



HAZMAT:

Hazardous Materials &
Hazardous Waste Training Plan
Participant Guide



0.1 Preface

TEAM YMCA:



Congratulations on continuing your journey to become an effective HAZMAT compliant team member within the YMCA of San Diego County! I hope you are excited to learn the tools, skills, and procedures you will need to help keep yourself and everyone safe in the event there is a HAZMAT situation at your branch/site. By taking this training, you are continuing to develop your skills and are demonstrating your willingness to be a leader in what could be a potentially serious situation. Thank you for your commitment in keeping our branches as safe as possible.

By committing to participate in this training, you are providing yourself with the opportunity to learn and develop the essential skills to effectively access, prioritize, report, and correctly manage a HAZMAT situation while making sure you are in compliance at all times. This means not only is it our responsibility to provide you with the information you need to know, but it is your responsibility to make sure you understand all the information we will cover as you leave this training.

It is essential that our team members at the Y know how to correctly handle the chemicals and HAZMAT materials we utilize at our branches. Our goal is to provide our members with multiple opportunities to lead a healthy lifestyle while engaging with their community. By investing in YOU, we are effectively keeping our sites as safe as possible at all times while simultaneously providing a space for our members to thrive.

As always, we are in this together. Please never feel alone or isolated and always ask for help when needed. You have a powerful team behind you and by using all our strengths together we can continue to be successful and accomplish great things. Don't forget to share your innovative ideas on how to make processes or interactions with our members better. We are always counting on you to help make the YMCA an employer of choice.

I am your #1 fan! Please let me know if I can ever help or assist.

All Families Count!
Bringing People Closer,
Baron

Objectives

The following are the intended course outcomes for the Y's HAZMAT Training. All participants need to leave the training with a firm understanding of the content, expectations, and procedures they are expected to follow based on their role within our organization.

Reactionary Objectives

From this training, participants will learn:

1. The proper protocols and procedures to effectively manage a chemical spill/release.
2. The chemicals that are utilized at the Y and the various properties belonging to each one.
3. The information to help them identify a chemical spill release when it occurs and be able to handle it effectively while keeping safety a top priority.

Learning Objectives

During this training, participants will:

1. Have opportunities to engage in scenario based activities and discussion to facilitate a deeper understanding of the HAZMAT Protocols and Procedures.
2. Be able to participate in group and partner discussions throughout the training.
3. Learn the proper protocols to respond to each type of chemical release/spill that may occur.

Application Objectives

Leaving this training, participants should now be able to:

1. Recognize the chemical hazards at the YMCA Facilities
2. Understand the proper procedures to evaluate Chemical Spills (Incidental Spill, Post Spill Clean-Up, Emergency)
3. Respond to Non-Emergency and Incidental Spills
4. Request assistance for Emergencies
5. Make Internal and External notifications as needed
6. Manage Spill Clean-Up Waste
7. Sign Hazardous Waste Manifests

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0.3 Agenda

Topic	Time
Introduction	1 minute
Ice Breaker (Activity)	5 minutes
Why Are We Here?	5 minutes
HAZMAT Definitions	5 minutes
Chemicals at the Y	10 minutes
Chemical Rooms	5 minutes
Hazards & Hazardous Awareness	5 minutes
Spill Kits	5 minutes
Personal Protective Equipment (PPE)	5 minutes
Branch Site Map (Activity)	10 minutes
BREAK	15 minutes
Chemical Spills & Releases (Activity)	5 minutes
Is this an Emergency? (Scenarios)	10 minutes
When is a Spill an Emergency?	10 minutes
Emergency Scenarios (Activity)	10 minutes
Chemical Release Notifications	5 minutes
Spill Procedures	5 minutes
Incidental Response Preparation	5 minutes
Incidental Response Procedures	5 minutes
Incidental Procedures Breakdown (Activity)	10 minutes
Chemical Release Documentation	5 minutes
Spill Scenario (Activity)	20 minutes
Chemical Spill/Release Reporting	5 minutes
Proper Hazardous Disposal Procedures	5 minutes
Site Specific Response	5 minutes
Let's Review	5 minutes
Closing	1 minute
Total:	3 hours

0.4 Introduction

Your Trainer is: _____

Email: _____

Contact Number: _____

Why do we need this training?

This training is built to provide you with the necessary tools and knowledge of how to properly deal with a chemical release/spill at your branch location. At the Y, we have the unique opportunity to enhance our community and the lives of everyone in it. This is why it is so important that we understand our responsibilities and roles when it comes to keeping our staff, members, and community safe.

In this HAZMAT Training you will learn what every level of leadership's roles are when it comes to understanding, maintaining, and reacting to the Chemicals used at our facilities and how to respond based on your role when there is a Chemical Release/Spill at your branch. You should leave this training feeling comfortable with what is expected of you, and confident in the actions you will take in the event of a chemical release and/or emergency.

Level One (1) Role: Staff who needs HAZMAT awareness of what chemicals are on site, where items are located, where emergency shut offs are located, etc. They may also welcome the inspector when they come for routine checks (please note that the staff should also immediately contact the Incident Response Leader (IRL) when an Inspector arrives, and do NOT give the inspector the HAZMAT Binder until the Director arrives).

Level Two (2) Role: This level is designated for staff who needs HAZMAT awareness because they deal directly with the chemicals on site. For example, life guards, facility staff, etc. are tasked with doing visual checks of the Chemical Room and testing the pool chemical levels every 2 hours.

Level Three (3) Role: This staff member is a designated Incident Response Leader (IRL) and has taken the following trainings: HAZCOM, HAZMAT, and all Site Specific Training for dealing with Chemical Spills/Releases.

1.1 Why Are We Here?

Why Are We Here?

To learn the guidelines and procedures for dealing with HAZMAT Spills, the various chemicals we use at the Y, and to know how to effectively and correctly deal with any situation (Emergency and Non-Emergency) that may arise.

What if you don't handle chemicals directly?

This information is important for ANYONE who is in charge of staff/who will be the Incident Response Leader (IRL) on Duty and will be in charge of responding to a HAZMAT situation. This means you may be in charge of calling a responding agency in the event of a spill, or you might be the closest person to the incident when it occurs and need this valuable information to respond the situation in the correct way.

Type of Chemical	What the Chemical is used for:	How often the chemical is used:

1.2 HAZMAT Definitions

Let's look at some definitions to deepen our understanding:

ACID: a molecule or ion capable of donating a proton, or, alternatively, capable of forming a covalent bond with an electron pair. Properties: conduct electricity when dissolved in water, reacts with metals to produce hydrogen gas, strength is measured on the pH scale.

AQUATIC MAINTENANCE MANAGER (AMM): Kyle Leroux & Ray Brown. These individuals are responsible for the maintenance and care of all pool facilities and management.

BASE: are ionic compounds that produce negative hydroxide ions when dissolved in water. Properties: conducts electricity when dissolved in water, slippery, bitter.

CORROSIVE: a substance that will corrode or "eat away" most things on which it is spilled.

DEH ASSESSMENT FORM (A): This form is used for any type of release. It consists of a "YES/NO" checklist to determine if the release is reportable to the local and county authorities.

DEH NON-REPORTABLE RELEASE FORM (B): This form is used for any type of release. It must be completed immediately or as soon as the incident is under control/cleaned up.

EMERGENCY: Situation that requires immediate action to prevent life-threatening consequences (to individuals and/or the environment). If a chemical release/spill is considered an emergency, a 911 response is required as well.

EMERGENCY RESPONSE: When an emergency situation occurs, an effort needs to be made by designated responders from outside the immediate release area (such as: Fire Department, Police, and/or Paramedics).

ENVIRONMENTAL HEALTH & SAFETY TEAM: Luis D'Carpio, Jose Lugo, JoJo Pope, Daniel Rojas, and Gabriel Moreno. These individuals are tasked with maintaining a safe and healthy workplace through the continual use and implementation of compliance procedures and trainings with regards to HAZMAT, IIPP, OSHA regulations, etc..

ENVIRONMENTAL THREAT: The potential risk of an incidence that can have an adverse (negative) effect on living organisms.

EXECUTIVE DIRECTOR FACILITIES: Laszlo Keleman is in charge of facility management and making sure all our sites are up to code as well as working on capital projects for future expansions.

HAZARD: Inherent property of a material or process (cannot be changed without changing the material or process)

INCIDENTAL: Minor, Small, and/or Manageable spill that can be cleaned up by on site Y staff because the material can be controlled at the time of the release/spill. It also means the spill is not considered to be an emergency or needing an emergency response.

INCIDENT RESPONSE LEADER (IRL): Y Staff members that are identified as the IRL and will act as the first responder in the event of a chemical release, external inspection, and/or major incidents.

NON-INCIDENTAL/NON EMERGENCY: This is a spill that is deemed “too big” for the Y to clean up, but is not considered a threat to human life and/or the environment and is unlikely to develop in to a threat. This type of release is controlled & contained.

OSHA: Stands for the “Occupational Safety and Health Administration” and is intended to protect people in the workplace, especially in an emergency situation.

POST-SPILL: The release or spill of a material has stopped/ceased and is not expected to begin again.

PPE (Personal Protection Equipment): The gear worn to protect individuals from contact with chemicals, to clean up chemical releases/spills if they occur, and to effectively manage the chemicals on site safely.

RELEASE: When contained material escapes from containment (can be solid, liquid, or gas form).

SMALL/SLOW/MANAGEABLE LEAK/SPILL: Spill and/or chemical release can be contained and controlled based on the size of your spill kit and facility equipment.

RISK: Likelihood or probability of something happening (this can be increased or decreased based on the actions/choices made)

YMCA ACCIDENT/INCIDENT FORM (C): This is the Y Organization's internal accident and incident report to make sure all on site accidents/incidents that occur due to a chemical release/spill are cataloged accurately.

Please feel free to add any more terms/definitions in the space provided below:

1.3 Chemicals at the Y

Hydrochloric Acid (Muriatic Acid)

- Acid (low pH)
- Corrosive to tissue, metal, other materials
- Splash Hazard
- Potential Inhalation Hazard
- Use engineering controls, work practices and Personal Protective Equipment (PPE) for protection
- PPE includes:
 - Eye protection (face shield)
 - Skin/Splash Protection (gloves, lab coat)
 - Foot Protection (boots/shoe covers)
- Respiratory Protection
 - Not typically required if the spill is small

How is the chemical stored?	What is the chemical used for?

