHORITIES

The local police department, fire department, and emergency medical services routinely provide emergency assistance on request. It is the responsibility of the Emergency Coordinator to ensure that the local authorities are familiar with the location of the hazardous waste management units and with the types of wastes handled. In the case of an employee injury that requires off-site medical attention and is related to hazardous waste management activities, the hospital or attending physician will be informed of the nature of the injury and the potential hazards associated with the waste materials (Safety Data Sheet of related chemical should accompany the injured if any) handled when the injury occurred.

Copies of this Contingency Plan can be sent upon request to the San Angelo Fire Department, and the University Police Department to ensure that the appropriate personnel are informed of emergency response procedures. Copies of this Contingency Plan will also be on file at the ASU EHSRM Office, located in room 119 of Facilities Management.

8.1 EMERGENCY RESPONSE EQUIPMENT

A variety of equipment and supplies is maintained at ASU for emergency response efforts. A description of the equipment and supplies available and its location is provided in Table 8-1.

As indicated in the table, emergency response equipment and supplies are stored in a clean, dry condition with extra supplies maintained in the EHSRM office and the HAZMAT storage building. The equipment is inspected monthly as well as before and after each use to ensure its integrity and to ensure that an adequate inventory of supplies is maintained.

In addition to the equipment listed in Table 8-1, the EHSRM office has a 3/4-ton truck equipped with a hydraulic lift-gate for moving hazardous waste containers from the generator's Facility to the HAZMAT storage building. Additional empty 55-gallon DOT drums are stored in the Facilities Management yard.

- Employees who handle the hazardous materials containers also carry a cellular telephone.
- Employees who handle the hazardous material container must also use the proper PPE at all times.

ASU employees who are responsible for the management and handling of hazardous wastes at the Facility are trained in emergency response procedures and safe work practices to be followed for the hazardous waste storage sites. Employees also receive training on the potential hazards associated with the hazardous waste operations and on the use and care of protective and respiratory equipment. Labeling and markings should be followed and the proper PPE should be used accordingly.

Table 8.1: Spill Response Equipment

Table 8-1 - Spill Response Equipment														Inspection Date	Identified Concerns
Location	19"x15" Pads	Absorbent Pillows	4ft. Absorbent	10ft. Absorbent	12ft. Jumbo	Neoprene over Latex	Latex Glo	Safety Glas	Mask(s) - N 95	Waste Bag(s)	Absorbent Litter	Mercury Kit(s)	Misc Items	Inspection Date	Identified Concerns
Cavness 011A - Kit #2 (30 Gal.)	25	2	8			1	3	2	5	2		1		12/11/2023	
Cavness 212- Kit #5	25		6			1	3	2	3	1				12/11/2023	<i>Missing 8 pads</i>
Science III 206 - Kit #3 (20 Gal.)	20 + 8 yellow + 5 1/4 pads		2			1	3	1	5	1				12/11/2023	
MIH Center - Kit #4 (20 Gal.)	15		3	1		1	3	2	3	1				12/14/2023	
MIR Barn - (20 Gal.)	28	6	6				1	1		1				12/14/2023	
Hunter Strain Engineering 108	12	2		3			1	1		3				12/11/2023	<i>Has been used; Engineers told to replace items used.</i>
Hazmat Storage Kit #1 (white barrel container located in Hazmat Cage)	60 pads & 56 Napkin Pads	8	8	10						20 (Jumbo w/ZipTies)				12/11/2023	
Mobile Unit - Blue 30 gallon barrel containing -	76	8	2		2					pull from Kit #1			2 shovels	12/11/2023	
Chemical Storage 307 - Outside	42		6		2	1		1						12/11/2023	
Vincent R06 Geo Sample Room	2 Gallons of HF Acid	2 Hazmat Boot Covers	2 Acid Resistant Anron		2	1 pair of Acid Resistant Gloves		1		1			Yellow Tape	12/11/2023	
Vincent - 244 - Carry Ca	10		2			1			D-15 2-Face Shield	1				12/11/2023	Note - Has approx. 50 - 19"x18" Absorbant Pads beside Case.
Greenhouse - Pesticide Spill Kit	10		3				1	1			1		dustpan/brush, 100ft caution tape, 18 x 30 disposal bags	12/11/2023	

