

SAA CONTINGENCY PLAN	
PI NAME:	ROOM #:
PHONE NUMBER:	BUILDING:

This Satellite Accumulation Area (SAA) contingency plan was written in accordance with 40 CFR 262 RCRA standards. This contingency plan must be available to any person involved in generating, disposing, labelling, handling, or classifying hazardous waste in this laboratory.

- In the event of a fire:
 - Activate the building fire alarm system and evacuate.
 - After activating fire alarm and evacuating, call 911.
 - A fire extinguisher can be used to fight a fire in its incipient stage by willing and trained individuals.
 - A fire extinguisher is located within 75 feet of each laboratory on the Stillwater campus.
 - Stay on site so information can be relayed to emergency responders.
- In the event of a spill:
 - Notify EHS during the hours of 8:00 am & 5:00 pm Monday – Friday, (405) 744-7241.
 - When outside the hours of 8:00 am & 5:00 pm Monday – Friday, report to dispatch at (405) 744-6523.
 - Spill response materials, emergency equipment, important phone numbers, and additional pertinent information are identified in this laboratory's Chemical Hygiene Plan.
 - Spill response materials are stored in this space.
- In the event of employee exposure:
 - ***For serious or life-threatening injuries, call 911.***
 - Seek medical treatment if needed:
 - UHS during the hours of 8:00 am & 5:00 pm Monday – Friday.
 - Urgent Care or Emergency Department outside the hours of 8:00 am & 5:00 pm Monday – Friday.
 - Refer to the product SDS for immediate actions.
 - Exposures must be reported to EHS by calling (405) 744-7241 or emailing ohsp@okstate.edu.
 - Student injuries must be reported to Risk Management by calling (405) 744-8504.
- The emergency exit is the front door, however, follow any illuminated “exit” signs based on the situation.
- Maximum amount of hazardous waste allowed in an SAA is less than 1 quart of acutely hazardous waste and less than 55 gallons of non-acute hazardous waste.
- The designated Emergency Coordinator is the Environmental Compliance Program Manager, and the alternate is the Environmental Compliance Safety Specialist in the EHS department.
 - During the hours of 8:00 am & 5:00 pm Monday – Friday, call EHS at (405) 744-7241.
 - Outside the hours of 8:00 am & 5:00 pm Monday – Friday, call dispatch at (405) 744-6523.
 - ***24-hour operations line.***
 - Stillwater Fire Department will handle spills exceeding or equal to reportable quantities or when determined to be outside OSUs capabilities.

7. Important numbers:

AUTHORITY	PHONE NUMBER(S)
Environmental Health and Safety	(405) 744-7241
OSU Police Department Dispatch (24-hour operations)	(405) 744-6523
Stillwater Fire Station #2	(405) 372-4767
Stillwater Fire Station #4	(405) 372-1144
Stillwater Police Department	(405) 744-4171
<i>In case of emergencies always call 911 first.</i>	