



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**GUIDELINES FOR THE DEVELOPMENT AND  
IMPLEMENTATION OF A TRANSPORTER CONTINGENCY PLAN  
FOR INFECTIOUS AND CHEMOTHERAPEUTIC WASTE**

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August 2013

## **TRANSPORTER CONTINGENCY PLAN**

### **INTRODUCTION**

Act 93 and Act 97, the Solid Waste Management Act of 1980, requires transporters of infectious and chemotherapeutic waste to transport waste in a manner which does not adversely affect or endanger the public health, safety, welfare, or the environment. In order to deal with accidents or spills during transportation of these wastes, transporters must develop and implement a contingency plan to deal with emergencies affecting the environment, public health, and safety resulting from an incident while transporting infectious and chemotherapeutic waste.

### **APPLICABILITY**

These guidelines apply to transportation of infectious and chemotherapeutic waste, not generation, storage, processing, or disposal of infectious and chemotherapeutic waste.

### **SUBMISSION OF CONTINGENCY PLANS FOR REVIEW AND APPROVAL**

Infectious and Chemotherapeutic waste transporters are required to submit to the Department one copy of the Contingency Plan for review and approval when required during the license application process. If the Contingency Plan needs to be revised prior to approval, one copy of the revisions shall be submitted to the Department for review and approval.

### **IMPLEMENTATION OF THE CONTINGENCY PLAN**

The provisions of the Transporter Contingency Plan shall be implemented whenever emergency situations arise which endanger public health and safety or the environment.

### **REVISIONS TO THE TRANSPORTER CONTINGENCY PLAN**

The Transporter Contingency Plan shall be periodically reviewed and updated if necessary. At a minimum, this shall occur when:

1. Applicable regulations are revised;
2. The plan fails in an emergency;
3. The mode of operation changes in a manner that materially increases the potential for fires, explosions or releases of infectious or hazardous constituents, or changes the response necessary in an emergency;
4. The list of emergency coordinators changes;
5. The list of emergency equipment changes; or
6. As required by the Department.

### **PREPARATION OF THE TRANSPORTER CONTINGENCY PLAN**

Transporter Contingency Plans shall be prepared in accordance with good engineering practice by someone who is familiar with day-to-day operations of the applicant. If an outside consultant is employed for this purpose, he must be authorized to conduct a thorough study of waste handling and transportation practices.

### **PURPOSE OF THE TRANSPORTER CONTINGENCY PLAN**

The purpose of a Transporter Contingency Plan is two-fold. First, it is a document which must be carried in the transport vehicle to provide information and direction to the driver during an emergency. Second, it is accepted by the Department as the transporter's written assurance that certain activities will be conducted in an acceptable manner. Therefore, it will be necessary for you to repeat some sections of the "Sample Contingency Plan" verbatim to indicate that your company agrees to do these things.

### **FORMAT OF THE TRANSPORTER CONTINGENCY PLAN**

Attached is a "Sample Contingency Plan". All items in bold type must be included in the plan as they are in the "Sample". Instructions are provided in regular type.

## **SAMPLE TRANSPORTER CONTINGENCY PLAN**

### **EMERGENCY REPORTING**

In the event of an emergency of an infectious or chemotherapeutic waste spill during transportation, the transporter will immediately notify the Department of Environmental Protection with the following information:

1. Name of the person reporting the incident.
2. Name, address, EPA identification number, and the license number of the transporter.
3. Phone number where the person reporting the incident can be reached.
4. Date, time, and location of the incident.
5. Mode of transportation and type of transport vehicle.
6. A brief description of the incident, including the type of incident.
7. For each waste involved in the spill:
  - a. The name and if applicable, an EPA identification number of the generator of the waste.
  - b. Shipping name and waste code of waste.
  - c. Estimated quantity of the material or the waste spilled.
  - d. The extent of the contamination of land, water, or air.

