

SAMPLE CONTINGENCY PLAN
HIGHWAY HAZARDOUS WASTE/USED OIL TRANSPORT

I. EMERGENCY ACTION: In the event of an on-the-road spill or other emergency, the driver will follow these procedures:

- A. Remain with the unit and warn all pedestrians and motorists to stay away from the spill area, pointing out to them the danger involved, and have someone call the police or fire department.
- B. Upon the arrival of the police or fire department, the driver will inform them of what kind of material has been spilled and request the area to be blocked off to both pedestrians and vehicles to prevent property damage or any serious personal injury.

The driver will request the first responder, fire or police personnel, to protect the area while the driver reports to a facility Emergency Coordinator (listed below in the order of calling):

Facility Operations Manager

Name:

Telephone Numbers: Work --
 Home --

Area Operations Manager

Name:

Telephone Numbers: Work --
 Home --

Facility Manager

Name:

Telephone Numbers: Work --
 Home --

C. The Emergency Coordinator will gather the following information from the driver and relay it to the National Response Center and the Alabama Department of Public Safety.

1. Name of person reporting the incident.
2. Name, address, and Identification Number of the transporter.
3. Phone number where person reporting can be reached.
4. Date, time, and location of the incident.
5. The extent of injuries, if any.
6. Classification, name, and quantity of hazardous materials/wastes involved, if such information is available.
7. Type of incident and nature of hazardous material/waste involvement and whether a continuing danger exists at the scene.

C. Continued

8. For each waste product involved provide:

- a. Name and Identification Number of generator.
- b. Product shipping, hazardous class, and UN or NA Number.
- c. Estimated quantity of material spilled.
- d. If possible, estimate the extent of contamination to land, water, or air.

9. Shipping name, hazard class, and Identification Number of any other material carried.

EMERGENCY RESPONSE AGENCIES:

AGENCY	TOLL FREE NUMBER	REGULAR NUMBER
U.S. National Response Center	(800) 424-8802	(202) 426-2675
Alabama Emergency Management Agency	(800) 356-9596	(205) 280-2200
Hazardous Materials/Waste Incidents	(800) 843-0699	
U.S. Coast Guard, Mobile		(334) 639-6287
Alabama Department of Public Safety		(334) 242-4378
CHEMTREC	(800) 424-9300	
Alabama Department of Environmental Management		(334) 260-2700

ADEM's Hours of Operation:

- Monday through Friday.....7:00 a.m. - 5:00 p.m.
- Saturday, Sunday, and State Holidays.....Closed

D. Specific actions to be taken at the scene of the spill are:

1. Containment - The critical problem is to prevent the escape of any spilled liquid or solid into the ground or into a storm or sanitary sewer. A barrier must be erected immediately to prevent escape of spilled materials/waste liquids, using whatever material is at hand, even a dirt curb to prevent spreading of the spill. Containment of solids will be dependent on wind and weather conditions. Use the tarpaulin in the vehicle, or plastic (available at most supply stores) if conditions are wet and windy. Simultaneously, the source of the spill or leak must be located and controlled (e.g., a drum plugged or taped, or turned upside down).

The possibility of evacuation should be considered in the event of a major spill (e.g., a collision with another vehicle or a loaded trailer that has turned over, with subsequent container(s) rupturing). Major concerns involve ignitable wastes that may catch fire and possibly explode or generate toxic fumes. If fire threatens or actually occurs, personnel should be evacuated a distance of at least a half-mile as recommended by the Emergency Response Guidebook. If no fire threatens, and no container (s) have ruptured, a distance of 50-100 feet should suffice.

If the shipping description is known (refer to the manifest) find the name in your Emergency Response Guidebook in the blue pages and turn to the Corresponding Guide Number (orange top page-last 1/3 of book). If the shipping description is not known check the placard on the vehicle for a "UN" or a "NA" number, look up the number in the yellow pages and refer to the Corresponding Guide Number, or contact the generator of the waste for safety data.