9.1 POST-RESPONSE PROCEDURES

After the emergency situation has been controlled, post-response procedures will be implemented. The Emergency Coordinator will ensure that provisions are made to:

- Prevent released materials from being mixed with incompatible materials or waste;
- Sample and analyze areas of contaminated soil to determine proper methods of clean-up and disposal;
- Decontaminate all affected emergency equipment and inspect the equipment to ensure that it is fit for reuse. Retain and treat or dispose of all wash water and residue generated during decontamination;
- Replace expended emergency supplies. Require appropriate personnel to verify that supplies have been replaced to normal inventory levels; and
- Notify the TCEQ that post-response maintenance and inspection of emergency equipment has been performed and that operations will be resumed.

Some of these post-response procedures are discussed in more detail below.

9.2 Prevention of Recurrence

Actions to be taken in order to prevent the recurrence or spread of fire, explosions, and/or releases of hazardous materials include the collection and containment of released waste and the recovery or isolation of containers. The Emergency Coordinator may order the temporary removal of containers of waste from the storage building after an emergency until the building is safe and no recurrence can be expected.

9.3 Storage, Treatment, or Disposal of Released Material

The Emergency Coordinator will ensure that all spilled material, clean-up debris, and contaminated soil is containerized and stored for later disposal. Universal and hazardous waste will be stored in the HAZMAT storage building until properly disposed.

9.4 Emergency Equipment Maintenance

All equipment utilized in the response effort will be cleaned, inspected, repaired, replaced, and/or decontaminated as necessary and returned to the proper storage location. Decontamination will be conducted at locations where the wash water can be contained and collected. All expendable supplies used during the response activities will be replaced.

9.5 TCEQ Notification

Upon completion of the response procedures, the Emergency Coordinator will notify the TCEQ Region 8 Office that the Facility is following applicable regulations prior to resuming operations. The notification will also indicate that the post-response emergency equipment maintenance and inspection have been completed and that operations are to be resumed at the Facility.

The Emergency Coordinator or a designated alternate will submit a written report to the TCEQ Executive Director within 15 days of the emergency, which will include:

- Name, address, and telephone number of ASU's Environmental Health, Safety and Risk Management office;
- Name, address, and telephone number of the affected Facility;
- Date, time, and type (i.e., fire) of incident;
- Name and quantity of materials involved;
- The extent of injuries, if any;
- An assessment of actual or potential hazards to human health of the environment, where applicable; and
- The estimated quantity and disposition of recovered material that resulted from the incident.

9.6 Inclusion of the Incident in the Facility Operating Record

The time, date, and details of any emergency incident that requires the implementation of the Contingency Plan will be recorded by the Emergency Coordinator or a designated alternate in the operating record for the Facility. The operating record will be periodically reviewed to identify potential problem patterns and to determine possible corrective actions.

10.0 EVACUATION PLAN

In the event of a small spill or fire, the person discovering the emergency will try to isolate the source of the spill or source of ignition and/or take preliminary action to control the situation if it can be done safely. However, if an incident cannot be safely controlled using the equipment available, the person discovering the emergency will evacuate the storage building immediately, seek assistance, and contact the Emergency Coordinator.

If the Emergency Coordinator determines that response efforts cannot control the incident, personnel will be instructed to evacuate the building/area. Personnel will evacuate buildings using the nearest emergency exit.

Re-entry to the affected building/area will not be allowed until the Emergency Coordinator issues an “*all-clear*” notice.

11.0 DISTRIBUTION OF CONTINGENCY PLAN

This spill plan in its original form will stay in the Emergency Coordinator’s office. Currently, this plan is located in the Facilities Management building in the EHSRM office, room 119. Online or electronic copies will be made available to faculty members or employees on our website page. More copies may be distributed to local fire, police or hospitals entities as deemed necessary.

12.0 AMENDMENT OF THE CONTINGENCY PLAN

This plan must be reviewed, and immediately amended, if necessary, whenever:

- Applicable regulations are revised;
- The plan fails in an emergency;
- The list of emergency coordinators changes;
- Emergency equipment list changes; or
- Changes in Facility design, construction, operation, maintenance, or other factors that increase the potential for fires, explosions, releases of hazardous waste, or changes the response necessary in an emergency.