

CONTINGENCY PLAN OUTLINE

Contingency Plan

A copy of the Contingency Plan or Spill Prevention Control and Countermeasures (SPCC) Plan amended for hazardous waste management to describe the actions facility personnel will take in response to fires, explosions, or any unplanned release of hazardous waste or hazardous waste constituents to air, soil, surface water, or groundwater at the facility.

- 1) General Information
 - a) Facility name and location, and owner or operator name.
 - b) Site plan.
 - c) Description of facility operations.
- 2) Emergency Coordinators
 - a) Names, addresses, office and home telephone numbers, and duties of primary and alternate coordinators.
 - b) A statement authorizing designated coordinators to commit the necessary resources to implement the contingency plan.
- 3) Implementation Criteria for implementation of contingency plan for any potential emergency.
- 4) Emergency Response Procedures
- 5) Notification
 - a) Methodology for immediate notification of facility personnel and necessary state or local agencies.
 - b) Identification of Hazardous Materials: Available data and/or procedures for identification of hazardous materials involved in the emergency and quantity and areal extent of release.
 - c) Include information on:
 - i) Biological, physical, and chemical properties of the waste.
 - ii) Exact source.
 - iii) Amount
 - iv) Areal extent of release.
- 6) Hazard Assessment
 - a) Procedure for assessment of possible hazards to the environment and human health.
 - b) Procedure for determining the need for evacuation and notification of authorities. The authorities to be notified should include the on-scene Coordinator for that area or the National Response Center.

- 7) Control Procedures: Specific responses and control procedures to be taken in the event of a fire, explosion, or release of hazardous waste to air, land, or water, including procedures for rapidly stopping waste feed.
- 8) Prevention of Recurrence or Spread of Fires, Explosions, or Releases. --During an emergency situation, a description of the necessary steps to be taken to ensure that fires, explosions, or releases do not occur, reoccur, or spread to other hazardous waste at the facility. Steps should include:
 - a) Shut-down of processes and continued monitoring of them.
 - b) Collecting, containing, and treating released wastes.
 - c) Removing and isolating containers.
 - d) Proper use of fire control structures (e.g., fire doors), systems (e.g., sprinkler systems), and equipment (e.g., extinguishers).
- 9) Storage and Treatment of Released Material
 - a) Provisions for treatment, storage, or disposal of any hazardous waste resulting from a release, fire, or explosion at the facility.
 - b) Equipment available.
 - c) Procedures for deployment of these resources.
 - d) Methods to contain, treat, and clean up a hazardous release and decontaminate the affected area.
- 10) Incompatible Waste: Provisions for prevention of incompatible waste from being treated, stored, or located in the affected areas until cleanup procedures are completed.
- 11) Post-Emergency Equipment Maintenance: Procedures for ensuring that all Emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.
- 12) Container Spills and Leakage: Procedures for responding to container Spills or leakage including removal of spilled waste and repair or replacement of containers.
- 13) Tank Spills and leakage: Procedures for responding to tank spills or leakage including removal of spilled waste and repair of tank.
- 14) Waste Pile Spills and Leakage: Upon indication of failure:
 - a) Inspection of containment system.
 - b) Evaluation and repair plan techniques and schedule of actions for repair.
 - c) Procedures to remove waste pile from service.
 - d) Conditions to be met to return waste pile to service including containment system repair and certification by a qualified engineer.
 - e) Closure of waste pile if not repaired.

15) Surface Impoundments Spills and Leakage

- a) Inspection of containment system.
- b) Evaluation and repair plan techniques and schedule of actions for repair.
- c) Procedures to remove surface impoundment from service.
- d) Conditions to be met to return surface impoundment to service including containment system repair and certification by a qualified engineer.
- e) Closure of surface impoundment if not repaired.

16) Emergency Equipment: Location, description, and capabilities of emergency equipment. This should include:

- a) Spill control equipment.
- b) Fire control equipment.
- c) Personal protective items such as respirators and protective clothing.
- d) First aid and medical supplies.
- e) Emergency decontamination equipment.
- f) Emergency communication and alarm systems.

17) Coordination Agreements

- a) A description of coordination agreements with local police and fire departments, hospitals, contractors, and state and local emergency response teams to familiarize them with the facility and actions needed in case of emergency.
- b) A statement indicating that a copy of the contingency plan has been submitted to these organizations.
- c) If applicable, documentation of refusal to enter into a coordination agreement.

18) Evacuation Plan: The plan must include:

- a) Criteria for evacuation.
- b) A description of signal(s) to be used to begin evacuation with primary and alternate evacuation routes.

19) Required Reports

- a) Provisions for submission of reports of emergency incidents within 15 days of occurrence.
- b) Notation of such incidents in the operating record identifying the time, date, and details of these incidents.