Any employee who discovers a petroleum leak or spill should immediately do the following:

**EXTREME EMERGENCY**
- Evacuate personnel from the spill area.
- Call 911

If ANY of the following conditions exist:
- Fire
- Anyone is injured
- Material spilled is unknown
- Spill is too large for cleanup
- Spill migrates off-site
- You doubt your ability to clean it up

**OR**
- Determine the source of the spill. Control/Contain, if safe to do so

- **Unidentified Spill:** Proceed to reporting the release (below) & wait for help to arrive.
- **Identified Incidental Spill:**
  - Consult MSDS sheets & label
  - Wear appropriate personal protective equipment
  - Contain spill. Prevent spread with sorbents.
  - Clean up spill following the Pesticide & Chemical Spill Guide located in the spill kits.

**REPORTING THE RELEASE**

1. Notify Facility Manager or Supervisor.
2. Facility Manager or Supervisor contacts:
   - EH&S (315) 787-2350 or
   - B&P (315) 787-2301 or (315) 787-2499
   **Do not just leave an audix message; TALK to a person**
   **If no supervisors are available, call EH&S or B&P**

3. EH&S will report the spill (within 2 hours) to the regulatory agency (NYSDEC 24 Hour Spill Hotline: 800.457.7362)