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Secretary for  
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## Department of Toxic Substances Control

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This quick reference guide template was created by DTSC to be used as a guide to assist the regulated community with compliance. It does not substitute for or replace any regulatory requirements.

An updated contingency plan and quick reference guide is required to be resubmitted when amended.

Please note that treatment, storage, and disposal facilities (TSDF) and interim status facilities are not subject to quick reference guide requirements.

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### Contingency Plan Quick Reference Guide

Facility Name

Street Address

City, State, Zip

**Facility Contacts (First Name, Last Name, 24/7 Emergency Number):**

Primary Emergency Coordinator and phone number:

Secondary Emergency Coordinator and phone number:

Tertiary Emergency Coordinator and phone number:



## **Table Footnotes**

**<sup>1</sup>Name of Waste:** Types/names of hazardous wastes in layman's terms.

**<sup>2</sup>Waste Code/Hazards:** Associated hazard associated with each hazardous waste present at any one time (e.g., toxic wastes, spent ignitable solvent, corrosive acid). So long as the hazard does not change, using the term "mixed solvent" is an acceptable name for a 30-70 mix as well as a 60-40 mix.

**<sup>3</sup>Location Accumulated:** Where in the facility the hazardous waste is stored or accumulated.

**<sup>4</sup>Map Symbol:** Symbol on the facility map denoting where the hazardous wastes are stored.

**<sup>5</sup>Maximum Amounts Present:** Estimated maximum amount of each hazardous waste that may be present at any one time.

**<sup>6</sup>Response Notes:** The identification of any precautions staff should take when handling or coming into contact with the hazardous waste. Include any other information on whether the full contingency plan calls for staff to take any special precautions during an emergency (e.g., if a SCBA is required, strong skin sensitizers, etc.).

**<sup>7</sup>Special Notes to Hospital/Treatment Personnel:** The identification of any hazardous wastes where exposure would require unique or special treatment by medical or hospital staff. This ensures that first responders and other medical staff are prepared to manage an incident requiring an unconventional response effectively and safely. This can include special instructions that would need to go with staff if the exposed staff person leaves the site (e.g., "apply calcium gluconate liberally to exposed area" if they were exposed to hydrofluoric acid waste).

For additional information, refer to the EPA's FAQs on large quantity generators quick reference guides: [EPA FAQ](#).

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## MAP ATTACHMENTS

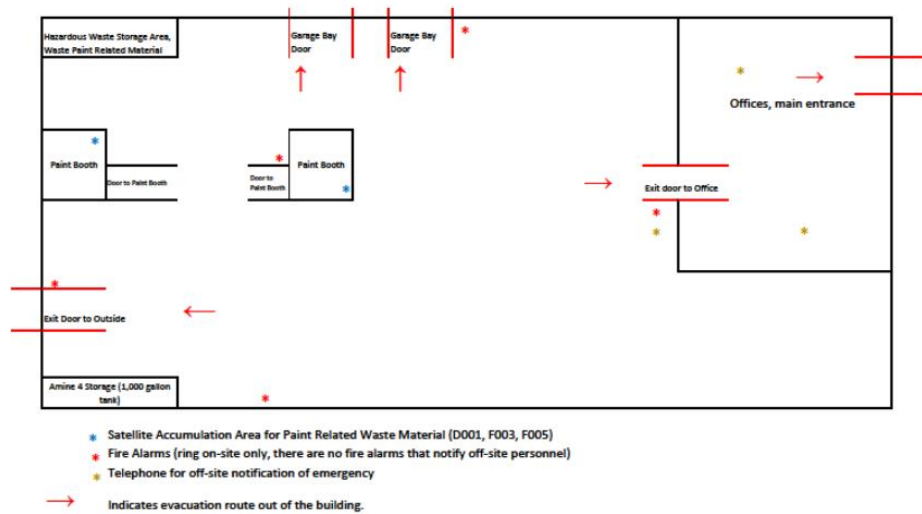
### 1. Include a map of the facility with the following marked:

- where hazardous wastes are generated, accumulated, and treated, and routes for accessing these wastes
- the identification of on-site notification systems (e.g., fire alarms that rings off site and smoke alarms)
- telephone locations that may be used for offsite notification of an emergency
- the evacuation route(s) out of the building marked by red arrows

### 2. Include a street map of the facility in relation to the surrounding businesses, schools, and residential areas to understand how best to get to the facility and evacuate citizens:

- mark the locations of water supply (fire hydrants on the street that are accessible to emergency personnel)
- mark the types of buildings surrounding the facility

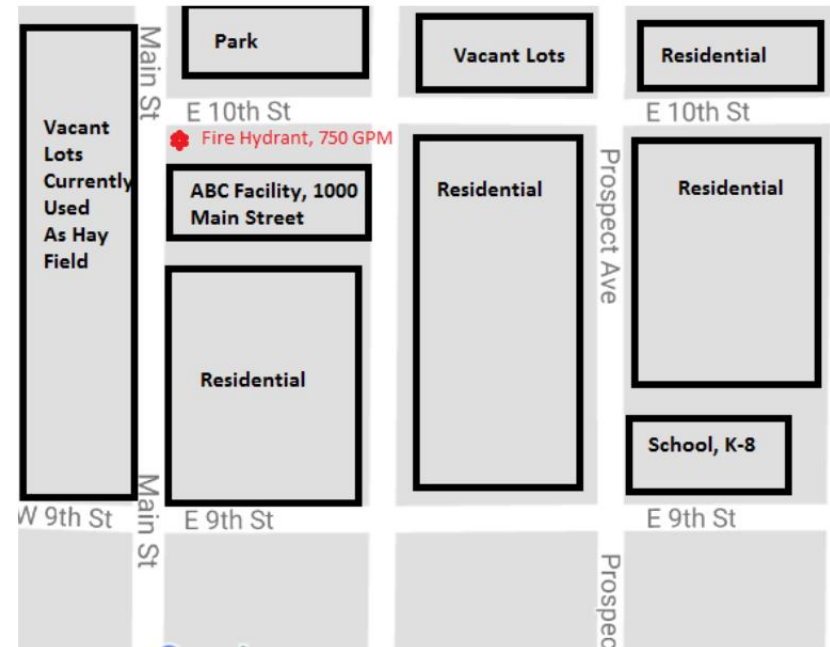
Example of Facility Map



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.

Example of Street Map



## FACILITY MAP

## STREET MAP