

Hazardous Waste Management

Contingency Plan Quick Reference Guide

Information presented in this fact sheet is intended to provide a general understanding of the regulatory requirements governing the Contingency Plan Quick Reference Guide. This information is not intended to replace, limit, or expand upon the complete regulatory requirements found in Division 14 of the Alabama Department of Environmental Management Administrative Code.

WHAT IS A QUICK REFERENCE GUIDE?

A quick reference guide is a brief, one or two page, summary of the information included in your contingency plan; it is designed to provide emergency responders with information that will allow them to respond to emergencies at your facility safely and effectively. For the full text of the rule, please see ADEM Admin. Code r. **334-14-3-.14(10)(b)**

WHAT MUST A QUICK REFERENCE GUIDE INCLUDE?

Your Quick Reference Guide must include the following elements:

- The types/names of hazardous wastes at your facility in layman's terms and the associated hazard associated with each (e.g., toxic paint wastes, spent ignitable solvent, corrosive acid);
- The estimated maximum amount of each hazardous waste that may be present at any one time.
- The identification of any hazardous wastes where exposure would require unique or special treatment by medical or hospital staff;
- A map of the facility showing where hazardous wastes are generated, accumulated and treated and routes for accessing these wastes;
- A street map of the facility in relation to surrounding businesses, schools and residential areas to understand how best to get to the facility and also evacuate citizens and workers;
- The locations of water supply (e.g., fire hydrant and its flow rate);
- The identification of on-site notification systems (e.g., a fire alarm that rings off site, smoke alarms); and
- The name of the emergency coordinator(s) and the 7/24-hour emergency telephone number(s).

Remember – keep it brief.

WHEN MUST I PREPARE AND SUBMIT A QUICK REFERENCE GUIDE FOR MY FACILITY?

If your facility **currently is** a large quantity generator, you must develop and submit a Quick Reference Guide the next time you update or amend your contingency plan.

If your facility **becomes** a large quantity generator, you must develop and submit a quick reference guide at the same time you submit your full contingency plan.

Whenever your contingency plan changes, be sure to submit both updated documents to your local emergency responders.

WHO MUST RECEIVE A COPY OF MY CONTINGENCY PLAN AND QUICK REFERENCE GUIDE?

You must submit a copy of the contingency plan and all revisions to all local emergency responders that may be called upon to provide emergency services:

- Local Law Enforcement Agencies
- Fire departments
- Hospitals
- State and local emergency response teams
- The Local Emergency Planning Committee, as appropriate.

WHEN SHOULD I UPDATE MY CONTINGENCY PLAN AND GUIDE?

If you must update your contingency plan, you must also update your quick reference guide. Your contingency plan must be reviewed, and immediately amended, if necessary, whenever:

- Applicable regulations are revised;
- The plan fails in an emergency;
- Your facility changes 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;
- The list of emergency coordinators changes; or
- The list of emergency equipment changes.

WHERE CAN I GET ADDITIONAL INFORMATION?

ADEM Administrative Code Division 14 (<http://www.adem.alabama.gov/alEnviroRegLaws/files/Division14.pdf>)

ADEM Guidance Documents (<http://www.adem.alabama.gov/programs/land/guidanceReports.cnt>):

Hazardous Waste Determination

Hazardous Waste: The Small Quantity Generator

Other Helpful Links:

ADEM's Homepage (<http://www.adem.state.al.us/default.cnt>)

EPA's Homepage (<http://www.epa.gov>)

Hazardous Waste: The Basics

RCRA Small Quantity Generator Handbook

Telephone Contacts:

ADEM Ombudsman: 800-533-ADEM (2336)

HW Compliance Inspectors: 334-270-5637

