

Hazardous Waste Contingency Plan and Emergency Procedures

Spokane Community College
Spokane Falls Community College
Institute for Extended Learning
District Administration

Prepared by the CCS Environmental Health & Safety Department

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Copy #1 – Master (EH & S Department)

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Hazardous Waste Contingency Plan & Emergency Procedures

General Purpose

Community Colleges of Spokane, which is comprised of Spokane Community College (SCC), Spokane Falls Community College (SFCC), and the Institute of Extended Learning (IEL), is responsible for developing and implementing a Hazardous Waste Contingency Plan concurrent with WAC 173-303-350. The purpose of the contingency plan is to lessen the potential impact on public health and the environment in the event of an emergency circumstance. Emergency examples include fire, explosion, unplanned sudden or non-sudden release of hazardous waste, or a hazardous waste constituent release to surrounding facility air, ground soil, surface water, or ground water at CCS.

The CCS Hazardous Waste Contingency Plan and Emergency Procedures covers two campuses where hazardous waste is generated, Spokane Community College (SCC) and Spokane Falls Community College (SFCC). In addition, it covers two off-campus locations, Felts Field and Apprenticeship and Journeyman Training Center. The plan must be implemented immediately whenever any situation arises that warrants its use.

Emergency Procedures

General Description

1) Emergency Coordinator

At all times, there must be at least one CCS employee either on the facility premise or on call with the responsibility for coordinating all emergency response measures associated with hazardous waste. CCS has designated the following emergency coordinators:

1. Tiffany Goodvin, CCS EH&S Department, 533-8623
(Home: 11314 East 42nd Court, Spokane, WA, Ph# 891-1600)
2. Greg Plummer, CCS Facilities Department, 533-8630, Radio #103
(Home: 1415 E. 38th, Spokane, WA, Ph# 838-8787)
3. Becky Crow, CCS Facilities Department, 533-8630, Radio #107
(Home: 5710 N, Woodview Lane, Spokane, WA Ph# 892-9223)

If primary coordinator is unavailable, secondary or tertiary coordinator will be responsible for carrying out necessary elements of the contingency plan if an emergency arises that warrants its use.

The following trained personnel are responsible for spill clean-up/disposal:

CCS Emergency Spill Responders:

Ray Thur, 533-7165 (SCC); Jim Labish and Mark Fey, 533-3846 (SFCC).

2) Emergency Procedures

- A) Whenever there is an imminent or actual emergency situation regarding hazardous waste, the emergency coordinator must activate campus communication systems to notify all facility personnel and trained emergency spill responders (see Appendix D to review spill response plan). If the spill is beyond the scope and capabilities of the CCS Emergency Spill Responders, then the emergency coordinator will notify the Spokane Fire Department Hazardous Materials Spill Response Unit (by calling 911) for assistance in controlling the situation.
- B) Whenever there is a release, fire, or explosion involving hazardous waste, the emergency coordinator must immediately identify the character, exact source, amount, and the extent of any material released into the environment. Concurrently, the emergency coordinator must assess possible hazards to human health and the environment, taking into account direct, indirect, immediate, and long-term effects that may result from emergency.
- C) If the emergency coordinator determines that the facility has had a release, fire, explosion which could threaten human health or the environment, the coordinator must call 911 and be available to assist in emergency management. The emergency coordinator must also notify the Department of Ecology Spill Reporting at 456-2927 or the National Response Center at 1-800-424-9300. The report must include the following:
 - i) Name and telephone number of reporter;
 - ii) Name and address of facility;
 - iii) Time and type of incident (e.g. fire, release);

- iv) Name and quantity of materials involved;
 - v) The extent of injuries, if any;
 - vi) Possible hazards to human health or the environment.
- D) During the emergency, the coordinator will take all reasonable precautions and measures to ensure that further fires or releases do not reoccur; including monitoring for leaks, separation of incompatibles, and arranging for disposal of recovered waste.
- E) After an emergency response situation, the emergency coordinator shall: 1) be responsible for contacting the Department of Ecology at 456-2926 and notifying them that the facility is safe and that risks to personnel and the environment are controlled; and 2) submit a written report to the Department of Ecology within 15 days after the incident, outlining the following information:
- i) Name, address, and phone number of emergency coordinator;
 - ii) Name, address, and building number facility;
 - iii) Date, time, and type of incident;
 - iv) Name and quantities of materials involved;
 - v) Extent of personnel injuries, if any;
 - vi) An assessment of actual or potential hazards to human health or the environment;
 - vii) Estimated quantity and disposition of recovered materials;
 - viii) Cause of incident;
 - ix) Description of corrective action taken to prevent reoccurrence of the incident.