Sodium Hypochlorite (12%)

- Base/Caustic (High pH)
- Corrosive to tissue, metal, other materials
- Splash Hazard
- Potential Inhalation Hazard
- Use engineering controls, work practices, and Personal Protective Equipment (PPE) for protection
- PPE includes:
 - Eye protection (face shield)
 - Skin/Splash protection (gloves, lab coat)
 - Foot Protection (boots/shoe covers)
- Respiratory Protection
 - Not typically required for small spills

How is the chemical stored?	What is the chemical used for?

Carbon Dioxide (CO2)

- Base by itself (if dissolved in water, can be slightly acidic)
- Non Corrosive as Gas (if a water solution, may be corrosive to metal, alloys)
- Potential Inhalation Hazard (in high concentrations)
- PPE includes:
 - Eye Protection (face shield)
 - Skin Protection (gloves, lab coat)
- Respiratory Protection
 - Not typically required unless a large gas release

How is the chemical stored?	What is the chemical used for?

Dry Chemical List:

Sodium Bicarbonate

- Base (low pH)
- Non Corrosive
- Potential Inhalation Hazard (coughing, sneezing)
- PPE includes:
 - Skin/Splash Protection (gloves, apron)
- Respiratory Protection
 - Not typically required unless the breath zone can't be controlled with ventilation.

How is the chemical stored?	What is the chemical used for?

Calcium Chloride

- Neither an acid or a base (considered neutral)
- Corrosive to metals, tissue, other materials
- Splash Hazard
- Health Hazard (if ingested or inhaled)
- Use engineering controls, work practices, and Personal Protective Equipment (PPE) for protection
- PPE includes:
 - Eye protection (face shield)
 - Skin/Splash protection (gloves, apron)
 - Foot protection (boots, shoe covers)
- Respiratory Protection
 - Not typically required unless the breathing zone can't be controlled with ventilation.

How is the chemical stored?	What is the chemical used for?

Cal Hypochlorite (Cal Hypo)

- Base (Acid-Basic)
- Corrosive & Toxic
- No Splash Hazard
- Health Hazard (if ingested or inhaled)
- Use engineering controls, work practices, and Personal Protective Equipment (PPE) for protection
- PPE includes:
 - Eye protection (face shield)
 - Skin protection (gloves, apron)
 - Foot protection (boots, shoe covers)
- Respiratory Protection
 - Not typically required unless the breathing zone can't be controlled with ventilation.

How is the chemical stored?	What is the chemical used for?

Summary of Chemical Hazards

- Acids and Bases ARE corrosive
- Primarily are Splash Hazards
 - Can lead to skin burns, permanent eye damage
- Protective Measures Include:
 - Engineering controls (pumping rather than pouring)
 - Administrative Controls (SOPs, training)
 - PPE (eye/face protection, gloves, apron/splash protection)
- Limited potential for inhalation hazard
- Respiratory Protection Generally Not Required
 - If it is, situation may be too big to handle and the proper agency needs to be called

Chemical Safety Labels (NFPA Label)

The National Fire Protection Association Hazard Identification (NFPA Label) is meant to provide a quick visual representation of the health hazard, flammability, reactivity, and special hazards that a chemical may pose during a fire. Let's review how to accurately read a Chemical Safety Label by looking at the Chemical Safety Label for Hydrochloric Acid:



Red Quadrant (Top): This quadrant displays the flammability hazard. Number breakdown:

- 0 = Will not Burn
- 1 = Must be preheated before ignition can occur
- 2 = Must be heated or high ambient temperature to burn
- 3 = Can be ignited under almost all ambient temperatures
- 4 = Will vaporize and ready burn at normal temperatures

Blue Quadrant (left side): This quadrant displays the health hazard of the chemical. Number breakdown:

- 0 = No Hazard
- 1 = Can cause significant irritation
- 2 = Can cause temporary incapacitation or residual injury
- 3 = Can cause serious or permanent injury
- 4 = Can be lethal

White Quadrant (bottom): This quadrant displays the Special Hazard of the chemical. Symbol breakdown:

ACID – Acid

ALK – Alkali

COR - Corrosive

OXY = Oxidizer

W = Use No Water



= Radioactive

Yellow Quadrant (right side): This quadrant displays the reactivity of the chemical. Number breakdown:

0 = Unstable

1 = Unstable if heated

2 = Violent Chemical Change

3 = Shock & Heat may detonate

4 = May Detonate

1.4 Chemical Rooms (Examples)

Let's take a closer look at what some of the YMCA Branch Chemical rooms look like. Please take note how the room looks as you examine each picture.

Some questions to keep in mind:

Is the room clean/area is free of obstruction?

Are there any hazards/potential hazards you notice?

Do you think this is the correct way a Chemical Room should look?

Are the chemicals properly labeled?

Picture One (1):



Notes

Picture Two (2):



Notes

Picture Three (3):



Notes

1.5 Hazards & Hazardous Awareness Resources (Activity)

What is your role?

Depending on your role, your level of responsibility when responding to an emergency and/or chemical release will vary. This does not mean you are not responsible if you encounter a spill/release, but the actions you will be required to take are dependent on your role.

Level One (1): Staff who needs HAZMAT awareness of what chemicals are on site, where items are located, where emergency shut offs are located, etc. They may also welcome the inspector when they come for routine checks (please note that the staff should also immediately contact the Director when an Inspector arrives, and to NOT give the inspector the Safety Data Sheet Binder until the Director arrives).

Level Two (2): This level is designated for staff who needs HAZMAT awareness because they deal directly with the chemicals on site. For example, life guards, facility staff, etc. are tasked with doing visual checks of the Chemical Room and testing the pool chemical levels every 2 hours.

Level Three (3): This staff member is a designated Incident Response Leader (IRL) and has taken the following trainings: HAZCOM, HAZMAT, and all Site Specific Training for dealing with Chemical Spills/Releases.

You are the expert on the hazards of the materials in your possession. This is why it is important to conduct a visual inspection of the area with chemicals every 1 to 2 hours to check for leaks.

What should you know as the expert?

- Know the properties of the chemicals you use before you attempt to handle them
- Know what appropriate work practices are & use them consistently
- Know what the worst case scenario is for a spill of the chemicals you use
- Think about how you will react if the materials spill and what procedures you need to follow
- Know what the appropriate clean-up procedures are for the materials you use, especially what protections you need based on the chemical and size of the spill
- The location of the Spill Kit and the correct PPE (Personal Protection Equipment)

Hazardous Awareness Resources

Review the Safety Data Sheets (SDS)

- Chemical Hazards
- First Aid Information
- Proper Storage
- Spill Response
- Firefighting Information
- Engineering Controls
- Stability & Reactivity
- Disposal Considerations



Safety Data Sheets

What are "Safety Data Sheets"?

Safety Data Sheets are provided by the chemical manufacturer, distributor, or importer. These sheets include information about each chemical such as: the properties of the chemical, the physical, health, and environmental health hazards of the chemical, the protective measures and safety precautions if handling the chemical, as well as the storing and transporting procedures/requirements for the chemical.

Why do we have Safety Data Sheets?

In the case of a Chemical Release/Spill, the Safety Data Binder is located next to the HAZMAT Binder to provide the responder with up to date information of the chemicals used to make sure proper procedures and safety precautions are taken to handle the situation.

Each Safety Data Sheets contain the following sections"

- **Section One (1):** Identification (identifies the chemical being used, recommended uses for the chemical, and the contact information of the supplier).
- **Section Two (2):** Hazard(s) Identification (identifies the hazards of the chemical and the appropriate warning information associated with those hazards).
- **Section Three (3):** Composition/Information on Ingredients (identifies the ingredient(s) contained in the chemical, including impurities and stabilizing additives).
- **Section Four (4):** First-Aid Measures (identifies the initial care that should be given by untrained responders if an individual is exposed to the chemical)
- **Section Five (5):** Fire-Fighting Measures (identifies the recommendations for fighting a fire caused by the chemical).

- **Section Six (6):** Accidental Release Measures (identifies the appropriate response to spills, leaks, or releases, including containment and cleanup practices)
- **Section Seven (7):** Handling and Storage (identifies the safe handling practices and conditions needed for safe storage of the chemical)

Activity:

Section One (1):

Section Two (2):

Section Three (3):

Section Four (4):

Section Five (5):

Section Six (6):

1.6 Spill Kits

Standard Spill Kits for the pool chemicals found at Y branches will be placed in all the YMCA pool areas.

What is required to be in a Spill Kit?

- Absorbent pads
- Absorbent pillows
- Absorbent socks/snakes
- Hazardous waste bags
- Zip ties
- Caution tape



YMCA spill clean-up equipment will have all the above items that are required to be in a Spill Kit (to be in compliance) as well as the following tools:

- Polypropylene pails with lids (large enough to contain the spill and cleanup materials used)
- Polypropylene bags
- Absorbent pads (in 2 sizes)
- Waste collection bag
- Waste storage
- Polypropylene dust pan
- Broom or brush with polypropylene bristles
- Sealing Tape
- Sign: "Danger Chemical Spill – Keep Out"
- Hazardous waste labels

As a personnel who may be in charge of an incident or spill, it is beneficial for you to go through your Spill Kit often to make sure all the appropriate materials are present in the case of an actual spill.

1.7 Personal Protective Equipment (PPE)

When a Chemical Release/Spill occurs, proper protection must be worn to clean up and manage the spill. This is for the safety of our YMCA staff and wearing the correct PPE is not an option, it is a requirement.

Let's take a look at the chart below. Depending on the reason you are working with the chemicals (visual inspection/chemical clean up/emergency), you will need to wear the correct Protective Personal Equipment (PPE):

Personal Protective Equipment Selection

Task/Job	Eye/Face Protection	Hand Protection	Foot Protection	Body/Splash Protection
Visual Inspection	Eye Protection ⁶	None ⁵	Closed-toe Shoe ²	None
Liquid/Dry Chemical Additions	Eye Protection ⁶	Surgical-type Gloves	Sturdy, Closed-Toe Shoe	None
Chemical System Maintenance	Face Shield	Chemically Protective Gloves ¹	Sturdy, Closed-Toe Shoe	Optional ³
Incidental Release	Face Shield	Chemically Protective Gloves	Protective Boots/Shoe Covers	Required ⁴

Notes:

- 1) Surgical-type gloves can be used based on risk assessment
- 2) Open-toe shoes can be worn if no uncontained (spilled) liquids
- 3) Body/Splash protection based on risk assessment. Poly-coated Tyvek lab coat or equivalent
- 4) Poly-coated Tyvek lab coat or equivalent
- 5) Optional use of surgical-type gloves, based on inspection tasks
- 6) Face Shield or Safety Glasses or goggles

1

Managing Hazardous Materials Spills and Releases

What is Personal Protective Equipment (PPE)?

- Face shields
- Nitrile disposable gloves
- Disposable lab coats
- Shoe covers or boots

Where should PPE be stored?

All PPE should be stored in the YMCA Pool Area Spill Kits.

Personal Protective Equipment Selection

Depending on the type of spill, the following PPE should be utilized:

1. Surgical-type gloves can be used based on risk assessment
2. Open-toed shoes can be worn only if there are no uncontained (spilled) liquids present
3. Body/Splash Protection can be used based on risk assessment
4. Poly-coated Tyvek lab coat or equivalent
5. Optional use of surgical-type gloves, based on inspection tasks
6. Face Shield or Safety Glasses/Goggles

When conducting your leak checks (every 1 to 2 hours) you must follow the following procedures:

- If you are looking inside an area without actually stepping foot inside the area, you do not need to wear foot protection, but you must still wear safety glasses/goggles.
- If you are adding any liquids or dry chemicals, you need to make sure you are wearing: Safety Glasses/Goggles and Closed-Toed Shoes.
- If you are working on Chemical System Maintenance you need to wear a face shield, thicker gloves, closed-toed shoes, and an apron

Respiratory Protection (Voluntary Use)

Please note that no YMCA staff are required or expected to work in environments that would require any level of mandatory respiratory protection. Respiratory Protection is not required to be worn, but if you would like to wear it, please request it. You will be asked to sign a waiver stating that you are voluntarily choosing to wear the mask knowing there are no present hazards in the workplace.

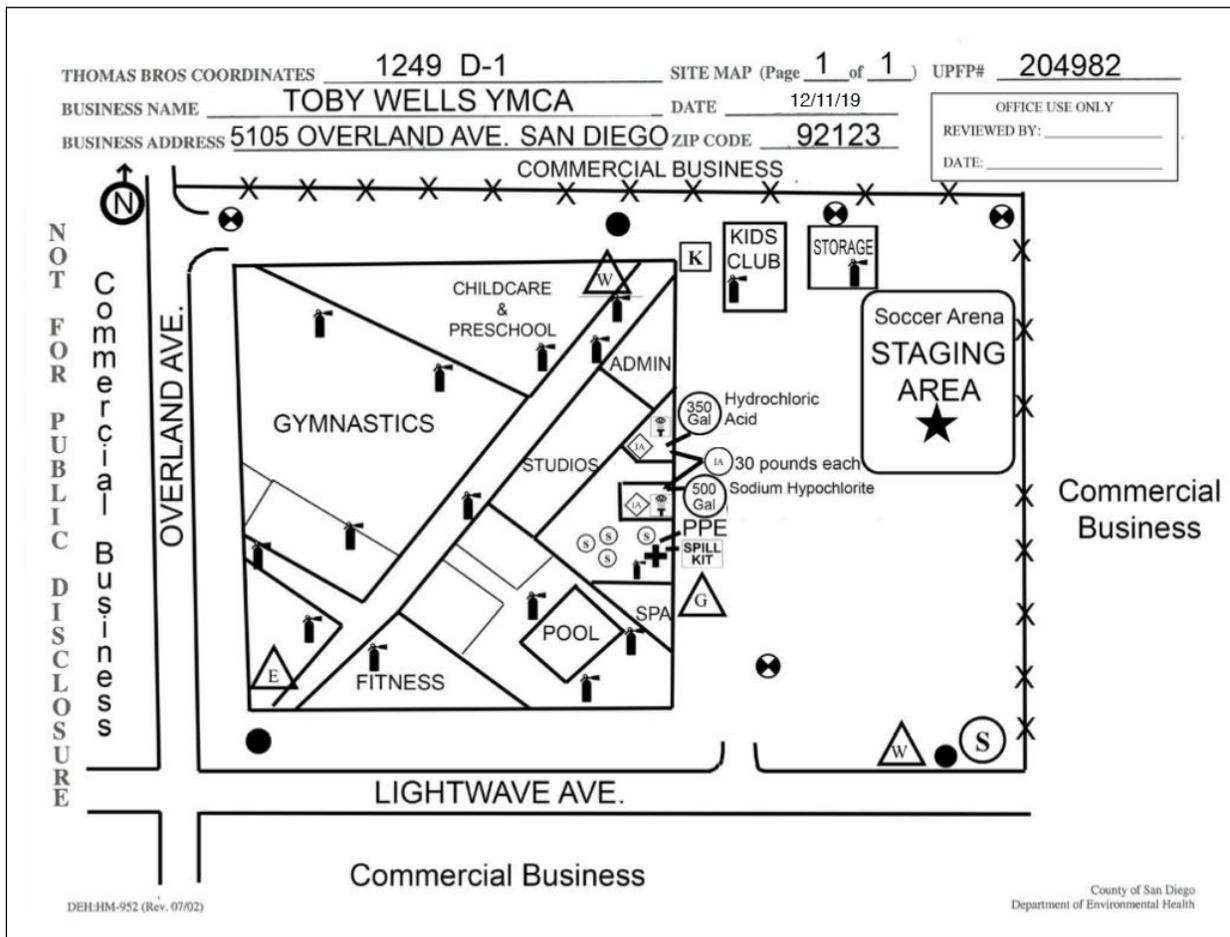
- Personnel can use filtering face-piece respirators (dust masks) on a voluntary basis to minimize:
 - o Nuisance odors
 - o Dust
 - o Allergies
- N95 Masks with filtering face piece with a neutralizing component are recommended in the case you would like to voluntarily use respiratory protection

Let's check for understanding. What is incorrect/wrong with the picture below?:



1.8 Branch Site Map

Let's take a look at the branch



Key:

= Storm drain /culvert

= Fire Extinguisher

= Fire Hydrant

= Container for Hazardous Waste

= Acute Health Hazard/Hazardous Waste Center

= Eye Washing Station/Kit

= Sewer Drain

= Knock Box

= Water Shut off

= Gas Shut off

= Electrical Shut off

Branch Site Map Activity

Welcome back! Now that you have gotten a chance to explore this branch based off the Branch Site Map that was provided to you, let's break down what we found:

1. Did you find everything (such as the Spill Kit, PPE, Chemical Room) in the correct location identified on the Branch Site Map?

2. Was there anything you noticed in the facility that was not identified on the Branch Site Map? If so, what was it? Why do you think this should be identified on the map?

3. Was there anything you noticed on the Branch Site Map that you could not identify at the Branch? (For example, there is a pool on the site map but not a pool at the actual branch)

4. In the event of a chemical spill/release, how can this map help you? If the chemical spill/release is an emergency, how would this map be helpful for you?

1.9 Chemical Spills & Releases

There are three (3) types of Chemical Spills & Releases: Incidental, Non Incidental & Non-Emergency, and Emergency.

Incidental:

- Post-Spill Clean-Up
- Small/Slow/Manageable Leak/Spill
- YMCA staff can clean up
- The material can be controlled at the time of the release/spill (i.e. from a 500 gallon container)
- Can be controlled by employees in the immediate release area
- The spill (release) has stopped and the material remains (i.e. post-spill)
- Are not considered to be emergency responses

Please note: Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e fire, explosion, or chemical exposure) are considered to be non-emergency responses according to this OSHA standard.

Notes:

Emergency

- Immediate threat to human life/safety
- Environmental threat
- 911 response required
- Uncontrolled releases
- Non-Incidental

Notes:

Non-Incidental and Non-Emergency:

- Too big for YMCA (on-site) staff to clean up
- This is not a threat to human life or the environment
- 3rd party or additional YMCA staff needed for clean up
- Unlikely to develop in to a threat
- Additional staff is needed to clean-up (2 employees minimum to respond to the spill)
- Volume or material may be outside of YMCA clean up training. This is when a verified vendor should be called
- Staff can control/contain the spill by cannot absorb it

Notes:



Take a look at the pictures below of the chemical, and the picture the facilitator provides of an actual spill. Can you fill in the answers below about the chemical using your previous knowledge?



Evaluating Spill Hazards

1. What are the chemical hazards?

Toxicity

Reactivity

Flammability

Physical State

2. What should you take in to consideration with regards to the location of the spill?

3. How can your knowledge and skills help you clean up this spill?

4. Is immediate action required, or can you get help?

5. What PPE should you wear?

6. Can you identify what kind of spill this is? Is it an Incidental? Non-Incidental and Non-Emergency, or an Emergency? Why?

REMEMBER:

Hazardous Materials Spill Guidelines

- Bleach (or Acid) Spilled – Now What?
 - o What are the risks
 - To me? To others? To the Environment?
 - o Is anyone hurt?
 - o Is immediate action required?
 - o What equipment/capabilities do I have?
 - o What are the regulatory requirements?
- Do I respond to an emergency the same as a small/incidental spill clean-up?

1.10 When is a Spill an Emergency?

A spill is an emergency when:

- It requires IMMEDIATE action to prevent life threatening consequences and cannot be safely managed by employees
- Health-related issues that occur as a result of the chemical spill (personal illness or injury) are always considered an emergency and 911 needs to be called
- The QUANTITY released is secondary to the hazards of the chemical being released and the location of the spill.

The essential issue is whether the chemical hazards, the location, and the quantity cause the situation to be beyond the control of the worker.

Keep in Mind:

If you are putting yourself at risk with regards to injury or your life, call 911. If someone fell in to a spill or was splashed from a spill caused a health-related issue, call 911. If the quantity of the chemical is dangerous, call 911 (for example, a shot-size amount of HCl in the eye is more damaging than in the pool).

Please Note:

The AMOUNT of released chemicals is secondary. This means you need to be aware of the hazards and location of the chemicals first to understand if it is an emergency, than take in to account the amount of chemicals released after determining the first two factors.

Activity

Are the following situations considered emergencies?

