	<b>Spill Arrangements</b>			<b>HSE-PR-B015-000</b>
Effective Date	21 January 2023	Process Owner	Head of HSE	Version
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### 1. Purpose

The purpose of this arrangement is to outline the actions that need to be taken in the event of a spill.

### 2. Scope

This applies to all UKBIC staff and customers within the delivery and production area. Any spills should be treated as a potentially hazardous spill until identified.

### 3. Responsibility

The responsibility falls with any UKBIC staff or visitors working in the process areas with hazardous chemicals.

The HS&E team shall ensure that there are adequate spill kits located in the areas of risk. The HS&E team shall also ensure that the safe working processes are being effectively followed.

The Process Leads shall ensure that any potential issues are highlighted and resolved so that they don't escalate into an unwanted event.


Spill trained personnel are to act within the guidance given during their training.

The Directors of UKBIC are responsible for providing sufficient resources and leadership to ensure a safe working environment is maintained.

### 4. Records

For record retention duration see control of records procedure QA-PR-C004-000

Quality Record	Media	Document Number	Location

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## 5. Process

### 5.1 Immediate response

When a spill occurs, anyone working in the vicinity must be alerted that the spill has occurred. Access to the area will need to be controlled to ensure there are no slips/trips or further contamination. If the spill is involving NMP or Electrolyte, contact should be avoided, and the area evacuated until respiratory equipment and chemical suits have been donned. If a person has been exposed, they must wash the affected area in the emergency shower. The Process Lead for the area will need to be informed and they will alert spill response trained personnel for their area.

### 5.2 Containment

The spill will need to be contained. The correct PPE for the relevant chemical will need to be used. Booms or Absorbent Socks shall be placed around the spill to contain it. Absorbent pads along with the absorbent granules or clay that is in the spill kits will be used to soak up the liquid spill. RPE should be worn for NMP, NMC or Electrolyte clean up

Solids (e.g. Graphite/Carbon Black / NMC) should be hoovered with a ATEX Rated machine fitted with a HEPA Filter. NMC should be hoovered with RPE worn

Used absorbent pads and booms will need to be placed into hazardous waste bags and securely tied/sealed. These will then need to be disposed of in the correct bins. Once the spill has been contained the area will need to be cleaned up and the contaminated waste disposed of via a licensed waste contractor.

### 5.3 Decontamination


After the spill has been cleaned up, the affected area will need to be decontaminated. The method of cleaning depends on the chemical which has been spilled.

NMP – Detergent and water.  
 Graphite/Carbon Black – Detergent and water.  
 Anode Slurry – Detergent and water.  
 Cathode Slurry – Detergent and water.  
 Electrolyte – Water  
 NMC – Detergent and water.

Members of staff working in this area shall receive chemical awareness training so that they know the correct procedure for each chemical. They shall receive this training prior to commencing any work. Any exposures must be recorded.

### 5.4 Reporting

All spills need to be reported to the Process/Area supervisor. The HS&E department needs to be informed to ensure that the spill is being safely and effectively managed. An investigation will then be carried out into the incident. The investigation will identify the root cause of the incident and, if appropriate, make recommendations to prevent recurrence. The Spill Report form can be found on the HS&E SharePoint site.

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#### 5.5 Lessons Learnt

After the report has been submitted, any lessons learnt shall be fed back to the business. The aim of lessons learnt is to prevent/reduce the chance of reoccurrence. This could potentially lead to work processes being changed and training in new methods of working.

#### 6. Definitions

#### 7. References

HSE spills procedure <https://www.hse.gov.uk/comah/sragtech/techmeasspill.htm>

#### 8. Revision History

Issue	Revision Date	Description of Changes	Prepared By	Approved By
1	23/02/2021	New Procedure	N Porter	M Cutler
2	29/11/2022	Reviewed	N Porter	M Cutler
3	24 January 2023	Updated to latest template and given IMS doc number	A Carey	M Cutler