

Bedford's Control & Management of Hazardous Materials ByLaw

CONTINGENCY PLAN CHECKLIST

	<u>YES</u>	<u>NO</u>
The Contingency Plan and the detailed outline of the Personnel Training Plan should be as short, in total number of pages, as necessary while fulfilling all requirements/specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Consider using a three ring binder with eight (8) tabbed sections. Doing so will more easily allow for revisions during the required annual renewal process. Our mutual ability to maintain up to date hard copies of accurate Contingency Plans at multiple locations, i.e. Fire Department, Board of Health, and ONSITE will greatly enhance overall response capabilities. Front cover of binder must identify the business by name and address and should provide a two sentence description of operations; the spine should identify the business name and address.	<input type="checkbox"/>	<input type="checkbox"/>
<u>UNIFORM FORMAT = TABLE OF CONTENTS</u>		
1. <u>Statement of Environmental Policy</u> : signed by owner or CEO. Two examples are available upon request.	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>List Qualified Emergency Coordinators</u> : work & residence phone number.	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Complete Listing of Hazardous Materials</u> - with estimate of maximum quantity to be stored on-site. Distinguish materials from wastes AND LIST BOTH. Be sure to be comprehensive in listing the hazardous materials and hazardous wastes and be sure to estimate maximum quantity.	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>List Emergency Equipment and Emergency Systems</u> - provide list of such and provide a brief description of the equipment capability. Unless specifically requested, please do not include MSDS's within your Contingency plan.	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>Maps/Plans-Provide Both Site Plan and Facility Plan</u> - The site plan should identify the property, the building, parking lot(s), storm drains, vicinity roadways, and vicinity wetlands per Town of Bedford (Conservation Commission) Wetlands Maps. The facility plan should identify hazardous material and hazardous waste storage, receiving, and handling locations. Also, identify the location of interior floor drains on the facility plan and remember to identify exterior storm water catch basins on the property on the site plan. The plans should also identify the location of emergency equipment including location of MSDS's.	<input type="checkbox"/>	<input type="checkbox"/>
6. <u>Incident Response Procedures including Incident Notifications</u> : The concern here involves spills, leaks, releases, accidents. Spill response procedures should be developed in relation to the list and quantity of hazardous materials and wastes. Include the incident notification Call Down List as provided by Bedford Board of Health.	<input type="checkbox"/>	<input type="checkbox"/>
7. <u>Detailed Outline of Training Plan</u> : 1) Provide a brief/simple statement concerning your commitment to training to the effect as follows: All personnel assigned to the management or handling of hazardous materials will receive appropriate initial training and annual refresher training that teaches and reminds as to relevant safe work practices, including required notifications and response procedures to be followed in the event of a hazardous material or hazardous waste spill, release, or accident. 2) Identify the number of employees by type of position, i.e. management vs. staff, for each position involved with the management or handling of hazardous materials. 3) Explain how records will be maintained which specify the training dates, times, personnel in attendance, trainer, and training content (including use of the Contingency Plan and the "Bedford Experience"/Introductory Training Unit).	<input type="checkbox"/>	<input type="checkbox"/>
8. This section should consist of copy of the Bylaw and a copy of "The Bedford Experience". Copies are available from the Bedford Board of Health.	<input type="checkbox"/>	<input type="checkbox"/>