Dangerous Waste Shipments

Trouble Shooting Problems

Spokane Community College is a large quantity generator (accumulates more than 2200 pounds at any one time) and therefore may accumulate dangerous waste on-site without a permit for ninety days or less after the date of generation. All such waste is shipped off-site to a designated facility. Spokane Falls Community College is a medium quantity generator (accumulates no more than 2200 pounds at any one time) and therefore may accumulate dangerous waste on-site for one hundred eighty days or less after the date of generation. All such waste is shipped off-site to a designated facility. Felts Field and the Apprenticeship Center are small quantity generators and therefore may accumulate dangerous waste for any amount of time as long as the waste generation does not exceed 220 lbs per month or 2200 pounds at any one time.

Community Colleges of Spokane utilizes the state of Washington hazardous waste contract that has been in use since 1989. As part of this service, the company with the contract is responsible for complete and thorough field services when problems arise. Since the state contract system was implemented, there have been no documented examples of any shipment refusals.

The primary reason no problems have occurred is the fact that part of this contract requires CCS to profile all waste streams prior to shipment. This profiling process requires a great deal of preplanning by both the generator and TSD (Treatment, Storage, and Disposal) company and all shipments are either approved or rejected before it leaves CCS. Company field service chemists oversee all mandatory lab-packing, packaging, labeling, and manifesting to meet DOT (Department of Transportation) and individual TSD requirements as well as correct any problems on the front end.

If a problem were to arise during shipment (e.g. leaking drum, damaged drum) the pre-approved and pre-audited shipping company has the authorization and training to abate a field problem and report findings to the CCS hazardous waste manager. For example, if a 55-gallon drum were found to be leaking inside a spill protected shipping truck, the trained spill response chemists would identify, evaluate, and correct the problem. It could be as simple as over-packing a 55-gallon drum into an 85-gallon over-pack drum. Or, as complex as a toxic gas cylinder release which would require evacuation of the vehicle and surrounding area.

If for some unknown reason, a shipment was not accepted at a pre-designated and approved state of Washington hazardous waste contract TSD facility, the CCS hazardous waste manager would work directly with the TSD facility manager to mitigate problem. If necessary, the CCS hazardous waste manager would travel to the TSD facility and resolve the issue as soon as possible.

Prior Emergency Arrangements

General Description

Community Colleges of Spokane has successfully contacted several local authorities for the purpose of coordinating their emergency services. The Spokane Fire Department Station #8, which is adjacent to the SCC Campus, was the only local authority that requested an organized campus tour in which hazardous waste areas are identified. The Environmental, Health and Safety Department is in the process of coordinating this event.

The following authorities were contacted and requested a copy of this contingency plan for their file in case of an emergency:

The City of Spokane Police Department
Officer Tom Connelly
1100 West Mallon
Spokane, WA 99260
(509) 625-4089

Spokane Fire Department
Tom Heckler, Deputy Fire Marshall
44 West Riverside Avenue
Spokane, WA 99201
(509) 625-7062

Spokane Fire Department
Station #8 (responds to SCC)
Captain Clive Jones
1608 North Rebecca
Spokane, WA 99217
(509) 534-0096

Spokane Fire Department
Station #3 (responds to SFCC)
Captain Bruce Lockrem
1713 West Indiana
Spokane, WA 99205
(509) 328-8810

Deaconess Medical Center
Linda Cox
Safety Manager
P.O. Box 248
Spokane, WA 99210-0248
(509) 473-4959

Sacred Heart Hospital & Holy Family
Ben Haworth
Safety Officer
101 West 8th Avenue
Spokane, WA 99204
(509) 474-3025

The above agencies were notified that waste flammable liquid is not generated in a quantity larger than 55-gallons in any satellite or primary storage area at CCS, and each drum is stored in secondary containment which dramatically reduces the risk of a chemical release.

