

Outline of the Information that Must be in a Contingency Plan for Carriers of Hazardous Waste

When preparing a Contingency Plan, it is important to note that the simplicity or complexity of a plan is based on the type(s) of hazardous wastes being transported and the hazards associated with each waste.

It is the responsibility of the carrier to ensure that the person preparing the contingency plan has the capability to do so. Those carriers who do not have a qualified professional in their employment should engage the services of a qualified consulting professional for preparing the contingency plan. A contingency plan is technical in nature, requiring the writer to be knowledgeable about the hazardous wastes, associated risks and options for management of the wastes in an emergency situation.

The following is an outline of the contents of a contingency plan for carriers of hazardous waste:

1. **Policy Statement of the Carrier Company**
2. **Purpose and Scope of the Contingency Plan**
3. **Elements of Emergency Planning**
 - **Identification of the Hazardous Wastes** (list of each waste and its contaminants if applicable)
 - **Identification of the Hazard of the Wastes**
 - **Risk Identification**
 - **Legislation and Industry Standards** (include list of each waste and their reportable quantities)
 - **Emergency Organization and Responsibilities**
 - **Resources** (human resources, equipment and materials inventory)
 - **Internal and External Notifications**
 - **Electronic Communications**
 - **Public Affairs**
4. **Emergency Response to Spills**
 - **Response Action Decision**
 - **Plan Activation and Response Mobilization**
 - **Response Action/Containment/Cleanup**
 - **Evacuation**
 - **Disposal of Spilled Contaminants and Debris**
 - **Site Restoration/Remediation**
 - **Post-Incident Evaluation**
5. **Training and Practice Drills**
6. **Plan Evaluation**
7. **Plan Updates**
8. **Record Keeping**
9. **Certification of the Contingency Plan**
10. **Appendices and Operational Guidelines**

In order to be fair and consistent, the review and approval of contingency plans are based on this outline and the “**Guidelines for Preparing Contingency Plans for Carriers of Hazardous Waste**” which provides a more detailed explanation of the outline and is found at www.env.gov.bc.ca/epd/hazwaste/

Checklist of the Information that Must be in a Contingency Plan for Carriers of Hazardous Waste

ITEM	CHECK <input type="checkbox"/>
1. POLICY STATEMENT OF THE CARRIER COMPANY	
2. PURPOSE AND SCOPE OF THE CONTINGENCY PLAN	
3. ELEMENTS OF EMERGENCY PLANNING	
a) Identification of the Hazardous Wastes	
<ul style="list-style-type: none"> ○ List each waste in this section and its contaminants (especially when generic name is being used) ○ Examples: leachable toxic waste (metal); leachable toxic waste (hydrocarbon or other organic contaminants); leachable toxic waste (mercury); contaminated soil (hydrocarbon); contaminated soil (metals); waste oil (liquid oil with sludge); waste oil (rags), waste oil (soil contaminated with oil); etc. 	
b) Identification of the Hazard of the Wastes	
<ul style="list-style-type: none"> ○ Indicate the potential hazards for each of the waste types in the list ○ Hazards are different for different types of contaminants, e.g. leachable toxic waste (metal) and leachable toxic waste (hydrocarbon) 	
c) Risk Identification	
d) Legislation and Industry Standards	
<ul style="list-style-type: none"> ○ list of each waste and its reportable quantity 	
e) Emergency Organization and Responsibilities	
f) Resources (human resources, equipment and materials inventory)	
g) Internal and External Notifications	
h) Electronic Communications	
i) Public Affairs	
4. EMERGENCY RESPONSE TO SPILLS	
a) Response Action Decision	
b) Plan Activation and Response Mobilization	
c) Response Action/Containment/Cleanup	
d) Evacuation	
e) Disposal of Spilled Contaminants and Debris	
f) Site Restoration/Remediation	
<ul style="list-style-type: none"> ○ Indicate who with the <u>technical expertise</u> will be responsible for the site restoration & remediation 	
g) Post-Incident Evaluation	
5. TRAINING AND PRACTICE DRILLS	
6. PLAN EVALUATION	
7. PLAN UPDATES	
8. RECORD KEEPING	
9. CERTIFICATION OF THE CONTINGENCY PLAN	
<ul style="list-style-type: none"> ○ Indicate date, name and position of person certifying, and sign certification 	
10. APPENDICES AND OPERATIONAL GUIDELINES (attached if applicable)	