



**Colorado Department
of Public Health
and Environment**

HAZARDOUS WASTE GUIDANCE

PREPAREDNESS AND PREVENTION

CONTINGENCY PLAN

**EMERGENCY PROCEDURES
for
LARGE QUANTITY GENERATORS
of
HAZARDOUS WASTE**

Guidance for the requirements for businesses that generate 1,000 kg (about 2,200 pounds) or more of hazardous waste per month or greater than 1 kg (about 2.2 pounds) of acutely hazardous waste per month. All regulatory requirements provided in this guidance are from The Colorado Hazardous Waste Regulations found at 6 CCR 1007-3, and may be paraphrased to emphasize requirements specific to the topics of this guidance document.

March 1997

Purpose of this Guidance

This is intended as general guidance for generators of hazardous waste and is meant to assist in compliance with the hazardous waste regulations. The guidance is not meant to modify or replace the promulgated regulations which undergo periodic revisions. In the event of a conflict between this guidance and promulgated regulations, the regulations govern. Some portions of the hazardous waste regulations are complex and this guidance does not go into the details of these complex situations. If a regulatory situation is not described in the guidance or clarification is desired, an official interpretation of a specific hazardous waste regulation can be requested by writing to the Hazardous Materials and Waste Management Division at the address on page 17.

We would appreciate any comments or suggestion for making improvements in future editions. Suggestions or comments can be sent to the address on page 17.

(This document has been reformatted to improve accessibility in Portable Document Format (PDF). No other changes were made unless specifically noted.)

Preparedness and Prevention

Regulatory Requirement - Section 262.34(a)(4)

“... a generator may accumulate hazardous waste on-site for 90 days or less without a permit or without having interim status provided that ... the generator complies with the requirements for owners or operators in Subparts C and D in Part 265 ...”

Part 265 Subpart C-- Preparedness and Prevention, contains the following sections:

- 265.30 - Applicability
- 265.31 - Maintenance and operation of facility
- 265.32 - Required equipment
- 265.33 - Testing and maintenance of equipment
- 265.34 - Access to communications or alarm system
- 265.35 - Required aisle space
- 265.37 - Arrangements with local authorities

Maintenance and Operation of Facility

Regulatory Requirement - Section 265.31(a)

“Facilities must be maintained and operated to minimize the possibility of a fire, explosion, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or water which could threaten human health or the environment.”

Interpretive Guidance

Facilities should be designed, constructed, maintained, and operated in a manner that minimizes the possibility for emergency incidents (fire, explosion, or release of hazardous waste) through the use of fire protection systems, standard operating procedures, effective maintenance schedules and programs, and comprehensive emergency response procedures. In addition to these factors, incidents and any impacts can be further minimized through compliance with the regulatory requirements related to the management of hazardous waste itself. Some additional prevention and preparedness elements include:

- 1) Locating hazardous waste containers and tanks away from high-traffic areas and uncontrolled floor drains.
- 2) Providing secondary containment in hazardous waste container storage/accumulation areas through the use of chemical-resistant coatings or secondary-containment pallets (a regulatory requirement for accumulation in tanks).
- 3) Ensuring the compatibility of waste with containers and tanks (regulatory requirement).
- 4) Keeping incompatible wastes separated (regulatory requirement).
- 5) Keeping containers closed and labeled for easy identification (regulatory requirement).

Regulatory Requirement - Section 265.31(b)

“Facilities which are not provided with fire protection services by a fire protection district or municipal fire department must be maintained and operated in accordance with a plan for providing their own fire protection and prevention which has been approved by the Department ...”

Interpretive Guidance

The fire protection plan needs to be approved by the Colorado Department of Public Health and Environment, Hazardous Materials and Waste Management Division. Refer to the Colorado Hazardous Waste Regulations [Section 265.31(b)(1) through (5)] for guidance on the specific requirements for this plan.

Required Equipment

Regulatory Requirement - Section 265.32(a)

“All facilities must be equipped with the following, **unless** none of the hazards posed by waste handled at the facility could require a particular kind of equipment specified below:

(a) An internal communications or alarm system capable of providing immediate emergency instruction (voice or signal) to facility personnel.”

