

Release and Emergency Notifications

IF THERE IS A RELEASE TO THE ENVIRONMENT, IMMEDIATELY NOTIFY:

Local Emergency: 911 • Local Fire Department: _____

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

Agriculture Pollution Spills Hotline: 800-405-0101

Local Emergency Planning Committee (LEPC): _____

Environmental Contractor/Consultant: _____

Emergency Coordinator Name: _____

Coordinator Phone: _____

Alternate Emergency Contact Name: _____

Alternate Phone: _____

Hospital Phone: _____ Police Phone: _____

Fire alarm is located: _____

Spill control equipment is located: _____

Fire extinguishers are located: _____

Map of facility with emergency equipment, fire extinguishers, spill equipment, decontamination equipment, exit routes, alarm locations, public alert systems, etc.

Part 111, Hazardous Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, requires Small Quantity Generators (SQGs) of hazardous waste to post information and respond to hazardous waste related releases. **Enter the information for your company and post this form:**

1. **by the facility telephone** located in an area where employees could report a release of hazardous waste and
2. **in areas directly involved with hazardous waste** generation and accumulation.

Keep listed information current. It is recommended that [Very Small Quantity Generators](#) also post this information, but it is not required. 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.

SQGs must maintain and operate their facility to minimize the possibility of fire, explosion or release of hazardous waste. SQGs must train employees so they are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal site operations and emergencies. Records of employee training are required. Employees must have training specific to the type of hazardous waste they are responsible for or will be handling.

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 [Release Notification Requirements in Michigan](#) and other resources available at [Michigan.gov/ChemRelease](#) to ensure adequate release prevention and response measures are in place. Additional release prevention measures may be required under other regulations in addition to those required under the hazardous waste regulations.

There are also additional hazardous waste requirements that SQGs must meet to ensure they adequately prevent a release and are prepared to respond to an emergency, including training employees in emergency response. The following is a summary of the preparedness and prevention requirements that SQGs must meet. See the [Small Quantity Generator Requirements Guide](#) and R 299.9306 for more details.

1. Have proper emergency equipment available and test and maintain the equipment, as necessary.
 - Communication devices (phones, radios, intercom, etc.)
 - Spill control equipment (absorbents, containers, kits) and decontamination equipment
 - Portable fire extinguishers
 - 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.
 - Have arrangements in place with emergency response authorities appropriate for the waste handled at your business. SQGs 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.
4. 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.

SQGs 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 Very Small Quantity Generators also submit this information.

SQGs are encouraged to follow the [contingency planning](#) required of Large Quantity Generators of hazardous waste, including the requirement to include a quick reference guide in the site's emergency response plan to ensure emergency responders can quickly become familiar with site specific conditions in the event of an emergency.