

Contingency Plan Template



**Colorado Department
of Public Health
and Environment**

**Hazardous Materials and Waste Management Division
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Contingency Plan

A Large Quantity Generator of hazardous waste must have a written contingency plan specific to his/her facility. The contingency plan must be designed to minimize hazards to human health and 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). The 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 the facility.

Presented below is a list of elements to be addressed in the contingency plan and a brief explanation, displayed in italicized text, of the nature of the information to be contained in that section of the plan. Attachment 1 presents the complete outline of the contingency plan without the explanatory text. Attachment 2 provides sample forms and checklists that the facility may find useful in developing their contingency plan.

The use of this template is not required. Any format is acceptable as long as the required information is provided. If a Spill Prevention, Control and Countermeasures Plan (SPCC) has already been prepared in accordance with US EPA requirements, or another emergency or contingency plan has been completed for other purposes, that plan may be amended to incorporate the hazardous waste management provisions that are sufficient to comply with the Colorado Hazardous Waste Regulations in 6 CCR 1007-3 Part 265 Subpart D.

(Note: Although Small Quantity Generators are not required to have a written contingency plan, they may find it helpful to at least consider the elements as presented here when developing their emergency response, preparedness and prevention plans.)

1. Table of Contents

This section should clearly identify the structure of the plan and include a list of appendices. This will facilitate rapid use of the plan during an emergency.

2. General Facility Information

This section should contain a brief profile of the facility and its key personnel to facilitate rapid identification of vital administrative information. It should include the follow elements:

- a. *Facility name*
- b. *Facility Owner and/or operator (include physical and mailing address and phone number)*
- c. *Physical address of the facility (include county, latitude/longitude, and directions if necessary)*
- d. *Mailing address of the facility*
- e. *Other identifying information (e.g., EPA identification number, SIC/NAICS Code, etc.)*
- f. *Key contact(s) for plan development and maintenance*
- g. *Phone number(s) for key contact(s)*
- h. *Facility phone number*
- i. *Facility fax number*

3. Purpose and Scope of Plan

This section will help users quickly assess the hazardous events to which the plan is applicable. This section should also include a list of which regulation(s) are being addressed in the contingency plan. This is important if the plan is designed to fulfill the requirements of more than one regulatory program.

4. Overview of Facility Operations

This section should provide a brief overview of facility operations and describe, in general, the physical layout of the facility, the types and quantities of hazardous waste generated at the facility, and the processes that generate these wastes. This summary should include site-specific information that will be critical to the response, along with information on potential vulnerable receptors. A site plan of the facility would be useful as part of this description. More detailed facility information should be provided in Appendix G.

5. Current Revision Date

This section should indicate the date that the plan was last revised to provide plan users with information on the currency of the plan. More detailed information on plan update history should be maintained in Appendix K.

6. Organization, Responsibilities and Duties

This section should provide a brief overview of the organizational structure of the business with special emphasis on the organization of the facility emergency response team. This should include the emergency coordinators, spill response team leaders, spill response team members, first aid and communications specialists, and other department supervisors or staff that may be called upon to respond to a spill or release. This description should include the duties and responsibilities of each and any changes in the duties and responsibilities in the absence of other team members. This section should also include a statement giving authority to the designated emergency coordinators to commit the necessary resources to implement the plan.

7. Facility Emergency Response Team

This section should identify members of the facility emergency response team, including the emergency coordinators. One person must be named as primary emergency coordinator with others identified as alternates. The alternates should be listed on the Emergency Coordinator List (Appendix A) in the order in which they will assume responsibility as alternates. For easy access during an emergency, the Department recommends posting the list of emergency coordinators from Appendix A along with numbers for police and fire by the telephones.