1. The volume of a chemical release is greater than 1 gallon.

2. The chemical release can be cleaned up with the on-site Spill Kit.

3. The chemical release requires PPE that you do not have readily available.

4. The material that spilled is unknown/cannot be determined.

5. Multiple chemicals were released resulting in a mixture of chemicals.

A large, empty rounded rectangular box with a thin blue border, intended for handwritten notes or observations related to the scenario above.

6. There is a release of gas and/or fumes that poses a direct threat.

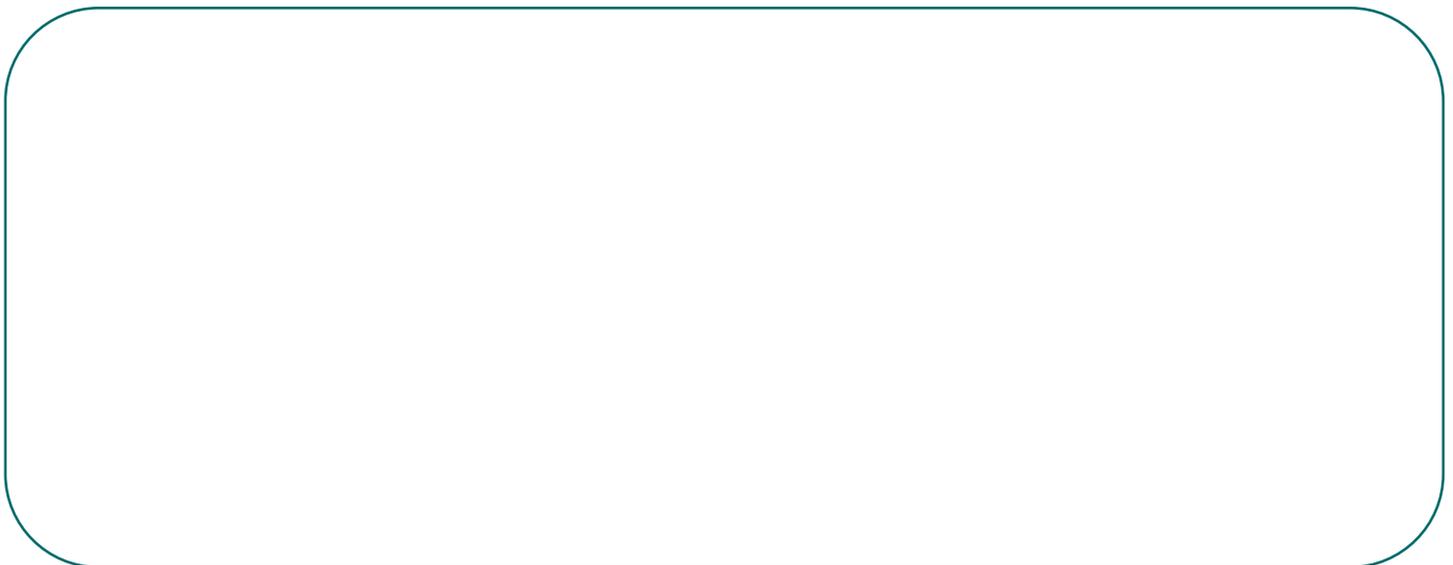
A large, empty rounded rectangular box with a thin blue border, intended for handwritten notes or observations related to the scenario above.

1.11 Emergency Scenarios (Activity)

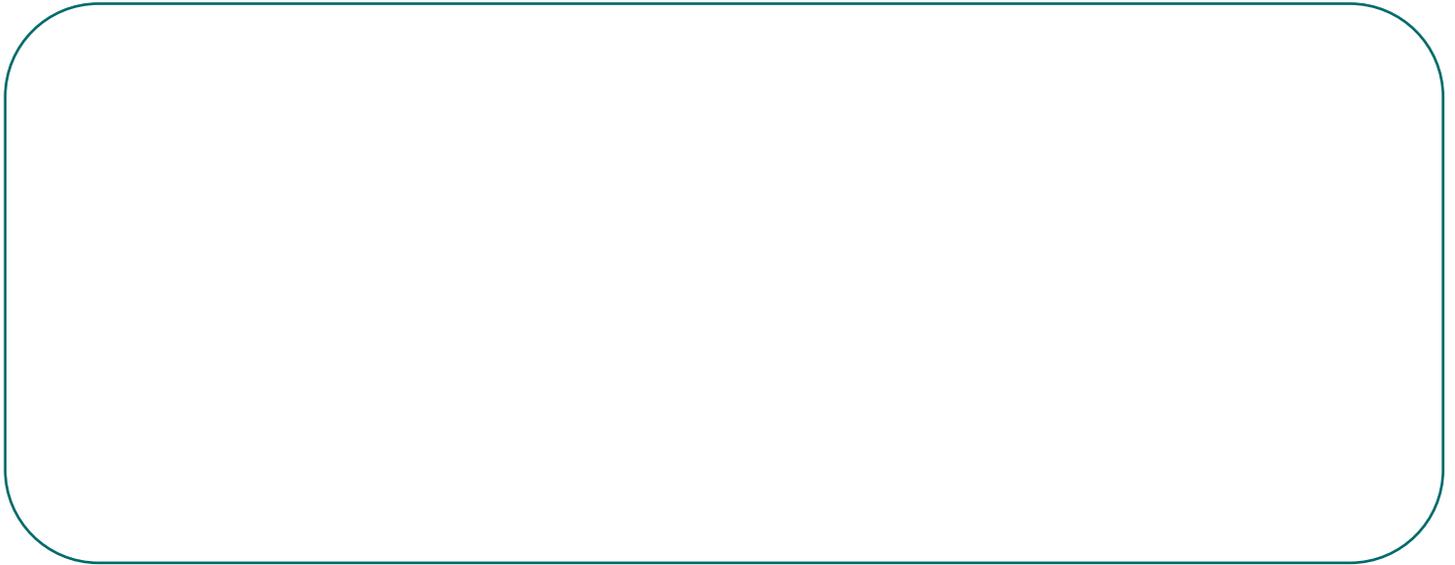
1. Spill of 1 gallon of sodium hypochlorite inside the chemical room
 - a. Personnel in the area have advanced knowledge and equipment to clean/absorb spill
 - b. Contained area
 - c. Emergency?
 - d. What response actions should be taken?



2. Same spill in the pump/machine room?
 - a. Emergency?
 - b. What response actions should be taken?



3. Same spill but it is located in parking lot.
 - a. Emergency?
 - b. What response actions should be taken?





FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHEMICAL RELEASE NOTIFICATIONS

INCIDENTAL

- Occurred during maintenance OR
- Small/slow/manageable leak/spill OR
- Is contained & controllable OR
- Can be cleaned up in-house by Y staff
- Report the chemical release to the Incident Response Leader (IRL)
- For YMCA notifications see hazmat chemical release protocol

NON-INCIDENTAL & NON-EMERGENCY

- Release of any size that is too big for Y Staff to clean up on site, requires 3rd party clean up
- NO THREAT to human life, environment or non-YMCA property
- Report the chemical release to the Incident Response Leader (IRL)
- For YMCA notifications see hazmat chemical release protocol

EMERGENCY CHEMICAL RELEASE

Threatened release condition or incident making it necessary to take immediate actions to prevent, reduce or mitigate damages or harm to persons, property or environment.

In case of emergency involving hazardous chemicals or hazardous waste, do the following:
Evacuate the affected areas per the Facility Evacuation Plan, Call 911 and immediately report the emergency to DEH-HMD and OES. Report the emergency chemical release to the Incident Response Leader and emergency contacts.

MUST CALL IMMEDIATELY IN LISTED ORDER

Fire Department, Ambulance, Police	911
San Diego County Hazardous Materials Division (DEH-HMD)	858-505-6657
Office of Emergency Services (OES)	800-852-7550
California State Warning Center	916-845-8911
For YMCA notifications see hazmat chemical release protocol	

YMCA CONTACTS

Maintenance Supervisor
Aquatic Director
Executive Director
Associate Executive Director
Area Vice President
Charmaine Carter, Chief Operating Officer (COO)
Kyle Leroux, Aquatic Maintenance Manager
Ray Brown, Aquatic Maintenance Manager
Laszlo Kelemen, Facilities Executive Director
Ron Lelakes, Facilities Executive Director
JoJo Pope, Director, Aquatics & Environmental Health & Safety
Jose Lugo, Sr. Director of Environmental Health & Safety
Luis D’Carpio, VP Asset & Risk Management, CSO
Courtney Pendleton, Public Relations & Communications ACT
Environmental Services
Patriot Environmental Services

CELL PHONE

Maintenance Supervisor Phone Number
Aquatic Director Phone Number
Executive Director Phone Number
Associate Executive Director Phone Number
Area Vice President Phone Number
619-577-3226
858-357-3929
858-401-3205
619-666-7610
760-525-1837
858-922-8690
760-450-8927
858-449-0935
714-926-8106
1-866-333-9222
1-800-624-9136 Scott - 619-694-6688

Incidental Chemical Releases are small and manageable, and most times a YMCA employee can clean them up following the proper procedures.

Non-Incidental/Non-Emergency Chemical Releases are a grey area. This is because to be classified in this category it means the spill can be contained, but it can't be properly cleaned up by a YMCA employee. In the case of this type of spill, you would need to call someone else (such as EHS).

Emergency Chemical Releases are considered life threatening, environmentally threatening, and the possibility of an injury is high. In this case we would immediately contact an outside agency to help contain/clean up/manage the spill.

Please note that there are different names for the same agency:

- California Emergency Management System = Office of Emergency Services
- San Diego County Hazardous Materials Division = CUPA = Department of Environmental Health

1.13 Spill Procedures

HAZMAT CHEMICAL RELEASE PROTOCOL

TYPE OF RELEASE	RELEASE DESCRIPTION	NOTIFICATIONS	REPORTING	POST
Incidental	<ul style="list-style-type: none"> • Occurred during maintenance OR • Small/slow/manageable leak/spill OR • Is contained & controllable OR • Can be cleaned up in-house by Y staff 	Requires an in person or phone conversation <ul style="list-style-type: none"> • Incident Response Leader (IRL) • Facilities Staff Requires group text <ul style="list-style-type: none"> • Aquatic Maintenance Manager (AMM) • Aquatic Director • Executive Director 	Complete Form A & B Upload forms to YSharePoint *Complete Form C only if there is personal injury or property damage	Follow up inspection conducted by the Aquatic Maintenance Manager within 48 hours *if necessary, follow up meeting to debrief learning's lead by AMM
Non-Incidental & Non-Emergency	<ul style="list-style-type: none"> • Release of any size that is too big for Y Staff to clean up on site, requires 3rd party clean up • NO THREAT to human life, environment or non-YMCA property 	Requires an in person or phone conversation <ul style="list-style-type: none"> • Incident Response Leader (IRL) • Facilities Staff • Aquatic Director • Aquatic Maintenance Manager (AMM) Requires group text <ul style="list-style-type: none"> • Executive Director • Area Vice President (AVP) • COO • Executive Director Facilities • Environmental Health & Safety Team 	Complete Form A & B Upload forms to YSharePoint * Complete Form C only if there is personal injury or property damage	Follow up inspection conducted by the Aquatic Maintenance Manager within 48 hours Post Debrief session lead by Facilities Executive Director to review lessons learned
Emergency	<ul style="list-style-type: none"> • Threatened release condition or incident making it necessary to take immediate actions to prevent, reduce or mitigate damages or harm to persons, property or environment • 911 Response Required 	Requires an in person or phone conversation <ul style="list-style-type: none"> • Incident Response Leader (IRL) • 911 Emergency Response • Cal OES • Facilities Staff • Aquatic Director • Executive Director • COO • Area Vice President (AVP) • Aquatic Maintenance Manager (AMM) • Executive Director Facilities • Environmental Health & Safety Team 	Complete Form A & B Upload forms to YSharePoint * Complete Form C only if there is personal injury or property damage	Follow up inspection conducted by the Aquatic Maintenance Manager within 48 hours Post Debrief session lead by Facilities Executive Director to review lessons learned

How to read the chart above:

Start utilizing the chart from left to right. First, let's establish which type of release it is by evaluating the spill with the descriptions under the "Release Description" to identify the type of release we are dealing with. Then, you would follow the proper "Notifications", "Reporting" and "Post" Procedures outline in the appropriate row to make sure you are dealing with the chemical release with the proper protocols to keep you safe and maintain compliance at all times.

As a Release/Spill Responder you should understand the following:

- What spills you can respond to, and what you can do if the spill is too big for you to handle
- How to effectively use Personal Protective Equipment (PPE) in order to safely handle chemicals/clean up spills if applicable.
- How to contain spills and proper management practices
- Spill debris and waste management protocols

In order to be in compliance, **you need to be trained annually** on proper HAZMAT protocols and procedures, and records of these trainings need to be kept for 3 years minimum.

Summarize it: Managing a Spill

- Are you trained, knowledgeable, and equipped to handle the incident?
 - o Prepare a plan of action (e.g. waiting for help, attend to injured, shutting off the valve, turn off ignition sources in presence of flammables if safe to do so)
 - o Evacuate area as needed
 - o If anyone is injured or contaminated, get immediate medical attention
 - o Make sure to wear the proper PPE (i.e. Apron, Gloves, Face Shield, etc.)
- NEVER clean up a spill if you do not know that hazards associated with the chemical or if you are unsure of how to clean up the spill.
- Also, if you are ever uncomfortable cleaning up the spill, do not do it.

When an emergency occurs...

- TAKE CARE OF THE SAFETY OF YOURSELF AND OTHERS
- Activate the site emergency plan

In an Emergency:

- Evacuate the building to a safe distance upwind of the spill (at least 100 feet)
- Allow clear access for emergency personnel
- Keep everyone in the same area. Then, if you have the time to do so (safely):
 - o Close, but do not lock, doors behind you to isolate the area
 - o Turn off, unplug, or remove potential sources of ignition
 - o Contain the spill material with berms or other means
 - o Post a sign to warn others not to enter the area
- Notify YMCA Senior Management as soon as it is safe to do so

Remember:

Your safety and the safety of others
needs to be your top priority!!!

How can you determine if you are upwind?

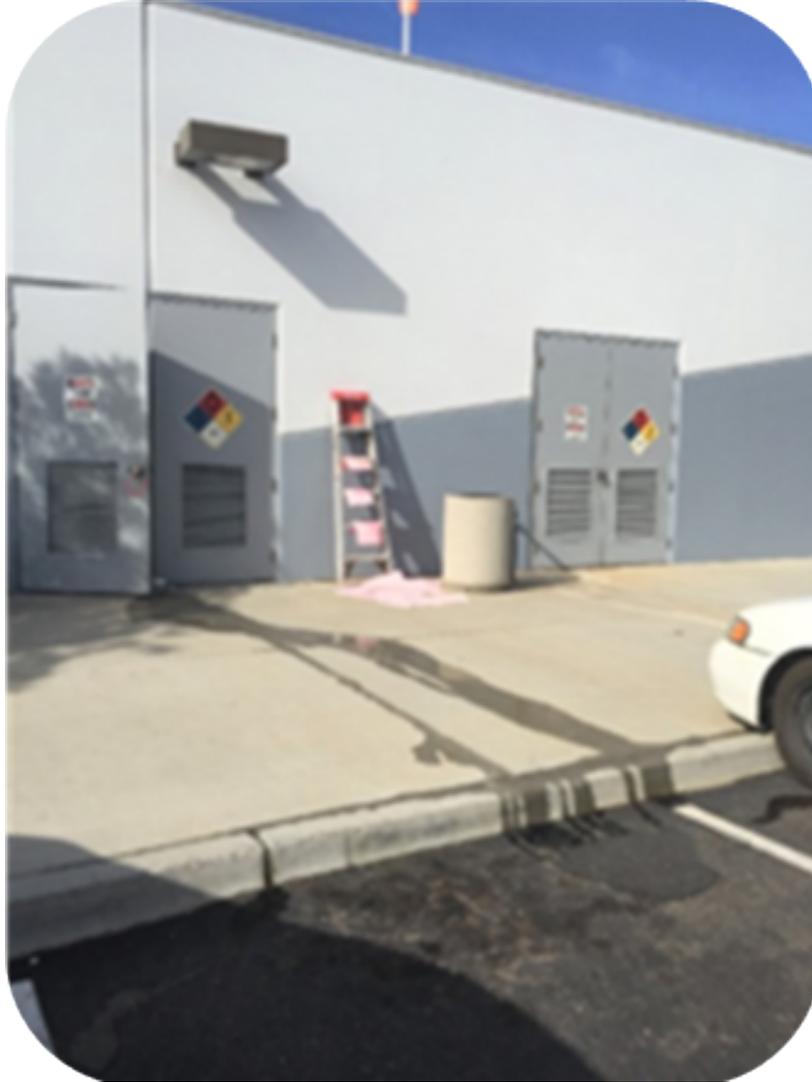
Look at the windsock on site to determine the direction of the wind and make sure you stand in the opposite direction the sock is pointing to. You want to stand away from the path of the hazardous material.



When you come across a chemical release/spill, it is important to know how to effectively determine the severity of the situation, and be able to quickly act to prevent further hazards from occurring. Let's take a look at some photos of actual spills that have occurred. What should you keep in mind?

Take a look at the pictures below to determine if they are or are not an emergency, and the correct response for each chemical release:

Chemical Release (1)



A large, empty rounded rectangular box with a green border, intended for a response to the chemical release scenario.

Chemical Release (2)



Chemical Release (3)



1.14 Incidental Response Preparation

What do you need to clean up small spills?

- A spill & Emergency Response Plan
 - o Contact List
 - o Administrative Response Plan
 - o Name & Number of emergency coordinator
 - o Location of emergency equipment
 - o 911 or local fire department number
- Spill Clean-Up Supplies
 - o Spill Kits
 - o PPE
- Training

All this information can be found, on site, in your branch's EHS Binder.

What should you know before cleaning up small spills?

To be properly prepared to clean up a small spill correctly, you must be aware of the following information:

- Location of the emergency shut off valves and switches
 - o Electricity, Gas, & Water
- Emergency evacuation routes
- Proper response to personal injury
- Assembly point to account for personnel
- Hazard properties of spilled chemicals
 - o Is it toxic? (dermal, inhalation, or if ingested)
 - o Flammable?
 - o Reactive?
 - o Corrosive? (Remember, there are differences in hazards between concentrated vs. diluted solutions)
- What resources are available?
- How to get help and/or additional resources

How can you find this information out? Ask for a branch tour from Facilities/Maintenance so you become aware of where all the emergency shut offs are and will know how to correctly turn them off/what is needed to be turned off in the event of an incident/small spill. This means you need to make sure you are aware of how to contact them when needed.

What else do you need to know?

- Know where the **staging area** is in case of an emergency
- Know the **hazardous properties** of materials used
- Know what **resources** are available (such as SDS)
- Location of: **First Aid Kits, Spill Kits, Emergency Equipment**
- Where to find help/additional resources: **Emergency Contact List**



1.15 Incidental Response Procedures

In the event of a small spill, follow the procedures below to:

1. Identify the material spilled
2. Acquire adequate resources
3. Wear appropriate PPE
4. Contain the spill
5. Absorb the spilled material
6. Dispose of the materials used to clean up the spill in the designated hazardous waste bags that are properly labeled.
7. Complete both sides of Release Questionnaire (if not a "routine" clean up), and fill out an Accident/Incident Report

FORM A

HAZARDOUS WASTE CONTAINER NUMBER: _____

INCIDENT/RELEASE ASSESSMENT FORM¹

If you have an emergency, Call 911

Handlers of hazardous materials are required to report releases. The following is a tool to be used for assessing if a release is reportable. Additionally, a non-reportable release incident form is provided to document why a release is not reported (see back).

Questions for Incident Assessment:

	YES	NO
1. Was anyone killed or injured, or did they require medical care or admitted to a hospital for observation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did anyone, other than employees in the immediate area of the release, evacuate?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the release cause off-site damage to public or private property?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the release greater than or equal to a reportable quantity (RQ)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was there an uncontrolled or unpermitted release to the air?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did an uncontrolled or unpermitted release escape secondary containment, or extend into any sewers, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, or off site?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will control, containment, decontamination, and/or clean up require the assistance of federal, state, county, or municipal response elements?	<input type="checkbox"/>	<input type="checkbox"/>
8. Was the release or threatened release involving an unknown material or contains an unknown hazardous constituent?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the incident a threatened release (a condition creating a substantial probability of harm that requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the general public, or the environment?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is YES to any of the above questions – report the release to the California Emergency Management Agency at 800-832-7550 and the local CLUPA daytime: (858) 505-6657, after hours: (858) 565-5255. Note: other state and federal agencies may require notification depending on the circumstances. See CalEMA's "California Hazardous Material Spill/Release Notification Guide".

