PCBs- Emergency Procedures

Contents

1. General

1.1 Purpose

This practice provides information on handling polychlorinated biphenyls (PCBs), including:

- Safety precautions.
- First aid administration.
- Response to a PCB:
  - Fire.
  - Spill or leak.
  - Disposal of PCBs

1.2 Filing Instructions and Supersedures

Discard all previous issues and associated addenda of this practice and file this issue numerically in your GTE Telephone Operations practices set.

This practice supersedes:

- All local practices, policies, procedures, general instructions, letters, and memoranda which address this subject.
- Any document which provides information contrary to the information contained in this practice.

1.3 Reason for Reissuing

This practice has been reissued to incorporate multiple changes in the content. Read this entire practice to ensure your familiarity with the new information.

1.4 Responsibility

This practice was published by the GTE Telephone Operations Administrative Services Department. For more information about this practice, contact the Headquarters Safety and Environmental Compliance Department.

1.5 Disclaimer

This practice was prepared solely for the use of GTE Telephone Operations. It must be used only by its employees, contractors, customers and end users, when installing, operating, maintaining, and repairing GTE Telephone Operations' equipment, facilities and services. Any other use of this practice is forbidden. The information contained in this practice may not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE Telephone Operations will have no liability (to the extent permitted by applicable law) for any consequential, incidental, special, or punitive damages that may result.

2. Overview

2.1 Introduction

Polychlorinated biphenyls (PCBs) are heavy, oily compounds found in the dielectric fluids of certain:

- Electrical transformers.
- Fluorescent light ballasts.
- Capacitors.

CAUTION: Take proper precautions' when handling PCBs. They:

- **Are toxic.**
- **Are suspected human carcinogens.**
- **Create hazardous by-products when burned.**
- **Are regulated under federal and state environmental regulations.**

2.2 Objectives,

The objectives of this practice are to ensure that:

- The safety and health of GTE employees and the general public are protected.
- The environment is protected from damage resulting from release of PCBs.
- GTE Telephone Operations is in compliance with all applicable regulations.

2.3 References

For additional information related to this practice, see GTE Telephone Operations Practice 122-205-003, PCBs – Disposal of Capacitors and Light Ballasts. Practice 122-205-003 contains information on:

- Identifying items that contain PCBs.
- Removing equipment that contains PCBs.
- Storing and disposing of PCB items.

Contact the GTE Area Environmental Compliance staff if you have additional questions.

3. Safety Precautions When Working with PCBs

3.1 Introduction

PCBs found in GTE Telephone Operations facilities are generally enclosed in sealed units such as capacitors and lamp ballasts. They pose minimal threat provided they are not:

- Broken and the fluid released.
- Burned and toxic substances released.

3.2 Precautions

The following chart outlines precautions to take when working around PCBs.

Precaution	Actions to Take
Skin and Eyes	When working with PCB capacitors or light ballasts, particularly when cleaning up a spill, wear all of the following: • Chemical resistant gloves. • Safety goggles. • A PCB-resistant laminated apron.
Fire	**CAUTION: Keep all sources of heat away from items containing PCBs** Oil containing PCBs may burn when exposed to heat or open flames.
Toxic Vapors	**CAUTION: Do not breathe the smoke or vapors produced when PCBs are burned. Avoid contact with residue from the smoke.** Breathing PCB vapors can cause respiratory tract irritation. Several hazardous by-products may be produced when PCBs are burned, including: • Dioxins. • Furans. • Chlorine gas. o Hydrochloric acid.

4. Administering First Aid

4.1 Actions to Take

Administer the following first aid when in contact with PCBs.

If PCB Liquid Contacts the...	Then...
Eyes	1. Flush your eyes **Immediately** with water for 15 minutes. 2. Wash your face with soap and water. 3. Have your eyes examined by a physician **immediately.**
Skin	1. Remove and isolate the contaminated clothing and footwear. 2. Wash the skin with soap and water. 3. Call emergency medical assistance if a rash or irritation develops.

5. PCB Spill Kit

5.1 Spill Kit Use

PCB Spill Kits must be on site whenever equipment containing PCB capacitors (including light ballasts) is:

- Serviced.
- Removed from service.