Community Colleges of Spokane feels that this will satisfy the regulation (WAC 173-303-340(4)). The hazards posed by wastes handled at CCS are not unusual or extraordinary and it is our opinion that the Spokane Fire Department will not treat a drum of hazardous waste any different than virgin product in a fire-related emergency.

Emergency Equipment

General Description

1) Portable Fire Extinguishers

All areas that generate hazardous waste have portable fire extinguishers located within required NFPA distances that cover class B fires. Extinguisher capabilities and coverage ratings are stamped on the side of each extinguisher.

2) Spill Control Equipment

Spill control equipment is located at both the SCC and SFCC primary hazardous waste storage facility (see Appendix F and G). Available equipment includes spill absorbent, spill booms, spill pads, spill containers, liners, spark proof shovel, and some other minor items used to barricade potential spill areas.

Spill response equipment is limited for use on spills and releases that are smaller than 55-gallons in quantity. The CCS Emergency Spill Responders are capable of responding to spills larger than 55-gallons, depending on the material, but 55-gallon is outlined as the limit because no hazardous waste storage container is larger than 55-gallons.

3) Communication and Alarm Systems

CCS Emergency Spill Responders will utilize radios and cellular telephones to communicate during emergency spills and releases.

CCS also utilizes the fire alarm system in each facility for quick building evacuation for fire, explosion, bomb threats, and spills and releases that warrant facility evacuation.

4) Evacuation Plan

CCS utilizes the fire evacuation plan in each facility utilizing primary and secondary egress routes for all emergencies that require a complete building evacuation. Each building evacuation plan is initiated by activating the building fire alarm system. Occupants in the building are then required to exit and meet at a predetermined assembly point 300 feet from the building.

Contingency Plan Maintenance

General

1) CCS Hazardous Waste Contingency Plan and Emergency Procedures Copies

A copy of the Hazardous Waste Contingency Plan and Emergency Procedures and all revisions will be maintained in the CCS Environmental Health and Safety Department. A copy of the plan will also be available in the SCC and SFCC Facilities campus office. The plan will be available for review by request.

2) Outside Agency Copies

Copies of the CCS Hazardous Waste Contingency Plan have been submitted to the local authorities as outlined on page 6 of the plan. Additional copies have been submitted to Washington State Department of Ecology.

3) Contingency Plan Maintenance

The CCS Environmental Health and Safety Department will review and amend the Hazardous Waste Contingency Plan as needed. If there are changes in emergency notification personnel, facility design, or emergency equipment, the plan will be updated and corrected pages will be sent to all outside agencies.

Hazardous Waste Generation Areas

Spokane Community College
1810 N. Greene St.

EPA ID # - WAD 980 983 860

BUILDING 1 – MAIN

Newspaper (Fixer and Developer), Cosmetology (Nail and Tint Waste)
Machine Shop (Waste Oil), HVAC (Waste Oil)

BUILDING 7 – PHYSICAL/LIFE SCIENCE

Chemistry Lab (Misc. toxics, organics, metals)

BUILDING 8 – ENVIRONMENTAL SCIENCE

Cleaning Solvent

BUILDING 9 – HEALTH SCIENCE

Dental Hygiene (Fixer and Developer)

BUILDING 10 – HORTICULTURE

Miscellaneous Chemical and Biological Agents

BUILDING 18 – AUTOMOTIVE

Antifreeze, Paint Related Material, Waste Oil, Cleaning Solvent

BUILDING 19 – HEAVY EQUIPMENT

Antifreeze, Fuels, Waste Oil, Cleaning Solvent

RIVERPOINT ONE – DISTRICT ADMINISTRATION

Dark Room (Fixer and Developer)

BUILDING 201 – FACILITIES MAINTENANCE

Paint Related Material, Used Batteries, PCB Ballasts, Waste Oil, Cleaning Solvent, Crushed fluorescent light bulbs

Apprenticeship Center
2110 N. Fancher Way

EPA ID # - WAO 000 016 196

BUILDING 602/603

Paint Related Material

Felts Field Aviation
5317 E. Rutter Ave.

