



Contingency Plans for Large Quantity Generators of Hazardous Waste

GECAP of the Georgia Tech Research Institute is a voluntary, non-regulatory environmental compliance program funded by the Georgia Legislature through the University System of Georgia.

What is a contingency plan?

The written contingency plan is designed to minimize hazards to human health or the environment that can result from fires, explosions, or any unplanned release of hazardous waste or hazardous waste constituents to the surrounding soil, air, or surface water. The plan, developed by the facility owner or operator, sets forth the actions, as well as the people responsible for performing those actions, that must be carried out immediately whenever one of these emergencies occurs.

If the facility owner or operator has already prepared a Spill Prevention, Control and Countermeasures (SPCC) Plan in accordance with Title 40 of the Code of Federal Regulations Part 112 ([40 CFR 112](#)) or some other emergency or contingency plan, he needs only to amend that plan to incorporate hazardous waste management practices to comply with the appropriate generator requirements (see Tech Guide *Hazardous Waste Generator Requirements* for additional information on generator requirements).

How do I know if my facility is required to prepare a contingency plan?

Only large quantity generators (LQG)—those facilities generating 2,200 or more pounds of hazardous waste in a month—are *required* to have a written contingency plan; however, it's a good idea for any generator to have one to prevent a problem from occurring or to be able to respond quickly in an emergency.

What do I need to include in the plan?

The plan must describe the arrangements agreed to by the local police departments, fire departments, hospitals, contractors, and state and local emergency response teams to coordinate emergency services. The plan should also include an up-to-date list of names, addresses, and phone numbers of every person who is qualified to act as an emergency coordinator (see below, "Who is qualified to act as an emergency coordinator?"). If the list of coordinators changes, the owner or operator must update the contingency plan immediately. If several people are listed as emergency coordinators, one person must be named a primary emergency coordinator and others must be listed in the order in which they will assume responsibility as alternates.

The plan must also include a list of all emergency equipment located at the facility, such as fire extinguishing systems, spill control equipment, communications and alarm systems, and decontamination equipment. In addition, the plan must include the equipment's location, physical description, and capabilities.

Finally, the contingency plan must include an evacuation plan for facility personnel where there is a possibility that evacuation could be necessary. The evacuation plan should describe the signals that will be used to begin evacuation, the evacuation routes, and the alternate evacuation routes in case the primary routes are blocked by releases of hazardous waste or fires.

Who is qualified to act as an emergency coordinator?

As stated in [40 CFR Section 265.55](#):

The emergency coordinator must be thoroughly familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, the location and characteristics of waste handled, the location of all records within the facility, and the facility layout. In addition, this person must have the authority to commit the resources necessary to carry out the contingency plan.

Where do I keep the contingency plan?

A copy of the contingency plan, along with any revisions to the plan, must be kept at the facility and submitted to all local police departments, fire departments, hospitals, and state and local emergency response teams that may be called upon to provide emergency services.

When do I need to update the plan?

The plan must be reviewed and immediately amended whenever:

- regulations that affect your plan are revised;
- the plan fails in an emergency;

- the facility changes its design, construction, operation, maintenance, or other circumstances in such a way that materially increases the potential for fires, explosions, or release of hazardous waste or hazardous waste constituents, or changes the response necessary for an emergency;
- the list of emergency coordinators changes; or
- the list of emergency equipment changes.

For more information

- You can find more detailed information in [40 CFR Part 265, Subpart D—Contingency Plan and Emergency Procedures](#).
- Contact the GECAP Program at 404-407-8082.
- Contact the EPA hotline at 800-424-9346.

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