Call 911 in an emergency

If all answers are NO, complete a Non Reportable Release Incident Form (page 2 of 2) and keep it readily available. Documenting why a "no" response was made to each question will serve useful in the event questions are asked in the future, and to justify not reporting to an outside regulatory agency.

If in doubt, report the release.

¹ This document is a guide for accessing when hazardous materials release reporting is required by Chapter 6.95 of the California Health and Safety Code. It does not replace good judgment, Chapter 6.95, or other state or federal release reporting requirements.

EHS-FM-041 CHEMICAL RELEASE DOCUMENTATION FORM A REV 2.12.14.18

FORM C

YMCA OF SAN DIEGO COUNTY
Accident / Incident Report Form

Routing	Initial	Date
Admin	_____	_____
Prog Dir	_____	_____
Dept Head	_____	_____
Maint Dir	_____	_____
Exec Dir	_____	_____

Report Type: Accident Incident Aquatic Rescue- attach Rescue Report

Branch/Department _____ Off-site Facility _____

GENERAL INFORMATION To be completed for all reports.

Name of Person Involved _____ Date of Occurrence _____ Time _____ am/pm

Gender Female Male Date of Birth _____ Age _____ Check One: Participant
 Member
 Other

Address _____ (Street) _____ (City) _____ (Zip) Phone _____ (Day) _____ (Evening)

Parent/Guardian (if a minor) _____ Phone _____ (Day) _____ (Evening)

Address (if different) _____ (Street) _____ (City) _____ (Zip)

Describe the incident (where and what happened) _____

Anyone else injured? Yes No If yes, who? _____

Staff person in charge of Program/Activity _____

Report written by (Name and position) _____ Date Report Written _____

MEDICAL INFORMATION For Accident Report only. Fully describe the injured party's condition and any first aid given.

First aid administered? Yes No
by whom: _____

Blood borne exposures? Yes No
to whom: _____

Further medical attention? Yes No Declined If so, where? _____
by whom: _____

Was parent / guardian / emergency contact notified? Yes No If so, when? _____
If not, why? _____

Who was called and what was the outcome? _____

With whom did the injured party leave the facility? _____

WITNESSES Check box to indicate staff [S], participant [P], or volunteer [V]. Indicate age of youth witnesses.

S	P	V	Name	Age	Phone	Address	City	State	Zip
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

FOLLOW-UP To be done within three days of the accident.

Date: _____ Time: _____ am/pm By: _____

Details on follow-up: _____

Has the injured returned back to the Program? Yes No

EHS-FM-041 CHEMICAL RELEASE DOCUMENTATION FORM C REV 2.12.14.18

1.16 Incidental Procedures Breakdown

Let's take a deeper look at the procedures you need to follow in the case of a small spill. What happens if you forget a step? Where can you check? Check the EHS Binder, cross check with the other employee helping you, and/or call EHS.

1. Identify the material spilled through:

- a. The label on the container
- b. Employee knowledge of the materials/chemicals used at the site

2. Acquire adequate resources through:

- a. The Safety Data Sheet (SDS): Hazards & How to Protect Yourself
- b. Additional Staff (min of 2 employees to respond to a spill)

3. Wear appropriate PPE including:

- a. Face Shield/Protective Eye Wear
- b. Lab Coat
- c. Gloves
- d. Boots/Shoe Covers

4. Contain the spill by:

- a. Stop/Slow the Source: upright the container (if on its side); close a valve; place containment under spilling material; leaking tubing/pipe
- b. Protect storm drains and water ways from the spill
- c. Stop the Spread: Build a barrier around the spill; create a flow channel; use absorbent materials

5. Absorb the spilled material:

- a. Start from the outside and work to the center
- b. Place absorbent pads over material
- c. Cover the entire material

Please Note: When cleaning up spills, start from the outside and work your way towards the center of the spill. You may have to lay down multiple layers of absorbent pads to accomplish this. When wrapping the absorbent socks around the edge of the spill, make sure the ends have at least an 8-inch overlap to better contain the spill and make sure it cannot continue to spread. Remember, liquids will find the path of least resistance, so you want to minimize it, slow it down, and stop it all together.

- 6. Dispose of the clean-up materials in the correct hazardous waste bin:**
- After material is absorbed in to the absorbent pads
 - Deposit all materials which are potentially contaminated in to the waste bag
 - Secure the bag with a zip tie
 - Place bag in a spill kit container
 - Label container with the correct "Hazardous Waste" label (found in your Spill Kit)

Hazardous Waste Label: Key Elements



The Hazardous Waste Label needs to be filled out correctly to ensure the person handling the waste is aware of where the materials came from. Each section needs to be properly filled out before placing the sticker on the Hazardous Waste Bin.

Please Note: Once the spill has been correctly cleaned up, it is very important to clean and dispose of the materials used to clean up the spill in the appropriate way. When you pick up the absorbent materials, there should be NO liquids left on the surface you are cleaning up. Everything that comes in to contact with the hazardous material now has the same hazardous properties (e.g. surgical gloves, absorbent material) and should be disposed of accordingly. This means they need to go in the Hazardous Waste container (with the Hazardous Waste label) and may not be disposed of in the regular trash. Hazardous materials need to be disposed of together in the bag in the spill kit, then place the bag in the secondary container in case there is a leak.

*Aprons, Face Shields, and thicker gloves can be reused if there is little contamination.

7. Complete both sides of the Release Questionnaire (Incident/Release Assessment Form) and Accident/Incident Report

Please note: The Release Questionnaire is a checklist created by the County of San Diego. Every time there is a spill, leak, or release of hazardous materials you have to complete this questionnaire. Based on your answers, you will contact the County and/or other emergency response. As soon as you get to a "Yes" response, move on to what steps need to be taken immediately. Do not wait to answer all the questions. You can complete the questionnaire after completing the steps that need to be done immediately.

After the Spill:

Remember that the absorbed materials used to clean up a spill will now have the same properties and hazards as the original spilled materials. Follow the steps below for proper disposal/decontamination:

- Decontaminate all non-disposable items (brooms, dustpans) using a mild detergent and water
- Arrange for pick up as soon as possible
- Make sure that supplies (e.g. first aid, Spill Kit) are replaced immediately in the event of another spill
- Complete required internal reporting for YMCA

1.17 Chemical Release Documentation Forms

Let's take a look at all the required documentation for all non-routine spills. In the case of a non-routine spill, the following documents need to be completed:

- Release Questionnaire (Incident/Release Assessment Form) (External Document)
- Non-Reportable Release Assessment (External Document)
 - o Completed if reported or NOT
 - o Captures important information for YMCA records
- Accident/Incident Form (Internal Document)

Release Questionnaire aka Incident/Release Assessment Form: This questionnaire needs to be filled out when an Incident occurs to check for proper assessment of the chemical release. This is also known as the "Incident/Release Assessment Form" or "Form A" on the next page.

Non-Reportable Release Assessment: This form is completed any time a Chemical Release/Spill occurs regardless if it is considered an emergency and/or reportable.

Accident/Incident Form: This is a YMCA Internal Form that needs to be filled out if an accident or incident occurs as a direct result of a chemical release/spill.

FORM A

HAZARDOUS WASTE CONTAINER NUMBER: _____

INCIDENT/RELEASE ASSESSMENT FORM ¹

If you have an emergency, Call 911

Handlers of hazardous materials are required to report releases. The following is a tool to be used for assessing if a release is reportable. Additionally, a non-reportable release incident form is provided to document why a release is not reported (see back).

Questions for Incident Assessment:

	YES	NO
1. Was anyone killed or injured, or did they require medical care or admitted to a hospital for observation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did anyone, other than employees in the immediate area of the release, evacuate?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the release cause off-site damage to public or private property?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the release greater than or equal to a reportable quantity (RQ)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was there an uncontrolled or unpermitted release to the air?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did an uncontrolled or unpermitted release escape secondary containment, or extend into any sewers, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, or off site?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will control, containment, decontamination, and/or clean up require the assistance of federal, state, county, or municipal response elements?	<input type="checkbox"/>	<input type="checkbox"/>
8. Was the release or threatened release involving an unknown material or contains an unknown hazardous constituent?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the incident a threatened release (a condition creating a substantial probability of harm that requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the general public, or the environment?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is YES to *any* of the above questions – report the release to the California Emergency Management Agency at 800-852-7550 and the local CUPA daytime: (858) 505-6657, after hours: (858) 565-5255. Note: other state and federal agencies may require notification depending on the circumstances. See CalEMA’s “California Hazardous Material Spill/Release Notification Guide”.

Call 911 in an emergency

If all answers are NO, complete a Non Reportable Release Incident Form (page 2 of 2) and keep it readily available. Documenting why a “no” response was made to each question will serve useful in the event questions are asked in the future, and to justify not reporting to an outside regulatory agency.

If in doubt, report the release.

¹ This document is a guide for accessing when hazardous materials release reporting is required by Chapter 6.95 of the California Health and Safety Code. It does not replace good judgment, Chapter 6.95, or other state or federal release reporting requirements.

EHS-FM-041 CHEMICAL RELEASE DOCUMENTATION FORM A REV 2 12.14.18

Form B:

FORM B

NON REPORTABLE RELEASE INCIDENT FORM

1. RELEASE AND RESPONSE DESCRIPTION HAZARDOUS WASTE CONTAINER NUMBER: _____

Date/Time Discovered	Date/Time Discharge	Discharge Stopped <input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Date / Time:		
Incident Business / Site Name:		
Incident Address:		
Other Locators (Bldg, Room, Oil Field, Lease, Well #, GIS)		
Please describe the incident and indicate specific causes and area affected. Photos Attached?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate actions to be taken to prevent similar releases from occurring in the future.		

