



**BOISE STATE UNIVERSITY**  
ENVIRONMENTAL HEALTH, SAFETY  
AND SUSTAINABILITY

STANDARD OPERATING PROCEDURE

**VEHICLE AND EQUIPMENT FLUID LOSS**

College/Dept: FO&M and Auxiliaries

Division: Campus Operations

Revision:

**Approval**

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**Overview**

This SOP is written for the safe use and operation of University owned vehicles and equipment and recommends actions in the event of a sudden or unexpected fluid loss. The recommendations set forth in this document are to be followed while driving a state vehicle or using any piece of equipment on the Boise State University campus.

**Potential Hazards**

- Chemical   
  Thermal   
  Hydraulic   
  Electrical   
  Slip/Trip   
  Biological  
 Mechanical   
  Radiation   
  Pneumatic   
  Fire   
  Fall   
 Other

Hazard Specifics: Environmental – oil based petroleum products may leak onto a surface and impact the surrounding soil or migrate to a storm drain, sanitary sewer, or nearby surface water.

**Personal Protective Equipment (PPE)**

- Safety glasses   
  Safety goggles   
  Face shield & safety glasses   
  Face shield & safety goggles  
 Lab coat   
  Apron   
  Tyvek suit   
  Tyvek sleeves  
 Gloves   
  Leg coverings   
  Hard hat   
  Hearing protection  
 Respirator   
  Shoes   
  Fall protection   
  Other

PPE Description: Nitrile gloves sufficient to protect hands from contact with oil.

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**Emergency Response Equipment & Supplies**

- Eyewash       Fire extinguisher       First aid kit       Other:
- Safety shower       Fire blanket       Spill kit       Emergency gas shutoffs

Description: Spill kit – Absorbent media (loose), grey universal spill pads, nitrile gloves, small broom and dust pan, and bags.

**Decontamination & Waste Disposal**

There is no decontamination process necessary to clean the tools or affected impervious surface other than the application and removal of the absorbent material(s). Use sufficient enough media to adequately contain and absorb spilled liquid. Any and all media may be disposed of in the regular trash contained in a bag so long as there are no free draining liquids present.

**Additional Safety Information**

Review of applicable safety references such as material safety data sheets and the University’s SPCC Plan to ensure appropriate protective measures, spill supplies, and first aid procedures. **For non-incidental oil spills of any size which threatens to enter a storm drain, sanitary sewer, unpaved area or body of water, please call EHSS immediately at 863-8024.**

**Definitions**

**EHSS** – The University’s Environmental Health, Safety and Sustainability department.

**Incidental oil spill** – A spill of less than 10 gallons which does not threaten to enter a storm drain, sanitary sewer, unpaved area or body of water. The liquid hazard must be known to the individual, and the individual(s) must be trained in spill cleanup.

**Indoors** – Fully inside a building. It must be completely with the building shell.

**Outdoors** – Fully or partially external to the building. Includes dock areas, parking lots, driveways, temporary storage trailers and buildings located outside a permanent building.

**Non-incidental oil spill** – Any spill, regardless of size, which threatens to enter a storm drain, sanitary sewer, unpaved area or body of water, or any spill that poses a threat to human health and safety. Any spill greater than 10 gallons or of a chemical liquid whose hazards personnel are unfamiliar with.

**PPE** – Personal Protective Equipment including, but not limited to, goggles, glasses, aprons, gloves and masks.

**SPCC Plan** – Spill Prevention Control and Countermeasure Plan. EPA required plan applicable to the University.

**STEPS**

**A. Indoors Incidental Spills of Oil / Hydraulic Fluid**

1. If possible, temporarily block off the area of the spill so that people or equipment will not spread the oil.
2. Personnel familiar with the equipment and the material spilled and trained to clean up incidental spills may clean up an incidental spill of oil or hydraulic fluid as follows:

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- a. Wear oil-resistant protective gloves.
  - b. Use rags/ oil absorbent pad/ oil absorbent granules (eg. Pet litter) to soak up the oil. If necessary, use additional grease-removing cleaners to remove residues. Place rags and towels into a designated waste oily rags container. Place used absorbent material in a bag in the trash receptacle.
  - c. If the oil/ fluid takes on unusual properties (odor, smoke, bubbling, etc.), IMMEDIATELY stop clean-up efforts and evacuate the immediate area and notify EHSS of the situation.
  - d. If the oil or fluid spill is the result of a leak from equipment (eg. transformer/ compressor/ hydraulic lift), place a container under the leak (if possible) so as to capture drips. Report the leak to the relevant department for repairs.
  - e. If the oil or fluid is from a forklift or other mobile equipment, contain the oil with booms, temporary curbing or absorbent material and limit movement of the equipment until repairs are made.
3. Report the incident immediately to EHSS if it is not incidental. Include information about the size of the spill, source of spill (including type of equipment) and owner of the equipment.
- B. Outdoors Incidental Spills of Oil or Hydraulic Fluid**
1. Report the spill to EHS if it is not an incidental discharge. Include information about the size, location and source of the spill. Provide a contact number and name.
  2. If possible, temporarily block off the area so that people or equipment will not spread the oil/ fluid.
  3. Spills of flammable material (such as fuel oil or diesel) may only be cleaned up by trained personnel or others designated by EHSS. This includes leaking vehicles.
  4. Prohibit the vehicle from moving, if possible, to avoid creating a larger spill area and an environmental concern.
  5. For all non-incidental outdoor spills, please fill out a [Spill Incident Report](#) and send to EHSS.