

# Contingency Plan Quick Reference Guide

Provisions from the US Environmental Protection Agency's 2016 Hazardous Waste Generator Improvements Rule were adopted in Nevada in 2020. One of the provisions requires large quantity generators (LQG) to have a quick reference guide that provides key emergency response information from their contingency plan ([40 CFR § 262.262\(b\) and \(c\)](#)). As of 2021, Any new LQG and any existing LQG amending their contingency plan in Nevada must prepare and submit a quick reference guide.

The quick reference guide should be a brief one to two page summary of an LQG's contingency plan with accompanying facility and street maps. The guide is intended to provide local emergency responders with information they can quickly read to respond to emergencies effectively and safely at a generator's facility. In addition to maintaining a copy on-site, all local emergency responders that may be called upon to provide emergency services at a facility must have a copy of the guide. These responders can include but are not limited to police and fire departments, local hospitals, state and local emergency response teams, and the local emergency planning committee. It is recommended that facilities use certified mail when sending a contingency plan and associated quick reference guide. Keep certified mail receipts to reproduce during inspections.

On an ongoing basis, whenever a contingency plan is amended, the quick reference guide must also be updated. Updates must be submitted to local emergency responders.

## Contents of a Quick Reference Guide

Use this checklist to ensure you meet the regulatory requirements of a quick reference guide per [§ 262.262\(b\)](#):

- [§ 262.262\(b\)\(1\)](#) The types/names of hazardous wastes at your facility in layman's terms and the associated hazard associated with each (for example: paint wastes = toxic; spent solvents = ignitable; acids = corrosive)
- [§ 262.262\(b\)\(2\)](#) The estimated maximum amount of each hazardous waste that may be present at any one time
- [§ 262.262\(b\)\(3\)](#) The identification of any hazardous wastes where exposure would require unique or special treatment by medical or hospital staff
- [§ 262.262\(b\)\(4\)](#) A map of the facility showing where hazardous wastes are generated, accumulated, and treated and routes for accessing these wastes
- [§ 262.262\(b\)\(5\)](#) A street map of the facility in relation to surrounding businesses, schools and residential areas to understand how best to get to the facility and also evacuate citizens and workers
- [§ 262.262\(b\)\(6\)](#) The locations of water supply (for example: fire hydrant(s) and its flow rate)
- [§ 262.262\(b\)\(7\)](#) The identification of on-site notification systems (for example: a fire alarm that rings off site, smoke alarms)
- [§ 262.262\(b\)\(8\)](#) The name of the emergency coordinator(s) and 7/24-hour emergency telephone number(s) for the emergency coordinator(s)

A sample quick reference guide is provided on the following three pages.

## Contingency Plan Information

More information on contingency plans for LQGs, including regulatory requirements and conditions for amendments, can be obtained from BEP's factsheet on [Hazardous Waste Contingency Plans](#).



(800) 882-3233

help@unrbep.org

www.unrbep.org

DISCLAIMER: This guidance document is intended as general information and is not provided nor intended to act as a substitute for legal advice or other professional services. BEP advises the regulated community to read all applicable regulations set forth in both US Code of Federal Regulations (Title 40 C.F.R. Parts 260-279) and the Nevada Hazardous Waste Regulations and to keep informed of all subsequent revisions or amendments to these regulations. This guidance document was developed by BEP with funding support provided by the Nevada Division of Environmental Protection.

# ABC Facility Quick Reference Guide (Example)

## RCRA Contingency Plan Quick Reference Guide

**Facility name:** ABC Facility

**Location:** 1000 Main Street, Las Vegas, NV 89129

**EPA ID Number:** NVR 000 000 000

**Facility Emergency Coordinator:** Jane Smith, mobile (24/7) – 702.555.5550

**Alternate Emergency Coordinator 1:** John Black, mobile (24/7) – 702. 555. 5551

**Alternate Emergency Coordinator 2:** Jake Jones, mobile (24/7) – 702.555.5552

(Call emergency contacts in order listed)