8. Coordinated Emergency Services with Off-site Emergency Responders

This section should specify which fire protection district is responsible for providing services at the facility and identify the appropriate Local Emergency Planning Committee (LEPC). It should describe arrangements agreed to by local police departments, fire department, hospitals, contractors and State and local emergency response teams to coordinate emergency services and ensure that the facility will get an immediate and appropriate response from local authorities. Written agreements should be obtained whenever possible and included in Appendix E. Where State or local authorities decline to enter into such arrangements, the facility must document the refusal in their operating record and in Appendix E. Detailed instructions should be included

regarding how coordinated emergency services should be obtained, what will be provided, and how they will be managed. Where more than one police and fire department might respond to an emergency, agreements should be made designating the primary emergency authority.

The facility should attempt to make arrangement with police, fire, and local health departments and State and local emergency response teams to familiarize them with the layout of the facility, the properties and hazards associated with the type(s) of hazardous waste handled at the facility, places where facility personnel would normally be working, entrances to roads inside the facility, and possible evacuation routes. The facility should also attempt to familiarize local hospitals with the properties of the hazardous wastes handled at the facility and the types of injuries or illnesses that could result from fires, explosions or releases at the facility. Detailed information on the layout of the facility and the surrounding environment should be maintained in Appendix G.

If the facility is not within an established fire protection district, this must be specified in the contingency plan. Facilities that are not provided with fire protection services by a fire protection district or municipal fire department must provide their own fire protection and prevention plan, which must be approved by the Department. This plan must provide for adequate fire protection and prevention for the facility based upon the location and construction of the facility, and the types and amounts of hazardous wastes managed at the facility. The equipment required and the availability and training of facility personnel necessary to implement this plan must also be specified. The plan should be based on the provisions of the Uniform Fire Code, the National Fire Code, the Uniform Building Code and 29 CFR Chapter XVII, part 1910, subpart L, Fire Protection. Before submitting the plan to the Department for approval, the plan must be reviewed and approved by a registered professional engineer experienced in fire protection. If a fire protection and prevention plan is required, a copy of the approved plan should be included in Appendix F.

A copy of the contingency plan and all revisions should be sent to those agencies that are expected to respond to an emergency situation. A distribution log of where each copy is sent should be maintained in Appendix J.

9. Personnel Training

This section should include a description of the type of emergency response training provided to employees during initial training for new employees and annual refresher training. Training should include familiarization with the facility contingency plan, evacuation routes, emergency response procedures and the location of emergency equipment. Records documenting that required training has been conducted can be included in Appendix I.

All facility personnel must have at least basic emergency response training regardless of their position so that they can respond effectively in an emergency. For many employees, this may be limited to familiarization with evacuation procedures and who/when to call for assistance if needed. The need for multi-lingual training should be evaluated.

10. Routine Surveillance

This section should include prevention-based requirements (e.g., maintenance, testing, in-house inspections, release detection, site security, containment, fail safe engineering) that have the potential to impact response activities covered in the contingency plan. Procedures should be described for responding to spills or leakage from tanks and containers, including removal of

spilled waste and repair or replacement of the unit. Procedures should also be included for responding to spills or leakage from waste piles and surface impoundments, including inspection of the containment system, repair plans and schedule, procedures to remove the unit from service, conditions to be met to return the unit to service (including containment system repair and certification by a qualified engineer), or closure of the unit if repairs will not be made. A list of all 90-day and satellite accumulation areas should be maintained in Appendix C.

All communications and alarm systems, fire protection equipment, spill control equipment and decontamination equipment must be tested and maintained as necessary to assure its proper operation in time of emergency. A list of the available emergency equipment and where it is located should be maintained in Appendix B.

11. Emergency Procedures

a. Discovery

This section should address the initial action the person(s) discovering an incident should take to assess the situation and activate the contingency plan if needed. Recognition, basic assessment, source control (as appropriate), and initial notification of proper personnel should be addressed in a manner that can be easily understood by everybody in the facility. The use of checklists or flowcharts is highly recommended.

b. Initial Response and Notification

This section should provide for implementation of the contingency plan following discovery of the incident. It should include procedures for contacting the facility emergency coordinator and instructions regarding internal and external release notification requirements and what information to provide. A list of facility emergency coordinators should be included in Appendix A.

