

MOVING COORDINATION AND SPILL PROCEDURES FOR REGULATED AND NON-REGULATED CHEMICALS.

MOVING COORDINATION: Each group moving will need to assign a moving coordinator who will be present at the site from which the group is moving and at the Kaka'ako site. This person will be available to answer questions from the movers and deal with any spill of non-regulated materials being moved. In addition he or she will be able to direct the movers where to pick up the boxes and where to deliver them. They will also be a point of contact with EHSO for scheduling the movement of regulated chemicals.

SPILL PROCEDURES: In the event of a spill of non-regulated chemicals during the move, the following procedure will apply.

- The movers will immediately notify the assigned moving coordinator for the group of a spill.
- The moving coordinator will isolate the leaking box and place it into a large plastic garbage bag. EHSO personnel will handle resolution of the box and its contents at a later time.
- The moving coordinator will clean-up any spilled liquid using absorbent pads and place them in a plastic garbage bag for disposal in the trash. Spilled solids will be cleaned-up using a brush/broom and dust pan and then placed in a plastic garbage bag for disposal in the trash.
- The moving coordinator will contact EHSO (Janet Meeks 692-1851) to notify us of the spill.

If non-regulated chemicals are packaged in accordance with the instructions provided, it is unlikely that a spill will occur even if a box is dropped. The person assigned as moving coordinator should be able to clean-up a spill should one occur and have available the materials necessary to do so. Standard precautions in handling chemicals should be used (e. g., gloves should be worn and hands should be washed after clean-up is complete).

EHSO personnel will handle any spills during the move of regulated chemicals.