APPENDIX E

Construction Project Work Sheets and Supporting Documentation

Table E-1

POLLUTANT LIST

Date	Pollutant Present	Use	Quantity Estimate

Table E-2

HISTORY OF PAST SPILLS

Date	Location Of Spill	Type of Material	Amount of Material	Cleanup Response

Table E-3

SAMPLING EVENT RECORDS

Date Sampled	Outfall Sampled	Analysis Performed	Analysis Method	Sampling Team

Table E-4

SPILL CONTROL AND COUNTERMEASURES

Location	Potential Chemical	Equipment Committed	Personnel

Table E-5

EMPLOYEE TRAINING SCHEDULE

Workshop Topic	Dates	Personnel Attending

EXHIBIT E-1

HAZARDOUS WASTE HANDLING CONTINGENCY PLAN

for

_____

(Company Name)

_____

(Location)

_____

(Date)

(COMPANY NAME)

HAZARDOUS WASTE HANDLING CONTINGENCY PLAN

Construction activity name_____
Location Address _____
Telephone # _____
EPA I.D. # _____

PRIMARY EMERGENCY COORDINATOR:

Name _____
Telephone # _____
Home # _____
Home Address _____

SECONDARY EMERGENCY COORDINATOR:

Name _____
Telephone # _____
Home # _____
Home Address _____

Description of Waste Handled:

_____
_____
_____
_____

Maximum amount of waste on site: _____ kg (lb)
Maximum amount generated per month: _____ kg (lb)

EMERGENCY RESPONSE CONTACTS

LOCAL

Fire Department

Name _____
Address _____
Phone # _____

Ambulance Service

Name _____
Address _____
Phone # _____

Sheriff's Department

Name _____
Address _____
Phone # _____

Hospital

Name _____
Address _____
Phone # _____

*STATE

Dept. of Natural Resources

Name _____
Address _____
Phone # _____

*FEDERAL

Environmental Protection Agency

Name _____
Address _____
Phone # _____

Arrangements with Sheriff's Department

Access to site can be achieved by contacting one of the Emergency Coordinators. Do not allow any contact with the waste unless the emergency equipment specified in this plan is employed.

Arrangements with Fire Department

Material is/is not flammable or explosive.

Where possible, do not wash the waste solids away. The liquid should not enter any sewers or contaminate ground water. Absorb using clay, lime, sand, soda ash, or sawdust.

Arrangements with Local Hospital

Exposure by inhalation or ingestion is/is not likely. Skin contact with either solid or liquid waste can result in_____. Standard medical treatment for such condition is_____.

Waste will contain a mixture of _____.

For eye contact,_____. If swallowed,_____.

Emergency Response - Hazardous Waste Spill

An employee discovering the spillage will immediately contain it. Then immediately report it to a member of management.

A member of management will then contact the designated Emergency Coordinator.

The emergency coordinator will obtain the following information:

1. the material spilled
2. location of spillage of hazardous material
3. an estimate of quantity released
4. any injuries involved
5. the area contaminated by the spillage

Based on the information obtained, the coordinator will assess the magnitude and seriousness of the spillage. If the incident is within the capabilities of the company's emergency response organization, the Emergency Coordinator will contact and deploy the necessary personnel.

If the accident is beyond plant capabilities, the Emergency Coordinator will contact the appropriate agencies. A list of agencies and phone numbers is shown in Contingency Plan.

If a spill occurs in the hazardous waste storage area, the waste should contain no free liquid, but in the event that liquid is present, a dike should be made around the spill using the absorbent material located in the hazardous waste storage area.

When the waste is dry, after addition of sufficient absorbent, the material should be placed in 17H DOT approved drums. Drum must be marked with hazardous waste label. Accumulation start date should be marked on drum label.

If the spillage has come from a leaking hazardous waste drum, then the drum should be placed by forklift in a 303-ℓ (80-gallon) recovery drum, marked with a completed hazardous waste label including accumulation start date.

Only those persons involved in the emergency operation will be allowed within the designated hazard area. If possible, the area will be roped or otherwise blocked off.

The clean-up will be performed by personnel designated by the Emergency Coordinator. All nonessential personnel will be removed from the hazard area.

