|  |  |
| --- | --- |
| Image of different types of household hazardous waste bottles, including oil, gas can, insect spray and others. | **SOP 2.6 Emergency Contingency and Spill Response Plan: Guidance for HHW Programs** |

# Emergency contingency and spill response plan for (\_\_\_\_\_\_\_\_\_\_\_\_\_\_) County Household Hazardous Waste Facility

# Storage Facility:

Site address

City, Minnesota

**Office:**

Mailing address

**Waste ID number** (Number issued by State specific to this Facility)

**Revision date** (Last date plan was updated)

# Emergency telephone number

Police 911

Fire 911

Ambulance 911

State hazardous waste contractor (Veolia) 783-780-3660

Minnesota Duty Officer 800-422-0798 or 651-422-0798

Minnesota Pollution control Agency (MPCA) 800-657-3864

Bomb squad (contact MN duty Officer first) 911 (800-422-0798)

Poison Control Center 800-222-1222 (612-904-4691 metro area)

Local hospital XXX-XXX-XXXX

# Designated Facility staff persons responsible for implementing this plan(s)

The primary designated facility staff person responsible for implementing this plan is trained to respond to emergencies or has the information necessary to make decisions on how to respond to an emergency.

Name:

Position title:

Address:

Phone (work):

Phone (24-hour):

The first alternate designated facility staff person responsible for implementing this plan is contacted in the event the primary designated facility staff person responsible for implementing this plan is not able to be reached.

Name:

Position title or Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Environmental Services

Address:

Phone (work):

Phone (24-hour):

The second alternate designated facility staff person responsible for implementing this plan is contacted in the event the primary or first alternate designated facility staff responsible for implementing this plan are not able to be reached.

Name:

Position (Designated facility staff person responsible for implementing this plan): \_\_\_\_\_\_\_\_\_ County Emergency Services

Address:

Phone:

Phone (24-hour):

# Hazardous waste stored on site

|  |  |  |  |
| --- | --- | --- | --- |
| **Waste category** | **Hazard label** | **Package type and size** | **Max. quantity** |
| Flammable gas | Flammable Gas 2 | UN 1A2 -55 gallon | X drums |
| Flammable liquids | Flammable Liquid 3 | UN 1A2, UN 11G, or 1A1 - 55 gallon | X drums |
| Reactive solids | Flammable Solids 4.1 or  Spontaneously Combustible 4.2  or Dangerous When Wet 4.3 | UN 1H2 - 5 gallon | X drums |
| Oxidizers | Oxidizer 5.1 | UN 1G -30 gallon or UN 1H2 -5 gallon | X drums |
| Organic peroxide | Organic Peroxide 5.2 | UN 1G -5 gallon | X drums |
| Cyanides | Poison 6.1 | UN 1H2 -5 gallon | X drums |
| Pesticide | Poison 6.1 | UN 1A2 -55 gallon | X drums |
| Poisons | Poison 6.1 | UN 1H2 -5 gallon | X drums |
| Mercury | Corrosive 8 | UN 1G -30 gallon or UN 1H2 -5 gallon | X drums |
| Acids | Corrosive 8 | UN 1H2 -55 gallon | X drums |
| Basics | Corrosive 8 | UN 1H2 -55 gallon | X drums |

Lithium batteries XXXX pounds X drums

# Contacting Emergency Response

For emergencies, immediately call 911. Report any fire or chemical spill that has potential to impact the environment to the [Minnesota Duty Officer](https://www.health.state.mn.us/communities/environment/emergency/contactus.htm) who will further evaluate anddispatch appropriate emergency assistance ([MN Bomb Squad](https://dps.mn.gov/divisions/sfm/state-response-teams/Pages/bomb-squads.aspx), [CAT Teams](https://www.ochealthinfo.com/services-programs/mental-health-crisis-recovery/crisis-services/crisis-assessment-emergency-1), or [HAZMAT Team](https://dps.mn.gov/divisions/sfm/state-response-teams/Pages/chemical-assessment-teams.aspx)), County Emergency Managers and/or MPCA Emergency Response staff.

# 2. Evacuation Plan

The HHW designated Facility staff person responsible for implementing this plan is authorized and trained to accurately evaluate a potential emergency and decide if imminent danger merits evacuation. If the incident poses a significant threat to persons and/or property, call 911 and immediately begin evacuation, ensuring all people in the facility are escorted out of the building to a safe location away from potential harm.

# 3. Emergency Contingency Plan

This facility is maintained and operated to avoid fires, explosions, and chemical reactions or exposures. The designated Facility staff person shall plan and implement hazardous chemical spill prevention measuresto prevent harm to the public or to the environment, including:

* Keep this Plan in a highly visible and easily accessible location, ensuring emergency contact information is listed on the first page.
* Include a site map listing specific waste type storage locations in or near the facility, emergency evacuation routes, fire suppression/extinguishing systems, and spill control equipment; see *Attachment A.*
* Include a list, location and a physical description of facility emergency equipment, internal and external communication systems, alarm systems and decontamination equipment; see *Attachment B.*
* Include a map clearly outlining the route to the closest medical facility; see *Attachment C.*
* Provide a written notification and an updated copy of this plan to local response agencies who would be utilized in an emergency; see *Attachment D.*
* Update Plan annually to include review date and make changes on Plan implementation if procedures failed during an emergency event.
* Consider annual staff practice drills to reinforce training and safety.