2. Cleanup - With containment effected and the spillage source controlled, cleanup is the next step. If the spill is contained on an impervious paved surface, material should be absorbed onto a compatible material (e.g., sand, diatomaceous earth). Any of a number of commercial absorbent inert materials may be used, but make sure they are compatible with the waste and will not cause a reaction. If the spillage has reached soil, all contaminated dirt should be collected into drums or bags for disposal at an EPA approved site.

If any spilled waste has reached the ground, the contaminated soil will be removed. The extent of contamination will be determined by sampling the spill area. A qualified laboratory will analyze the sample. Sampling techniques, chain-of-custody requirements, and analytical methods will follow approved procedures such as those outlined in SW-846. Any soil exhibiting contamination above the local background level will be removed to an appropriate permitted disposal site.

In addition to contaminated absorbents, dirt, or the like as noted above, damaged containers also present a disposal problem. Special "recovery drums" (oversize metal drums) will be used for containing damaged 55-gallon drums. Disposal will be at an approved site.

II. **EMERGENCY EQUIPMENT:** Each tractor carries the following emergency equipment, stored in a sturdy aluminum box:

- Gloves
- Goggles
- Slicker Suite
- Hazorb (4 pillows)
- Shovel
- Full-face Respirator
- Boots
- DOT Emergency Response Guidebook
- Skin & Eye Neutralization Solution
- Emergency Reflective Triangles (3)

Each Tractor also carries:

- First Aid Kit

- Flares
- Ten Pound ABC Fire Extinguisher

III. FOLLOW-UP PROCEDURES: Two steps remain once the immediate emergency aspects of a spill have been taken care of:

A. Decontamination:

Trucks or trailers exposed to a spill or leak will be decontaminated at the site in order to prevent any further release to the extent that it can be transported (or move under its own power) to an authorized facility capable of further decontamination if necessary.

Equipment - Each item used will be placed in an open head container and thoroughly rinsed with a compatible solvent or cleaning compound. The residue or wash water will then be drained into a tight head container, sealed, and disposed of in accordance with Federal and State Regulations at an authorized disposal site.

Clothing - Contaminated clothing will be placed with the clean up residue and disposed of in accordance with Federal and State Regulations at an authorized disposal site. If clothing is reusable, then it will be decontaminated properly and the residue added to the other waste.

B. Notification: The Department of Transportation, Director of Hazardous Materials Registration, Materials and Transportation Bureau, Washington, DC 20590 will be notified, in writing, of the occurrence, and nature of the incident and a copy will be submitted to the Alabama Department of Environmental Management, Coliseum Boulevard, Montgomery, Alabama 36110-2059.

IV. TRAINING PROGRAM: In preparation for handling hazardous materials and hazardous wastes, all drivers and response personnel receive approximately six (6) hours classroom training conducted by Regional Office personnel followed by refresher training by local management at regular scheduled (at least monthly) safety meetings. In addition to the above, an annual Regional meeting is held to educate further each Branch Operation Supervisor on changes in regulations.

A. The following is a list of classroom training provided to all branch personnel responsible for the handling and storage of hazardous waste:

1. Hazardous Waste Manifesting
2. Container Receiving and Maintenance
3. Container Inspections
4. Container Transferring
5. Container Pickup Checklist
6. Re-use of Containers for Hazardous Waste
7. Emergency Response Equipment

8. Emergency Procedures
9. Hazardous Waste Labeling
10. Product Compatibility
11. In-house Maintenance Checks
12. Emergency Spills

B. Since much of the drivers' actions involve hazardous materials, including hazardous wastes, their instructions specifically include:

1. Inspection of their vehicles before and during trips;
2. Driving Rules;
3. Knowledge of safety and health hazards of products carried (e.g., flammable, and corrosive); and
4. Actions to be implemented in case of spills, accidents, or other emergencies involving hazardous materials and hazardous wastes.