

Emergency Plan

Hazardous Waste Program

Small Quantity Generators

Doc Type: Management Plan

Instructions: The Minnesota Pollution Control Agency (MPCA) prepared this emergency plan template for optional use by small quantity generators of hazardous waste to document their required telephone posting and emergency responder arrangements. See the MPCA website for the hazardous waste fact sheet #w-hw1-08b, Emergency Planning for Small Quantity Generators, at <https://www.pca.state.mn.us/sites/default/files/w-hw1-08b.pdf>.

Company information

Company name: _____

Location address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____ Email: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Emergency coordinator name: _____

Backup coordinator name(s): _____

EPA Identification number: _____ Date (mm/dd/yyyy): _____

Emergency responder information

May 30, 2019

To: [Enter recipient name and address]

From: [Enter company name and address]

The U.S. Environmental Protection Agency and the Minnesota Pollution Control Agency regulations require certain businesses that generate hazardous waste to notify local emergency response personnel of the types and hazards associated with the waste. We are required to provide this information to familiarize your agency with the specifics of this site in case of a fire or an unplanned release of hazardous waste that may require your emergency services.

We appreciate your assistance in this matter and any comments you may have on this plan.

Sincerely,

Emergency responder notification - Waste information

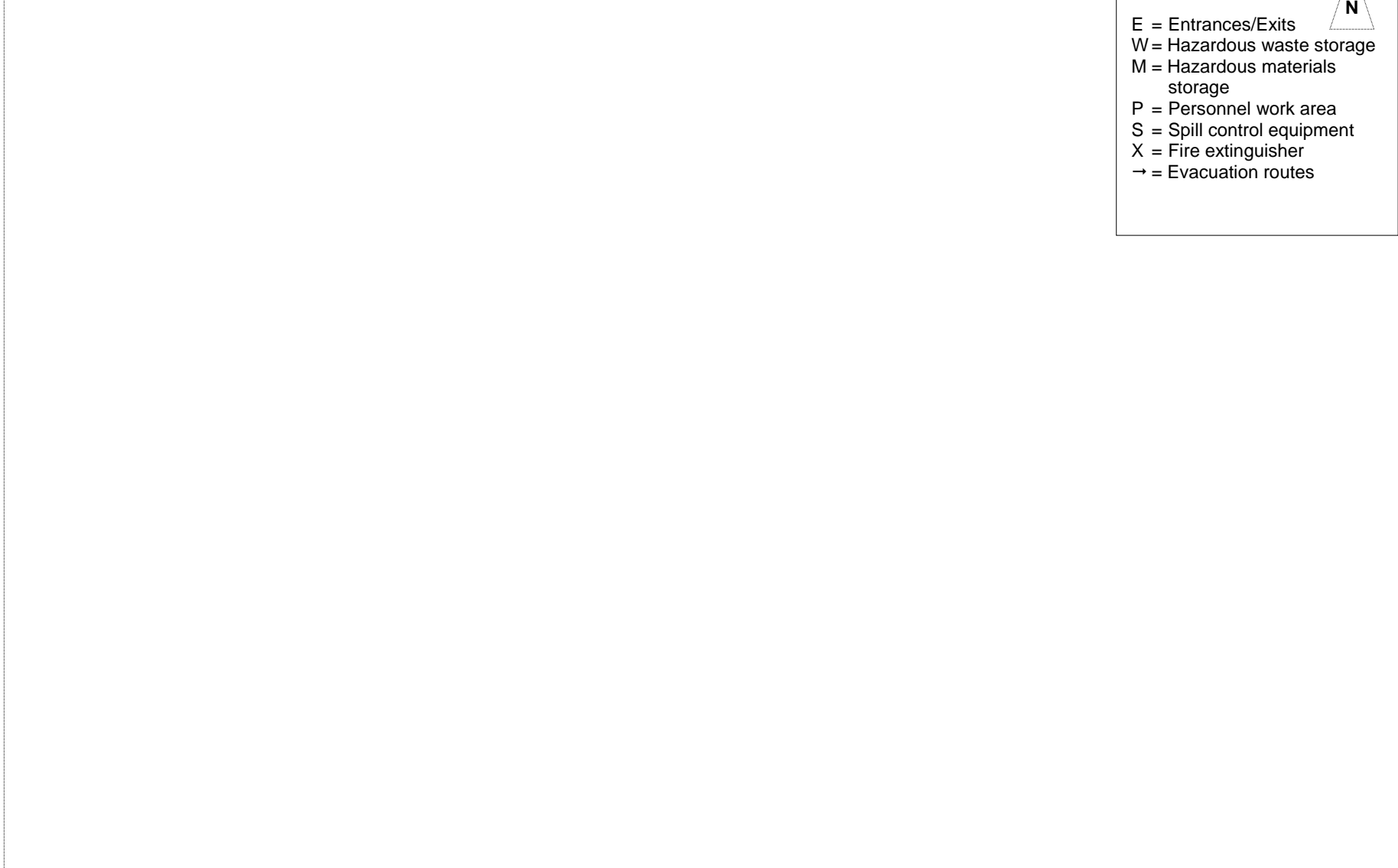
Company: _____ EPA ID # _____
Address: _____
City: _____ State: _____ Zip code: _____
Contact: _____ Telephone: _____

Waste name	Annual production	Physical properties	Health hazards

Note: Hazardous materials may be included above as a service to emergency responders. If you include hazardous materials in this list, specify which are wastes and which are materials.

Emergency responder notification - Site plan for [Enter company name]

Diagram of site including access roads, facility layout, hazardous waste storage areas, hazardous materials storage areas, personnel working areas, location of spill control equipment and fire extinguishers, entrances and evacuation routes



Legend



- E = Entrances/Exits
- W = Hazardous waste storage
- M = Hazardous materials storage
- P = Personnel work area
- S = Spill control equipment
- X = Fire extinguisher
- = Evacuation routes

Emergency contacts telephone numbers

When completed and posted, fulfills emergency contacts telephone posting requirements for Small Quantity Generators.

Emergency coordinators	Work	Home/Cell

Emergency contact phone numbers

Fire Department: _____

Police Department: _____

Hospital: _____

MN Duty Officer: 1- 651-649-5451 1- 800-422-0798

National Response
Center: 1- 800-424-8802

Location of emergency response equipment

Fire extinguishers: _____

Fire alarm: _____

Spill control materials: _____

Special equipment: _____

Other: _____