 Discovery Labs	STANDARD OPERATING PROCEDURE			
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TITLE: SPILL CONTROL KIT				

1.0 PURPOSE:

To describe the procedure for usage of spill control kit

2.0 SCOPE:

This Standard Operating Procedure is applicable to all employees working at Discovery Laboratories pvt.ltd.

3.0 RESPONSIBILITY:

3.1 EHS Department

3.1.1 It is responsibility of EHS Department to provide and to maintain the spill control kit and to create awareness on usage of spill control kit and to investigate the spill.

3.2 User Department

3.2.1 It is the responsibility of work place in charge to ensure the contents and its quantity of spill control kit and to report about the spill to EHS department.

4.0 DEFINITIONS: NIL

5.0 PROCEDURE :


5.1 Schedule:

5.1.1 Spill control kit checking once in a week

5.2 Spill:

5.2.1 Any unintentional/ accidental discharge/ release of chemical substances whether Liquid or solids in small or large quantities during its handling on floor of the working area on the ground during their movement and handling in the tanks from due to human error or system failure.

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5.3 Spill Control:

5.3.1 The measures and techniques adopted to contain and arrest the spills so as to avoid or minimize any adverse impact of the spills are defined as spill control.

5.4 Spill control Kit:

5.4.1 Spill control kit has got 3 containers filled, one container contain 25kg of soda ash, one container is full of dry sand and one is empty for collecting the material it contains Polythene bag and scoop

5.5 Spillage in Production block:

5.5.1 Wear safety gloves and safety goggles, respiratory and fire protection suits based on the extant of spill and requirements. Any spill once noticed it is to be arrested by Stopped .The source and take action to prevent its spreading.

5.5.2 MSDS should be immediately referred for any specific instructions.


5.5.3 In the event of flammable liquids spills maintain status of electrical on/off push buttons and shall not be altered in the immediate vicinity of spill

5.5.4 In case of liquids spills, continue to operate the low level exhaust ventilation system to ensure that there is no vapor concentration buildup.

5.5.5 Nearby employees shall alert the other employees working in vicinity of the spill area and immediately use the spill control kit.

5.5.6 Attempt shall be made to remove incompatible materials, if any, in the vicinity. In the event of difficulty to arresting the source of spillage, alert ERT (emergency response team) and evacuate the area in coordination with emergency controller.

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5.5.7 After stopping the source of the spill control spilled material with a bund by using dry sand or soda ash.

5.5.8 If the solvent spilled is an acid use a base to neutralize it and if it is a base use acid to neutralize the solvent.

5.5.9 Simultaneously, take proper measures that the spilled material does not enter into the open and nearby water source.

5.5.10 Based on the quantum of spill it should be absorbed by using soda ash or dry sand.

5.5.11 The absorbents which contain the spill material shall be collected and kept in a polythene bag and then transfer it to the empty container of spill control kit meant for safe disposal.

5.5.12 The soda ash and dry sand should be collected separately by using brush /shovel and transfer it to the polythene bag and then to the disposal kit.

5.5.13 PPE must be disposed off.

5.6 Spillage in QC lab& R&D laboratory:

5.6.1 The same procedure explained above shall be followed for any spill in the laboratories where chemicals/ solvents are used

5.7 Spillage in soil during transportation:


5.7.1 If spill occurs on soil, mark the area of spill, dig up the contaminated soil and collect it into labeled container for disposal.

5.8 Spillage on the road during transportation:

5.8.1 If it is liquid take necessary steps to see that the liquid does not enter into any surface drain, if the liquid enter into the drain, isolate the drain from rest of the connected drains.

5.8.2 Absorb the spilled material by using the kit and the contaminated area, water should be Swept and collected in a polythene cover for proper

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disposal. The area affected should be properly washed with water. Transfer the contaminated drain to ETP treatment. Collect the contaminated soil/ absorbed material into labeled drums to send hazardous waste storage area (Scrap yard) for disposal.

5.9 Spillage in tank form (large spill):

- 5.9.1 If the spilled material is in large quantities and constitutes a major chemical spill, coordinate off the spilled area announce the emergency by using emergency ringing bell.
- 5.9.2 The ERT team will mitigate it as per the emergency response plan. Flood the spill with water
- 5.9.3 If the specific gravity of spilled liquid more than 1.0 and is miscible with water. Blanket the spill with foam, if the specific gravity is less than 1.0 the spilled material is immediately transferred to a spare holding tank, if possible.
- 5.9.4 Remaining solvent and foam should be absorbed soda ash and dry sand. It should be Shoveled out and stored for disposal.
- 5.9.5 If the spilled material is acid/ alkali it should be contained and transferred to the dedicated storage tanks and the remaining shall be neutralized with alkali/ acid and follow the disposal procedure.
- 5.9.6 The frequency of checking the spill control kit is once in a week.
- 5.9.7 EHS personal shall check the sand condition for quantity (i.e full or empty), check the Soda ash for quantity and quality if lumps formed in soda ash refill with fresh soda ash and check the collection bin for ploy thin bags and scoops. And the details are to be record on The Current version EHS010-FM014.
- 5.9.8 User department shall inform the usage details to EHS department through this Current Version EHS010-FM015

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5.10 List of Spill control kits were prepared and maintained separately and will be obtained as per requirement.

6.0 FORMATS / ANNEXURE(S):

6.1.1 Spill Control kit checking record : EHS010-FM014

6.1.2 Spill Control Kit Usage record : EHS010-FM015

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		Revised as per current SOP & more clear and clarity	---
02		1. SOP format changed in line with QA-SOP-001-05 2. New points were added to spillage in production block.	CCF/GEN/17017

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