

Procedure for Handling Mercury Spills

1. Open windows for ventilation, exit the room and keep others away from the spillage area.
 2. Inform the Campus Security Control Room, as well as the Laboratory Manager.
 3. Block entry to the room and put up warning signs: "No Entry, Spilt Mercury in the Room".
 4. Seek the assistance of another person and suit up with appropriate personal safety equipment. ***
 5. Demark the spillage area. It is recommended to use absorbent sleeves soaked in water. (It is also possible to carefully pour water around the spill).
 6. In the event that there are glass fragments, gather them up carefully using a dust pan and a spatula / tweezers / squeegee and place them inside a rigid container. Affix a label to the container, marked with the following text: "Mercury Contaminated Glass Fragments".
 7. Gather up the mercury that was spilt using one or more of the following means:
 - * A vacuum pump, on condition that a suction bottle (as a mercury trap) is attached to the pump and it contains a minimal quantity of water that will cover the mercury. The system is to be placed in a rigid tub.
 - * Spatula and dust pan (the mercury can be gathered and small droplets consolidated into a large drop)
 - * Rigid and flexible cards
 - * Soft cotton wool and adhesive strips (masking tape) to collect small individual droplets of mercury.
- Mercury is not to be gathered using a broom / vacuum cleaner / a vacuum pump without a trap!!!**
8. Scan the room well (with a flashlight would be desirable) to detect mercury remnants (including under furniture) and wash the room with water.
 9. Gather the mercury into a closed transparent jar with a small quantity of water in the bottom and affix a label on which "Mercury Waste" is written, as well as the name of the Laboratory Manager. Place the jar in an unbreakable container which will be used for containment for disposal purposes.
 10. Gather the contaminated means for handling the spillage and the protective gear that you used (besides a face mask, dust pan, spatula and tweezers) into a bag (located in the emergency cupboard). Seal the bag with a plastic cable tie and affix a label which bears details of the content and the name of the Laboratory Manager
 - 11 Place the jar containing the mercury waste, the container containing the contaminated glass fragments and the bag containing the means used to collect the

mercury, as well as the contaminated personal protective equipment, in a working chemical extractor hood, until time for disposal.

Do not pour mercury waste and means contaminated with mercury into the sink / the dust bin!!!

12. Wash your hands well with soap and water after removing the gloves.

13. Please inform the following people as soon as possible.

1. Means for handling the spill:

- * Absorbent sleeves
- * Leak proof bags, plastic cable ties for sealing them and labels for marking them
- * A dust pan, a spatula and tweezers
- * A flashlight.

2. Personal protective equipment :

- * Face mask with a filter suitable for mercury (Hg marked on the filter)
- * A Tyvec protective suit
- * PVC gloves
- * Shoe protectors