2. ADMINISTRATIVE INFORMATION

Supervisor in charge at time of incident:	Phone:
Contact Person:	Phone:

3. CHEMICAL INFORMATION

Chemical	Quantity <input type="checkbox"/> GAL <input type="checkbox"/> LBS <input type="checkbox"/> FT
Chemical	Quantity <input type="checkbox"/> GAL <input type="checkbox"/> LBS <input type="checkbox"/> FT
Chemical	Quantity <input type="checkbox"/> GAL <input type="checkbox"/> LBS <input type="checkbox"/> FT
Clean-Up Procedures & Timeline:	
Completed By:	Phone:
Print Name:	Title:

Form C:

FORM C

**YMCA OF SAN DIEGO COUNTY
Accident / Incident Report Form**

Routing	Initial	Date
Admin	_____	_____
Prog Dir	_____	_____
Dept Head	_____	_____
Maint Dir	_____	_____
Exec Dir	_____	_____

Report Type: Accident Incident Aquatic Rescue- attach Rescue Report

Branch/Department _____ Off-site Facility _____

GENERAL INFORMATION To be completed for all reports.

Name of Person Involved _____ Date of Occurrence _____ Time _____^{am}/_{pm}

Gender Female Male Date of Birth _____ Age _____ Check One: Participant
 Member
 Other _____

Address _____ Phone _____
(Street) (City) (Zip) (Day) (Evening)

Parent/Guardian (if a minor) _____ Phone _____
(Day) (Evening)

Address (if different) _____
(Street) (City) (Zip)

Describe the incident (where and what happened) _____

Anyone else injured? Yes No If yes, who? _____

Staff person in charge of Program/Activity _____

Report written by (Name and position) _____ Date Report Written _____

MEDICAL INFORMATION For Accident Report only. Fully describe the injured party's condition and any first aid given.

_____ First aid administered? Yes No
 by whom: _____

_____ Blood borne exposures? Yes No
 to whom: _____

Further medical attention? Yes No Declined If so, where? _____
 by whom: _____

Was parent / guardian / emergency contact notified? Yes No If so, when? _____
 If not, why? _____

Who was called and what was the outcome? _____

With whom did the injured party leave the facility? _____

WITNESSES Check box to indicate staff [S], participant [P], or volunteer [V]. Indicate age of youth witnesses.

S	P	V	Name	Age	Phone	Address	City	State	Zip
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

FOLLOW-UP To be done within three days of the accident.

Date: _____ Time: _____^{am}/_{pm} By: _____

Details on follow-up: _____

Has the injured returned back to the Program? Yes No

EHS-FM-041 CHEMICAL RELEASE DOCUMENTATION FORM C REV 2 12.14.18

1.18 Spill Scenarios (Activity)

Let's take a look at the scenarios below to practice the procedures and guidelines we are required to follow. Keep in mind the following questions based on the specifics in each scenario:

- Location?
- Hazards?
- Do we need to evacuate?
- Damage to offsite property?
- Reportable Quantity?
- Breach secondary containment?
- Federal & State Government Response?
- Threatened Release?

Spill Scenario One (1):

A vehicle malfunction caused a large truck to drive through the door to the chemical room. This impact caused the 250 gallon sodium hypochlorite tank to rupture and begin leaking. By the time the Administrator arrived, the chemical room was full and about to begin spilling on to the sidewalk adjacent to the parking lot.

Spill Scenario Two (2):

One gallon of hydrochloric acid was released from a jug when a vendor dropped it in the lobby entrance of the YMCA (during operating hours). The vendor told a part-time employee who was nearby and then drove away.

Spill Scenario Three (3):

One gallon of hydrochloric acid was released from a jug in the Chemical Room (during operating hours) when a vendor dropped it. The vendor told a part-time employee who was nearby and then drove away.

Spill Scenario Four (4):

During a routine physical check of the chemical room, a lifeguard was checking the tightness of a screw in the pump and the tubing came off. The spray was pointing down and got on the employee's exposed arm and on their shorts.

Spill Scenario Five (5):

An unknown amount of sodium hypochlorite was released from a broken container overnight. The container is empty when the spill was identified on the first shift. The container is a 5 gallon container and was opened in the Chemical Room.

Spill Scenario Six (6):

An unknown amount of sodium hypochlorite was released from a broken container overnight. The container is empty when the spill is identified on the first shift. It is a 5 gallon container and was opened in the parking lot where some material went in to the storm drain.

Notes:

1.19 Chemical Spill/Release Reporting

In the case of a life-threatening emergency, call 911 immediately.

Release (or threatened release) of hazardous materials to the environment where there is a substantial probability of harm requires an immediate response and must be reported to the following agencies:

- CUPA (Certified Unified Program Agency)
- OES (Office of Emergency Services)
- Fire Department, Ambulance, Police
- San Diego County Hazardous Materials Division (DEH-HMD)
- California State Warning Center
- To notify YMCA: see Chemical Release Protocol

*If there is no significant threat to human health, safety, property, or the environment, you do not need to report the spill/release.

Reportable Quantities

The following are the reportable quantities of specific hazardous and extremely hazardous materials. These spill/release quantities need to be immediately reported to the National Response Center (NRC):

- 1200 lbs (120 gal.) of 12% bleach (sodium hypochlorite)
- 5,000 lbs (500 gal.) of 30% hydrochloric acid
- There is NO reportable quantity for Carbon Dioxide (CO₂)

Listed under the Title 40 of the Code of Federal Regulations (CFR) Part 302 and Part 355

Please note: As listed above, each chemical has a different mandatory reportable quantity. This is why it is **extremely important** to understand what is feasible at your site, and be aware of what the largest quantity of bleach and HCl at your site is.

Who Reports?

Who is allowed to report? Who is expected to? Who should? People who have received this training are liable to report as well as designated Incident Response Leaders. This means **YOU** are now liable to report for a spill or incident.

Check your Understanding: Report or Not?

- a. The spill/release is a small quantity that is contained on-site, with no off-site release and no injuries.
- b. The spill/release is a large quantity, contained on-site, with no off-site release and no injuries.
- c. The spill/release is a small quantity, with off-site release and no injuries.
- d. The spill/release is a small quantity that is contained on-site, with no off-site release and a minor injury.
- e. The spill/release is a small quantity that is contained on site, with a 911 emergency.

1.20 Proper Hazardous Disposal Procedures

Dfsdsfsdfsdfsdfsdfsdfs

1.21 Site Specific Response

Keep in Mind:

- It is important to be aware of where all the emergency shut offs and storm drains are at your site so you don't have to rely on a map in the case of an actual emergency.
- You should also make yourself aware of historical routine leaks and spills to effectively combat these incidents in the future (e.g. vendor tanks leaking, when you pump out bleach or hydrochloric acid in to smaller containers, etc.).
- Know the locations of your Spill Kits and PPE supplies in the YMCA pool area. Be aware that they may be stored separately

In order to be prepared for an incident and/or emergency, you should be able to answer the following questions:

- Where are the emergency shut offs for electricity, gas, and water?
- Where are the storm drains on your site?
- Where have the historical routine leaks/spills occurred in the past?
- Where/when are the highest risk activities?
- Where is your Spill Kit and PPE supplies kept?
- What are a few of the worst possible scenarios?
- What are the most likely scenarios?

1.22 Let's Review

WHAT DO WE NEED TO KNOW LEAVING THIS TRAINING

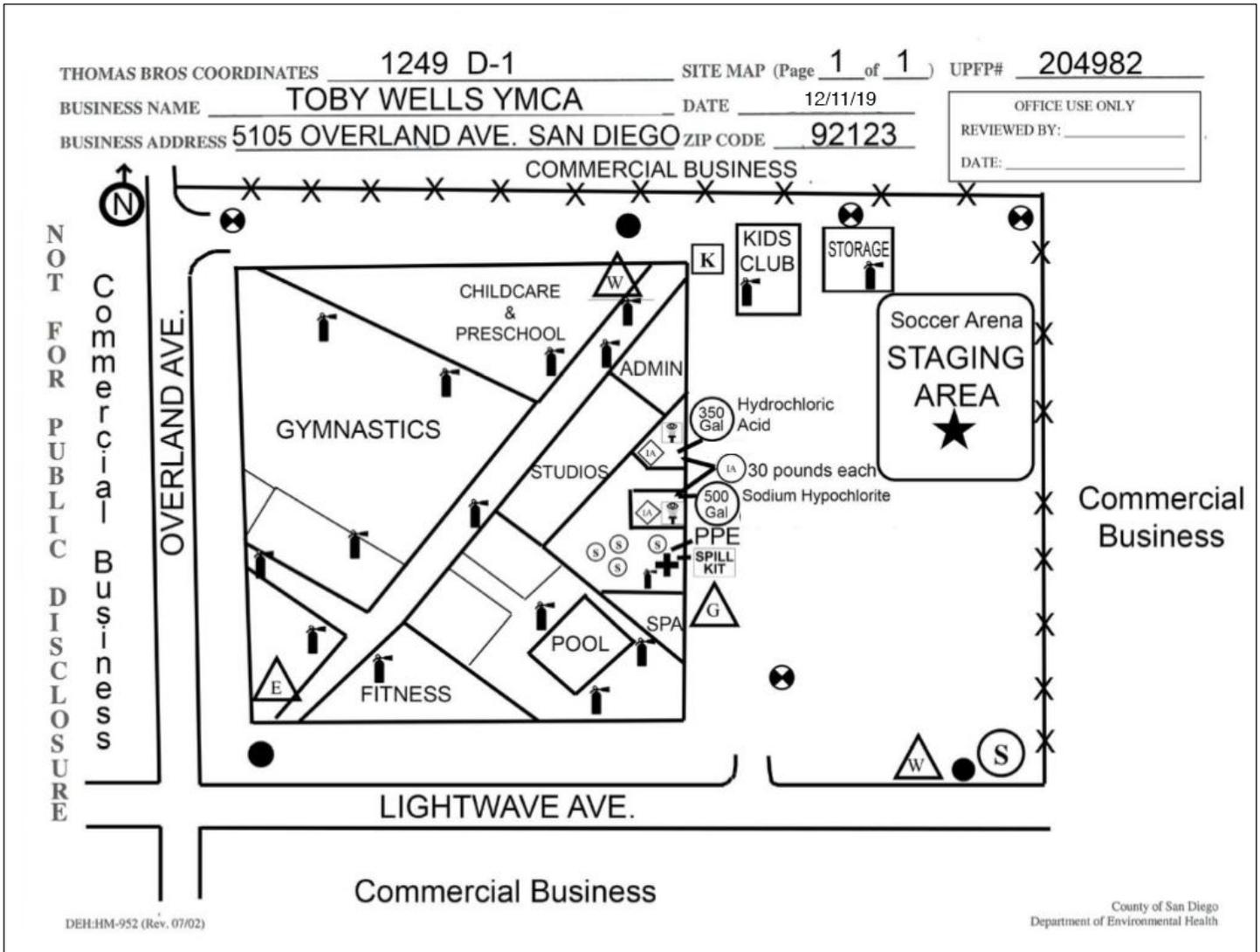
As you are leaving this training, you should be able to answer the questions below. Take a moment with a partner to go through and ask each other the questions below. Please utilize this Participant Guide if needed. If you are unable to effectively answer the question, ask your Facilitator for clarification. **Remember:** You are responsible for knowing, understanding, and retaining this information as you leave the training. If there is any help/clarification you need, ask your Facilitator.

