

***HAZARDOUS WASTE  
CONTINGENCY  
PLAN***

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## Introduction

Facilities that generate 1,000 kilograms or more of hazardous waste per month or accumulate more than 6,000 kilograms of hazardous waste on-site at any one time, must prepare a Contingency Plan. Facilities that generate in any month more than 1 kilogram of Acutely Hazardous Waste (AHW), or more than 100 kilograms of debris resulting from the spill of an AHW, or which treat hazardous waste on-site, must prepare a Contingency Plan. Many facilities that are required to prepare a Contingency Plan are already subject to the Solid Waste Management Act (SWMA) reporting requirements due to the quantities of hazardous materials/waste they have on-site.

### A. Facility Information:

Montclair State University (MSU)	973-655-4000	
1 Normal Ave	Montclair	NJ 07042

### B. Emergency Coordinators:

Personnel qualified to act as Montclair State University's Emergency Coordinator's are listed below.

Primary Emergency Coordinator	Secondary Emergency Coordinator
Amy Ferdinand Director, Environment, Health & Safety W - 973-655-4367 C - 973-951-0314	Robert Ferrara Director, Fire Safety W - 973-655-5401 C - 201-317-9151

### C. Evacuation Plan:

1. The following alarm signal(s) will be used to begin evacuation of the facilities (*check all that apply*):

☐ Bells;      ☒ Horns/Sirens;      ☐ Verbal (i.e., shouting)  
☐ Other (*specify*) \_\_\_\_\_

2. ☐ Evacuation Map is prominently displayed throughout the facility.

*Note: Montclair State University provides a link for MSU Students, Faculty and Staff of the graphical direction of fire exits and emergency staging locations for each building on campus. <https://www.montclair.edu/facilities/fire/exitplans> These drawings show primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas.*

#### **D. Emergency and Post-Incident Contacts:**

- | <b>1. Emergency Contacts:</b>            | <b>Phone #</b> |
|--|----------------|
| MSU Police.....                          | 973-655-5222   |
| MSU Fire Safety.....                     | 973-655-5401   |
| MSU Emergency Medical Service .....      | 973- 655-7838  |
| State Office of Emergency Services ..... | 1-800-367-6543 |
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- | <b>2. Post-Incident Contacts:</b>                        | <b>Phone #</b> |
|--|----------------|
| Fire Department Hazardous Materials Program              |                |
| Montclair.....   | 973-744-5000   |
| Little Falls .....                                       | 973-256-1003   |
| Clifton.....   | 973-470-5820   |
| NJDEP Solid Waste Compliance and Enforcement .....       | 609-584-4180   |
| NJ OSHA Division of Occupational Safety and Health ..... | 1-800-321-6742 |
| Air Quality Permitting Program .....                     | 973-656-4444   |
| Bureau of Air Quality Evaluation .....                   | 609-633-1110   |
| NJDEP Division of Water Quality .....                    | 609-984-1863   |
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- | <b>3. Emergency Resources</b> |                |
|-------------------------------|----------------|
| Poison Control Center.....    | 1-800-222-1222 |
| Mountainside Hospital .....   | 973-429-6000   |
| 1 Bay Avenue                  |                |
| Montclair, NJ 07042           |                |
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- 4. Emergency Services/Responders (contractual arrangements) – See attachments.**

#### **E. Emergency Procedures**

##### Emergency Coordinator Responsibilities:

1. Whenever there is an imminent or an actual emergency situation such as an explosion, fire, or release, the emergency coordinator (or his/her designee when the emergency coordinator is on call) shall:
  - a. Identify the character, exact source, amount, and real extent of any released hazardous materials.
  - b. Access possible hazards to human health or the environment that may result from the explosion, fire, or release. This assessment must be considered both direct and indirect effects (*e.g. the effects of any toxic, irritating, or asphyxiating gases that are generated, the effects of any hazardous surface water run-off from water or chemical agents used to control fire, etc.*)

- c. Activate internal MSU alarms or communications systems, where applicable, to notify all facility personnel.
  - d. Notify appropriate local authorities (*i.e. call 911*).
  - e. Notify the State Office of Emergency Services at: **1-800-367-6543**.
  - f. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
  - g. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous materials at the facility.
2. Before facility operations resumed in areas of MSU affected by the incident, the emergency coordinators shall:
- a. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility.
  - b. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
  - c. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.
  - d. Notify the NJDEP Solid Waste Compliance and Enforcement and the local fire department's hazardous materials program that MSU is in compliance with requirements 2-a and 2-b above.

Responsibilities of Other Personnel:

<p>Saliya Desilva Chemistry Biochemistry Department 973 655-5134</p> <p>Identify the character, exact source, amount, and real extent of any released hazardous materials.</p>	<p>Rosemary Lipala Laboratory Specialist 973 655-7394</p> <p>Identify the character, exact source, amount, and real extent of any released hazardous materials</p>	<p>Yoko Sato Laboratory Specialist 973 655-4418</p> <p>Identify the character, exact source, amount, and real extent of any released hazardous materials</p>
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**F. Post-Incident Reporting/Recording:**

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in MSU's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials incident which triggers implementation of this plan, a written Emergency Incident Report, including, but not limited to a description of the incident and MSU's response to the incident, must be submitted to NJDEP and the local fire department's hazardous materials program. The report shall include:

1. Name, address, and telephone number of Montclair State University.
2. Date, time and type of incident (e.g. fire, explosion, etc.).
3. Name and quantity of material(s) involved;
4. The extent of injuries, if any;
5. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
6. Estimated quantity and disposition of recovered material that resulted from the incident;
7. Cause(s) of the incident;
8. Actions taken in response to the incident;
9. Administrative or engineering controls designed to prevent such incidents in the future.

#### **G. Emergency Equipment**

Standard – 29 CFR 1910.132 requires that emergency equipment at the facility be listed. Completion of the following Emergency Equipment Inventory Table meets this requirement.

**EMERGENCY EQUIPMENT INVENTORY TABLE**

<b>Equipment Category</b>	<b>Equipment Type</b>	<b>Location *</b>	<b>Description **</b>
Personal Protective Equipment, Safety Equipment and First Aid Equipment	<input checked="" type="checkbox"/> Cartridge Respirators <input type="checkbox"/> Chemical Monitoring Equipment <input type="checkbox"/> Chemical Protective Aprons/Coats <input checked="" type="checkbox"/> Chemical Protective Boots <input checked="" type="checkbox"/> Chemical Protective Gloves <input checked="" type="checkbox"/> Chemical Protective Suits <input type="checkbox"/> Face Shields <input type="checkbox"/> First Aid Kits/Stations <input type="checkbox"/> Hard Hats <input checked="" type="checkbox"/> Plumbed Eye Wash Stations <input checked="" type="checkbox"/> Portable Eye Wash Kits ( <i>i.e. bottle type</i> ) <input checked="" type="checkbox"/> Respiratory Cartridges <input checked="" type="checkbox"/> Safety Glass/Splash Goggles <input checked="" type="checkbox"/> Safety Showers <input type="checkbox"/> Self-Contained Breathing Apparatus' (SCBA) <input type="checkbox"/> Other ( <i>describe</i> )	<input checked="" type="checkbox"/> Overlook Building <input checked="" type="checkbox"/> University Facilities	PPE and Emergency Equipment for staff
Fire Extinguishing Systems	<input checked="" type="checkbox"/> Automatic Fire Sprinkler Systems <input checked="" type="checkbox"/> Fire Alarm Boxes/Stations <input checked="" type="checkbox"/> Fire Extinguisher Systems <input checked="" type="checkbox"/> Fire Extinguisher	<input checked="" type="checkbox"/> Located in every building on campus	Equipment monitored and maintained by Fire Safety
Spill Control Equipment Decontamination Equipment	<input type="checkbox"/> Other <input checked="" type="checkbox"/> Absorbents <input checked="" type="checkbox"/> Berms/Dikes <input type="checkbox"/> Decontamination Equipment <input type="checkbox"/> Emergency Tanks <input type="checkbox"/> Exhaust Hoods <input type="checkbox"/> Gas Cylinder Leak Repair Kits	<input checked="" type="checkbox"/> CELS and Richardson chemical storage rooms	Spill containment equipment

	<input type="checkbox"/> Neutralizers <input type="checkbox"/> Overpacked Drums <input type="checkbox"/> Sumps		
Communications and Alarm Systems	<input type="checkbox"/> Other <input type="checkbox"/> Chemical Alarms <input type="checkbox"/> Intercoms/PA systems <input checked="" type="checkbox"/> Portable Radios <input checked="" type="checkbox"/> Telephones <input type="checkbox"/> Tank Leak Detection Systems	✓ Phones, calls boxes and cloud based	University uses landline phones and the RAVE system for emergency communication
Additional Equipment (Use additional pages if needed)	<input type="checkbox"/> Other (describe) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

\* If appropriate, use the location code(s) from your Hazardous Materials Waste Registration Form.

\* Describe the equipment and its capabilities. If applicable, specify any testing maintenance procedures/intervals. Attach additional pages, numbered appropriately, if needed.

## H. Training

Check all boxes which apply. [Note: Items marked with an asterisk (\*) are required]:

1. **Personnel** are trained in the following procedures:

✓	Internal alarm/notification*
✓	Evacuation/re-entry procedures & assembly point locations*
✓	Emergency incident report
✓	External emergency response organization notification
✓	Location(s) and contents of Emergency Response/Contingency Plan
✓	Facility evacuation drills, which are conducted at least (specify) Annual

2. **Chemical Handlers** are additionally trained in the following:

✓	Safe methods for handling and storage of hazardous materials*
✓	Location(s) and proper use of fire and spill control equipment
✓	Spill procedures/emergency procedures
✓	Proper use of personal protective equipment
✓	Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e. inhalation, ingestion, absorption)*
✓	<b>Hazardous Waste Handlers/Managers</b> are trained in all aspects of hazardous waste management specific to their job duties (i.e. container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)*

3. **Emergency Response Team Members** are capable of and engaged in the following:

Personnel rescue procedures
Shutdown of operations
Liaison with responding agencies
Use, maintenance, and replacement of emergency response equipment
Refresher training, which is provided at least annually*
Emergency response drills, which are conducted at least (specify) – N/A

## I. Recordkeeping:

Check all boxes which apply. The following records are maintained at Montclair State University. [Note: Items marked with an asterisk (\*) are required]:

✓	Current employees' training records (to be retained until closure of MSU)*
✓	Former employees' training records (to be retained at least three years after termination of employment)*
✓	Training Programs(s) (i.e. written description of introductory and continuing training)*
✓	Current copy of this Emergency Response/Contingency Plan*
✓	Record of recordable/reportable hazardous material/waste releases*

✓	Record of hazardous material/waste storage area inspections*
✓	Record of hazardous waste tank daily inspections*
Description and documentation of facility emergency response drills.	

*Note: The above list of records does not necessarily identify every type of record required to be maintained by MSU.*

## **J. Amendment of Contingency Plan:**

This plan must be reviewed and immediately amended, if necessary, whenever:

- a. Applicable regulations are revised.
- b. The plan fails in an emergency.
- c. MSU changes its design, construction, operation, maintenance, or other circumstances in a way that materially increases the potential for fires, explosions, releases of hazardous waste or hazardous waste constituents, or changes in the response necessary in an emergency.
- d. The list of emergency coordinators changes.
- e. The list of emergency equipment changes.

## **EVACUATION MAP**

<https://www.montclair.edu/facilities/our-services/fire-safety/fire-evacuation-plan/emergency-exit-plans/>

Montclair State University  
1 Normal Avenue  
Montclair, NJ 07032

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