# OJT Training Module Cover Sheet

**Title:** 1307 Safety - How to Use a Chemical Spill Kit

<table>
<thead>
<tr>
<th>Type:</th>
<th>☑ Skill  ☑ Knowledge</th>
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</table>

**Performance Objective:** Trainee will be able to...
- Safely clean a small chemical spill in the laboratory using a pre-assembled spill kit.
- Dispose of spent spill kit contents as indicated by regulation.

**Target Proficiency:**
- ☑ Awareness  ☑ Understanding  ☑ Perform with supervision  ☑ Apply independently  ☑ Proficiency, can teach others

**Trainer Preparation:**
- Be familiar with the assigned review material in the lesson plan that follows.
- Provide all necessary laboratory equipment and spill kit for mock spill exercise.

**Special Requirements:**
An external learning request must be initiated with a SF-182 in AgLearn for this activity. Instructions and a template are located on the training webpages for OJT modules.

**Prerequisite Modules:**
1300 - New Employee – How to get LincPass eAuthentication Access at KSSL

**Notes:**
None

**Authors:**
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**Approved by:**
Shawn McVey, National Training Coordinator
The Five Step OJT Cycle for **Declarative** Training (Knowledge)

Cycle Step 1
Trainer/Trainee establish shared mental model

Cycle Step 2
Trainee reviews materials provided

Cycle Step 3
Trainer and Trainee discuss information

Cycle Step 4
Trainer observes Trainee perform task provided as feedback

Cycle Step 5
Trainer/Trainee debrief
**Title: 1307 Safety - How to Use a Chemical Spill Kit**

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle Step 1</td>
<td>Trainer and trainee review module objectives and agree that this module is an overview of the chemical spill and cleanup procedures as identified in the Kellogg Soil Survey Laboratory’s Chemical Hygiene Plan. S:\Laboratory\Safety\Chemical Hygiene Plan</td>
</tr>
</tbody>
</table>
| Cycle Step 2 | Trainee accesses the PDF attachment containing links to the following videos to review:  
  - Acid Eater Spill Kit Instruction  
  - Base Eater Spill Kit Instruction  
  - Hydrofluoric Eater Spill Kit Instruction |
| Cycle Step 3 | Trainer and trainee review video instructions on responding to a small chemical spill within the laboratory and discuss:  
  1. Safe spill containment  
     - Personal safety  
     - Size of spill  
     - Chemical identification  
  2. Determining the appropriate spill kit to use  
     - Acid  
     - Base  
     - Hydrofluoric  
  3. Use of proper personal protective equipment  
  4. Disposal of spent cleanup material  
     - Neutralize  
     - Bag contents, ensure no leaks  
     - Regulated material  
  5. Incident chain of correspondents  
     - Report  
     - Documentation  
     - Re-order  
  6. Spill kit locations throughout the laboratory |
| Cycle Step 4 | Trainer will create a mock spill situation in the lab with tap water and ask the trainee to describe and demonstrate learned skills from Cycle Steps 2 and 3, including how to safely contain and clean up the spill and dispose of spent kit material and who to contact (i.e., Safety Officer and other lead contacts for reporting incident). |
| Cycle Step 5 | Trainer and trainee discuss information covered and what has been learned. Trainer answers any questions and repeats a step if necessary. |
## OJT Module Lesson Measurement of Learning

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<tr>
<td>Apply knowledge and skill gained to current work.</td>
<td>Trainee demonstrates successful containment, cleaning, disposal, and report of mock spill as indicated in Cycle Step 4.</td>
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<tr>
<td>Trainee’s learning is measured.</td>
<td>Trainer has the trainee complete the attached quiz to reinforce the concepts in this module.</td>
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Trainee OJT Performance Report Form

Trainee’s Name: __________________________ Job Title: __________________________

Trainer’s Name: ___________________________ Date: ____________________________

<table>
<thead>
<tr>
<th>Task (module title)</th>
<th>Date(s) of Training</th>
<th>Rating</th>
<th>Trainer’s Comments</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Additional comments by Trainer:

Trainee’s comments:

Action to be taken if performance is unacceptable:

Signatures

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<tr>
<th>Trainee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainer</td>
<td>Date</td>
</tr>
<tr>
<td>Supervisor, if different from Trainer</td>
<td>Date</td>
</tr>
</tbody>
</table>