What should you know as the expert?

- Know the properties of the chemicals you use before you attempt to handle them
- Know what appropriate work practices are & use them consistently
- Know what the worst case scenario is for a spill of the chemicals you use
- Think about how you will react if the materials spill and what procedures you need to follow
- Know what the appropriate clean-up procedures are for the materials you use, especially what protections you need based on the chemical and size of the spill
- The location of the Spill Kit and the correct PPE (Personal Protection Equipment)

1.23 Resources (Appendix)

Branch Site Map Example:



For YMCA of San Diego County, Internal Use Only



FOR YOUTH DEVELOPMENT[®]
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

CHEMICAL RELEASE NOTIFICATIONS

INCIDENTAL

- Occurred during maintenance OR
- Small/slow/manageable leak/spill OR
- Is contained & controllable OR
- Can be cleaned up in-house by Y staff
- Report the chemical release to the Incident Response Leader (IRL)
- For YMCA notifications see hazmat chemical release protocol

NON-INCIDENTAL & NON-EMERGENCY

- Release of any size that is too big for Y Staff to clean up on site, requires 3rd party clean up
- NO THREAT to human life, environment or non-YMCA property
- Report the chemical release to the Incident Response Leader (IRL)
- For YMCA notifications see hazmat chemical release protocol

EMERGENCY CHEMICAL RELEASE

Threatened release condition or incident making it necessary to take immediate actions to prevent, reduce or mitigate damages or harm to persons, property or environment.

In case of emergency involving hazardous chemicals or hazardous waste, do the following:
 Evacuate the affected areas per the Facility Evacuation Plan, Call 911 and immediately report the emergency to DEH-HMD and OES. Report the emergency chemical release to the Incident Response Leader and emergency contacts.

MUST CALL IMMEDIATELY IN LISTED ORDER

Fire Department, Ambulance, Police	911
San Diego County Hazardous Materials Division (DEH-HMD)	858-505-6657
Office of Emergency Services (OES)	800-852-7550
California State Warning Center	916-845-8911
For YMCA notifications see hazmat chemical release protocol	

YMCA CONTACTS

Maintenance Supervisor
Aquatic Director
Executive Director
Associate Executive Director
Area Vice President
Charmaine Carter, Chief Operating Officer (COO)
Kyle Leroux, Aquatic Maintenance Manager
Ray Brown, Aquatic Maintenance Manager
Laszlo Kelemen, Facilities Executive Director
Ron Lelakes, Facilities Executive Director
JoJo Pope, Director, Aquatics & Environmental Health & Safety
Jose Lugo, Sr. Director of Environmental Health & Safety
Luis D'Carpio, VP Asset & Risk Management, CSO
Courtney Pendleton, Public Relations & Communications ACT
Environmental Services
Patriot Environmental Services

CELL PHONE

Maintenance Supervisor Phone Number
Aquatic Director Phone Number
Executive Director Phone Number
Associate Executive Director Phone Number
Area Vice President Phone Number
619-577-3226
858-357-3929
858-401-3205
619-666-7610
760-525-1837
858-922-8690
760-450-8927
858-449-0935
714-926-8106
1-866-333-9222
1-800-624-9136 Scott - 619-694-6688

FORM A

HAZARDOUS WASTE CONTAINER NUMBER: _____

INCIDENT/RELEASE ASSESSMENT FORM ¹

If you have an emergency, Call 911

Handlers of hazardous materials are required to report releases. The following is a tool to be used for assessing if a release is reportable. Additionally, a non-reportable release incident form is provided to document why a release is not reported (see back).

Questions for Incident Assessment:

	YES	NO
1. Was anyone killed or injured, or did they require medical care or admitted to a hospital for observation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did anyone, other than employees in the immediate area of the release, evacuate?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the release cause off-site damage to public or private property?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the release greater than or equal to a reportable quantity (RQ)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was there an uncontrolled or unpermitted release to the air?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did an uncontrolled or unpermitted release escape secondary containment, or extend into any sewers, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, or off site?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will control, containment, decontamination, and/or clean up require the assistance of federal, state, county, or municipal response elements?	<input type="checkbox"/>	<input type="checkbox"/>
8. Was the release or threatened release involving an unknown material or contains an unknown hazardous constituent?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the incident a threatened release (a condition creating a substantial probability of harm that requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the general public, or the environment?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is YES to *any* of the above questions – report the release to the California Emergency Management Agency at 800-852-7550 and the local CUPA daytime: (858) 505-6657, after hours: (858) 565-5255. Note: other state and federal agencies may require notification depending on the circumstances. See CalEMA’s “California Hazardous Material Spill/Release Notification Guide”.

Call 911 in an emergency

If all answers are NO, complete a Non Reportable Release Incident Form (page 2 of 2) and keep it readily available. Documenting why a “no” response was made to each question will serve useful in the event questions are asked in the future, and to justify not reporting to an outside regulatory agency.

If in doubt, report the release.

¹ This document is a guide for accessing when hazardous materials release reporting is required by Chapter 6.95 of the California Health and Safety Code. It does not replace good judgment, Chapter 6.95, or other state or federal release reporting requirements.

Form C: Accident/Incident Report Form

FORM C

**YMCA OF SAN DIEGO COUNTY
Accident / Incident Report Form**

Routing	Initial	Date
Admin	_____	_____
Prog Dir	_____	_____
Dept Head	_____	_____
Maint Dir	_____	_____
Exec Dir	_____	_____

Report Type: Accident Incident Aquatic Rescue- attach Rescue Report

Branch/Department _____ Off-site Facility _____

GENERAL INFORMATION To be completed for all reports.

Name of Person Involved _____ Date of Occurrence _____ Time _____^{am}/_{pm}

Gender Female Male Date of Birth _____ Age _____ Check One: Participant
 Member
 Other _____

Address _____ (Street) _____ (City) _____ (Zip) Phone _____ (Day) _____ (Evening)

Parent/Guardian (if a minor) _____ Phone _____ (Day) _____ (Evening)

Address (if different) _____ (Street) _____ (City) _____ (Zip)

Describe the incident (where and what happened) _____

Anyone else injured? Yes No If yes, who? _____

Staff person in charge of Program/Activity _____

Report written by (Name and position) _____ Date Report Written _____

MEDICAL INFORMATION For Accident Report only. Fully describe the injured party's condition and any first aid given.

_____ First aid administered? Yes No
 by whom: _____

_____ Blood borne exposures? Yes No
 to whom: _____

Further medical attention? Yes No Declined If so, where? _____
 by whom: _____

Was parent / guardian / emergency contact notified? Yes No If so, when? _____
 If not, why? _____

Who was called and what was the outcome? _____

With whom did the injured party leave the facility? _____

WITNESSES Check box to indicate staff [S], participant [P], or volunteer [V]. Indicate age of youth witnesses.

S	P	V	Name	Age	Phone	Address	City	State	Zip
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

FOLLOW-UP To be done within three days of the accident.

Date: _____ Time: _____^{am}/_{pm} By: _____

Details on follow-up: _____

Has the injured returned back to the Program? Yes No

EHS-FM-041 CHEMICAL RELEASE DOCUMENTATION FORM C REV 2 12.14.18

PPE (Personal Protection Equipment) Chart:

Personal Protective Equipment Selection

Task/Job	Eye/Face Protection	Hand Protection	Foot Protection	Body/Splash Protection
Visual Inspection	Eye Protection ⁶	None ⁵	Closed-toe Shoe ²	None
Liquid/Dry Chemical Additions	Eye Protection ⁶	Surgical-type Gloves	Sturdy, Closed-Toe Shoe	None
Chemical System Maintenance	Face Shield	Chemically Protective Gloves ¹	Sturdy, Closed-Toe Shoe	Optional ³
Incidental Release	Face Shield	Chemically Protective Gloves	Protective Boots/Shoe Covers	Required ⁴

Notes:

- 1) Surgical-type gloves can be used based on risk assessment
- 2) Open-toe shoes can be worn if no uncontained (spilled) liquids
- 3) Body/Splash protection based on risk assessment. Poly-coated Tyvek lab coat or equivalent
- 4) Poly-coated Tyvek lab coat or equivalent
- 5) Optional use of surgical-type gloves, based on inspection tasks
- 6) Face Shield or Safety Glasses or goggles

OSHA Requirements & Regulations for Compliance

What is OSHA?

OSHA stands for the "Occupational Safety and Health Administration" and is intended to protect people in the workplace, especially in an emergency situation.

Here are the following ways OSHA defines an emergency situation:

1. Evacuation: the spill requires an evacuation of the designated spill area
2. Danger to employees (not membership – that is another agency): requires immediate attention due to a danger being posed to employees
3. Life/Injury threatening
4. High concentrations (not likely)
5. Imminent danger (not likely) – there is an Imminent Danger to Life and Health (IDLH) environments
6. Oxygen deficient atmosphere (not likely)
7. Poses a fire or explosion hazard (not likely)

Emergency Response

When an emergency situation occurs, an Emergency Response effort needs to be made by designated responders from outside the immediate release area such as:

- Fire Department
- Police
- Paramedics

The responders need to be called (911) to an occurrence which has resulted in or is likely to result in an uncontrolled release of hazardous materials.

OSHA 1910.120(a)(3): "A response effort by employees from outside the immediate release area or by other designated responders (i.e. mutual aid groups, local fire departments, etc.) to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance."