

Contingency Plan

Hazardous Waste Program

Large Quantity Generators

Doc Type: Management Plan

Instructions: The Minnesota Pollution Control Agency (MPCA) prepared this Contingency Plan template for optional use by large quantity generators of hazardous waste to document their required emergency planning and emergency responder arrangements. See MPCA website for hazardous waste fact sheet #w-hw1-08c, Emergency Planning for Large Quantity Generators, at <https://www.pca.state.mn.us/sites/default/files/w-hw1-08c.pdf>.

Company information

Company name: _____

Location address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____ Email: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

EPA Identification number: _____ Date (mm/dd/yyyy): _____

Prepared by:

Print name: _____ Title: _____

Date (mm/dd/yyyy): _____

Approved by: (CEO or delegate)

Print name: _____ Title: _____

Date (mm/dd/yyyy): _____

Reviewed by emergency coordinators:

	Print name:	Title:	Date (mm/dd/yyyy):
Primary name:	_____	_____	_____
Alternate name:	_____	_____	_____
Alternate name:	_____	_____	_____

Emergency coordinator and contacts

List in the order in which they will assume responsibility. While not required, posting this contact list near all telephones in hazardous waste management areas is recommended.

Emergency Coordinators	Address/Phone numbers
1.	
2.	
3.	
4.	

Emergency Response Team	Role	Work	Home/Cell

Emergency Responders	Telephone #1	Telephone #2
Emergency Contractor name		
Fire Department		
Police Department		
Hospital		
MN Duty Officer	1- 651-649-5451	1- 800-422-0798
National Response Center		1- 800-424-8802

Emergency equipment

Fire control

Type	Description	Capability	Location
Sprinkler system			
(Other fixed system)			
Portable extinguishers			

Spill control:

Description	Capability	Location

Decontamination

Description	Capability	Location

Alarms/communication

Type	Coverage	Activation locations
Fire alarm		
Public address		
Radios		
Telephones		
Other		

Emergency equipment maintenance and inspection

Fire control		
Description	Certification inspection	Periodic inspection
Sprinkler system	(at least annually)	
(Other fixed system)	(at least annually)	
Portable extinguishers	(at least annually)	(at least monthly)

Spill control	
Description	Periodic inspection

Decontamination	
Description	Periodic inspection

Alarms/communications		
Description	Function inspection	Inspection type
Fire alarm	(at least annually)	
Public address		
Radios		
Telephones		
Other		

Emergency response procedures

Emergency	Notification	Alarm activation criteria	Responding personnel	Actions
Fire				
Explosion (no fire)				
Hazardous waste spill				
Other				

Emergency response procedures - identifying released materials

Hazardous waste/material on site	Hazards	Response measures

Emergency response procedures - Diagram identifying hazardous waste/materials locations

You may combine this diagram with location diagrams for emergency equipment, evacuation routes and access points.

Emergency reporting

Contact local emergency first-responders first. Then report incident to the Minnesota Duty Officer and National Response Center.

MN Duty Officer

<http://www.hsem.state.mn.us>

651-649-5451 (local)

651-627-3259 (TDD)

1-800-422-0798 (greater MN)

651-296-2300 (FAX)

National Response Center

<http://www.nrc.uscg.mil/nrchp.html>

1-202-267-2180

1-202-267-4477 (TDD)

1-800-424-8802 (toll free)

1-202-267-1322 (FAX)

Fill out this information for reference during your report call. Keep a copy to document your report call.

Name of site: _____

EPA ID# of site: _____

Address of site: _____

Date of incident: _____ Time of incident: _____ am pm

Type of material released: _____

Quantity released (if known): _____

Health/Environmental hazards of the release: _____

Injuries: _____

Date of report call: _____ Time of report call: _____ am pm

Your name: _____ Your call-back telephone number: _____

Notes: _____

Evacuation plan

Evacuation activation criteria:

Evacuation notification method:

Evacuation procedures:

Post-evacuation procedures:

Evacuation Plan - evacuation route diagram

May be combined with location diagrams for hazardous waste/material storage areas and emergency equipment.

Arrangements with local emergency response services

If a local emergency response service refuses to agree to arrangements for services, document the date and method by which you attempted to make arrangements.

Agency/Department	Date of agreement	Services agreed to be provided
(Law enforcement agency name)		
(Fire dept name)		
(Ambulance service name)		
(Hospital name)		
(Emergency response contractor name – if applicable)		
(Local government emergency response team – if applicable)		
(State government emergency response team – if applicable)		
(Other)		

Sample cover letter to local emergency response services

You may use the following example to create a cover letter to submit copies of your Contingency Plan to local emergency response services when attempting to arrange for their services. Note that you are required to “attempt to arrange for emergency response services.” Blind mailing of a copy of this Contingency Plan to the services does not alone satisfy the requirement.

[Your name, title]
[Company name]
[Street address]
[City, ST ZIP code]

[Date]

[Recipient name, title]

[Emergency service name]
[Street address]
[City, ST ZIP code]

RE: Hazardous Waste Generator Emergency Response Arrangements

Dear [Recipient name]:

The U.S. Environmental Protection Agency and the Minnesota Pollution Control Agency regulations require certain businesses that generate hazardous waste to attempt to arrange with local emergency response personnel to appropriately respond to incidents at their site.

To provide you with reference emergency response information for this site, I am enclosing a copy of the site's Hazardous Waste Contingency Plan.

This Contingency Plan will also document the emergency response arrangements for this site that we agreed to on [DATE]. Please notify me immediately should you need to revise these arrangements.

Sincerely,

Emergency Coordinator