All materials contaminated during the clean-up operation must be placed in drums for proper disposal. The Emergency Coordinator has the responsibility for ensuring this is done.

In addition, the Emergency Coordinator must ensure that, in the affected area of the plant:

A. No waste that may be incompatible with the released material is treated, stored, or disposed of until clean-up procedures are completed.

B. All emergency equipment is clean and fit for its intended use before operations are resumed.

The Site Superintendent or his designate must:

A. In the event that the local emergency services have been required, or a spill has occurred which extends outside the jobsite area, notify the Regional Administrator and appropriate State and local authorities that the jobsite is in compliance with

paragraphs (a) and (b) above before operations are resumed in the affected area of the jobsite.

B. The Site Superintendent or his designate must note in the operating record the time, date, and details of any incident that required implementation of the contingency plan. Within 15 days after the incident, he must submit a written report on the incident to the Regional Administrator including:

1. Name, address, and phone number of the company and jobsite.
2. Date, time, and type of accident.
3. Name and quantity of materials involved.
4. Extent of injuries, if any.
5. Assessment of actual or potential hazards to human health or the environment.
6. Estimated quantity and disposition of recovered material resulting from the incident.

The Site Superintendent also has the responsibility for the following items:

Employee Training

Employees working in areas containing hazardous waste will be given an introductory course in hazardous waste management and annual reviews thereafter, per parameter set forth in 40 CFR 265.16. The established company training program will be used.

Records

A copy of this contingency plan shall be kept in the corporate files, Site Supervisor's office, Site Superintendent's office, and all emergency coordinator's files.

This contingency plan will be revised for amendment:

A. When applicable regulations are revised.
B. When plan fails in an emergency.
C. When situations in the plan change, which increase the potential for release of waste.
D When the list of emergency coordinators changes.
E. When the list of emergency equipment changes.

EMERGENCY EQUIPMENT LISTING

A. Communication System. In the space below put locations of any outside intercoms or radios.

_____

_____

B. Eye Wash Stations - Safety Showers. One commercial brand eyewash bottle is located in the hazardous waste storage area.

C. Respirators. All operators have NIOSH approved half-face respirators with the appropriate filter cartridge.

D. Fire Suppression. Post location of fire extinguishers in waste storage area.

E. First Aid. A First Aid box is located and maintained in the _____.

F. Personal Protective Equipment. Rubber gloves, rubber boots, goggles or helmet with splash shield are worn by all operators when handling hazardous waste. Spares are available.

G. Spill Control. Oil dry or absorbent clay is available to soak up liquid and to make temporary dikes.

H. Storage Area and Waste Container Inspection. Weekly inspections are made to confirm the integrity of all containers and to ensure all safety equipment is available.

EXHIBIT E-2

CHEMICAL STORAGE CONTINGENCY PLAN

For

_____

(Company Name)

_____

(Location)

_____

(Date)

I. GENERAL INFORMATION

Company Name _____,
produces _____
_____

The construction activity consists of _____ hectares (acres).

Tank maximum capacities are shown below:

Tank Number	Contents	Maximum Capacity Liters (Gallons)

All tanks are labeled in accordance with State and Federal regulations.

Site Information:

The construction activity is located at _____. (On what road?)

Within 0.8-km (1/2-mile) radius of the jobsite:

- population
- any schools, hospitals, or any other institutional facilities?
- is land wooded or any water close by?
- any dwelling or businesses within 0.8 km (1/2 mile)?
- what is soil type?

II. SECURITY

1. All tanks are enclosed in diked containment areas.
2. Gates at the jobsite entrance are closed and locked when the jobsite is closed and not in operation.
3. (Add any other security information.)

III. FIRE AND SPILL CONTROL

Site Fire Marshal: Give name and title. Give any fire procedures, location of fire extinguishers and fire hoses.

Spill Containment Provisions

All storage tanks are located in diked containment areas. The dikes have sufficient capacity to hold the volume of the largest tank plus any accumulated rain water.

For dike containments that have no drains, spills may only be removed by pumping, thus preventing accidental release. Dike spill contents should be returned to the process but may be disposed of as a hazardous waste in a federally approved disposal site.

All transfer piping is above ground.

