



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
HAZARDOUS MATERIALS DIVISION
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
Phone: (858) 505-6700 or (800) 253-9933 Fax: (858) 505-6786
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CONTINGENCY PLAN FOR HAZARDOUS WASTE GENERATORS

Every hazardous waste generator is required to have a written emergency contingency plan. A Contingency Plan is designed to minimize hazards to humans and the environment from a sudden release of a hazardous waste, fires, or explosions. The type of contingency plan depends on the amount and types of waste generated at the facility. Title 22 California Code of Regulations (22 CCR) §66262.34 requires facilities that generate 1,000 kilograms or more of hazardous waste per month, or accumulate more than 6,000 kilograms of hazardous waste on-site at any one time, to prepare a Contingency Plan. It also requires that facilities that generate more than 1 kilogram of acutely hazardous waste, or treat hazardous waste onsite, to prepare a Contingency Plan. The Hazardous Waste Contingency Plan can be prepared by creating a document that addresses the state requirements summarized below, or by completing the Consolidated Emergency Response/Contingency Plan in CERS. **Be sure to keep a paper or electronic copy available for review at all times at your facility.**

Large Quantity Generators (LQG) (≥ 1000 kg/2200 lbs. or > 1 kg of acutely hazardous waste in a month)

The Contingency Plan for LQGs must include the following as described in Title 22 of the California Code:

1. Emergency Procedures to be initiated by the Emergency Coordinator, including Spill Notification
2. Coordination with Emergency Responses agencies such as HMD or Fire Departments
3. List of Emergency Coordinators
4. List of Emergency Equipment and required Maintenance/Testing
5. Evacuation Plan
6. Current phone of the Office of Emergency Services **(916) 845-8911; 800-852-7550**
7. A written Employee Training Program, including supporting documentation

Training Requirements: The employee training program must include:

1. A written outline of the type and amount of the initial and refresher training that will be given to employees based on their responsibility for the management of hazardous wastes
2. The name, job title, and date of training for each hazardous waste management training session given to employees filling such a job position
3. A written job description for each of the above job positions that describes job duties, skills, education, or other qualifications required of personnel assigned to the position
4. Current employee training records. Records must be retained until closure of the facility
5. Former employee training records (must be retained for 3 years after termination of employment)

The contingency plan must be maintained at your facility and kept available for review at all times. It is your responsibility to ensure that the plan is kept current and that emergency coordinator changes be made and uploaded to CERS within 30 days of the change.

Small Quantity Generators (SQG) (< 1000 kg/2200 lbs. and/or < 1 kilogram of acutely hazardous waste in a month)

SQGs must post the following information next to the telephone: (see sample on Page 2)

1. The name and telephone number of the emergency coordinator
2. The location of fire extinguishers and spill control material, and if present, fire alarm
3. The telephone number of the fire department

Training Requirements: To meet the contingency plan requirements, SQGs must ensure that all employees are familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal operations and emergencies.

Emergency Response Requirements: The Emergency Coordinator or the Emergency Coordinator's designee must respond to any emergencies that arise as follows as long as it is safe to do so:

1. In the event of a fire, use fire extinguisher if appropriate or contact the fire department.
2. In the event of a spill, contain the flow of hazardous waste to the extent possible, and as soon as it is safe, arrange for proper clean-up of the hazardous waste and any contaminated materials or soil.
3. For all significant releases, fires or explosions follow proper release reporting procedures.

EMERGENCY PROCEDURES - POST NEAR TELEPHONE

In case of a fire, spill, or other emergency involving hazardous chemicals or waste, do the following:

Major Emergency

- Evacuate the affected areas per the facility Evacuation Plan
- Call **911** and report the emergency to DEH-HMD and OES
- Report the emergency to the facility Emergency Coordinator

Minor Emergency

- Attempt to control the emergency if you are trained to do so and can do it safely
- Report the emergency to the facility Emergency Coordinator

EMERGENCY COORDINATORS

Emergency Coordinator	NAME	WORK PHONE	MOBILE PHONE	HOME PHONE
Primary	Jane Smith	619-123-4567	619-123-4570	619-123-4573
Secondary	John Brown	619-123-4568	619-123-4571	619-123-4574
Alternate	Chris Jones	619-123-4569	619-123-4572	619-123-4575

EMERGENCY CONTACTS & RELEASE REPORTING

AGENCY	Telephone Number
Fire Department, Ambulance, Police	9 - 1 - 1
Local Fire Department Emergency Center (SDFD)	(858) 573-1300
County of San Diego Hazardous Materials Division (DEH-HMD)	(858) 505-6657
California Office Of Emergency Services	(800) 852-7550
California State Warning Center	(916) 845-8911
Hazardous Waste Clean-Up Contractor (<i>optional</i>)	(619) 111-1111
Medical Facility (<i>optional - hospital, urgent care clinic, etc.</i>)	(619) 222-2222

EMERGENCY EQUIPMENT

Equipment	Location
Fire Extinguishers	At exits, in kitchen, in welding area
Spill Control Material (<i>e.g. spill kit</i>)	Inside waste enclosure
Indicate Fire Alarm Type: <input type="checkbox"/> Automatic <input checked="" type="checkbox"/> Manual Pull Stations Near Exits <input type="checkbox"/> None	

Ensure that employees are familiar with these emergency and evacuation procedures.
An emergency coordinator must be available 24-hours to assist emergency response personnel.

CONTINGENCY PLAN FOR SMALL QUANTITY GENERATORS

EMERGENCY PROCEDURES - POST NEAR TELEPHONE

In case of a fire, spill, or other emergency involving hazardous chemicals or waste, do the following:

Major Emergency

- Evacuate the affected areas per the facility Evacuation Plan
- Call 911** and report the emergency to DEH-HMD and OES
- Report the emergency to the facility Emergency Coordinator

Minor Emergency

- Attempt to control the emergency if you are trained to do so and can do it safely
- Report the emergency to the facility Emergency Coordinator

EMERGENCY COORDINATORS

Emergency Coordinator	NAME	WORK PHONE	MOBILE PHONE	HOME PHONE
Primary				
Secondary				
Alternate				

EMERGENCY CONTACTS & RELEASE REPORTING

AGENCY	Telephone Number
Fire Department, Ambulance, Police	9 - 1 - 1
Local Fire Department Emergency Center (<small>jurisdiction</small>)	
County of San Diego Hazardous Materials Division (DEH-HMD)	(858) 505-6657
California Office Of Emergency Services	(800) 852-7550
California State Warning Center	(916) 845-8911
Hazardous Waste Clean-Up Contractor (<i>optional</i>)	
Medical Facility (<i>optional - hospital, urgent care clinic, etc.</i>)	

EMERGENCY EQUIPMENT

Equipment	Location
Fire Extinguishers	
Spill Control Material (<i>e.g. spill kit</i>)	
Indicate Fire Alarm Type: <input type="checkbox"/> Automatic <input type="checkbox"/> Manual Pull Stations Near Exits <input type="checkbox"/> None	

**Ensure that employees are familiar with these emergency and evacuation procedures.
An emergency coordinator must be available 24-hours to assist emergency response personnel.**