

# HAZARDOUS WASTE EMERGENCY INFORMATION

EMERGENCY	NAME _____	Map of facility with emergency equipment, spill equipment, exit routes, and alarm locations.
COORDINATOR	PHONE _____	
ALTERNATE	NAME _____	
	PHONE _____	
FIRE DEPT.	PHONE _____	
HOSPITAL	PHONE _____	
POLICE	PHONE _____	
Fire alarm is located: _____ _____		
Spill control equipment is located: _____ _____ _____		
Fire extinguishers are located: _____ _____ _____		



**National Response Center: 1-800-424-8802**  
**Michigan Pollution Emergency: 1-800-292-4706**

*Provided by:* The Environmental Assistance Division and the Waste Management Division of the Michigan Department of Environmental Quality  
Environmental Assistance Center 1-800-662-9278

Other hazardous waste requirements may apply.



Part III, Hazardous Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451) requires Small Quantity Generators of hazardous waste to post information and respond to hazardous waste related releases. **Enter the information for your company and post this form by the facility telephone** located in an area where employees could report a release of hazardous waste. **Keep the listed information current.** It is recommended Conditionally Exempt Small Quantity Generators also post this information, but is not required. Large Quantity Generators must have a written contingency plan. This form is not required to be used by the generator but is provided as a resource to meet Michigan's hazardous waste administrative rule R 299.9306.

At least one employee must be on premises or on call and be able to reach the facility within a short time to coordinate all emergency response measures. It is recommended that alternative coordinators are identified to cover when the primary person is on vacation or not otherwise available. Coordinators, or their designee, need to respond as follows:

- If there is a fire, call the fire department or attempt to put out the fire using a fire extinguisher.
- If there is a spill, contain the hazardous waste to the extent possible, and as soon as practical, clean up the spill and any contaminated materials and soils.
- If there is a fire, explosion, or release of hazardous waste that threatens human health or the environment, or the release has reached the surface water or groundwater, immediately call 800-292-4706 to report the incident.
- If a release could threaten human health outside of the generator's site, immediately call 800-424-8802 to report the incident.

See the *Spill Reporting Requirements* publication for additional reporting information and for a generic form to help you meet the regulations.

The telephone number for the fire department is not required if you have a direct alarm to the fire department.

There are additional hazardous waste requirements regarding release prevention and response, including training employees in emergency response. Following is a summary of the preparedness and prevention requirements with which you must comply. It is recommended you review the regulations and the *Small Quantity Generator Requirements* publication for more details.

1. Have proper emergency equipment available and test and maintain the equipment as necessary.
  - Communication devices (phones, radios, intercom, etc.);
  - Portable fire extinguishers;
  - Spill control equipment (absorbents, containers, kits) and decontamination equipment; and
  - Water for fire control in sufficient volumes.
2. Have immediate access to an internal alarm system. This means personnel can activate an alarm within seconds, not minutes.
3. Provide and maintain sufficient aisle space in the hazardous waste handling areas to ensure access of emergency equipment and emergency personnel.
4. Have arrangements in place with emergency response authorities appropriate for the waste handled at your business. Small Quantity Generators are required to send a diagram or discuss the layout of their facility, access roads, evacuation routes, along with identifying the areas where the employees normally are working, and the hazardous waste properties and associated hazards with the response agencies.
  - Invite police, fire departments, and emergency response teams to tour your business.
  - Keep documentation of any visits by emergency response people, agreements, etc.

If authorities decline your arrangement, you must have written documentation of that refusal. If you use outside contractors to respond to emergencies, you must make arrangements with those emergency response contractors and suppliers.

5. Small Quantity Generators must submit to local hospitals, the possible types of injuries or illnesses that could result from the hazardous waste at your business. It is recommended Conditionally Exempt Small Quantity Generators also submit this information.

The hazardous waste regulations and publications can be obtained off the Internet at [www.michigan.gov/dep](#). Or the regulations may be purchased from the Waste Management Division. Call 517-373-9875 or 800-662-9278 for current prices. Contact your Waste Management Division district office or call the Environmental Assistance Center at 800-662-9278 for more information or to request publications.

This form was revised in July 1999. Partial funding was provided by an EPA grant. Regulations are subject to change. Reliance on information from this text is not usable as a defense in any enforcement action or litigation. Refer to the regulations or discuss your specific requirements with the regulating agency.