Appropriate federal, state, and local notification requirements should be reflected in this section of the contingency plan. Detailed notification lists may be included here or in Appendix D, depending upon the variety of notification schemes that a facility may need to implement. It is important to note that different incident types require that different parties be notified. For example, the release of a hazardous substance will require more extensive notifications than a discharge of oil. The use of forms, flowcharts, checklists, and call-down lists is recommended.

(i) Release assessment

This section should provide information on procedures for preliminary assessment of the situation, including identification of the incident type, hazards involved, magnitude of the problem and threatened resources and/or receptors. This section should also provide information on procedures to assess if there is a release of a hazardous waste or hazardous waste constituent, including the biological, physical and chemical properties of any released material, the source of the release, the amount released, the areal extent of the release. This should be followed by the establishment of the objectives and priorities for response to the specific incident, including determination of mitigating actions, identification of resources required for response and mobilization of those resources.

In establishing objectives and priorities for response, facilities should perform a hazard assessment using resources such as Material Safety Data Sheets (MSDSs) or the Chemical Hazard Response Information System (CHRIS) manual. Hazardous Materials Emergency Planning Guide (NRT-1), developed by the NRT to assist community personnel with emergency response planning, provides

guidance on developing hazard analyses. The Department recommends that a facility conduct a pre-assessment for each potential hazardous waste and provide a list of recommended actions to save valuable time during an emergency. If a facility elects to provide detailed hazard analysis information in an appendix, that information should be provided in Appendix L.

(ii) Control Procedures

Specific responses and control procedures must be tailored to the type of hazard present. For example, containment might be applicable to an oil spill (i.e., use of booming strategies) but would not be relevant to a gas release. Checklists, flowcharts, and brief descriptions of actions to be taken to control different types of incidents should be developed. Relevant questions to ask in developing such materials include:

- What type of emergency is occurring?*
- What areas/resources have been or will be affected?*
- Do we need an exclusion zone?*
- Is the source under control?*
- What types of response resources are needed?*

Provisions for ensuring that fires, explosions and releases do not occur, recur, or spread should be included in the plan. This would include criteria and procedures to shut down affected or potentially affected processes with continued monitoring, removing and isolating leaking containers, and proper use of fire control structures (e.g., fire doors), fire control systems (e.g., sprinklers) and fire control equipment (e.g., fire extinguishers).

c. Sustained Actions

This section should address the transition of a response from the initial emergency stage to the sustained action stage where more prolonged mitigation and recovery actions occur. This should include procedures for deploying non-emergency resources, methods to collect and contain released materials, decontamination of affected areas, and procedures to ensure safe management of incompatible wastes.

d. Termination and Follow-Up Actions

This section should briefly address the development of a mechanism to ensure that the emergency coordinator can, with federal or state oversight as necessary, terminate the response and resume facility operations. It should also describe how the orderly demobilization of response resources will occur, including post-emergency equipment maintenance to ensure that it is fit for use before operations resume. This section should describe procedures for ensuring proper management and disposal of contaminated materials and released wastes in accordance with federal, state, and local requirements.

12. Evacuation Plans

This section should describe the evacuation plan for the safe egress of facility personnel where there is a possibility that evacuation could be necessary. The plan must describe the signal(s) to be used to begin 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. The need for multi-lingual evacuation training should be evaluated. Emergency evacuation routes may be posted where it is appropriate.

13. Recordkeeping and Incident Reports

This section should describe who is responsible for submission of follow-up reports to appropriate regulatory agencies in a timely manner and include provisions for notation of incidents in the company operating record identifying the time, date and details of the incident. This section should describe procedures for conducting a follow-up investigation of the cause of the accident, including coordination with federal, state, and local officials. In addition, follow-up actions associated with termination of a response (e.g., accident investigation, response critique, plan review) should also be outlined in this section. Copies of incident reports should be included in Appendix H.

Appendices

Appendix A - List of Emergency Coordinator(s) and Contact Information

This appendix should include an up-to-date list of names, home addresses and phone numbers (office, home, cell and pager if available) of all persons qualified to act as emergency coordinator. The primary emergency coordinator should be listed first, followed by the alternate emergency coordinators in the order they will assume responsibility as alternates.

