



**Standard Operating Procedure for
Custodial Chemical Spill Cleanup**

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UNM’S COMMITMENT TO SAFETY

Safety is a core value of the University of New Mexico. UNM is committed to creating and fostering a culture of safety within the community. To learn more visit <https://ehs.unm.edu/culture-of-safety.html>.

ACRONYMS & DEFINITIONS

Non-Hazardous Chemical: Substance present in the workplace environment that does not provide an intrinsic risk to human health or safety due to worker exposure.

Hazardous Chemical: Any chemical which can cause a physical or a health hazard.

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1. SCOPE & PURPOSE

The purpose of this document is to outline proper procedures for chemical spill clean-up that must be followed by all personnel involved in the clean-up.

2. ROLES & RESPONSIBILITIES

2.1. Supervisors

- Implement and enforce this program.
- Instruct their employees to the content of this program.
- Ensure that formal training is provided as required by this program.

2.2. Environmental Health & Safety

- Implement and maintain this program.
- Provide Hazard Awareness and PPE training.

2.3. Employees

- Adhere to the requirements and restrictions set forth by this program.
- All stakeholders have the right to stop work if an unsafe condition arises within the work environment.

3. COMMONLY USED CLEANING CHEMICALS

| UNM CUSTODIAL CHEMICAL INVENTORY | | |
|----------------------------------|------------------------|---|
| Producer | Item Description | Hazard Classification and/or Statement |
| BRADY INDUSTRIES | SATIN FURNITURE POLISH | Extremely flammable aerosol |
| BRADY INDUSTRIES | GROUT & TILE CLEANER | Causes severe skin burns and eye damage |
| BRADY INDUSTRIES | GROUT BRIGHTENER | Causes skin and severe eye irritation |
| BRADY INDUSTRIES | GUM REMOVER | Extremely flammable aerosol |
| BRIGHT SOLUTIONS | HARD SURFACE SANITIZER | None |

| | | |
|------------------|---------------------------------------|---|
| BRIGHT SOLUTIONS | ERASER ALL PURPOSE CARPET SPOTTER | Serious Eye Damage/Eye Irritation |
| BRIGHT SOLUTIONS | SUPER CHARGED CARPET BONNET CLEANER | Causes mild skin irritation; Causes serious eye irritation; May cause an allergic skin reaction; May cause damage to liver, kidney, central nervous system depression, decreased blood pressure, anxiety, and confusion if ingested |
| BRIGHT SOLUTIONS | CARPET SHAMPOO | Causes mild skin irritation; Causes eye irritation |
| BRIGHT SOLUTIONS | SILICONE EMULSION CARPET DEFOAMER | May cause damage to organs |
| BRIGHT SOLUTIONS | PRE-TREAT TRAFFIC LANE CARPET CLEANER | Causes mild skin irritation; Causes serious eye irritation; May cause damage to liver, kidney, central nervous system depression, decreased blood pressure, anxiety, and confusion if ingested |
| BRIGHT SOLUTIONS | DEEP EXTRACTOR EXTRACTION CLEANER | Causes serious eye irritation |
| BRIGHT SOLUTIONS | EXTRACTION RINSE | Causes severe skin burns and eye damage |
| CLOROX CO. | CLOROX 360 DISINFECTANT | Serious eye damage/eye irritation |
| DIVERSEY | CITRUS EXPRESS GEL SOLVENT SPOTTER | Serious eye damage/eye irritation; Skin sensitization; Combustible Liquid |
| DIVERSEY | PROFI FLOOR CLEANER | Causes serious eye irritation |
| DIVERSEY | DRY FOAM CARPET SHAMPOO CLEANER | Causes skin and serious eye irritation |
| FRANKLIN | ACCOLADE SEALER AND FLOOR POLISH | May cause mild eye and skin irritation; Harmful to aquatic life |

| | | |
|------------------|--------------------------------|--|
| HILLYARD | CRÈME CLEANER | Harmful if swallowed; Causes skin irritation; Causes serious eye damage |
| KAIVAC | KAIDRI RINSE AID | Causes serious eye irritation; Harmful to aquatic life with long lasting effects |
| PROCTER & GAMBLE | TIDE PRO COLOR SAFE BLEACH | Eye Damage / Irritation; Oxidizing Liquids |
| SC JOHNSON | MULTI SURFACE FLOOR FINISH | None |
| SC JOHNSON | FLOOR STRIPPER | Harmful if swallowed, in contact with skin or if inhaled |
| SPARTAN | NABC NON ACID BATHROOM CLEANER | Causes eye irritation |
| SPARTAN | FOAMY Q & A RESTROOM CLEANER | Skin Corrosion/Irritation; Serious Eye Damage/Eye Irritation; Corrosive to Metals |
| SPRAY PAK | STAINLESS STEEL CLEANER | Flammable aerosol |
| STEARNS | ST -740 MARK 11 DISINFECTANT | Causes serious eye damage; Causes skin irritation; Harmful if swallowed |
| STEARNS | ST-840 WINDOW CLEANER | None |
| STEARNS | ST-846 NEUTRAL CLEANER | None |
| STEARNS | ST-842 EXTRA STRENGTH CLEANER | None |
| STEARNS | ST-757 MARK E11 DISINFECTANT | Corrosive, causes burns; Causes eye irritation; Harmful if swallowed |
| STEARNS | AUTO-SCRUB FLOOR CLEANER | Causes serious eye damage; Causes skin irritation |
| VITAL SOLUTIONS | VITAL OXIDE DISINFECTANT | None |

4. PROCEDURE

In the event of a chemical spill, responsibility for prompt/proper clean-up falls under the staff member(s) who caused the spill. It is the department's responsibility to have spill control,

training, and personal protective equipment appropriate for the chemicals being used readily available.

4.1. Custodial Spill

If a custodian spills their own chemicals, the following process should be followed.

1. Immediately alert area occupants/supervisor, and if needed, evacuate the affected area.
2. If there is a fire or medical attention needed, contact appropriate entities:
 - For serious injuries call 911 or dial the UNM PD directly at (505) 277-2241
 - If a UNM employee has been exposed or injured (not seriously), refer them to Employee Occupational Health Services (EOHS) in Room 232 of Family Practice Building (#248) – (505) 272-8043.
 - If a UNM student has been exposed or injured (not seriously), refer them to Student Health and Counseling (SHAC), Building #73 – (505) 277-3136.
 - **Note:** All Accidents, Incidents and spill cases need to be reported to EHS at <https://ehs.unm.edu/accident-incident-spill-reporting/index.html>. If it is an accident, Risk Services will reach out to you with the proper Workers Compensation Paperwork.
3. Refer to chemical specific Safety Data Sheet for information. If necessary, remove contaminated clothing and rinse the skin with water for no less than 15 minutes and contaminated clothing must be washed before use, if applicable. Refer to chemical specific Safety Data Sheet for information.
4. If any chemical comes into contact with the eye, utilize the nearest emergency eye wash station to flush for 15 minutes.
5. If the spilled chemical is volatile/flammable, control sources of ignition and immediately ventilate the area. **Note: If chemical is flammable, do not use vacuum cleaner for spill cleanup.**
6. Place a “Wet Floor” sign.
7. Determine the extent/type of spill. If the spill is large, if there has been a release to the environment, or if there is no one knowledgeable about spill clean-up available, contact EHS Duty Officer Pager.
8. Don appropriate personal protective equipment as advised for the specific chemical (See Chemical Specific Safety Data Sheet for information).

9. If needed, use appropriate respiratory protection. Please note, the use of a respirator or self-contained breathing apparatus requires specialized training and medical surveillance. If respiratory protection is used during clean up, be in communication with another person outside the spill area in case of an emergency. If no one is available, contact UNM PD at (505) 277-2241.
10. Protect means of environmental release.
11. Loose spill control materials (i.e. absorbent damns, spill socks, paper towels) should be distributed over the entire spill area, working from the outside, circling to the inside, to reduce the chance of splash/spread of the chemical.
12. When spilled materials have been absorbed, use brush and/or scoop to place materials in an appropriate container.
13. Label the waste appropriately and contact EHS, if needed.
14. Decontaminate the surface where the spill occurred using a mild detergent/water, if needed.
15. Report all spills to your supervisor and record them.

5. SPILL RATING

| Spill Rating | Size | Response | Treatment |
|--------------|---------------|---|---|
| Small | Up to 300 mL | Chem treatment or absorption | Neutralization or absorption spill kit |
| Medium | 300 mL to 5 L | Absorption | Absorption spill kit |
| Large | More than 5 L | Absorption or Call UNM EHS Duty Officer, as appropriate | Absorption spill kit or Contact UNM EHS |

5. OTHER DEPARTMENTS CHEMICAL SPILLS

UNM Environmental Health & Safety (EHS) maintains a Spill Response Team that is prepared to assist with the clean-up of chemical spills for other departments. If Custodial is called to clean-up a chemical spill for another department, EHS must be contacted prior to the start of clean-up.

7. SAMPLE SPILL LOG

| Spill Date | Person in Charge | Location | Chemical | Spill Description / Rating | Resolution |
|------------|------------------|----------|----------|----------------------------|------------|
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Chemical Spill Clean-up SOP R 0.1


Final Audit Report


2024-01-16


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| Created: | 2024-01-10 |
| By: | Zachary Peterson (zpeterson@unm.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAJNIVgAoAwqmL3EJ5dNyldC-KNWv2kDRe |


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