5.2 Ordering and Maintaining Spill Kits

The department working with PCB-containing equipment is responsible for ordering and maintaining the PCB Spill Kits.

5.3 Spill Kit Contents

The PCB Spill Kit contains the following items.

Item	Item ID
Complete Kit	888413
Carrying Case	888414
Silver Shield Gloves	888415
Nitrile Over Gloves	589622
Saranex Laminated Apron	888416
Work Zone Barrier Tape	888417
Sorbent Sheets	888418
Monoshield	589366
Chemical Splash Goggles	589367
Silver Shield Disposal Bag	889159

NOTE: Place a copy of this practice In each Spill Kit.

6. PCB Fire Response

6.1 Smoke and Vapors

liazardous by-products are produced when PCBs are burned. These substances may be carried in the smoke and vapors and deposited on anything the smoke and vapors contact. If the smoke spreads throughout the building, the entire facility may be contaminated with hazardous substances.

CAUTION: Do not breathe the smoke or vapors. Avoid contact with residue from the smoke.

6.2 Fire Procedures

The following chart outlines the steps to take when equipment containing PCBs:

- Overheats, producing smoke and/or vapors.
- Is burned because of fire.

Step	Responding to a PCB Fire
1	Isolate the area to prevent unauthorized employees from entering the area. Work zone barrier tape is in the PCB Spill Kit.
2	To prevent the smoke and/or vapors from spreading: • Isolate the ventilation system by sealing the return-air vents. OR • Turn off the ventilation system.
3	If the fire department or any other emergency responders are called in, notify them that the smoke/vapors may contain PCB or PCB by-products. Request that the fire department keep the area isolated to prevent smoke from spreading.
4	Do **not** attempt any clean-up efforts. Contact: • The supervisor of the facility. AND • The GTE Area Environmental Compliance staff.
5	The building supervisor will determine whether the situation warrants evacuating the building.
6	**The** GTE Environmental Compliance staff will: • Contact an environmental contractor to sample for PCB contamination. • Notify the proper regulatory agencies.

7. PCB Spill Response

7.1 PCB Exposure

Exposure to PCBs is not hazardous provided certain precautions are observed to prevent contact with the eyes and skin tissue.

7.2 Spill Procedures

The following chart outlines the steps to take when oil containing PCBs spills or leaks from equipment.

Step	Responding to a PCB Spill or Leak
1	Obtain the PCB Spill Kit. The kit is located at all supply points/centers.
2	Use the work zone barrier tape to isolate the area to prevent unauthorized employees from entering.
3	Put on personal protective equipment, including: • Silver Shield inner gloves. • Nitrile over gloves. • Chemical splash goggles. • Monoshield face shield. • A PCB-resistant laminated apron.
4	Absorb the spilled fluid with the sorbent sheets provided in the Spill Kit. If the sheets will not absorb the volume of spilled material, use one of the following materials. • Other sorbent sheets. • Oil-Dry. • Sand. • Sawdust. • Other chemical absorbent material.
5	Place all contaminated materials in the Silver Shield bag(s), including: • Leaking PCB components. • Clean-up materials. • Gloves and disposable clothing.
6	Clean contaminated tools, equipment, or footwear with soap and water.
7	Wash your hands and any exposed skin thoroughly with soap and water.
8	Contact the GTE Area Environmental Compliance staff for instructions for proper disposal of PCBs.

8. PCB Disposal

8.1 Environmental Regulations

Various federal, state, and local environmental agencies regulate disposal of PCBs PCB waste is classified as hazardous and must be:

- Packaged in the appropriate type of drum.
- Properly labeled.
- Accompanied by an Environmental Protection Agency (EPA) Uniform Hazardous Waste Manifest.
- Transported and disposed of by approved companies.

8.2 Approved Vendors

Any vendor or contractor used for clean-up, transport, or disposal of PCBs must be a GTE-approved contractor.

8.3 Disposal Procedures

To dispose of PCB waste, contact the GTE Area Environmental Compliance staff.

The GTE Area Environmental Compliance staff will provide:

- Information about approved vendors.
- Specific information about regulatory requirements.
- Required labels.
- Copies of the Uniform Hazardous Waste Manifest.
- Instructions for completing the manifest and any other required forms.