

Contingency Planning

Jeanette Noechel
DEQ, Waste Management and Radiological Protection Division
noechelj@michigan.gov

Goals

- Define Contingency Plan
- Identify Contingency Plan Contents for Hazardous Waste and Liquid Industrial By-Products
- Identify Contingency Plan Coordination
- Identify Common Contingency Plan Implementation Errors

What is a Contingency Plan

- Comprehensive emergency response plan required of large quantity hazardous waste generators and treatment/storage/disposal facilities (TSDFs)
- Contingency plans must address all threats associated with a site's hazardous waste activities
- Contingency plans must include
 - Emergency Coordinators
 - Floor Plan Map
 - Emergency Equipment
 - Off-site risks
 - Evacuation plans
 - Assessment of off-site risks
 - Clean-up and decontamination procedures
 - Details about resuming operations

Contingency Plan Contents

- Emergency Coordinator
 - Emergency coordinator's name, address, and phone number (home and office) must be included in the plan
 - Emergency Coordinator must be available to respond to emergencies at all times, including weekends, evenings, and holidays
 - At least one alternate emergency coordinator should be identified so that there is someone to respond at all times
 - All emergency coordinators must have the authority to carry out contingency plan
 - If outside emergency response contractors are used, the plan must include the emergency response contractor name, location, contact and identification of who can authorize contractor services
- Floor plan map of the facility must identify:
 - location of all emergency equipment (fire, spill, and alarm system)
 - all evacuation routes (primary and secondary).
- Emergency equipment includes
 - fire extinguishing systems
 - communication or alarm systems
 - spill control equipment, etc.
- Contingency plan must include:
 - list of emergency equipment
 - physical description of the emergency equipment
 - details of where the equipment is located
 - brief outline of the equipment capabilities

- equipment inspection and maintenance schedule
- Contingency plan evacuation plan must include
 - primary and secondary evacuation routes
 - how the evacuation will be announced (PA? Alarm?)
 - details on how employees will ensure all employees and customers are evacuated during an emergency evacuation routes
 - two outside areas where employees and customers can assemble during an evacuation (so an upwind location can be selected)

Contingency Plan LEPC Coordination

- Large quantity generators of hazardous waste must:
 - share their contingency plans with local emergency response officials (police, fire, hospitals, and emergency response teams)
 - should include cover letter can be used to explain why the information is being provided, inviting responders to tour the facility and a point of contact
 - should include a quick reference guide to meet future rulemaking

Contingency Plan Requirements

- Large quantity generators must maintain contingency plan that is complete and CURRENT on-site at all times
- TSDFs have to follow their operating license and the Part 111 rules for keeping their contingency plan current (minor mods, etc.)

Release Requirements

- If a release (fire, explosion or discharge) that could threaten the public health, safety, welfare, or the environment, or reaches water, **the large quantity generator and/or treatment, storage and disposal facility owner/operator must:**
 - take immediate action to protect the public health, safety, and welfare, environment, and stop the release
 - notify local responders
 - notify the pollution emergency alerting system using the telephone number 800-292-4706
 - **note in the operating record the time, date, and details of any incident that requires implementing the contingency plan**
 - **Submit report to the DEQ Director within 15 days of the release that includes the information specified in 40 CFR Part 265.56**
- ~~Within 30 days of release, prepare and maintain on-site records~~ **Within 15 days of a release requiring implementation of the contingency plan, large quantity hazardous waste generators and treatment, storage, and disposal facilities must submit a written report to the DEQ Director documenting:**
 - Name, address, and telephone number of the **owner or operator** ~~person reporting the incident~~
 - Name, address, and telephone number of the facility ~~where the fire, explosion, or discharge occurred, and any associated Site ID~~
 - Date, time, and type of incident (e.g., fire, explosion)
 - Name and quantity of material(s) involved
 - The extent of injuries, if any
 - An assessment of actual or potential hazards to human health or the environment
 - Estimated quantity and disposition of recovered material that resulted from the incident
 - **Any additional information specified in the treatment/storage/disposal facility license**
 - **Recommend sending courtesy copy of the report to the WMRPD District Office Supervisor and any known inspection and/or licensing staff**
 - ~~Description of the response action taken~~
- ~~Submit report to the DEQ upon request (LQG) or as required by their permit (TSDF)~~
- To understand all of the release requirements that may apply under the various state and federal environmental statutes and rules, see Chapter 6 of the guidebook available online at

www.michigan.gov/ehsguide or the Michigan Release Notification Table at www.michigan.gov/chemrelease

When Things Go Wrong—Implementation

- When does one implement a contingency plan?
 - When there is a fire, release, or explosion that could harm human health and the environment

Afterwards: Assessing Off-Site Risk After a Fire or Explosion or Significant Release

- Screening Considerations:
 - Is off-site corrective action needed?
- Use Risk-Based cleanup numbers of Part 201 to assess initial risk.
 - Conduct further investigation and mitigation or remedy, as required
 - Afterwards: Cleanup and decontamination
- Inspect, clean, and replace emergency Equipment as needed.
 - Is Large/Motorized equipment visibly clean of any residue?
 - Have any hand tools or other small equipment been rinsed/washed with a suitable cleanser?
 - Has PPE been restocked, refilled, or if reusable, washed and sanitized?
 - Has monitoring equipment been cleaned and repaired or replaced?
 - Were contractors on-site and followed up with, or debriefed?

Afterwards: Resuming Operations?

- If the plant was evacuated or shut down, prior to resuming operations:
 - Ensure proper cleanup procedures have been implemented.
 - Has all emergency equipment been cleaned?
 - Is all emergency equipment fit for use or reuse?
 - If licensed, has the affected area(s) been re-certified for capability to operate?

Common Violations—Contingency Plan (generators)

- Emergency Coordinator information:
 - Needs to have the phone number (office and home) and HOME ADDRESS as part of the plan
 - A cell number where the emergency coordinator can be reached at any hour is acceptable.
 - Remember, these regulations were written BEFORE cell phones, so the only way to contact an emergency coordinator after hours was at home.
- Evacuation Routes:
 - Need both a primary and an alternate or secondary route
 - Many plans have a primary route but do not include an alternate route
- Emergency Equipment:
 - Description and capabilities
 - Many plans do not have adequate descriptions and capabilities of the equipment, often just stating “1 shovel, 3 fire extinguishers, etc.”
 - In the above example, is the shovel intended only for non-flammable materials? Is it spark proof?
 - In the above example, what class of fire extinguishers are on site?
 - If the plan lists absorbents or neutralizers, for example, what is the absorbent or neutralizer intended for?
 - ✓ Many absorbents are specialized for certain materials, such as oils, petroleum products, etc.
 - ✓ Using the wrong absorbent for a spill, at best, is a waste of money and accomplishes very little
 - ✓ Putting the wrong neutralizer on a spill can be dangerous!
- Emergency Response Officials/Agencies
 - There must be documentation that the contingency plan was shared with local response agencies.

- Easiest method of documentation is certified mail receipt
- The contingency plan must be shared with local agencies whenever there is an update
- Small quantity generators not having the required emergency posting information by a phone
- Small quantity generators:
 - Training may be INFORMAL but it is still required
 - Failure to identify an emergency coordinator
 - If an emergency coordinator is identified, failing to make sure they are available to get to the site within a reasonable period of time (e.g. an out of state corporate person is not a good idea for an emergency coordinator)
- Large Quantity Generators:
 - Written hazardous waste training program
 - Annual training
 - Must have description of the type of training given
 - Job title, job descriptions