


**Facilities Management**  
**Leaks, Odors and Fumes Standard Operating Procedures**

SOP #:	EHS-002	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
Approval:		Date: 03/11/19

**1. PURPOSE**

Colorado State University-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. The following standard operating procedures is designed to improve natural gas safety awareness at CSU-Pueblo and provide response procedures for all CSU-Pueblo buildings.

**2. RESPONSIBILITIES**

2.A. Environmental Health and Safety/Pueblo Fire Department will be responsible for:

2.A.1. Investigating the odor concern to determine whether it is natural gas, sewer gas, or some other source as well as if it is a leak, exhaust, or some other release.

2.A.2. Evacuate personnel using the Fire Alarm system as needed.

2.A.3. Contacting the Facilities Department and/or Utility companies as needed for repairs.

2.B. The Sheriff’s Office will be responsible for:

2.B.1. Establishing perimeter around building to ensure Fire Department accessibility, if evacuation is necessary.

2.B.2. Notifying Fire Department of any special circumstances, such as evacuation needs.

2.C. If the odor occurs in a Residence Hall, the Residence Life and Housing Office will be responsible for:

2.C.1. Accountability of all Residence Hall personnel, if evacuation is necessary.

2.C.2. Notify Sheriff's Office of any personnel who may need help evacuating or who may be exhibiting symptoms.

2.D. All faculty, staff, and students that are in the building with the potential odor will be responsible for:

2.D.1. Safely evacuating the building and standing back so emergency vehicles have egress, if an evacuation is necessary.

2.D.2. Notify Sheriff's Office of any personnel who may need help evacuating or who may be exhibiting symptoms.

### 3. DEFINITIONS

3.A. MERCAPTAN – The chemical compound added to natural gas to enable people to smell when there may be a natural gas leak.

### 4. PROCEDURES

4.A. Normal work hours

4.A.1. Due to the potential urgency of natural gas issues, the work order system should not be used to report a concern. If you smell natural gas or other odors during normal work hours, contact the Physical Plant at x2211.

4.A.2. Provide as much information as you can, such as:

4.A.2.a. Your name, location, and contact information

4.A.2.b. Location(s) of odors in the building

4.A.2.c. A description of the nature of the odor (i.e., light/strong, increasing/intermittent/dissipating, etc.)

- 4.A.2.d. Symptoms of any personnel in building
- 4.A.2.e. Known or suspected sources of the odor

4.A.3. Environmental Health and Safety will investigate the odor concern and will make a determination whether the building needs to be evacuated. In some cases, the Pueblo Fire Department may be utilized to assist with the investigation and evacuation.

#### 4.B. Outside work hours

4.B.1. Due to the potential urgency of natural gas issues, the work order system should not be used to report a concern. If you smell natural gas or other odors outside work hours, contact the Sheriff's Office at x2373 if an odor concern exists.

4.B.2. Provide as much information as you can, such as:

- 4.B.2.a. Your name, location, and contact information
- 4.B.2.b. Location(s) of odors in the building
- 4.B.2.c. A description of the nature of the odor (i.e., light/strong, increasing/intermittent/dissipating, etc.)
- 4.B.2.d. Symptoms of any personnel in building
- 4.B.2.e. Known or suspected sources of the odor

4.B.3. The Sheriff's Office will dispatch the Fire Department as needed to investigate the source of any potential odors. The Fire Department will make the determination to evacuate the building.