Appendix B - List and Location of Emergency Equipment

This appendix should include an up-to-date list of all emergency response equipment at the facility. This must include a physical description of each item, provide its location and provide a brief outline of its capabilities and limitations. All facilities must be equipped with an internal communications or alarm system capable of providing immediate emergency instruction (voice or signal) to facility personnel; a device (ex., telephone or handheld two-way radio) capable of summoning emergency assistance from external emergency response agencies like the police and fire departments; portable fire extinguishers, fire control equipment, spill control equipment and decontamination equipment; and water at adequate volume and pressure to supply water hose streams, foam producing equipment, automatic sprinklers or water spray systems available at the facility. All emergency response equipment must be tested and maintained as necessary to assure its proper operation in time of emergency. Since this list will be used by facility personnel during an emergency, the format chosen should present this information in the easiest possible manner.

Appendix C - Location of 90-day and Satellite Accumulation Areas

This appendix should include the location of all permanent and temporary 90-day storage areas and satellite accumulation areas at the facility. It is recommended that these be annotated on a facility map, but a list of these areas would be acceptable. A description of the temporary accumulation areas need only be kept updated for the personnel or organization responsible for implementation of the contingency plan, and be provided to those facility locations affected by the temporary accumulation areas.

Appendix D - Notification Requirements

This appendix should detail the process of making people aware of an incident (i.e., who to call, when the calls must be made, and what information to provide on the incident). This should include internal notifications, community notifications and federal/state/local agency notifications. The facility's emergency coordinator is responsible for ensuring that notifications are carried out in a timely manner. Notification lists provided in the core plan need not be duplicated here but should be referenced.

Appendix E - Written Agreements with Local Responders

This appendix should include the written agreements with local emergency responders such as the police department, fire department, hospitals, contractors and State and local emergency response teams. The roles and responsibilities of internal and external responders should be defined and clarified by these agreements. Where State or local authorities decline to enter into such arrangements, the refusal must be documented in the facility operating record and may be included in this appendix. A copy of the letter requesting a cooperative agreement may also be included in this appendix.

Appendix F - Fire Protection and Prevention Plan

This appendix should include a copy of the Department-approved fire protection and prevention plan, which is required only if the facility is not provided with fire protection services by a fire protection district or municipal fire department.

Appendix G - Detailed Facility and Adjacent Property Information

This appendix should provide detailed information to emergency responders on the layout of the facility and the surrounding environment. The use of maps and drawings to allow for quick reference is preferable to detailed written descriptions. This section should contain information that could be critical to the response, such as the location of discharge points, emergency shut-off valves and response equipment. This appendix should present a detailed assessment of all potential hazards present at the facility, an analysis of vulnerable receptors (e.g., human populations, both workers and the general public, environmentally sensitive areas, and other facility-specific concerns) and a discussion of which risks need primary consideration during an incident.

Appendix H - Incident Reports

This appendix should contain an historical accounting of incidents that have occurred at the facility, including information on cause, amount released, resources impacted, injuries, response actions, etc. Signed records of initial notifications and self-certified copies of written follow-up reports submitted after a response should be included to prove that the facility met its legal notification requirements with respect to a given incident.

Appendix I - Training Records

This appendix should contain records (i.e., sign-in sheets, company training logs, etc.) documenting that required training has been conducted on a regular basis.

Appendix J - Contingency Plan Distribution List

This appendix may be used as a distribution log of where each copy is located and will assist in updating the contingency plan when necessary. A copy of the contingency plan and all revisions must be maintained at the facility. Copies of the plan should be sent to those agencies that are expected to respond to an emergency situation, including the local police department, fire department, hospitals, Local Emergency Planning Committee (LEPC) and State and local emergency response teams that may be called upon to provide emergency services. The facility may also want to contact the Colorado State Patrol and US EPA Region 8 concerning their requirements for receiving a copy of the contingency plan.

