



*Resourceful. Determined. Professional.*

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## **Contingency Matters™ Planning**

***Let Advanced Waste Services be your contingency planning advisor – at no cost to you.***

An accidental release of a hazardous, regulated or potentially polluting material, even in small quantities, can turn into an expensive environmental incident for the unprepared generator of a spill. **The First Step** to increasing your spill preparedness is to create a **Contingency Matters™ Plan** tailored to your individual operation.

The **Contingency Matters™ Plan** contains detailed spill-handling instructions, names of people within your organization to be called and other pertinent information to facilitate the proper handling of spills, no matter where or what time of day they occur. It ensures that the right people in your organization are notified, the right internal and external reports are triggered and that ***emergency response actions are triggered immediately.***

The time you spend ***planning for a spill*** can help minimize your costs and limit the likelihood of liability claims in the event of a spill on the road or at your facility. Because we believe that ***planning for a spill*** is so important, Advanced Waste Services provides every client with a customized online **Contingency Matters™ Plan at no cost** as part of our



### ***Developing Your Contingency Matters™ Plan is Easy, Fast, Free & Valuable***

It's easy, fast and free to complete your customized **Contingency Matters™ Plan** on our website ([www.advancedwasteservices.com/xxxxxxx](http://www.advancedwasteservices.com/xxxxxxx)). Your plan will be kept on our secure, password-protected server, where you can update it whenever changes are needed. Should a spill occur – day or night – a single, toll-free phone call to AWS at 1-800-842-9792 will activate your plan, and our Emergency Response Team will assist you in coordinating the appropriate response and managing the cleanup. We will also ensure that all required regulatory reporting is completed on time. In the case of a spill, you want the peace of mind that you are prepared. Our program is designed to give you that peace of mind and minimize your costs and liability related to a spill response and remediation.

### ***Planning Today Saves Time, Money & Aggravation Later***

Having a pre-filed **Contingency Matters™ Plan** is important for any company or government agency with operations or activities that create a risk for accidental spills, not just of hazmat, but of diesel fuel, solvents, lubricants, chemicals and other materials requiring environmental cleanup and reporting. The **Contingency Matters™ Plan** is the key to efficient coordination of cleanup, mitigation and reporting efforts.

\* For Contingency Planning Facts and Regulatory Reference, see pack of page.

**Transforming Today's Wastes Into Tomorrow's Resources™**

## Contingency Planning Facts

### What Is a Contingency Plan?

A contingency plan is a written emergency procedures plan which describes what actions must be taken to minimize hazards from fires, explosions or unplanned releases of hazardous substances (including hazardous waste) or hazardous substance constituents to air, soil or water. The plan may be combined with other emergency plans at the facility. For example, if the generator already has a Spill Prevention, Control and Countermeasures ("SPCC") Plan, the generator may need only amend it to incorporate hazardous waste management provisions so that the combined plan will comply with the hazardous waste regulations. The provisions of the contingency plan must be carried out immediately whenever fires, explosions or releases occur which could threaten human health or the environment.

### Who Must Have a Contingency Plan?

Each Large Quantity Generator (LQG) of hazardous wastes must have a contingency plan for the facility, and must keep it on file at the facility. In addition, copies of the plan must be submitted to all local police and fire departments, hospitals, and state and local emergency response teams that may become involved in the event of an emergency. Generators should document that they have sent their contingency plan to these local authorities (i.e. registered mail receipts, cover letters).

### What Must a Contingency Plan Include?

A contingency plan must contain the following:

1. A description of the emergency procedures to be followed by facility personnel in response to fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to the air, soil or water. Note: hazardous waste personnel training requirements for LQGs require that facility employees that will be involved in responding to emergencies be familiar with the types of chemicals and hazards that may be encountered on-site;
2. A description of arrangements agreed to by local police departments, fire departments, hospitals, contractors, and state and local emergency response teams, pursuant to [40 CFR 265.37](#);
3. An up-to-date list of names, addresses and phone numbers (office and home) of all persons qualified to act as emergency coordinator. When more than one person is listed, one must be designated as primary emergency coordinator and the others must be listed in the order in which they will assume responsibility as alternates;
4. An up-to-date list of all emergency equipment at the facility, including the location and physical description of each item, along with a brief outline of its capabilities. Examples of emergency equipment include, but are not limited to, fire extinguishing systems, communications and alarm systems, personnel protective equipment, spill containment or clean-up equipment, and decontamination equipment; and,
5. An evacuation plan for facility personnel. It must describe the signal(s) to be used to begin an evacuation, evacuation routes, and alternate evacuation routes (should the primary route be blocked). It is recommended that you include a site diagram indicating all evacuation routes, emergency equipment locations and rally points.

### When Must the Contingency Plan be Amended?

A contingency plan must be amended whenever:

1. Applicable regulations are revised;
2. The plan fails in an emergency;
3. The facility changes in its design, construction, operation, maintenance or other circumstances, and such changes increase the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents;
4. The list of emergency coordinators changes; or
5. The list of emergency equipment changes.

For complete reference to US EPA Contingency Plan Requirements go to [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/40cfr265\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr265_00.html)