In the event of an emergency of infectious and chemotherapeutic waste spill during transportation, the transporter will immediately notify the affected municipality of the occurrence and nature of the spill.

### **LIST OF EMERGENCY RESPONSE AGENCIES**

The following are the minimum agencies and phone numbers to be listed:

Pennsylvania Department of Environmental Protection  
717-787-4343 (24 hours a day)

Pennsylvania Emergency Management Agency  
IN PA 800-424-7362 (24 hours)  
OUTSIDE PA – 717-651-2001

Pennsylvania Local Police and Fire Departments  
911 or 0 (Operator)

### **LIST OF EMERGENCY COORDINATORS**

A minimum of two Emergency Coordinators must be listed. Provide name, address, home, and office telephone numbers. Indicate who is the primary coordinator and who is the secondary coordinator.

At all times, there shall be at least one employee either on the installation's premises or on-call with the responsibility for coordinating all emergency response measures. The emergency coordinator shall be thoroughly familiar with all aspects of the Contingency Plan, all operations and activities, the characteristics of all materials handled and the location of all records. In addition, the individual shall have the authority to commit the resources necessary to carry out the Contingency Plan.

### **LIST OF EMERGENCY RESPONSE CONTRACTORS**

If you list yourself, briefly describe the emergency response actions you will take. Also include a detailed list of your emergency response equipment under "Emergency Equipment". If you are not listing yourself, a minimum of two emergency response contractors must be listed (including address and phone number) and a short description of their services provided.

The services of the emergency response contractors should be investigated and arrangements made for the prompt performance of contractual services on short notice. Equipment suppliers should be contacted to determine the availability and rapid delivery of equipment for removing pollution hazards by rapid clean-up.

## **EMERGENCY EQUIPMENT**

Provide an up-to-date list of available emergency equipment. The list shall include the location, a physical description, and a brief description of the capabilities of each item on the list. Protective clothing including a filter mask, coveralls, gloves, and germicide must be carried on the transport vehicle as required by 284.513(c) and the Department's "Procedures for Container/Vehicle Decontamination and Small Spill Clean-up." Absorbent material or mats must also be carried on the transport vehicle when liquids are transported.

A brief statement must be made concerning the maintenance and decontamination procedures of the emergency equipment listed above. An acceptable example is "all equipment shall be tested and maintained as necessary to assure its proper operation in time of an emergency. After an emergency, all equipment shall be decontaminated, cleaned, and fit for its intended use before normal operations resume."

## **EXTERNAL COMMUNICATIONS**

Describe the communication system the driver will use to contact the emergency coordinator and/or notify the emergency response agencies (i.e., public phone, CB radio, 2-way radio).

## **ROUTINE DECONTAMINATION PROCEDURES**

Describe the routine decontamination procedures of the equipment used to handle infectious and chemotherapeutic waste. Equipment used to handle infectious and chemotherapeutic waste including but not limited to storage containers, processing equipment, trucks, and loaders that are contaminated with infectious and chemotherapeutic waste must be decontaminated as soon as possible after unloading.

The surfaces of vehicles that have not been in direct physical contact with infectious and chemotherapeutic waste must be decontaminated weekly.

Where does routine decontamination occur? Describe the frequency and procedures as required by 284.513(d) and the Department's "Procedures for Container/Vehicle Decontamination and Small Spill Clean-up" (copy attached). How is the rinsate or residual disposed?

## **EMPLOYEE TRAINING PROGRAM**

Summarize your employee training program which must include the following:

1. Knowledge of the waste being transported.
2. Safety and health hazards associated with waste being transported.
3. Practices for preventing spills.
4. Procedures for responding properly and rapidly to spills.
5. Emergency procedures (i.e., use of contingency plan, first aid).
6. Use of emergency equipment.

Describe the ongoing training given to employees (i.e., monthly review, yearly training course).

## **IMPLEMENTATION SCHEDULE**

List any incomplete aspects of the contingency plan and a time schedule when they will be completed.