

GUIDANCE

REGIONAL OPERATIONS BRANCH | June 2020

# Contingency Plan Guidance for a Hazardous Waste Management Facility

## Purpose of this document

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This document is intended to assist applicants and their agents in preparing a contingency plan in a manner that meets the expectations of the Ministry of Environment and Climate Change Strategy (ministry) and in accordance with the Hazardous Waste Regulation.

## How to use this document

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Applicants should develop documents for submission to the ministry using the guidance provided in this template and following site-specific application instructions provided during the structured application process. Template text can be modified if equivalent information is included with adequate rationale.

Within the template, text in *green italics* is for your information only and should be removed prior to submission. Text framed by square brackets “[ ]” indicate it may be necessary to insert text. Black text and tables are recommended by the ministry.

The ministry expects submissions to be written in a manner that allows them to be implemented with certainty and consistency. Avoid the use of language that is ambiguous, vague or qualitative such as: appropriate, reasonable, general, suitable, and regularly. Provide clarity by stating what will be done and include a specific frequency and method where relevant.

### **Disclaimer**

*The guidance provided in this document helps to clarify ministry policy and the provisions of the Environmental Management Act (the Act) and the Hazardous Waste Regulation (HWR). This is not a legal document and the information in it does not constitute legal advice or impose any legally binding requirements. Guidance provided in this document does not replace the Act, the HWR or any other applicable law. Any amendments to the Act, the HWR and other legislation referred to in this document may affect provisions of the guidance; in the event of an inconsistency, the Act, HWR or other applicable legislation will prevail.*

## Hazardous Waste Regulation Section 11 – Contingency Plan

**Company Legal Name:** as registered with the B.C. Corporate Registry

**Doing Business As:** if applicable

**Facility Address:**

[Civic Address], [Municipality], [Postal Code]

*P.O. Box numbers are not acceptable for the facility address. If the facility does not have a civic address, provide alternative location information (latitude and longitude), and driving directions to the facility.*

**Ministry Registration Number(s):** [RS# and/or BCG#]

**Operational Plan Version Number:** [##] *most recently updated version number*

**Operational Plan Date:** [YYYY-MM-DD] *date of most recent version of the plan*

**Reminder:** *Section 43(2)(4) of the HWR requires that the ministry be notified of any material changes to the information provided at the time of application, within 30 days of the date of the change.*

*This includes, but is not limited to:*

- *Facility contact information, phone number, email, etc.*
- *Mailing address, billing address, billing email address*

*Also, any change to the content of the plan requires prior written approval of the director.*

*In order to provide notification of changes to this registration, or to propose changes to the contingency plan, an amendment application form is required to be submitted to the ministry.*

## **CONTINGENCY PLAN**

### **TABLE OF CONTENTS**

*Please include page numbers in your submission*

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## **1 EMERGENCY PLANNING, ORGANIZATION, AND RESOURCES**

### **1.1 Identification of Hazards and Risks**

*List the types and maximum quantity of wastes stored on site. Indicate the potential hazards for each waste type and the hazards associated with the interaction between those wastes.*

*Identify all the emergencies that can reasonably be expected to occur and their potential risk to employees, environment and people offsite when handling, storing or transporting hazardous waste or any other hazardous material at the facility. For example, emergency situations could include fire, explosion, spills, floods, earthquakes, and equipment or power failure as well as the risks to human health and the environment associated with these events. This information can be provided in an appendix.*

### **1.2 Legislation and Industry Standards**

*Provide the following:*

- *In a table, state the reportable quantity under the B.C. Spill Reporting Regulation for each hazardous waste managed at the facility.*
- *Applicable best management practices or procedures created under ISO or other environmental management certifications, programs or systems used by the facility. These can be included in an appendix.*

*Consider the following legislation when preparing a contingency plan:*

- *Environmental Management Act*
- *Hazardous Waste Regulation*
- *Spill Reporting Regulation*
- *Spill Cost Recovery Regulation*
- *Contaminated Sites Regulation*

### **1.3 Emergency Organization and Responsibilities**

*Describe the roles of employees in the event of an emergency. Identify each role, specifically the Emergency Response Coordinator and their alternate. The Emergency Response Coordinator or an alternate must be available 24 hours a day.*

*Organizational charts are excellent visual aids for demonstrating emergency organization; provide flow charts with action items to show responsibilities.*

## 1.4 Resources (Personnel and Equipment)

*Describe the resources available on-site and off-site. This includes personnel (internal staff and external contractors), spill and firefighting equipment and personal protective equipment. Add facility maps or drawings showing locations of the resources.*

*The plan should recognize the need and availability of resources close to the facility. Provide 24-hour phone contact lists, such as off-site spill response contractors.*

*Please complete Table 1.*

**Table 1: Inventory of Available Resources**

| Location of resources                      | Detailed inventories of spill response and clean-up equipment |
|--|---|
| Facility                                   |   |
| From contractors at neighboring businesses |   |
| From neighboring agencies                  |   |
| From regional suppliers                    |   |

## 1.5 Training and Practice Drills

*Describe the training that will be provided, to whom and at what frequency. Training should include both in-class instruction and practice drills.*

*Describe record keeping procedures of all training and drills provided to employees.*

*This contingency plan must be accessible and understood by all employees. All staff must be thoroughly trained in their role/responsibilities in the response plan.*

## 1.5 Emergency Systems Testing

*Describe the facility's annual emergency systems testing or inspections. Records of each test needs to be kept, and if the facility manages more than 20 tonnes of waste per year, the test records must be sent to a director within 90 days of the test.*

*Any problems identified during a test or inspection must be corrected as soon as possible.*

## 1.6 Plan Evaluation

*Describe how/when the plan will be re-assessed, focus on continuous improvement and prevention. This should include lessons learned from emergencies (as outlined during incident evaluation in section 3.1 below) and near misses, effectiveness of training (as drills). The ministry suggests that the contingency plan be re-evaluated after each incident and at least once a year.*

## 2 EMERGENCY RESPONSE

This section will provide guidance to facility staff on actions to take in the event of an emergency.

### 2.1 Emergency Response Procedures

*These procedures must provide clear step-by-step direction to facility staff on how to respond to each of the various potential hazards or emergency situations identified in section 1.1 above.*

#### 2.1.1 [1st identified emergency incident/event]

- *The effected equipment or works and include references to their emergency shutdown procedures described in section 2.2 below and/or summarize the steps here).*
- *Mobilization of personnel and spill response resources.*
- *Evacuation of facility staff (include a reference to the evacuation plan in section 2.3 below and add any situation specific evacuation instructions here).*
- *Notification procedure (include a reference the notification procedures in section 2.4 below and add any situation specific notification instructions here).*
- *Abatement measures, including measures to stop, contain and clean up the spill or release.*
- *Disposal procedures for the spilled or released wastes.*
- *Information pertaining to post incident evaluation.*
- *Any monitoring plan to be followed in the event of a spill.*

### **2.1.2 [2nd identified emergency incident/event]**

*Provide the same information here as required in section 2.1.1 and repeat for subsequent emergency incidents/events below.*

### **2.1.3 [3rd identified emergency incident/event etc.]**

## **2.2 Shut Down Procedures**

*Provide detailed shutdown procedures for each piece of equipment being used at the facility. Include both routine and emergency shutdown procedures, if different.*

## **2.3 Evacuation Procedures**

*Describe the evacuation plan(s) for the facility. If different emergency situations merit different evacuation procedures, describe each separately here.*

## **2.4 Internal and External Notifications**

*Identify those people who will be notified for each type of emergency and whether 24-hour contacts are available. Please list and explain what will trigger notifications and how the notifications will be made (e.g., phone call).*

*Emergency Management BC (Provincial Emergency Program) requires that spills are reported immediately by telephone. Section 2 of the Spill Reporting Regulation includes a list of information that is required when a reporting a spill. Insert a copy of Table 2 in Section 2 table in your Contingency Plan. The information will assist your personnel with preparation.*

*Other external agencies may include CANUTEC, the Canadian Transport Emergency Center (operated by Transport Canada) or WorkSafe BC.*

*Please complete Table 2.*

**Table 2: Summary of Contacts**

| Contacts  | Contact information                                   |
|---|---|
| Police departments                                |   |
| Fire departments                                  |   |
| Emergency response teams                          |   |
| Ambulance/medical services                        |   |
| Contractors in the vicinity                       |   |
| Schools, hospitals, residents                     |   |
| Federal/provincial/municipal government officials |   |
| Communication networks to be used                 | <i>e.g. satellite phone, cell phones, radio, etc.</i> |

## 2.5 Public Affairs

*Identify the person who is responsible for answering inquiries from media and the general public during and emergency.*

## 3 POST INCIDENT ACTIONS

### 3.1 Incident Evaluation

*Describe the actions the facility will take to promote continuous improvement in their response to and prevention of emergency situations. This should include a debrief of all facility staff involved in the incident as well as any external contractors and/or agencies that were involved in the emergency response.*

### 3.2 Site Restoration and Remediation

*Indicate your plans for site restoration/remediation and the level of remediation that will be considered in the event of minor and major spills.*

*Restoration can include physical removal of contaminated surface materials, chemical cleaning, replacing of contaminated soil materials, restocking of lakes, and bioremediation.*

## 4 PLAN CERTIFICATION

*Having a qualified professional prepare and certify the facility’s contingency plan is optional. However, doing so may reduce application processing time.*

*The qualified professional must be registered in British Columbia with a relevant professional organization, acting under that organization’s code of ethics and subject to disciplinary action by that organization. It is required that the qualified professional can reasonably be relied on to provide advice within the area of expertise applicable to the duty or function that they are providing, through suitable education, experience, accreditation and knowledge.*

*For more information on the Ministry’s professional reliance model and to access the forms, please refer to the ministry’s [Professional Accountability Policy website](#).*

## 5 APPENDICES (if applicable)

*Any additional information you want to include in your contingency plan.*

*For example, specific containment and clean up procedures for specific hazardous waste, best management practices, MSDS, maps of emergency supplies at the facility, etc.*

| REVISION HISTORY |                |                  |                              |
|------------------|----------------|------------------|------------------------------|
| Approval Date    | Effective Date | Document Version | Notes                        |
| January 2015     | January 2015   | Ver. 1           | Document created             |
| March 30, 2020   | April 2020     | Ver. 2           | Minor amendments for clarity |
| June 22, 2020    | June 22, 2020  | Ver. 3           | Title adjusted               |