



WASTE MANAGEMENT  
& RADIATION CONTROL

Site: \_\_\_\_\_

EPA #: \_\_\_\_\_

Date: \_\_\_\_\_

## Contingency Plan and Emergency Procedures Checklist

**Note: this checklist is applicable to LQG's and to HSM handlers (except where indicated) who accumulate >6,000 kg (~13,228 lbs.)**

INSPECTION ITEM	CITATION	COMMENTS
<u>General Requirements:</u> Have copies been distributed to all local police and fire departments, hospitals, and State and local emergency response teams that may be called upon for assistance?	R315-262-17(a)(6) (LQG) R315-262-262(a) (LQG) R315-261-420(c)(2) (HSM)	
<u>Content of the Contingency Plan:</u>  1. Does the contingency plan describe the actions facility personnel will take to minimize the hazard to human health or the environment when responding to fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste?  2. Does the contingency plan describe arrangements agreed to by local police and fire departments, hospitals, contractors, and State and local emergency response teams?  3. Does the contingency plan list the names, addresses, and phone numbers (office and home) of primary and all other persons qualified to act as emergency coordinator?  4. Does the contingency plan include a list of all emergency equipment at the facility? The list must be kept up-to-date, and include the location and a physical description of each item on the list, and a brief outline of the equipment's capability.  5. Does the contingency plan include an evacuation plan for the facility? This plan must include a description of signal(s) to be used to begin an evacuation, evacuation routes, and alternate evacuation routes.	R315-262-261(a) (LQG) R315-261-420(b)(1) (HSM)  R315-262-261(c) (LQG) R315-261-420(b)(3) (HSM)  R315-262-261(d) (LQG) R315-261-420(b)(4) (HSM)  R315-262-261(e) (LQG) R315-261-420(b)(5) (HSM)  R315-262-261(f) (LQG) R315-261-420(b)(6) (HSM)	
If the facility first became subject to these provisions after May 30, 2017, or has otherwise amended its contingency plan, has it developed and submitted a quick reference guide of the contingency plan to local emergency responders in R315-262-262(a), and state and local emergency response teams that could be called for assistance?	R315-262-262(b) (LQG) Not required - HSM	
If the facility has a quick reference guide for its contingency plan, does it have the following required elements?: 1. Types/names of haz wastes and the associated hazard for each haz waste present at any one time (e.g., toxic paint wastes, spent ignitable solvent, etc.) 2. Estimated maximum amount of each haz waste that may be present at any one time 3. Identification of any haz wastes for which exposure would require unique/special treatment by medical or hospital staff 4. Map of the facility showing where haz wastes are generated, accumulated and treated, and routes for accessing these wastes 5. Street map of the facility in relation to surrounding businesses, schools and residential areas for the purpose of getting to it and/or evacuating citizens and workers. 6. Locations of water supply (fire hydrant, flow rate) 7. Identified on-site notification systems (alarms) 8. Name of emergency coordinator and 24hr/7d/wk emergency phone number	<b><i>This section not applicable for HSM handling</i></b>  R315-262-262(b)(1) (LQG)  R315-262-262(b)(2) (LQG)  R315-262-262(b)(3) (LQG)  R315-262-262(b)(4) (LQG)  R315-262-262(b)(5) (LQG)  R315-262-262(b)(6) (LQG)  R315-262-262(b)(7) (LQG)  R315-262-262(b)(8) (LQG)	

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INSPECTION ITEM	CITATION	COMMENTS
<p>Does the facility have a least one employee on-site or on-call at all time who is qualified to act as the emergency coordinator?</p> <p>Does the contingency plan include procedures for activation of the internal alarm by the emergency coordinator?</p> <p>Does the contingency plan include provisions for notifying the appropriate State and/or local response agencies?</p>	<p>R315-262-264 (<i>LQG</i>) R315-261-420(e) (<i>HSM</i>)</p> <p>R315-262-265(a)(1) (<i>LQG</i>) R315-261-420(f)(1)(i) (<i>HSM</i>)</p> <p>R315-262-265(a)(2) (<i>LQG</i>) R315-261-420(f)(1)(ii) (<i>HSM</i>)</p>	
<p>Does the contingency plan outline the procedure(s) that the emergency coordinator will follow to immediately identify the character, source, amount, and extent of released material?</p>	<p>R315-262-265(b) (<i>LQG</i>) R315-261-420(f)(2) (<i>HSM</i>)</p>	
<p>Does the contingency plan include procedures for the emergency coordinator to follow in order to assess possible hazards to human health or the environment?</p>	<p>R315-262-265(c) (<i>LQG</i>) R315-261-420(f)(3) (<i>HSM</i>)</p>	
<p>If it is determined that the incident could threaten human health or the environment, outside the facility, the emergency coordinator must notify the appropriate local, State and Federal agencies. Does the contingency plan include provisions for notifying the appropriate agencies? Do the notification measures include information to be reported (name and telephone # of reporter, name and address of facility, name and quantity of material(s) involved, extent of injuries, and possibility of exposure outside the facility), and identify the National Response Center and the State as parties to be notified?</p>	<p>R315-262-265(d) (<i>LQG</i>) R315-261-420(f)(4) (<i>HSM</i>)</p>	
<p>Does the plan include procedures to prevent the spread of the incident to other hazardous waste/material at the facility?</p>	<p>R315-262-265(e) (<i>LQG</i>) R315-261-420(f)(5) (<i>HSM</i>)</p>	
<p>Are measures included to monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes, or other equipment, when it is necessary to shut-down operations as a response to an incident?</p>	<p>R315-262-265(f) (<i>LQG</i>) R315-261-420(f)(6) (<i>HSM</i>)</p>	
<p>Does the contingency plan provide procedures to follow to manage the hazardous waste/material generated as a result of an incident?</p>	<p>R315-262-265(g) (<i>LQG</i>) R315-261-420(f)(7) (<i>HSM</i>)</p>	
<p>Following implementation of the contingency plan, are provisions included to ensure that in the affected area(s):</p> <ol style="list-style-type: none"> <li>1. No waste that may be incompatible with the released material is treated, stored, or disposed of until the cleanup is complete.</li> <li>2. That all equipment listed in the contingency plan is cleaned and fit for use prior to resuming activities at the facility.</li> </ol>	<p>R315-262-265(h)(1) (<i>LQG</i>) R315-261-420(f)(8)(i) (<i>HSM</i>)</p> <p>R315-262-265(h)(2) (<i>LQG</i>) R315-261-420(f)(8)(ii) (<i>HSM</i>)</p>	

