	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>		Page #: <b>1 of 13</b>
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness <input type="checkbox"/> Formal <input checked="" type="checkbox"/></b>	

## TABLE OF CONTENTS

Section	Page
1 Purpose	1
2 Scope	1
3 Definitions	1
4 Graphic	2
5 Responsibilities by Function	2
6 Work Instructions	2-11
7 Associated Quality Records	11
8 Forms / Templates	11
9 Revision Training Requirements	12
10 Revision History & Approval	13

### 1 PURPOSE


- 1.1 The purpose of this procedure is to describe actions to be taken in the event of a chemical spill emergency.

### 2 SCOPE – APPLIES TO WHERE & WHEN THE WORK INSTRUCTION IS USED

- 2.1 This procedure applies to operations and activities, under normal conditions and reasonably foreseeable situations, in the office and facilities of MTS Test Division and applies to the following physical plant location.
- 2.2 14000 Technology Drive, Eden Prairie, MN55344-22

### 3 DEFINITIONS AND ACRONYMS (IF NEEDED)

- 3.1 Chemical Spill: Any toxic liquid, powder, or solid which creates a hazard when spilled.
- 3.2 Safety and Environmental Services (SES): The Environmental Health and Safety Manager or the Environmental Health and Safety Specialist, or appointed designee. Is the primary person in charge during an emergency and has authority to control plant-wide activities.
- 3.3 Designated Management (DM): Officers, Directors, Managers or other personnel who are designated as being in charge of a situation or have authority to control

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>2 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness <input type="checkbox"/> Formal <input checked="" type="checkbox"/></b>	

plant-wide activities when an SES is not present

#### 4 GRAPHIC (IF NEEDED)


N/a

#### 5 RESPONSIBILITIES

- 5.1 Safety and Environmental Services (SES) – Develops and updates the Emergency Response Procedures. Supports the Front Desk Security and acts as a liaison with outside emergency personnel and Designated Management. Has the authority to control plant-wide activities during an emergency.
- 5.2 Front Desk Security (6:00 am -6:00 pm)-Monitors emergency phone, and is responsible to control conversations with those reporting emergencies in order to ensure effective response efforts.
- 5.3 Supervisors: Coordinates the orderly movement of their employees to the designated assembly point and conducts role call to account for employees in their respective work units.
- 5.4 Employees: Follow the emergency response procedures as documented and attend required training.
- 5.5 Maintenance: Provide surveillance of sprinkler zones in the event of a fire emergency and offer technical assistance, and support to SES personnel and the Fire Chief in the event of an emergency.
- 5.6 Designated Management: In charge of a situation or has authority to control plant-wide activities when an SES is not present.

#### 6 INSTRUCTION

- 6.1 **EMPLOYEE NOTIFICATION-IF A CHEMICAL SPILL IS DISCOVERED:**
  - 6.1.1 Dial 6000 (Daytime: 6:00 am – 6:00 pm)  
(After Hrs. – EH&S Dept. Contacts – 952-250-6459 or 612-790-1541 = provide the same basic incident information as listed below)

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>3 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

- If the line is busy, keep trying.
- If the telephones are inoperable, report to the front desk.

6.1.2 Give Front Desk Security the appropriate information.

- State the nature of the emergency.
- Allow the front security to control the conversation.
  - Give the exact location of the chemical release.
  - State your name.
  - Give the extension you are calling from.
- Follow the front security's instructions
- NEVER hang up until instructed by the security staff at the front desk.

**6.2 FRONT DESK RESPONSIBILITIES:**

6.2.1 Answer the Emergency Phone.

- Ask “What is the emergency?”


6.2.2 Control the conversation by asking:

- “Where exactly is the chemical spill?”
- “What chemicals were spilled?”
- “What quantity of chemical has been spilled?”
- “Is the spill in danger of entering a floor drain?”
- “Have people been injured?”
- “Has the immediate area been evacuated?”
- “What is your name?”
- “What extension are you calling from?”

6.2.3 Instruct the caller when to hang up.

6.2.4 Notify an SES, and provide information. **Refer to call list A.**

6.2.5 If informed by the person reporting the chemical spill that an area has been

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>4 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

evacuated, the Call Center Representative shall:

- Notify a DM. **Refer to call list B.**

### 6.3 EMPLOYEE RESPONSIBILITIES:

6.3.1 Turn off equipment as previously instructed by your Supervisor.

6.3.2 Exit quickly through the nearest available exit.

- Do not travel through any other parts of the building unless your primary exit is blocked.
- Help any individuals who may need assistance.

6.3.3 Gather with your work unit at your designated assembly point at least 200 feet away from the building.


- If using an exit not near your work unit, move immediately to your designated assembly point.
- Stay at your designated assembly point until the “All Clear” has been announced.
- Return to the building through the Employee or Visitor Entrance.
- Check your work area for damage or problems.

6.3.4 Report any safety problems or damage to your Supervisor

### 6.4 SUPERVISOR RESPONSIBILITIES:

6.4.1 Direct employees to the exits they should use.

- Ensure that all visitors in your area know where to exit.
- Check equipment to ensure everything which should be shut down is turned off.
- Monitor corridors to ensure employees are exiting in a correct manner.
- Remind employees not to use elevators.

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>5 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

6.4.2 Call roll as soon as possible once outside the building.

- Note any employees that are not present.
- Dispatch someone to inform the SES Representative of any missing or injured employees.
- Keep your employees at the designated assembly point until the “All Clear” has been given.

6.4.3 Return through the employee entrance or the main visitor entrance.

6.4.4 Check your work area for damage or problems as soon as you return to work.

6.4.5 Report safety problems or damage to the Safety & Facilities Manager in your building.

## 6.5 SAFETY AND ENVIRONMENTAL SERVICES (SES) RESPONSIBILITIES:

6.5.1 If observed or when notified by the Front Desk or After hours contact, that a chemical spill exists, the SES will take the following actions:

- Contact the individual who reported the chemical spill to determine the nature/extent of the incident.

OR


- Contact clean up contractor to assist MTS (Bay West) 1-800-297-0456.

OR

6.5.2 Dial 911.

- If the line is busy, keep trying.
- Give 911 dispatcher appropriate information.
- State the exact nature of the problem.
- Allow the dispatcher to control the conversation.
  - State the location of the facility

○ **14000 Technology Drive, Eden Prairie, MN 55344**

	<p align="center"><b>QMS Work Instruction</b></p> <p align="center"><b>MTS Systems Corporation – MTS Test</b></p>	<p>Document Number: <b>EHS-600-102</b></p>	<p>Rev.: <b>D</b></p>
<p>Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b></p>		<p>Page #<b>6</b> of <b>13</b></p>	
<p>Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b></p>		<p>Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b></p>	

- State your name and title.
- State the phone number you are calling from.
- State the exact location of entrance for the fire department or ambulance.
- Follow the Dispatcher’s instructions.
- NEVER hang up until instructed by the Dispatcher.

**6.5.3 If evacuation is required, Initiate the Fire Alert Sequence.**

- Press the “COMMAND CENTER” button, and then select the EVAC ALERT” button on the control panel and allow the siren and automated voice commands to continue running.
  - This will cause an automated voice command to evacuate the building.
  - The alarm sounds and the strobes will flash
  - Allow sirens to continue run until personnel have evacuated the facility.

**6.5.4 If injured employees are reported, notify the First Response Team. Refer to call list E.**

- First Response Team members will be assembled just outside the Main Employee Visitor Entrance.
- Give location for injured employees if known.


**6.5.5 Secure the front desk and employee entrance and leave the building.**

**6.5.6 As directed by a DM, Place the “Plant Closed Due to Emergency” sign at the Main Employee Visitor Entrance.**

**6.5.7 Complete an Incident Report.**

**6.5.8 Assess the nature of the release (type of chemical).**


- Obtain further information regarding the chemical spill incident if necessary.

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>7 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

- Information on chemicals may be obtained through the Material Safety Data Sheet located in the EHS Department or on-line.
- Determine if evacuation is necessary.
- Help contain the spill if no danger.
- Remove incompatible materials to prevent reactions.
- Support the front desk and act as liaison with outside emergency personnel or contracted spill response team.

6.5.9 Determine if the chemical spilled is subject to “Emergency Response Notification” under SARA (Superfund Amendments and Re-Authorization Act).

- Determine what chemical and how much, in pounds, has been spilled.
- If necessary, convert the amount of chemical spilled from gallons to pounds.
- Obtain the specific gravity of the substance from the “physical data” section of the MSDS.
- Pounds spilled = 8.34x(specific gravity)x(gallons spilled)
  - If the chemical is reportable, check threshold quantity level (pounds) for reporting.
  - If a chemical is reportable and exceeds threshold reporting quantities:
    - Notify local emergency response 9-911 (if not previously notified).
    - Notify the Minnesota Duty Officer at (651)649-5451 or 1-800-422-0798.
    - Notify the National Response Center at 1-800-424-8802.
    - Provide agencies with each of the following:
      - Specify that MTS Test Division has had a release that is subject to Title III notification.
      - MTS Test Division 14000 Technology Drive, Eden Prairie, MN 55344.
      - EPA ID #MND006452312


	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>8 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

- The chemical name or identity of any substance involved in the release.
- An indication of whether the substance is on the list of extremely hazardous substances.
- An estimate of the quantity that was released to the environment.
- The time and duration of the release.
- The medium or media into which the release occurred.
- Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advise regarding medical attention necessary for exposed individuals.
- Proper precautions taken as a result of the release, including evacuation.
- The name and telephone number of the person or persons to be contacted for further information.

6.5.10 Determine if the chemical spill presents an imminent threat to human health or the environment.

- If the chemical spill poses an imminent threat to human health or the environment:
- Contact the Minnesota Pollution Control Agency 1-800-422-0798.
- Contact the National Response Center 1-800-424-8802.
- Provide both agencies with the following information:
- MTS Test Division 14000 Technology Drive, Eden Prairie, MN 55344
- EPA ID #MND006452312
- Date and time of incident.
- Type of emergency (spill, explosion or fire).
- Type of material involved.
- Quantity of material involved.
- Disposition of any recovered material.



	<b>QMS Work Instruction</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	<b>MTS Systems Corporation – MTS Test</b>		
Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>		Page #: <b>9 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

6.5.11 Coordinate spill clean-up.

- Spill control materials are located in barrels on the production floor.
- Contact the work unit supervisor of the affected area for spill clean-up.
- If employees have not been trained in spill clean-up or it is a large spill, contact environmental contractor to assist.
- Ensure that spilled materials are stored in proper containers, with a hazardous waste label and placed in the appropriate waste storage area.
- Document Incident on form EHS-500-109.
  - Outline steps taken.
  - Assess effectiveness.

6.5.12 Communicate closely with a DM. **Refer to call list B.**

6.5.13 Inform Front desk to instruct DM where they should meet off-site if necessary.

**6.6 DESIGNATED MANAGEMENT (DM) RESPONSIBILITIES:**

6.6.1 If an SES is present, work closely with that person to determine the severity of the situation.

- Notify appropriate Management personnel.

6.6.2 If an SES is NOT PRESENT, the DM will take the applicable appropriate actions:


- Contact the individual who reported the chemical spill to determine the nature/extent of the incident.

OR

- Contact clean up contractor to assist MTS (Bay West)1-800-297-0456.

OR

6.6.3 Dial 9-911.

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>10 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

- If the line is busy, keep trying.
- Give 911 dispatcher appropriate information.
- State the exact nature of the problem.
- Allow the dispatcher to control the conversation.
  - State the location of the facility
    - **14000 Technology Drive, Eden Prairie, MN 55344**
  - State your name and title.
  - State the phone number you are calling from.
  - State the exact location of entrance for the fire department or ambulance.
- Follow the Dispatcher's instructions.
- NEVER hang up until instructed by the Dispatcher.


**6.6.4 If evacuation is required, Initiate the Fire Alert Sequence.**

- Press the "COMMAND CENTER" button, and then select the EVAC ALERT" button on the control panel and allow the siren and automated voice commands to continue running.
  - This will cause an automated voice command to evacuate the building.
  - The alarm sounds and the strobes will flash
  - Allow sirens to continue run until personnel have evacuated the facility.

**6.6.5 If injured employees are reported, notify the First Response Team. Refer to call list E.**

- First Response Team members will be assembled just outside the Main Employee Visitor Entrance.
- Give location for injured employees if known.

**6.6.6 Secure the front desk and employee entrance and leave the building.**

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>11 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

6.6.7 Follow-up by leaving a voice mail with SES regarding the disposition of the incident. **Refer to call list A.**

**6.7 MAINTENANCE RESPONSIBILITIES:**


Arrange for maintenance/clean-up processes as directed by an SES, or DM.

**7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST**

Required Record
Emergency / Drill Report
Call lists

**8 REFERENCE FORMS / TEMPLATES / DOCUMENTS (IF NEEDED)**

Form / Template / Document Title	Location
Emergency Drill Report (EHS-500-109)	EHS Department
Call list form (EHS-500-111)	EHS Department

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	<b>Title: Chemical Release Emergency Response Procedure  (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>12 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security,  Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness <u>  </u> Formal <u>  x  </u></b>	


### Current Revision's Training Requirements


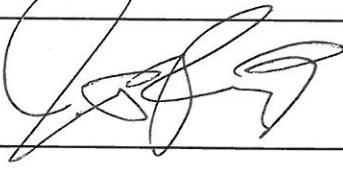
Training requirements are determined by the document owner – either awareness or formal.

Select One (mark X)	Training Type	Training Definition
	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
x	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

## 9 REVISION HISTORY & APPROVAL

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Developed initial procedure for conformance to ISO 14001§ 4.4.7 (most current revision), and OHSAS 18001§ 4.4.7 (most current revision)	Bob Klenotich	5/15/12
B	Updated Call List Designations and Changed Responsibility from Front Desk to Call Center, changed notification from FM Global to Global Asset Protection Services, changed responsibility to use alarm panel from front security to SES.	Bob Klenotich	6/18/12
C	Updated to include front desk responsibility to answer emergency phone and changed emergency number to 6000, removed the word “handicapped”. Replaced Call Center Responsibilities with Front Desk Responsibilities.	Bob Klenotich	10/2/12
D	Revised front desk receptionist to security, 9-911 to 911, after hours and daytime hours – security support	James Kinney	7/28/2015

	<b>QMS Work Instruction</b> <b>MTS Systems Corporation – MTS Test</b>	Document Number: <b>EHS-600-102</b>	Rev.: <b>D</b>
	Title: <b>Chemical Release Emergency Response Procedure (6:00 a.m.- 6:00 p.m.)</b>	Page #: <b>13 of 13</b>	
Work Instruction Owner(s) – list functions: <b>EHS, Front Desk Security, Designated Management</b>		Revision's Training Requirements – select one (per section #9): <b>Awareness _ Formal <u>x</u></b>	

APPROVAL OF CURRENT REVISION		
Name / Function	Signature	Date
Tom Milas, Vice President Global Operations –EHS Management		3/16/2016
James Kinney EHS Manager-Document Originator		3/16/16