EPA ID # - WAO 000 016 188

BUILDING 301 – FIXED WING HANGER

Paint Related Material, Cleaning Solvent, Waste Oil

BUILDING 687 – ANODE HANGER

Cleaning Solvent, Waste Oil, Aluminum Pre-Wash

BUILDING 2 – PRINT SHOP

Fixer and Developer, Waste Ink

BUILDING 6 – FINE ARTS

Paint Related Material, solvent rags

BUILDING 8 – LIFE SCIENCE

Biology Lab (Misc. toxics, ignitables)

Chemistry Lab (Misc. toxics, organics, metals)

Anatomy Lab (dissection waste)

BUILDING 10 – FACILITIES MAINTENANCE

Antifreeze, Paint Related Material, PCB Ballasts, Waste Oil, Used Batteries,
Crushed fluorescent light bulbs

BUILDING 11 – PHOTOGRAPHY

Fixer and Developer

Important Phone Numbers

Emergency Response

When calling from a campus phone, dial “9” first.

EMERGENCY COORDINATORS:

1. Tiffany Goodvin, CCS EH&S Dept., 533-8623, Cell: 475-7041
(Home: 11314 East 42nd Court, Spokane, WA, Ph# 891-1600)
2. Greg Plummer, CCS Facilities Department, 533-8630, Radio #103
(Home: 1415 E. 38th, Spokane, WA, Ph# 838-8787)
3. Becky Crow, CCS Facilities Department, 533-8630, Radio #107
(Home: 5710 N. Woodview Lane, Spokane, WA, Ph# 892-9223)

EMERGENCY SPILL RESPONDERS:

1. Ray Thur, SCC Facilities Maintenance, 533-7165, Radio #202 (Home Ph#: 455-9485)
Supervisor – Barry Hayes, 533-7165, Radio #201 (Home Ph#: 892-3738)
2. Jim Labish, SFCC Facilities Maintenance, 533-3846, Radio #310 (Home Ph#: 235-4325)
Supervisor – Arden Crawford, 533-3846, Radio #301 (Home Ph#: 467-2472)
3. Mark Fey, SFCC Facilities Maintenance, 533-3846, Radio #305
Supervisor – Arden Crawford, 533-3846, Radio #301 (Home Ph#: 467-2472)

OTHER EMERGENCY NUMBERS:

Ambulance, Fire Department, Police	911
Campus 24 hr. Emergency Assistance	533-3333
Department of Ecology Spill Reporting	456-2927
Department of Ecology	456-2926
National Response Center	1-800-424-9300
Poison Control Center	1-800-732-6985

Inspections

Schedule

Community Colleges of Spokane has instituted an inspection schedule as described in WAC 173-303-630(6) for areas where containers of dangerous waste are stored at SCC, SFCC, and off-campus locations. These areas are identified as either primary hazardous waste collection areas or hazardous waste satellite accumulation areas where no more than 55 gallons of any waste stream is accumulated near the point of initial generation and is under the control of the operator who generates the waste. Primary collection areas and satellite areas will be inspected weekly by the emergency coordinator, faculty, students, or workstudies who have been trained to perform the inspection and can recognize if a hazardous situation exists. Any repairs or remedial action needed will be documented on a Corrective Action Documentation form and submitted to the Environmental Health and Safety (EH&S) Department. It will be the responsibility of that department to repair or remediate with assistance from the EH&S Department, if needed. See Appendix I for a copy of the Primary Hazardous Waste Collection Area Inspection Sheet, the Hazardous Waste Satellite Accumulation Area Weekly Inspection sheet and the Corrective Action Documentation sheet.

Community Colleges of Spokane has also instituted a schedule for general facility safety inspections as described in WAC 173-303-320(1). This inspection will entail the monitoring of safety, emergency, and operating equipment to prevent malfunctions and discharges which can threaten human health and the environment. The frequency for which these inspections will be done is based on the rate of probability of an environmental or human health incident at the facility. Community Colleges of Spokane feels that there is a low risk of hazardous waste discharges that would threaten human health and the environment at its facilities. Therefore, CCS has instituted a quarterly inspection schedule to be performed by the emergency coordinator, faculty, students, or workstudies, who have been trained to perform the inspection and can recognize if a hazardous situation exists or if equipment needs service. This includes classrooms/shops and maintenance buildings where hazardous waste is generated. Any repairs or remedial action needed will be documented on a Corrective Action Documentation form and submitted to the Environmental Health and Safety (EH&S) Department. See Appendix I for a copy of the Facility Safety Inspection sheet and the Corrective Action Documentation sheet.