Interpretive Guidance

An easily accessible internal communications system capable of providing immediate emergency instruction to facility personnel may vary depending on facility size and function. For small shops, the human voice may be sufficient to alert personnel. For larger shops, or for facilities with multiple functional areas, an intercom or loud speaker system, fire pull stations, or other types of alarm/communication systems may be necessary.

Example

The operations building at ABC Corporation is equipped with 15 wall-mounted switches tied into an electric bell alarm and light system. Ten switches are located in production areas, adjacent to each of 10 work stations, and five are located in storage areas. The switches are clearly marked for rapid identification. Workmen are instructed to keep the surrounding areas free of obstructions. Activation of any individual switch will sound all bell alarms and lights in the system.

Regulatory Requirement - Section 265.32(b)

“(b) A device, such as a telephone (immediately available at the scene of operations) or a hand-held two-way radio, capable of summoning emergency assistance from local police departments, fire departments, or State or local emergency response teams;”

Interpretive Guidance

A telephone or intrinsically-safe radio communications device may be necessary to contact outside emergency personnel such as the police, fire departments, or local emergency response teams.

Example

The DEF facility is equipped with an intercom system to provide internal emergency communications. Any emergency will be brought to the attention of the chief engineer stationed at the operations control room. He will quickly evaluate the situation and place any necessary calls to the police department, fire department, and/or emergency response teams from one of the outside phones located in the control room. If the control room is affected by the emergency situation, a telephone at the front gate will be used to summon assistance.

Regulatory Requirement - Section 265.32(c)

“(c) Portable fire extinguishers, fire control equipment (including special extinguishing equipment, such as that using foam, inert gas, or dry chemicals), spill control equipment, and decontamination equipment; and”

Regulatory Requirement - Section 265.32(d)

“(d) Water at adequate volume and pressure to supply water hose streams, or foam producing equipment, or automatic sprinklers, or water spray systems.”

Interpretive Guidance

For fires that can be extinguished by water, sufficient water must be available for emergency use. Adequate water needs to be available for sprinklers (if installed), hydrants and fire hoses.

Testing and Maintenance of Equipment

Regulatory Requirement - Section 265.33

“All facility communications or alarm systems, fire protection equipment, spill control equipment, and decontamination equipment, where required, must be tested and maintained as necessary to assure its proper operation in time of emergency.”

Interpretive Guidance

The frequency of testing and maintenance will vary depending on the specific equipment, its role in an emergency situation, the reliability of the individual pieces of equipment, and any manufacturer-recommended maintenance/testing schedules.

Access to Communications or Alarm System

Regulatory Requirement - Section 265.34(a) and (b)

“(a) Whenever hazardous waste is being poured, mixed, spread, or otherwise handled, all personnel involved in the operation must have immediate access to an internal alarm or emergency communication device, either directly or through visual or voice contact with

another employee, **unless** such a device is not required under § 265.32.

(b) If there is ever just one employee on the premises while the facility is operating, he/she must have immediate access to a device, such as a telephone (immediately available at the scene of operation) or a hand-held two-way radio, capable of summoning external emergency assistance, **unless** such a device is not required under § 265.32.”

Interpretive Guidance

Whenever hazardous waste is being handled at your facility, all personnel involved must have immediate access to an alarm or emergency communication device. This could include a telephone or a hand held two-way radio, or visual or voice contact with another employee. Alarms or communication devices must be provided in a location that can be rapidly and easily accessed in an emergency situation by the personnel handling the hazardous waste.

Required Aisle Space

Regulatory Requirement - Section 265.35

“The owner or operator must maintain aisle space to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment, and decontamination equipment to any area of facility operation in an emergency, unless aisle space is not needed for any of these purposes.”

Interpretive Guidance

Aisle space between hazardous waste containers and tanks must be maintained to allow unobstructed movement of emergency response personnel or equipment. The regulations do not specify the width of aisle space. This is a performance-based standard which is dependent on the type of containers, waste, and housekeeping abilities at your facility. It is recommended that aisle width be sufficient for equipment to move containers of hazardous waste in response to an emergency and for the inspection of tanks and containers. Check with your local fire department and insurance provider for their requirements.

Arrangements with Local Authorities

Regulatory Requirement - Section 265.37

“(a)The owner or operator must attempt to make the following arrangements, as appropriate for the type of waste handled at his/her facility and the potential need for the services of these organizations:

- (1) Arrangements to familiarize police, fire departments, local departments of health, and emergency response teams with the layout of the facility, properties of hazardous waste handled at the facility and associated hazards, places where facility personnel would normally be working, entrances to roads inside the facility, and possible evacuation routes;

- (2) Where more than one police and fire department might respond to an emergency, agreements designating primary emergency authority to a specific police and a specific fire department, and agreements with any others to provide support to the primary emergency authority;
- (3) Agreements with State emergency response teams, emergency response contractors, and equipment suppliers; and
- (4) Arrangements to familiarize local hospitals with the properties of hazardous waste handled at the facility and the types of injuries or illnesses which could result from fires, explosions, or releases at the facility.

(b) Where State or local authorities decline to enter into such arrangements, the owner or operator must document the refusal in the operating record and comply with Section 265.31(b).” *(Section 265.31(b) refers to the maintenance and operation of facilities that are not provided with fire protection services)*

Interpretive Guidance

Your facility must attempt to make arrangements with local authorities such as police, fire, local health departments, emergency response teams and local hospitals to familiarize the local authorities with the facility layout, waste handling activities at the site, and the types of injuries or illness that could result from fires, explosions, or releases at the facility. You may want local responders to tour your site and review chemicals used and waste generated on site. Risks associated with your site need to be recognized by facility personnel and discussed with the proper authorities.

The information given to the authorities should include a layout of the facility, the properties of the hazardous waste handled at that facility and associated hazards with that waste, where personnel would be working, entrances to roads inside the facility and evacuation routes. You need to make sure that your facility will get an immediate and appropriate emergency response from local authorities. Your contingency plan will need to describe the arrangements agreed to by local police departments, fire departments, hospitals, contractors and any State and local emergency response teams.

If state and local authorities decline to enter into an arrangement, the facility needs to document this refusal, and prepare a fire protection and prevention plan.

The Contingency Plan

Regulatory Requirement - Section 262.34(a)(4)

“... a generator may accumulate hazardous waste on-site for 90 days or less without a permit or without having interim status provided that ... the generator complies with the requirements for owners or operators in Subparts C and D in Part 265 ...”

Part 265 Subpart D-- Contingency Plan and Emergency Procedures, contains the following sections:

- 265.50 - Applicability
- 265.51 - Purpose and implementation of contingency plan.
- 265.52 - Content of contingency plan.
- 265.53 - Copies of contingency plan.
- 265.54 - Amendment of contingency plan.
- 265.55 - Emergency coordinator.
- 265.56 - Emergency procedures.

Purpose and Implementation of Contingency Plan

Regulatory Requirement - Section 265.51

“(a) Each owner or operator must have a contingency plan for his/her facility. The contingency plan must be designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, surface or ground water.

(b) The provisions of the plan must be carried out immediately whenever there is a fire, explosion, or release of hazardous waste or hazardous waste constituents which could threaten human health or the environment.”

Interpretive Guidance

The contingency plan for your facility must be designed to minimize hazards to human health or the environment from fire, explosions, or any unplanned sudden or non sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water (including storm sewers). Your contingency plan must demonstrate that facility-specific emergency procedures have been developed and will be implemented immediately whenever an emergency hazardous waste situation occurs at your facility. Your contingency plan must be specific to your facility.

Content of the Contingency Plan

Regulatory Requirement - Section 265.52

“(a) The contingency plan must describe the actions facility personnel must take to comply with § 265.51 and 265.56 in response to fires, explosions, or any unplanned sudden or non sudden release of hazardous waste or hazardous waste constituents to air, soil, surface or ground water at the facility.

(b) If the owner or operator has already prepared a Spill Prevention, Control, and Countermeasures (SPCC) Plan in accordance with 40 CFR, Chapter I, Part 112, or 40 CFR, Part 300 or some other emergency or contingency plan, he/she need only amend that plan to incorporate hazardous waste management provisions that are sufficient to comply with the requirements of this part.

(c) The plan must describe arrangements agreed to by local police departments, fire departments, hospitals, contractors, and State and local emergency response teams to coordinate emergency services, pursuant to § 265.37.

(d) The plan must list names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinator (see § 265.55), and this list must be kept up to date. Where more than one person is listed, one must be named as primary emergency coordinator and others must be listed in the order in which they will assume responsibility as alternates.

(e) The plan must include a list of all emergency equipment at the facility (such as fire extinguishing systems, spill control equipment, communications and alarm systems (internal and external), and decontamination equipment), where this equipment is required. This list must be kept up to date. In addition, the plan must include the location and a physical description of each item on the list, and a brief outline of its capabilities.

(f) The plan must include an evacuation plan for facility personnel where there is a possibility that evacuation could be necessary. This plan must describe signal(s) to be used to begin evacuation, evacuation routes, and alternate evacuation routes (in cases where the primary routes could be blocked by releases of hazardous waste or fires).”

Interpretive Guidelines

Your contingency plan must describe the actions that facility personnel will take to comply with and implement the plan, including a description of the facility-specific emergency procedures.

If you have already prepared a Spill Prevention, Control and Countermeasures (SPCC) Plan or

other emergency plans for your facility, amendments to that plan may fulfill the contingency plan requirements for a large quantity generator, provided all of the requirements of this Subpart are met. Your contingency plan should be reviewed annually and needs to be included in both initial and annual facility personnel training.

A coordinated emergency services strategy must be arranged and agreed to by local police and fire departments, hospitals, contractors and State and local emergency response teams. You should obtain written agreements whenever possible, and include those as part of the contingency plan documentation. Remember, the contingency plan is written for use by your personnel. Therefore, detailed instructions should be included in the contingency plan of how coordinated emergency services are obtained, what will be provided, and how they will be managed. The Contingency Plan should be specific regarding what to do, who to notify, and in the case of off-site assistance, what those groups will and will not do during the emergency.

Example

This section of the Contingency Plan identifies available off-site Emergency Services. Written agreements with these off-site groups are included at the end of this section. These services are to be requested by one of the Emergency Coordinators or designees.

- *Call the Middleton Fire Department, Telephone Number 555-5555.*
- *Notify the Facility Fire Coordinator via mobile radio to meet fire equipment at the West Gate.*
- *Facility Fire Coordinator will send the ranking responding fire department officer to the Emergency Control Center.*
- *Facility Fire Coordinator will stay with fire equipment.*
- *The ranking responding fire department officer will direct equipment from Control Center until replaced by the Middleton Fire Chief upon his arrival*
- *Etc.*

Your contingency plan must include an up to date list of names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinator in the order in which they will assume responsibility. The regulations require that the home addresses and phone numbers of emergency coordinators be included in the contingency plan. The provisions of Part 265 Subpart D require only that the list of emergency coordinators be included in the contingency plan. However, from an operational standpoint, lists of how to contact coordinators could be posted by the telephones in your facility along with the phone numbers of local police and fire departments.

You must include an up to date list of all emergency equipment at the facility that is applicable to facility operations, such as types of fire extinguishing systems and what category of fire each system is used for, spill control equipment, communications and alarm systems and decontamination equipment.

In addition to listing the emergency equipment, the contingency plan must include a physical description of each item on the list, provide its location, and give a brief outline of its

capabilities. Remember that this list will be used by your personnel during an emergency. The format chosen for the list should allow identification of all needed equipment and its location in the easiest possible manner. This information should be included in both the initial training and annual refresher training.

An evacuation plan for the safe egress of facility personnel must be developed. Recognizable signals to begin an evacuation, primary and secondary evacuation routes (in case primary exit routes are blocked by releases of hazardous waste or fires), and safe assembly areas to account for all evacuated personnel should be noted in the plan. Emergency evacuation routes may be posted where it is appropriate.

The location of all 90-day storage areas and satellite storage areas must be designated in the contingency plan. This is one of the areas where the Colorado Hazardous Waste Regulations are more stringent than the Federal Regulations. It is *recommended* that this be done on a map of the facility. A list of hazardous waste storage areas would also be acceptable. Whichever method is used for identification of these areas must provide sufficient information for emergency responders to adequately respond to an emergency situation.

Temporary accumulation areas (both 90-day and satellite) also need to be designated in the contingency plan. However, due to their temporary nature a description of these areas may be provided to and maintained by only the personnel or organization responsible for implementation of the contingency plan, and provided to those facility locations affected by the temporary accumulation areas.

Example Table of Contents for a Contingency Plan

1. Facility Information
 2. Purpose and Scope
 3. Overview of Facility Operations
Including facility map, processes, hazardous waste types/quantities/locations
 4. Organization, Responsibilities, and Duties
 5. Facility Emergency Response Team
 6. Coordinated Emergency Services with Off-site Emergency Responders
 7. Personnel Training
 8. Routine Surveillance
 9. Emergency procedures
 - A. Fire
 - B. Explosion
 - C. Hazardous Waste Release
 10. Evacuation Plans
 11. Record keeping and Incident Reports
- Appendix A -- List of Emergency Coordinator(s), names, and contact information*
- Appendix B -- List and Location of Emergency Equipment*
- Appendix C -- Location of 90 day and Satellite Accumulation Areas*
- Appendix D -- Incident Reports*
- Appendix E -- Plan distribution list*
- Appendix F -- List of plan amendments*

Copies of the Contingency Plan

Regulatory Requirement - Section 265.53

“A copy of the contingency plan and all revisions to the plan must be:

- (a) Maintained at the facility; and
- (b) Submitted to all local police departments, fire departments, hospitals, and State and local emergency response teams that may be called upon to provide emergency services.”

Interpretive Guidelines

It is *suggested* that numbering the individual copies of the Contingency Plan and keeping a distribution log of where each copy is located will assist in updating the Plan when necessary. Copies of the Contingency Plan should be sent to those expected to respond and those who have agreed to respond to an emergency situation (including all off-site emergency response authorities). In Colorado you *may* want to contact the State Patrol and USEPA Region 8 concerning their requirements for receiving copies of your facility Contingency Plan.

Amendment of the Contingency Plan

Regulatory Requirement - Section 265.54

“The contingency plan must be reviewed, and immediately amended, if necessary, whenever:

- (a) Applicable regulations are revised;
- (b) The plan fails in an emergency;
- (c) The facility changes - in its design, construction, operation, maintenance, or other circumstances - in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency;
- (d) The list of emergency coordinators changes; or
- (e) The list of emergency equipment changes.”

Interpretive Guidelines

Colorado interprets “immediately amended” to mean that: revisions that will significantly affect the ability of your facility to respond to an emergency situation should be made within 24 hours. It is *recommended* that a revision record be kept for amendments to the Plan (i.e. amendment dates and revision numbers could be used). Changes in the contingency Plan can be

made in supporting documentation as long as this documentation is referenced in the original plan.

Amendment is not necessary for the designation of temporary accumulation areas not previously identified in the contingency plan, provided the distribution of descriptions of these areas is provided to and maintained by the personnel or organization responsible for implementation of the contingency plan, and provided to those facility locations affected by the temporary accumulation areas.

The Emergency Coordinator

Regulatory Requirement - Section 265.55

“At all times, there must be at least one employee either on the facility premises or on call (i.e., available to respond to an emergency by reaching the facility within a specified period of time) with the responsibility for coordinating all emergency response measures.

This emergency coordinator must be thoroughly familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, the location and characteristics of waste handled, the location of all records within the facility, and the facility layout. In addition, this person must have the authority to commit the resources needed to carry out the contingency plan.”

Interpretive Guidelines

Your facility should select at least one employee who is either on the facility premises during peak operational periods (preferred) or available to respond to an emergency by reaching the facility within a short period of time. This employee should be designated the primary emergency coordinator and should have specialized training and experience with your facility.

The emergency coordinator is responsible for coordinating all emergency response measures and being thoroughly familiar with:

- 1) the facility's contingency plan;
- 2) the operations and activities at the facility;
- 3) the location and characteristics of waste handled;
- 4) the location of all records necessary to assist and implement the Contingency Plan within the facility; and
- 5) the physical layout of the facility.

The emergency coordinator should have access to the facility, the authority to expend funds and to direct employees to assist in the implementation of the Contingency Plan. An alternative employee(s) should also be selected to act as emergency coordinator(s) if for some reason the designated emergency coordinator is unavailable.

Emergency Procedures

Regulatory Requirement - Section 265.56

“(a) Whenever there is an imminent or actual emergency situation, the emergency coordinator (or his/her designee when the emergency coordinator is on call) must immediately:

(1) Activate internal facility alarms or communication systems, where applicable, to notify all facility personnel; and

(2) Notify appropriate State or local agencies with designated response roles as described in the contingency plan.

(b) Whenever there is a release, fire, or explosion, the emergency coordinator must immediately identify the character, exact source, amount, and areal extent of any released materials. He/she may do this by observation or review of facility records or manifests and, if necessary, by chemical analysis.

(c) Concurrently, the emergency coordinator must assess possible hazards to human health or the environment that may result from the release, fire, or explosion. This assessment must consider both direct and indirect effects of the release, fire, or explosion (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface water run-offs from water or chemical agents used to control fire and heat-induced explosions).

(d) If the emergency coordinator determines that the facility has had a release, fire, or explosion which could threaten human health, or the environment, outside the facility, he/she must report his/her findings as follows:

(1) If his/her assessment indicates that evacuation of local areas may be advisable, he/she must immediately notify appropriate local authorities. He/she must be available to help appropriate officials decide whether local areas should be evacuated; and

(2) He/she must immediately notify either the government official designated as the on-scene coordinator for that geographical area (in the applicable regional contingency plan under Part 300 of 40 CFR), or the National Response Center (using their 24 hour toll free number 800/424-8802). The report must include:

(i) Name and telephone number of reporter;

- (ii) Name and address of facility;
- (iii) Time and type of incident (e.g., release, fire);
- (iv) Name and quantity of material(s) involved, to the extent known;
- (v) The extent of injuries, if any; and
- (vi) The possible hazards to human health, or the environment, outside the facility.

(e) During an emergency, the emergency coordinator must take all reasonable measures necessary to ensure that fires, explosions and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures must include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.

(f) If the facility stops operations in response to a fire, explosion or release the emergency coordinator must monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes, or other equipment, wherever this is appropriate.

(g) Immediately after an emergency, the emergency coordinator must provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility.

(h) The emergency coordinator must ensure that, in the affected areas(s) of the facility:

- (1) No waste that may be incompatible with the released material is treated, stored, or disposed of until cleanup procedures are completed; and
- (2) All emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.

(i) The owner or operator must notify the Department, and appropriate local authorities, that the facility is in compliance with paragraph (h) of this section before operations are resumed in the affected area(s) of the facility.

(j) The owner or operator must note in the operating record the time, date, and details of any incident that requires implementing the contingency plan. Within 15 days after the incident, he/she must submit a written report on the incident to the Department. The report must include:

- (1) Name, address, and telephone number of the owner or operator;
- (2) Name, address, and telephone number of the facility;

- (3) Date, time, and type of incident (e.g., fire, explosion);
- (4) Name and quantity of material(s) involved;
- (5) The extent of injuries, if any;
- (6) An assessment of actual or potential hazards to human health or the environment, where this is applicable; and
- (7) Estimated quantity and disposition of recovered material that resulted from the incident.”

Interpretive Guidelines

The responsibility for implementing the emergency procedures are divided between the emergency coordinator and the owner or operator of the facility.

The eight (8) emergency procedures implemented by the emergency coordinator when a fire, explosion or hazardous waste release occurs are:

- 1) Identify the character, exact source, amount, and the real extent of any released material;
- 2) Assess possible direct and indirect hazards to human health or the environment that may result from the release, fire, or explosion.
- 3) Activate facility alarms and notify appropriate State or local agencies;
- 4) Determine if evacuation of local areas outside of the facility is required, and immediately notify either the government official designated as on-scene coordinator or the National Response Center (1-800-424-8802);
- 5) Ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility;
- 6) Monitor for leaks, pressure buildup, gas generation or ruptures in valves, pipes, or other equipment if facility operations cease;
- 7) Provide treatment, storage and disposal of any material that results from a release, fire, or explosion immediately after an emergency;
- 8) Ensure that no waste incompatible with the released material is processed until clean up procedures are completed and all emergency equipment listed in the contingency plan is cleaned and fit for its intended use.

The two (2) emergency procedures implemented by the owner or operator of the facility when a fire, explosion or hazardous waste release occurs are:

- 1) Notify the Department and appropriate local authorities that the facility is in compliance with the above eight (8) procedures before operations are resumed in the affected area(s) of the facility;
- 2) Record the time, date, and details of any incident that requires implementing the contingency plan and submit a written report on the incident to the Department within 15 days of the incident. Refer to the Colorado Hazardous Waste Regulations (Section 265.56 (j)) for the requirements of this report.

Frequently Asked Questions

1. **What are the requirements for preparedness and prevention?**

Preparedness and prevention requires that small and large quantity generators of hazardous waste operate their facility in such a way to minimize the possibility of any fire, explosion, or an unplanned sudden or non sudden release of hazardous waste or hazardous waste constituents.

Preparedness and prevention also requires the above facility to make prior arrangements with local emergency organizations and personnel, maintain emergency equipment and routinely test this equipment, provide adequate aisle space in hazardous waste storage areas and provide access for personnel to communications or an alarm system.

2. **Is a Contingency Plan required if my facility has a Spill Prevention, Control and Countermeasure (SPCC) Plan.**

It depends; if your facility has already prepared a SPCC plan in accordance with 40 CFR, Chapter I, Part 112, or 40 CFR, Part 300 or some other emergency or contingency plan you will only need to amend that plan to incorporate hazardous waste management provisions to satisfy Section 256.52 of the Colorado Hazardous Waste Regulations.

3. **Where must the Contingency Plan be kept?**

A copy of the Contingency Plan must maintained at your facility and submitted to all local police departments, fire departments, hospitals, and State and local emergency response teams that may be called upon to provide emergency services.

4. **Are there any notification and reporting requirements if a hazardous waste emergency occurs that requires the activation of the Contingency Plan?**

Yes; your facility must immediately notify the National Response Center (1-800-424-8802) or the government official designated as the on-scene coordinator for the geographical location (see Section 265.56(d)(2)). In addition, you must report to the Department (CDPHE-HMWMD) within 15 days of any incident that requires implementation of the Contingency Plan. The content requirements of this report are presented in Section 265.56(j).

The State of Colorado also maintains a 24-hour emergency response line (303-756-4455) associated with Section 304 of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as SARA Title III. Notification is required for releases of chemicals over specific reportable quantities which results in potential exposure to persons off-site.

5. **Do the Colorado Hazardous Waste Regulations require that the locations of 90-day and satellite accumulation storage areas be designated in the Contingency Plan?**

Yes; this is one of the areas in which the Colorado Hazardous Waste Regulations are more stringent than the Federal Regulations.

6. **Must arrangements with local emergency responders be included in the Contingency Plan?**

Yes; the Contingency Plan must describe arrangements agreed to by local emergency responders.

7. **Is it required for the home addresses and home phone numbers of emergency coordinators to be posted by facility phones?**

No; it is *recommended* that the facility phone number and a pager number of emergency coordinators be posted by facility telephones along with other emergency phone numbers.

PHONE NUMBERS

Colorado Department of Public Health and Environment

Pollution Prevention Program-----	(303) 692-2977
For a Copy of the Regulations-----	(303) 692-3300
	or toll free (888) 569-1831
Technical Assistance Line-----	(303) 692-3320
	or toll free (888) 569-1831 ext 3320
For an EPA I.D. Number-----	(303) 692-3300
	or toll free (888) 569-1831
Colorado 24-hour Emergency Response Line-----	toll-free (877) 518-5608

Other Phone Numbers

National Response Center-----	(800) 424-8802
RCRA Hotline-----	(800) 424-9346

Send Questions in Writing to:

The Colorado Department of Public Health and Environment
Hazardous Materials and Waste Management Division
HMWMD-B2
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530

Emergency Contacts Telephone Posting

Recommended for posting near the telephone(s) in area where hazardous waste is handled or stored

Company Emergency Coordinator(s)

Work Phone

Pager Number

Fire Department

Phone _____

Police Department

Phone _____

Hospital

Phone _____

Colorado 24-hour Emergency Response Line

Phone (877) 518-5608

National Response Center

Phone (800) 424-8802

Location of Emergency Response Equipment

*Fire extinguishers

*Fire alarm (if present)

*Spill control material

*Special equipment (if present)

EMERGENCY COORDINATORS LIST

NOTE: CONTACT IN ORDER LISTED

Date: _____
Supersedes all lists dated: _____
and earlier.

Telephones			
Name & Home Address	-----		Availability on-site
	work	home	
Comments			

PRIMARY:

ALTERNATES: