

## Hazardous Waste Regulation

### Section 11 Contingency Plan Checklist

Contingency planning is the process of considering what problems could occur and then putting in place:

- procedures to minimize the risk of their occurrence; and
- procedures to follow in case their occurrence cannot be prevented.

The aim of contingency planning is to minimize the impact of a problem event on the environment. Contingency planning can also benefit the person preparing the plan by reducing the cost of clean up after a problem event has occurred. Contingency planning applies not only to hazardous wastes but to any substance that may cause pollution.

All owners of a hazardous waste facility must obtain director approval for their contingency plan as per Section 11 of the Hazardous Waste Regulation.

Use this checklist to ensure your contingency plan contains, at a minimum, the following information prior to submitting the plan for approval.

Your contingency plan must include descriptions of:

- Shut down procedures
- Communication networks to be used
- Notification procedures for:
  - Police departments in the vicinity
  - Fire departments in the vicinity
  - Emergency response teams
  - Ambulance and medical services
  - Contractors carrying on business in the vicinity
  - Schools, hospitals and residents
  - Federal, provincial and municipal governments
- Evacuation procedures for facility staff
- Abatement measures
- Inventories of spill response and cleanup equipment available
  - At the facility
  - From contractors carrying on business in the vicinity
  - From agencies operating in the vicinity
  - From regional suppliers

Furthermore, the contingency plan should include procedures to address and alleviate various types of emergencies, including but not limited to the following:

- Fire/explosion
- Spill
- Flood (anticipated and in progress)
- Earthquake
- Equipment/power failure

### **Other Requirements under Section 11**

The owner of a hazardous waste facility should also be aware that they must:

- appoint one person and at least one alternate to act as an Emergency Response Coordinator with authority to carry out action in accordance with the contingency plan
- provide a copy of the contingency plan to:
  - The Emergency Response Coordinator
  - Each alternate Emergency Response Coordinator
  - A director
- provide for all emergency response staff at the facility
  - Clean up equipment; sorbents and other materials
  - Protective equipment and clothing appropriate for all types of hazardous waste managed at the facility.