During all filling operations, one man is assigned to supervise the operations so that overflows do not occur.

Spill Containment and Disposal

1. Immediately contain the spill.
2. Use absorbent materials to make temporary barriers. Supplies of absorbent materials are located _____.
3. Absorb any nonpumpable liquid with absorbent material.
4. Transfer the sludge to appropriate D.O.T.-approved 208-ℓ (55-gallon) drums for disposal.
5. Do not wash spills into the storm drains.
6. Report all leaks and spills to the supervisor.

Inspections

Equipment is inspected daily by operations and site management.

Leaks and spills are corrected promptly.

The Site Superintendent is the designated individual for all types of spill prevention. He has the responsibility to train applicable personnel to prevent discharges and ensure knowledge of applicable laws and regulations.

Coordination Agreements

The company has emergency response agreements regarding hazardous waste which will cover any spill occurrence.

Copies of the appropriate contingency plans are held by the:

Sheriff's Office
Fire Department
Hospital

Notifications

Any person discovering a spill will call the emergency coordinators listed in the Hazardous Waste Contingency Plans.

If the spill is a reportable quantity or leaves the property, then the agencies detailed below will be informed.

1. Department of Natural Resources (appropriate State Agency)
   Phone Number:_____
2. Environmental Protection Agency (Federal)
   Phone Number:_____
3. Fire Department (if necessary)
   Phone Number:_____

Personnel Training

All assigned personnel are provided with training in safe handling of hazardous chemicals and hazardous waste. Training covers the use of respirators, protective safety equipment, proper hygiene, decontamination procedures, and contingency plans. Training is given on-the-job (OTJ) by the Emergency Coordinator or his designated person.

EXHIBIT E-3

OIL SPILL PREVENTION CONTROL

and

COUNTERMEASURE PLAN

(SPCC)

For

_____

(Company Name)

_____

(Location)

_____

(Date)

I. PURPOSE

This plan is established to prevent the accidental release of oil from this construction activity into local ponds, streams, or ground water, per 40 CFR 110-13.

II. OIL STORAGE AREA INFORMATION

1. Tank size
2. Above ground, below ground, vertical or horizontal
3. Size class
4. Is tank surrounded by a concrete or earthen containment dike? Containment storage volume _____.

III. PREVIOUS SPILL EXPERIENCE

(Enter last date of spill, if any.)

IV. FUELING PROCEDURES

1. One person will be assigned to supervise filling operations. He will ensure tanks are not overfilled by checking tank levels prior to and during filling.

2. Filling supervisor will place a warning sign in front of the tractor cab driver's door, reminding him to see that loading lines are disconnected before he pulls away.

3. All lines will be blown free of oil by compressed air before maintenance work is performed.

4. Loading lines will be capped when not in use.

5. Any sight glass valves will be kept in "off" position when not in use.

6. Tank weld seams, pipe fittings, flanges, and valves will be visually inspected during each filling operation. Any leaks or spills will be reported immediately to the Emergency Coordinator.

7. Vehicle traffic will be limited or prohibited in areas of oil transfer lines.

V. SECURITY

1. This construction activity is enclosed by a chain link fence, gates are locked when construction activity is unattended.

2. Containment dikes have no outlet valves or permanent sump pumps. Dikes are pumped after rainfalls by a portable sump pump after inspection to assure no oil contamination.

3. Oil pump starter control shall be locked in the "off" position when not in use.

4. Area is properly lighted for after dark operations. Lighting is adequate for night-time spill or leak detection.

VI. PERSONNEL TRAINING

Newly hired personnel are to be instructed in the operation and maintenance of oil handling equipment and the rules, regulations, and procedures as outlined in this plan. Annual training will be provided to them and other employees involved in oil handling and spill prevention measures.

VII. EMERGENCY COORDINATORS

Primary and secondary coordinators shall be listed in the "Hazardous Waste Contingency Plan." They will have authorization to commit construction activity resources necessary to carry out this plan.

VIII. REPORTABLE QUANTITIES

The exact quantity of oil spilled, which is to be reported to governing agencies, has not been determined as of this writing. Federal regulations specify only "a film or sheen upon or discoloration of the surface of the water..." should be reported.