Appendix K - Contingency Plan Amendments

This appendix may be used to record revisions to the contingency plan. The plan should be reviewed annually and amended whenever changes occur that will significantly affect the ability of the facility to respond to an emergency situation. This includes if the regulations are revised, if the plan fails in an emergency, if the facility changes in a way that materially increases the potential for an emergency or changes in the response necessary in an emergency, if the list of emergency coordinators changes or if the list of emergency equipment changes. These revisions should be made to the plan within 24 hours. The Department recommends that a revision record be kept that includes amendment dates and a brief summary of the nature of the revision(s).

Appendix L - Detailed Hazardous Analysis Procedures or Assessments

This appendix may be used to provide site-specific hazard assessment information and/or procedures. The Department prefers that the facility to conduct a pre-assessment for each potential waste and use this appendix to provide the results of the hazard assessment and recommended actions. Some facilities may prefer to specify the procedures to be followed to conduct a hazard assessment and provide the necessary backup tools (MSDSs, CHRIS manual, NRT-1 guide, etc) in this appendix.

Attachment 1

1. Table of Contents
2. General Facility Information
3. Purpose and Scope of Plan
4. Overview of Facility Operations
5. Current Revision Date
6. Organization, Responsibilities and Duties
7. Facility Emergency Response Team
8. Coordinated Emergency Services with Off-site Emergency Responders
9. Personnel Training
10. Routine Surveillance
11. Emergency Procedures
12. Evacuation Plans
13. Recordkeeping and Incident Reports

Appendices

- Appendix A - List of Emergency Coordinator(s) and Contact Information
- Appendix B - List and Location of Emergency Equipment
- Appendix C - Location of 90-day and Satellite Accumulation Areas
- Appendix D - Notification Requirements
- Appendix E - Written Agreements with Local Responders
- Appendix F - Fire Protection and Prevention Plan
- Appendix G - Detailed Facility and Adjacent Property Information
- Appendix H - Incident Reports
- Appendix I - Training Records
- Appendix J - Contingency Plan Distribution List
- Appendix K - Contingency Plan Amendments
- Appendix L - Detailed Hazardous Analysis Procedures or Assessments

Attachment 2 – Sample Forms and Checklists

These examples can be used as-is or can be modified by the facility to suit their specific needs. The facility may also prefer to develop their own site-specific call-down lists, forms or checklists.

Emergency Coordinator List and Telephone Posting

Emergency Coordinator Checklist

90-day Area Container Inspection Checklist

90-day Area Tank Inspection Checklist

Satellite Accumulation Area Inspection Checklist

EMERGENCY COORDINATORS LIST AND TELEPHONE POSTING

(Supersedes all previously-dated lists)

Date: _____

NOTE: CONTACT IN ORDER LISTED

=====						
=						
			Telephones			

Name & Home Address	work	home	cell	pager	Availability on-site	Comments
=====						
=						

PRIMARY:

ALTERNATES:

FIRE DEPARTMENT: _____ COLORADO 24-HOUR INCIDENT REPORTING LINE: 1-877-518-5608

POLICE DEPARTMENT: _____ NATIONAL RESPONSE CENTER: 1-800-424-8802

HOSPITAL: _____

LOCATION OF EMERGENCY RESPONSE EQUIPMENT:

Fire Extinguishers: _____

Fire Alarm (if present): _____

Spill Control Equipment: _____

Special Equipment (if present): _____

Emergency Coordinator Checklist (Large Quantity Generators)

- **Are you thoroughly familiar with the operations and activities at your facility, the locations and characteristics of wastes handled at your facility, the physical layout of your facility, your Contingency Plan and the location of all records necessary to implement your Contingency Plan?**
- **In the event of an emergency:**
 - o Did you activate the internal alarm or communication system to notify facility personnel?
 - o Did you notify appropriate emergency response agencies?
 - o Have you identified the character, exact source, amount and areal extent of released material?
 - o Have you assessed the possible direct and indirect hazards to human health or the environment that may result from the release, fire or explosion and actions taken to contain the event?
 - o Have you determined if evacuation of local areas outside your facility is required? If so, have you notified either the local response agency on-scene coordinator and/or the National Response Center (1-800-424-8802)?
 - o Have you taken all reasonable measures to ensure that fires, explosions, and releases do not occur, recur or spread to other hazardous waste at your facility?
 - o If facility operations were stopped, did you monitor for leaks, pressure buildups, gas generation or ruptures in valves, pipes or other equipment?
- **Immediately after the emergency was under control:**
 - o Did you provide for the treatment, storage and disposal of any contaminated material that resulted from the release, fire or explosion?

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- o Did you make sure that wastes that may be incompatible with materials released during the emergency haven't been treated, stored or disposed of until your facility was completely cleaned up?
- o Did you make sure that all emergency equipment was cleaned and ready for use before resuming facility operations?
- **Have you informed the owner or operator of your facility that the facility has been cleaned up and all emergency equipment is ready for use so that they can notify the Colorado Department of Public Health and Environment and other local authorities that the facility is back in compliance and normal operations have resumed?**
- **Have you provided appropriate information to the owner or operator of your facility so that they can note the time, date and details of the incident in the operating record and send a written report on the incident to the Colorado Department of Public Health and Environment?**

90-day Area Container Checklist (Large Quantity Generators of Hazardous Waste)

- **Are all accumulation/storage containers marked with the words “Hazardous Waste”?**
- **Is each container clearly marked with the accumulation start date – the date waste was first placed in the container?**
 - o Are all of the container accumulation start dates less than 90 days ago?
- **Have you conducted weekly inspections of the waste accumulation containers looking for leaks or deterioration?** (complete the weekly inspection log)
 - o Are all containers in good condition and not leaking?
 - o Are all containers kept closed except when waste is being added or removed?
 - o Are all containers stored in a manner to prevent rupture or leakage?
 - o Is the waste compatible with the type of container it is store in and won't cause it to rupture, leak or corrode?
 - o Are wastes that could react together kept separated by a dike, berm, or wall?
 - o Do you have adequate aisle space around the containers to allow unobstructed movement of emergency response personnel and equipment?
- **If any containers hold more than 26 gallons of wastes with organic concentrations greater than 500 parts per million by weight, are you meeting the requirements of 6 CCR 1007-3 Part 265 Subpart CC?** *Note: Subpart CC requirements only apply to containers in the 90-day area, not those in a satellite accumulation area.*
- **Did you correct any problems identified during the inspection in a timely manner?**
- **Are the locations of all permanent and temporary 90-day accumulation areas recorded in the facility contingency plan?**

Weekly Container Inspection Log Sheet (LQG)

Month _____ Year _____

Week	1	2	3	4	5
Labeled "Hazardous Waste"					
Accumulation Start Date Marked					
Start Date <90 Days Ago					
Good Condition/Not Leaking					
Kept Closed					
Stored to Prevent Rupture/Leakage					
Waste Compatible With Container					
Incompatible Wastes Separated					
Adequate Aisle Space					
Comply With Subpart CC, if applicable					
Problems Corrected in Timely Manner					
Your Initials					

90-day Waste Tank Checklist (Large Quantity Generators)

- **Is the tank marked with the words “Hazardous Waste”?**
- **Is each tank clearly marked with the accumulation start date – the date waste was first placed in the container – or do you maintain a log sheet to ensure waste is not accumulated in the tank for more than 90 days?**
- **Do the tank and piping have secondary containment capable of preventing a release to soil, groundwater or surface water?**
- **Have you conducted daily inspections of the tank looking for leaks or deterioration?** *Note: “Daily inspection” means any day that waste is in the tank, not just days the facility is in operation. If the tank or tank system has full secondary containment and leak detection equipment or workplace practices in place to detect leaks, then inspection of discharge control equipment, data gathered from monitoring equipment, levels of waste in the tank and condition of the tank and confinement structures may be completed on a weekly basis.*
 - Is the tank in good condition and not leaking?
 - Is the tank maintained in a manner to prevent rupture or leakage?
 - Is the waste compatible with the type of tank it is stored in and won't cause it to rupture, leak or corrode?
 - Are incompatible wastes kept separated by a dike, berm, or wall?
 - Do you have adequate aisle space around the tank to allow unobstructed movement of emergency response personnel and equipment?
- **Have you conducted daily inspections of the level of waste in the tank and data gathered from tank monitoring equipment, and made sure that overflow prevention control equipment is working?**
- **Are you meeting the requirements of 6 CCR 1007-3 Part 265 Subpart BB?** *Note: Applies only if the waste in the tank contains greater than 10 weight percent organics and contacts equipment for greater than 300 hours.*

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- **Are you meeting the requirements of 6 CCR 1007-3 Part 265 Subpart CC?**
Note: Applies only if the tank holds wastes with organic concentrations greater than 500 parts per million by weight.
- **Have you conducted a tank integrity assessment on new tanks installed after September 30, 1989?**
- **Have you conducted an annual inspection of the cathodic protection system, if present?**
- **Have you documented your inspection?** (complete the inspection log sheet or other required records)
- **Did you correct any problems identified during the inspection in a timely manner?**
- **Are the locations of all permanent and temporary 90-day accumulation areas recorded in the facility contingency plan?**

Daily Tank Inspection Log Sheet (LQG)

Month _____ **Year** _____

“Daily inspection” means any day that waste is in the tank, not just days the facility is in operation.

[illegible]

Weekly Tank Inspection Log Sheet (LQG)

Month _____ Year _____

If the tank or tank system has full secondary containment and leak detection equipment or workplace practices in place to detect leaks, then inspection may be completed on a weekly basis

Week	1	2	3	4	5
Labeled "Hazardous Waste"					
Accumulation Start Date Marked / Logged					
Start Date <90 Days Ago					
Secondary Containment					
Good Condition / Not Leaking					
Stored to Prevent Rupture / Leakage					
Waste Compatible With Tank					
Incompatible Wastes Separated					
Safe Level of Waste in Tank					
Cutoff or Bypass System Working					
Comply With Subpart BB and CC, if Applicable					
Problems Corrected in Timely Manner					
Your Initials					

Satellite Accumulation Area Checklist (Large Quantity Generators)

- **Is the total amount of waste stored in this area less than 55 gallons of hazardous waste and one quart of acutely hazardous waste?**
- **Is the satellite area at or near the point of generation with nothing that might interfere with the transportation of waste to the satellite area?**
- **Is the area under the control of the operator of the process generating the waste, either visually or under lock and key?**
- **Is the satellite accumulation container marked with the words “Hazardous Waste” or other words to identify the contents of the container?**
- **Have you conducted weekly inspections of the satellite accumulation container?** (complete the weekly inspection log)
 - o Is the container in good condition and not leaking?
 - o Is the container kept closed except when waste is being added or removed?
 - o Is the container stored in a manner to prevent rupture or leakage?
 - o Is the waste compatible with the type of container it is stored in and won't cause it to rupture, leak or corrode?
 - o Are wastes that could react together kept separated by a dike, berm, or wall?
 - o If the container holds ignitable or reactive waste, is it located at least 50 feet from the facility property line?
 - o Is there adequate aisle space around the container to allow unobstructed movement of emergency response personnel and equipment?
- **Is the container clearly marked with the accumulation start date as soon as (within minutes) the level of 55 gallons of hazardous waste or one quart of acutely hazardous waste is met?**
 - o Ensure the dated container is moved to the 90-day accumulation storage area within 24 hours.
- **Are the locations of all the satellite accumulation area recorded in the facility contingency plan?**

Weekly SAA Container Inspection Log Sheet (LQG)

Month _____ Year _____

Week	1	2	3	4	5
<55 Gallons in Satellite Accumulation Area					
Contents of Container Labeled					
Good Condition/Not Leaking					
Kept Closed					
Stored to Prevent Rupture/Leakage					
Waste Compatible With Container					
Incompatible Wastes Separated					
Ignitable/Reactive Wastes Stored >50' From Property Line					
Adequate Aisle Space					
Accumulation Start Date Marked and Container Moved to 90-day Area When Full – Check Daily					
Your Initials					