

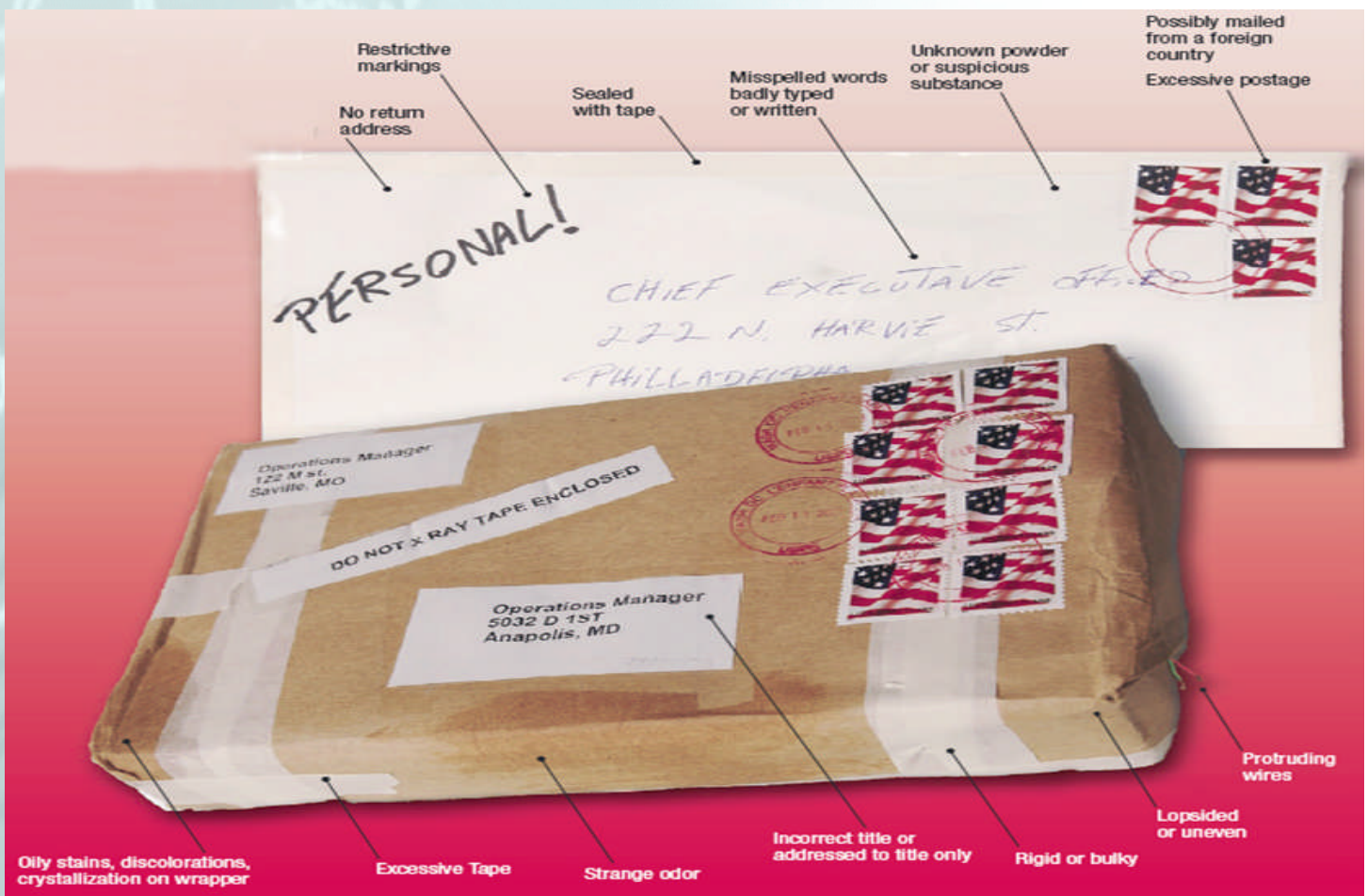
Responding to Unknown Materials and Handling Suspicious Packages

*West Virginia University
Environmental Health and Safety
304-293-3792
<http://ehs.wvu.edu/>*

The following protocols should be considered guidelines only and all the factors involved with an incident need to be considered.

Handling Suspicious Packages

1. Do not sniff, touch, taste or come in contact with any contents that may have spilled from the package.
2. Alert others in the area.
3. Leave the area, close any doors and prevent others from entering.
4. Wash hands with soap and water.
5. Notify supervisor.
6. Notify Department of Public Safety (304) 293-3136.



Handling Unknown Materials

If the material is contained:

1. Do not open the container.
2. Secure the area.
3. Alert others in the area.
4. Leave the area, close any doors and prevent others from entering.
5. Notify supervisor.
6. Notify Environmental Health and Safety (304) 293-3792.

If the material has spilled:

1. Immediately secure the area.
2. Alert others in the area about the material.
3. Leave the area, close any doors and prevent others from entering.
4. Notify supervisor.
5. Notify Environmental Health and Safety (304) 293-3792.



Environmental Health and Safety Response Protocols

1. Environmental Health and Safety will respond accordingly and will contact additional emergency responders as necessary.
2. Environmental Health and Safety will attempt to identify the unknown substances by utilizing one or more the of the following protocols:
 - Check unknown material using various monitoring equipment.
 - Survey area for abnormal readings using standard indoor air monitoring.
 - Determine if the material is radioactive utilizing a Geiger counter.
 - Don the appropriate personal protective equipment and perform the proper clean-up.
 - Secure and dispose of according to regulatory guidelines.
3. If the unknown material released requires additional clean-up, Environmental Health and Safety will contact WVU's hazardous waste contract vendor to respond.

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