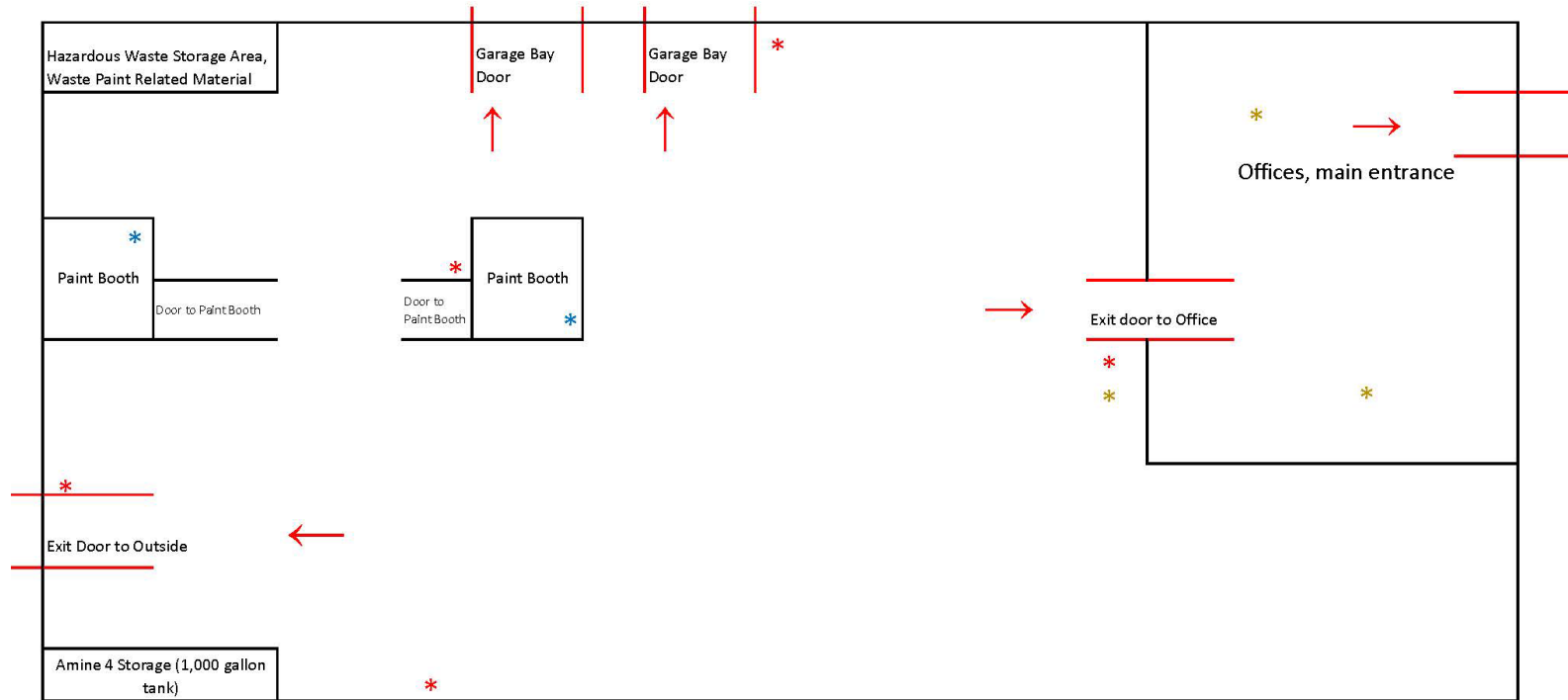
Name of Waste/ Common Name	Waste Codes/ Associated Hazards	Location Where Accumulated	Maximum Amounts Present	Response Notes	Special Notes for Hospital/Treatment Personnel
Paint related wastes (liquid)	D001 ( <b>ignitable</b> , flash point <140F) F003, F005 ( <b>toxicity</b> , benzene, methyl ethyl ketone, toluene)	NW corner of warehouse, central hazardous waste storage area	Five, 55 gallon drums (2,065 lbs)	If personnel come into direct contact with material, decontamination at the hospital may be required prior to treatment.	None
Paint related wastes (liquid)	D001 ( <b>ignitable</b> , flash point <140F) F003, F005 ( <b>toxicity</b> , benzene, methyl ethyl ketone, toluene)	Two Satellite Accumulation Areas (SAA) as noted with blue asterisks on the attached facility map	One, 55 gallon drum at each SAA (440 lbs total)	If personnel come into direct contact with material, decontamination at the hospital may be required prior to treatment.	None
Off-specification 2, 4-D, a herbicide brand name: Amine 4 (liquid)	D016 ( <b>toxicity</b> ) Flashpoint is 190F	SW corner of warehouse near new product storage of Amine 4	Off-spec -- 1 tank, 1,000 gallons New product - 1 tank (same tank as off-spec), 1,000 gallons	Use PPE to prevent contact with skin and eyes. Immediately prevent spills from entering drains and waterways. Prevent sources of ignition and open flames	Contact Chemtrac for emergency medical treatment information at 800.424.9300. If in eyes, wash eyes for several minutes.

\* This Quick Reference Guide was updated and submitted to local emergency responders on 01/01/2021



# ABC Facility Quick Reference Guide (Example)

## Facility Map



- \* Satellite Accumulation Area for Paint Related Waste Material (D001, F003, F005)
- \* Fire Alarms (ring on-site only, there are no fire alarms that notify off-site personnel)
- \* Telephone for off-site notification of emergency

→ Indicates evacuation route out of the building.

Note 1: Hazardous waste (paint related waste) is generated and accumulated inside each of the two paint booths, and is accumulated in the hazardous waste storage area. Amine 4 can be a hazardous waste if it is off-specification and it is generated and accumulated in the SW corner at the Amine 4 tank.

Note 2: Smoke detectors are located throughout the office and main warehouse on the ceiling, in a grid about every 25 feet. Smoke detectors are connected to an automatic sprinkler system.

# ABC Facility Quick Reference Guide (Example)

## Street Map

