

# **CONTINGENCY PLAN REGISTRATION GUIDANCE**

for compliance with the  
Bedford, MA Control & Management of Hazardous Materials Bylaw

The Hazardous Materials Contingency Plan, including the Training Plan, should be as short, in total number of pages, as necessary while fulfilling all requirements/specifications.

Please prepare the Contingency Plan in eight (8) sections/chapters and include: a title page, table of contents, registration form and the Bedford Experience. Doing so will more easily allow for revisions during the required annual renewal process. Our mutual ability to maintain up to date electronic copies of accurate Contingency Plans at multiple locations (i.e. Fire Department response vehicles and the Health Department) as well as hard copies at the facility location will greatly enhance overall response capabilities. Templates for all Contingency Plan sections are available on the Health Department website at <https://www.bedfordma.gov/246/Hazardous-Materials---Commercial-Conting>, under Hazardous Materials – Commercial/Contingency Plan Submittals, under the Programs and Permits page.

The annual Contingency Plan Registration Submittal Package consists of the following 3 items, due to the Board of Health prior to storage/use of chemicals on-site or by March 31<sup>st</sup> of each year:

- 1) **FEE** – by mail or dropped off to Health Department with copy of Registration Form \$200 for new submittals and \$100 for renewals or online at: . Please note that a \$50 Late Fee will be imposed on any renewal not received by March 31<sup>st</sup> of each year. Check payable to the Town of Bedford and sent/delivered to the Bedford Health Department, 12 Mudge Way, Bedford, MA 01730 with a copy of the Hazardous Materials Contingency Plan Registration Form. Online payments can be made here: <https://unipaygold.unibank.com/transactioninfo.aspx>.
- 2) **CONTINGENCY PLAN for BOH** – uploaded to Town Site  
A .pdf file titled “*Your Company Name* Cont Plan for HD-2023” and containing the following items should be should be uploaded to: <https://www.bedfordma.gov/board-of-health/pages/bedford-hazardous-material>

## HAZARDOUS MATERIALS CONTINGENCY PLAN REGISTRATION FORM

Fully completed, signed and dated

### TITLE PAGE

Business Name

Address

Brief summary of operations

Date of Plan (make sure footers of Contingency Plan Chapters contain current date)

TABLE OF CONTENTS – Include Chapter Numbers, Chapter Titles and Page Numbers

CONTINGENCY PLAN CHAPTERS (**use templates provided**)

1. Statement of Environmental Policy and Commitment to Training: signed by owner or CEO
2. Emergency Coordinators and Contractors with contact information
3. Complete Listing of Hazardous Materials - Distinguish materials from wastes AND LIST BOTH. Use table template provided by the Health Department and be sure to include:
  - a) Location of material in facility (e.g. building, floor, room);
  - b) MA Building Code Table 307 Hazard Classification (e.g. Corrosive, Combustible Liquid, Toxic, etc.);
  - c) Chemical/Material/Waste Name;
  - d) Maximum Quantity (lbs. or gallons)Storage Container Type (e.g. tank, drum, dewar, plastic bottle, etc.);
  - e) Flash Point;
  - f) NFPA 704 Hazard Classification (e.g. 1, 2, 3 or 4); and,
  - g) An indication if material stored in appropriate cabinet in accordance with applicable regulations.
4. List Emergency Equipment and Emergency Systems - provide list of such and provide a brief description of the equipment capability. Unless specifically requested, please do not include MSDSs within your Contingency plan.
5. Maps
  - a) Site Map (exterior) – Scaled plan depicting, at minimum:
    - Property lot lines
    - Site building(s) and any out buildings or accessory buildings
    - Parking lot(s)
    - Storm drains/catchbasins
    - Trench drains
    - Culverts
    - Vicinity roadways
    - Rivers, streams or other waterbodies
    - Wetlands per Town of Bedford (Conservation Commission) Wetlands Maps. The wetlands layer can be added to the town maps base layer acquired from the Town GIS page at <http://www.mapsonline.net/bedfordma/index.html>
  - b) Facility Layout Map (interior) – Scaled plan, per floor, depicting, at a minimum:
    - Hazardous material and hazardous waste storage and use areas
    - Receiving and materials handling locations
    - Interior floor drains
    - Emergency Equipment
    - Location of MSDSs
  - c) Evacuation Map – Scaled plan, showing evacuation routes from building in the event of an emergency.

6. Incident Response Notification and Procedures – Complete template Call Down List. Given the materials used or generated onsite, identify potential hazards (i.e. spills, leaks, releases, accidents, etc.), and specify spill prevention and response procedures that are in place.

The Call Down List should be posted on the entrances to all areas where hazardous materials or wastes are stored or generated. Additionally, the entrances/doors to any area where hazardous materials or wastes are stored should be affixed with figures, pictograms or photographs of persons wearing the required Personal Protective Equipment (PPE) to enter that area.

7. Training Plan
  - a) Outline Employee Training Plan
  - b) Provide detail on how training will be documented
  - c) Provide a copy of the Training Plan inclusive of information pertaining to: frequency of training by job type; procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment; instructions for proper use of automatic safety systems, if any; guidelines and procedures for emergency communications and use of alarm systems; guidelines and procedures to respond to fire, explosions, and threat of a spill or leak; guidelines to respond to potential groundwater or surface water contamination incidents; continuing training for employees (vs. initial training) that will be given to each individual filling a new position using hazardous materials; and procedures for the shutdown of operations.
  - d) Training Plan shall contain a copy of the Control & Management of Hazardous Materials ByLaw Bylaw and a copy of “The Bedford Experience.” Copies are available from the Bedford Health Department. NOTE: This document was updated for the 2017 submittals.

- 3) **CONTINGENCY PLAN for FIRE** - uploaded to Town Site  
A .pdf file titled “*Your Company Name* Cont Plan for FIRE-2023” and containing ONLY the **Title Page** and **Chapters 2, 3, 5 and 6** should be uploaded to: <https://www.bedfordma.gov/board-of-health/pages/bedford-hazardous-material>.  
Please ensure you update the Table of Contents in this document to reflect that fewer chapters are included.