

SMALL QUANTITY HAZARDOUS WASTE GENERATOR  
(100 kg - 1,000 kg per month)

EMERGENCY RESPONSE  
AND  
CONTINGENCY PLAN

Location: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

## SMALL QUANTITY GENERATOR

### EMERGENCY PLANNING AND PREVENTION PACKET

All generators of hazardous waste are required to carefully manage their wastes to minimize the chance of an accident, and to do emergency planning that describes what a company's personnel will do in response to an emergency. Emergency planning requirements are based on your company's status as a small quantity generator (generates between 220 pounds to 2200 pounds of waste per month) or a very small quantity generator (generates less than 220 pounds per month).

#### IF YOUR COMPANY IS A SMALL QUANTITY GENERATOR:

##### 1. Emergency Coordinator

Appoint an emergency coordinator who will be on-site or on-call at all times. This position is often filled by the company owner or operator. You may appoint an alternate coordinator for back-up.

##### 2. Post Emergency Information

Post the following information next to every telephone which might be used in an emergency:

- Name and telephone number of the emergency coordinator(s)
- Location of fire extinguishers, spill control equipment and fire alarms
- Telephone number of the fire department

\*\* A fill-in-the-blanks telephone posting sheet is included in this packet to help your company comply with this requirement.

##### 3. Train Your Employees

State law requires small quantity generators to train their employees in proper hazardous waste handling and in procedures "relevant to their responsibilities during normal facility operations and emergencies."

Although the laws do not spell out what should be included in your training program, how long the program should last, or when you should repeat it, the regulations do encourage employee training that is specific to your site. General workshops are a central part of your company's overall waste-handling education, but it is also important for your employees to have a thorough understanding of the hazardous properties of the materials your company uses, and to be trained to follow the emergency response steps outlined in your company's emergency response and contingency plan.

When designing your training program, we recommend that you include all or a portion of the following:

For day-to-day operation---

- Hazards associated with every hazardous waste produced by your company
- Proper use of hazardous waste containers (choosing the correct container, careful handling of containers, and proper labeling and marking)
- Waste accumulation rules (storage time limits, keeping containers closed, adequate aisle space, separating incompatible wastes, etc.)
- Waste storage area inspection procedures
- Correct manifesting procedures for hazardous waste shipments
- Preparation of containers for shipping
- Waste minimization
- Record keeping (documenting inspections, shipments, training, etc.)

For emergencies---

- Location and maintenance of emergency equipment
- Proper emergency response

\*\* State hazardous waste rules also require that you document the training you have given your employees. The documentation requirement can be met by using the fill-in-the-blank form titled "Record of Employee Hazardous Waste Management Training" which is included in this packet.

IF YOUR COMPANY IS A SMALL QUANTITY OR VERY SMALL QUANTITY GENERATOR:

4. Emergency Equipment

Have the following equipment available to use in an emergency:

- An easily accessible internal communications system capable of alerting employees to an emergency (for very small shops, the human voice may meet the requirement)
- A telephone to contact outside emergency personnel
- Portable fire protection equipment, such as fire extinguishers
- Water at adequate volume and pressure to supply fire protection, such as sprinklers or a nearby fire plug
- A sink or a shower for employees to rinse off any contamination

5. Accident Prevention Procedures

Set up and follow procedures to minimize the possibility of accidents which could threaten human health and the environment. Maintain adequate aisle space in work and storage areas to allow for evacuation if necessary, or for easy access to a leaking or ruptured drum. Keep hazardous waste drums well out of the routes used by fork-lifts or other heavy equipment to avoid accidental damage.

6. Notify Local Authorities

Provide police, fire departments and emergency response teams with:

- A building floor plan showing where hazardous wastes are stored,
- A list of the types of hazardous waste stored in each area, and
- Identification of building entrances, possible evacuation routes and personnel working areas.

Inform local hospitals of the properties of hazardous wastes handled at your site, and the types of illnesses or injuries that might result from an accident involving your company's hazardous waste.

\*\* To meet these requirements, use the fill-in-the-blank Emergency Response and Contingency Plan provided in this packet to compile the required information. Then use the "Hazardous Waste Generator Emergency Authority Notification" form letter to send the contingency plan to the required locations.

**Note to Very Small Quantity Generators:** This last requirement may also be met by telephoning the local police, fire department and emergency responders and making them aware of the above information --keep a record of the date, the person you contacted and a brief outline of what you discussed.

## 7. Emergency Response

If a hazardous waste or material spill occurs, follow these steps:

- Evaluate the situation. If there is any potential for danger, remove the personnel at risk. As an extra precaution, extinguish all sources of ignition such as sparks from equipment, open flames or lit cigarettes.
- Notify the company's emergency coordinator (required for small quantity generators only).
- Contain and cleanup the spill. If the environment around the spilled material is safe, prevent any additional spillage and contain the hazardous materials with a dike of floor dry, sand, dirt, straw or hay bales. If the spill is small, shovel the contaminated material into a container. Label each drum with a filled-out hazardous waste label. The recovered waste must be treated, stored or disposed of in accordance with state and federal rules.

Rapid containment can help reduce the severity of a spill, but remember to use caution -- your safety and the safety of your employees should be your main concern. Persons doing cleanup or containment should wear proper protective equipment, based on the quantity and nature of the material spilled. At a minimum, cleanup personnel should wear washable boots, gloves and eye protectors.

- Report to the Fire Department (911) and U.S. Environmental Protection Agency (EPA) National Response Center (1-800-424-8602) with the following information:

- a) Name, address and EPA identification number of the company
- b) Date, Time, and type of incident
- c) Quantity and type of waste involved
- d) Extent of any injuries
- e) Estimated quantity and disposition of recovered materials

HAZARDOUS WASTE GENERATOR EMERGENCY AUTHORITY NOTIFICATION

TO: \_\_\_\_\_

FROM: NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

EPA I.D. # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

The U.S. Environmental Protection Agency and the Department of Environmental Protection (DEP) regulations require all businesses that produce hazardous waste to notify local emergency response personnel. This notification is meant to establish cooperation in case of a fire or unplanned release of hazardous waste that may require your emergency services.

So that you may be prepared to properly respond to an emergency at this site, we are enclosing a modified hazardous waste contingency plan.

We appreciate your assistance in this matter and look forward to any comments you may have on this plan.

Sincerely,

# HAZARDOUS MATERIAL EMERGENCIES

Post this sheet near the telephone(s) in areas where hazardous waste is handled or stored.

A. EMERGENCY COORDINATOR(S)

Work Phone

Home Phone

_____	_____	_____
_____	_____	_____

B. LOCATION OF EMERGENCY RESPONSE EQUIPMENT

Fire Extinguishers

\_\_\_\_\_  
\_\_\_\_\_

Fire Alarm (if present)

\_\_\_\_\_

Spill control material

\_\_\_\_\_  
\_\_\_\_\_

Special equipment(if present)

\_\_\_\_\_  
\_\_\_\_\_

C. FIRE DEPARTMENT

\_\_\_\_\_

A. COMPANY EMERGENCY COORDINATOR(S)

Work Phone      Home Phone

\_\_\_\_\_  
\_\_\_\_\_

B. EMERGENCY TELEPHONE NUMBERS

1. FIRE DEPARTMENT..... \_\_\_\_\_
2. POLICE DEPARTMENT..... \_\_\_\_\_
3. \_\_\_\_\_ HOSPITAL..... \_\_\_\_\_
4. DIVISION OF EMERGENCY MGMT..... \_\_\_\_\_
5. NATIONAL RESPONSE CENTER (24 HOUR). \_\_\_\_\_

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HAZARDOUS WASTE GENERATION

<u>WASTE NAME</u>	<u>HAZARDOUS PROPERTIES [SEE MATERIAL SAFETY DATA SHEETS (MSDSs)]</u>	<u>ANNUAL PRODUCTION</u>	<u>POTENTIAL INJURIES CAUSED BY EXPOSURE</u>
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(Note: Hazardous Material not just wastes, might be listed above as service to emergency responders, if you do so, make sure you specify which items are wastes and which ones are not.)

REQUIRED EMERGENCY EQUIPMENT

To satisfy the emergency equipment requirements you should have at least one device in each of the following categories. Check those you have and give the location when appropriate.

1. Internal Communication system - to notify employees  
(location)

Alarm \_\_\_\_\_

Other \_\_\_\_\_

(In a small facility without barriers, warning by yelling may be adequate.)

2. External Communication - to notify Police, Fire, Hospital

Telephone \_\_\_\_\_

Other \_\_\_\_\_

3. Spill Control Equipment

Floor Dry \_\_\_\_\_

Other \_\_\_\_\_

4. Fire Control Equipment

Fire Extinguisher \_\_\_\_\_

Grounding Straps \_\_\_\_\_

Flammable Store Room \_\_\_\_\_

Other \_\_\_\_\_

5. Decontamination Equipment

Sink \_\_\_\_\_

Other \_\_\_\_\_

6. Water Supply

Water Hose \_\_\_\_\_

Other \_\_\_\_\_



## EMERGENCY RESPONSE PROCEDURES

### I. FIRE

- A. EVACUATE - Clear employees from the area.
- B. CONTAIN - Contact the fire department or extinguish fire with a fire extinguisher.

\* SPECIAL INSTRUCTIONS FOR FIRE FIGHTING:

### II. SPILLS

- A. EVACUATE - Clear employees from area, remove all sources of ignition if the spilled material is ignitable.
- B. CONTAIN - Control and contain liquid hazardous waste spills using absorbent materials.
- C. CLEANUP - Collect spilled waste and absorbent material in a closed container. Label and dispose of properly.
- D. NOTIFICATION - In case of a spill which threatens the environment or public health (on soil, in water, down drain escaping buildings, etc.) contact the EPA hotline at 1-800-424-8802

\* SPECIAL INSTRUCTIONS FOR SPILL RESPONSE:

\* Some hazardous waste may require special response equipment or safety equipment (gloves, respirator) for responding to fires and spills, list those instructions under "special instructions." See MSDS's for special requirements.

Draw a diagram of your site below including: access roads, facility layout, hazardous waste storage areas, hazardous material storage areas, and possible evacuation routes.

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SITE PLAN

N

LEGEND

E = Entrances/Exits

M = Hazardous Material Storage

W = Hazardous Waste Storage Area

S = Spill Control Equipment

X = Fire Extinguishers

-----> Evacuation Route

RECORD OF EMPLOYEE HAZARDOUS WASTE MANAGEMENT TRAINING

Employee Name \_\_\_\_\_

Job Responsibilities Related to Hazardous Waste Management

Check areas

_____ Manifesting	_____ Satellite Accumulation rules
_____ Recordkeeping	_____ Managing containers/tanks
_____ Labeling containers/tanks	_____ Storage requirements
_____ Spill response and reporting	_____ Other _____
_____ Fire response	_____ Other _____

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TRAINING GIVEN

Date \_\_\_\_\_ Instructor \_\_\_\_\_

Areas of training

Check areas covered

_____ Manifesting	_____ Satellite Accumulation rules
_____ Recordkeeping	_____ Managing containers/tanks
_____ Labeling containers/tanks	_____ Storage requirements
_____ Spill response and reporting	_____ Other _____
_____ Fire response	_____ Other _____

Employee Signature \_\_\_\_\_

Attach a brief outline of the training given to this record, or make sure that an outline is available in your records.