# 4. Spill Response Plan

This facility is maintained and operated to avoid releases to air, land, or water. The designated facility staff person shall outline hazardous chemical spill prevention measuresto prevent impacts to public health or the environment, including:

1. Do not attempt chemical control and/or spill clean-up if the scope of the incident is beyond staff training or capability. If an ER team is activated, the chain of command for managing spills outside the scope of facility staff is Facility Staff > MN Duty Officer > Local Emergency Chemical Response Team. Only OSHA-designated and trained emergency chemical response teams are trained and able to respond to large spills.
2. If requesting assistance with chemical clean-up or disposal from the HHW State Contracted Hazardous Waste Disposal Company, the chain of command flow (>) is Facility Staff > MPCA HHW Program Staff > HHW State Contracted Hazardous Waste Disposal Company assistance.
3. Ensure spill kits are easily accessible and marked with the words *“Emergency Spill Kit”.* Routinely inspect spill kits and replace items as needed. Spill kit contents include sorbent pads, pillows, dikes, or socks (cellulose), a shovel, a broom, kitty litter or vermiculite, a collapsible pail, disposal bags, nitrile gloves, safety glasses or goggles, and Tyveks.
4. Ensure facility areas where chemicals are stored or processed do not have a facility floor drain which leads to a sewer or directly discharges to the environment.
5. Ensure HHW is stored in sturdy, non-leaking containers and adequate secondary containment is in place.
6. Keep water based HHW at temperatures above freezing to maintain container integrity.
7. Maintain adequate aisle space between HW containers to ensure unobstructed movement of personnel, to allow room for use of [forklift](https://www.pca.state.mn.us/sites/default/files/w-hhwsop2-08.doc) or emergency equipment and to check for leaks.
8. Maintain and document weekly HHW container inspections.
9. Ensure batteries are stored in an approved area, terminals are protected, and containers are closed.

# Facility Closures

The designated Facility staff person responsible for implementing this plan shall notify the public and/or affected County staff for any circumstances requiring facility closure by (***outline specific and established county closure notification protocol***).

Potential reasons for HHW Facility closures may include:

* Inclement weather event.
* Staff shortages.
* Holiday event.
* Emergency event; see [Local Government Disaster Preparedness](https://www.pca.state.mn.us/about-mpca/local-governments-disaster-preparedness) and [ER for Temporary Transfer Stations](https://www.pca.state.mn.us/sites/default/files/c-er3-81.pdf).

# Attachment A – Example HHW Facility Floor Plan

**Latex material storage**

**Flammable gas and liquids storage**

**N**

Sorting and testing counter

Oxidizers and

organic peroxides

**Pesticide and poisons storage**

**1.**

**Scale**

**Acids storage**

**Alkaline storage**

Exit

Exit

Exit

Exhaust fan

**Asbestos, motor oil, and antifreeze storage**

**Spontaneously combustible, DWW, and flammable solids storage**

Supplies, non-hazardous waste, and bulb storage

**1.** Cyanides storage **2.** Spill kit

Fire extinguisher

First-aid kit

Eye wash station

**Mercury storage**

**Evacuation route**

**2.**

Note: Lithium Battery storage location is outside the facility.

# Attachment B – Example Emergency Equipment List

|  |  |  |
| --- | --- | --- |
| **Communication** | **Quantity** | **Comments** |
| 1. Mobile phone | X |  |
| 2. Alarm systems | X |  |
|  |  |  |
| **Fire control** | **Quantity** | **Comments** |
| 1. Fire hydrant | X |  |
| 2. Fire extinguishers | X |  |
| 3. Lithium battery fire suppression equipment includes thermal blanket, pillow, mitts, & kit can |  |  |
| **Spill Control** | **Quantity** | **Comments** |
| 1. Absorbent pads | X |  |
| 2. Absorbent pillows | X |  |
| 3. Absorbent socks | X |  |
| 4. Bulk absorbent | # |  |
| 5. Dustpan/broom | X |  |
| 6. non-sparking shovel | X |  |
| 7. Barricade tape | X |  |
| 8. 85-gallon overpack drum | X |  |
|  |  |  |
| **Personal protective equipment** | **Quantity** | **Comments** |
| 1. Safety glasses and/or goggles | X |  |
| 2. Face shield | X |  |
| 3. Nitrile gloves | X |  |
| 4. Foot protection and/or boot covers | X |  |
| 5. Chemical-resistant Tyvek coverall | X |  |
| 6. Chemical-resistant Tyvek apron | X |  |
| 7. First Aid Kit | X |  |
|  |  |  |
| **Decontamination equipment** | **Quantity** | **Comments** |
| 1. Eye wash station | X |  |
| 2. Running water/washrooms | X |  |

# Attachment C – (add a page here): include a map highlighting driving route to nearest hospital from this facility location

# Attachment D – Example Emergency Responder Notification Form

Household Hazardous Waste Management Facility

Contingency and Spill Emergency Procedures Plan

Notification Letter to Local Authorities

To: (List local Emergency Service Name and Address here)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: (List HHW Program Name and address here)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enclosed is the \_\_\_\_\_\_\_\_\_\_\_\_\_ County Household Hazardous Waste (HHW) Facility Contingency and Emergency Procedures Plan (Plan). The Minnesota Pollution Control Agency (MPCA) regulations require all HHW Collection Facility operators to make arrangements with nearby police, fire, hospital, and environmental response contractors to provide an expedient and coordinated response to emergencies.

This letter and attached Emergency Contingency and Spill Response Plan are to clarify these arrangements and to familiarize your agency with the HHW Facility. The Plan will be utilized in the event of a HHW Facility fire, an unplanned release of hazardous waste, or a medical emergency. The Plan describes the services your agency may provide and designates other authorities and actions. The Plan also details types, maximum quantities and storage locations for hazardous materials or wastes (e.g., floor and plot plans, escape routes).

The Plan will be reviewed annually and be revised if changes are needed. This Facility will forward revised copies to you when updates or changes occur. This Program appreciates your assistance and looks forward to any recommendations or suggestions to ensure a comprehensive and complete Plan.

Sincerely,

(Facility Contact Information)