

CESQG/SQG Emergency Response Procedures Certification Form

Eligibility	A generator of less than 270 gallons of hazardous waste per month and who is not subject to Hazardous Materials Business Plan requirements is exempt from written Contingency Plan requirements. Consult the back page of this document titled <i>Contingency Plan Exemption</i> for CESQGs/SQGs to determine whether you are eligible for the Contingency Plan Exemption.
Alternate requirements	A CESQG or an SQG is not required to prepare a full written Contingency Plan. However, a CESQG or SQG exempt from Contingency Plan requirements must still implement specific emergency response procedures described in Section II below.
What you must do	<ol style="list-style-type: none"> Complete the Emergency Coordinator and Equipment Information (Section I) of this document and return to the Environmental Compliance Division (ECD). Post a copy of this form by your facility telephone(s).

Section I.			
EMERGENCY COORDINATOR & EQUIPMENT INFORMATION FOR CESQGs/SQGs			
FACILITY NAME:		FACILITY ID#: <input type="text"/>	
FACILITY ADDRESS:		CITY & ZIP:	
EMERGENCY COORDINATOR IS:	Name:	Phone #:	Always On-Site <input type="checkbox"/> On-Call <input type="checkbox"/>
LOCAL FIRE DEPT PHONE NUMBER:			
Equipment Locations			
Fire Extinguishers	Spill Control Materials	Fire Alarm (if any)	
Name of document preparer:	Signature of document Preparer:	Phone #:	

Section II.	POST COPY BY THE TELEPHONE(S).								
MINIMUM REQUIRED CESQG/SQG EMERGENCY PROCEDURES									
If a fire occurs:	Call the Fire Department, and, if safe, attempt to extinguish the fire using fire extinguishers.								
If a spill occurs:	Contain the flow of hazardous waste to the extent possible. Clean up the hazardous waste and any contaminated soil or materials as soon as possible. Properly dispose of any resultant hazardous waste.								
If fire, explosion or release threatens human health or environment outside facility:	<p>If human health or the environment beyond the facility is threatened, or if a spill has reached surface water, call the National Response Center at 1-800-424-8802 (24 hour number) and provide the following information:</p> <table style="width: 100%;"> <tr> <td>1. Facility name & address</td> <td>5. Time of accident</td> </tr> <tr> <td>2. Facility EPA ID#</td> <td>6. Specify injuries, if any</td> </tr> <tr> <td>3. Amount of hazardous waste involved</td> <td>7. Estimate quantity & disposition of recovered materials, if any</td> </tr> <tr> <td>4. Accident date</td> <td></td> </tr> </table>	1. Facility name & address	5. Time of accident	2. Facility EPA ID#	6. Specify injuries, if any	3. Amount of hazardous waste involved	7. Estimate quantity & disposition of recovered materials, if any	4. Accident date	
1. Facility name & address	5. Time of accident								
2. Facility EPA ID#	6. Specify injuries, if any								
3. Amount of hazardous waste involved	7. Estimate quantity & disposition of recovered materials, if any								
4. Accident date									

Contingency Plan Exemption for CESQGs/SQGs

Definitions	CESQG	A Conditionally Exempt Small Quantity Generator (CESQG) is a hazardous waste generator who generates less than 100 kg (about 27 gallons) of hazardous waste per month.
	SQG	A Small Quantity Generator (SQG) is a hazardous waste generator who generates less than 1000 kg (about 270 gallons) of hazardous waste per month.
	Contingency Plan	A Contingency Plan is a written plan that specifies emergency actions and procedures to be undertaken in the event of an emergency at a facility.

Exemption A CESQG or an SQG is not required to prepare a full written Contingency Plan unless the facility stores regulatory threshold quantities of hazardous materials or hazardous waste at any one time (see the table below in *Who's eligible*). However, a CESQG or SQG exempt from Contingency Plan requirements must still implement specific emergency response procedures described further below.

Who's eligible This table will help you determine if you are a CESQG or SQG who is exempt from preparing a written Contingency Plan.

Determining your Exemption Eligibility		
If you...	And <u>DO NOT</u> :	Then you...
<ul style="list-style-type: none"> generate <270 gallons of hazardous waste in any month 	<ul style="list-style-type: none"> have on-site at any time 55 gallons, 500 pounds or 200 cubic feet of any hazardous material or hazardous waste, or generate >2.2 lbs per month of extremely hazardous waste 	are exempt from the written Contingency Plan requirement.

Alternate CESQG/SQG requirements

CESQGs/SQGs, which are exempt from written Contingency Plan requirements must have implemented these minimum emergency response procedures:

1. Designate an emergency coordinator who responds to any emergency, is available at all times (if not on-site, can arrive quickly), and coordinates all emergency response and reporting activities.
2. Post by the telephone the Emergency Coordinator's name & phone number, the Fire Department's phone number and the locations of fire extinguishers, spill control materials, and any fire alarm equipment.
3. Call the Fire Department in the event of a fire and attempt to extinguish the fire if safe to do so.
4. Contain the flow of any hazardous waste spill as soon as possible.

What you must do

If you...	Then...
Meet the CESQG/SQG eligibility criteria in the Determining your Exemption Eligibility table above.	You are exempt from the written Contingency Plan requirement.
Do not meet the CESQG/SQG eligibility criteria above.	You must complete and submit to this Department a Hazardous Materials Business Plan.