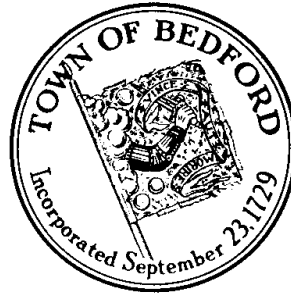


**TOWN OF BEDFORD**  
**BEDFORD, MASSACHUSETTS 01730**



**HEALTH AND HUMAN SERVICES**

Health Department  
Town Center Building - 12 Mudge Way  
Bedford, MA 01730-2144  
Phone: 781-275-6507  
Fax: 781-687-6157

**Board of Health**

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Maureen Richichi, Vice Chair  
Beatrice Brunkhorst  
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Anita Raj

Heidi Porter, MPH, REHS/RS, Health and Human Services Director

Katharine Dagle, REHS/RS, Assistant Health Director

January 20, 2023

RE: Bedford Board of Health - Hazardous Materials Contingency Plan Submittals  
Due March 31, 2022 for all Bedford Businesses

Hello Bedford Hazardous Materials Contingency Plan Submitter:

This letter serves to remind you that the 2023 Contingency Plans are due to the Bedford Health Department (HD), in electronic format, by February 15<sup>th</sup> as these require a 45-day review period.

All documents necessary for your submittal can be found on the HD website at: <https://www.bedfordma.gov/246/Hazardous-Materials---Commercial-Conting> under "Hazardous Materials - Commercial/Contingency Plan Submittals." Please review the Registration Guidance document and use the templates on this webpage. Any Plan submitted that is found to be incomplete will be returned to the submitter for correction. Your complete submittal will include: 1) a current Registration Form; 2) the two versions (BOH and FIRE) of the Contingency Plan, and 3) the appropriate fee. **Once submitted, town staff outside the HD have 45 days to review the plans and provide comments per Town by-law so early submittal is recommended should you require a Certificate of Compliance by a specific date.** If used or generated on-site, biological agents should be included in the Chapter 3 List. Please note the Bedford Experience Document was updated for 2020. Please use the latest version provided on the web.

Again, this year we are using the on-line method for Contingency Plan submittal. You will upload two versions of the plans – a full version for the HD and an abridged version for the Fire Department. Submittal of individual .pdfs of the Plan chapters will not be considered an acceptable submittal. The Registration Guidance document found on our website outlines the details for the submittals. The renewal fee is \$100 and a late fee of \$50 will be imposed for any plan and fee not received by March 31, 2023.

Again, this year on the Registration Form is a check-off box asking if you are in compliance with Chapter 13 – Aquifer Protection District of the Town of Bedford Zoning Bylaws. If your business is located in one of the Town's Aquifer Protection Districts, certain types of land use are allowed by right, not allowed, or allowed by Special Permit. The Aquifer Protection Districts layer can be added to the town maps base layer acquired from the Town GIS page at <http://www.mapsonline.net/bedfordma/index.html> to assist you in determining if this applies to your business. Information on the Zoning Bylaw and Special Permit Applications can also be found in the Contingency Plan section of our website under Aquifer Protection District Information. Please contact the Code Enforcement Director at 781-275-7446 with any questions on the Zoning Bylaws, Aquifer Districts or Special Permit requirements.

Please note that any time you have a significant change in process or chemical types or volumes, the Health Department and Fire Department must be notified and appropriate sections of the Contingency Plan updated. Should you have any questions, please do not hesitate to contact me at [hporter@bedfordma.gov](mailto:hporter@bedfordma.gov) or at the number above.

Sincerely,

Heidi Porter  
Director of Health and Human Services