

Attachment VI

*Contingency Plan and Emergency
Response Procedures*

Compost Facility Contingency Plan



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1.0 Procedures to Prevent Spills, Releases and Fires

On a day-to-day basis, personnel should always be on alert for potential emergency situations that would impact not only themselves, but other employees as well.

An **On-Site Emergency** is defined as any event that requires immediate action to be taken as the result of an uncontrolled, unexpected or unscheduled event. Events include, but are not limited to: serious injuries, fires, explosions, material spills, toxic material release including gases or fumes, loss of site power system, equipment breakdown, flood or threat of floods or any other force or factor which may adversely affect operations or safety at the Compost Facility.

A **Site Wide Emergency** is any On-Site Emergency that affects or has the potential to affect personnel or the environment outside of the normal work zones, and/or may require activation of the site evacuation procedure (see Section 8.2.1 of this part).

1.1 Spills Or Releases

In a spill or release situation it is critical that Peninsula prevent the escape of any spilled liquid or solid material into the ground, a river or stream, or a storm or sanitary sewer system. A barrier must be erected immediately to prevent escape of spilled materials. Containment of solids will be dependent on such factors as wind and other weather related conditions. The use of a tarpaulin or plastic sheeting over the spilled material will aid in preventing dispersal of solid material until such time as it can be cleaned up. Liquids must be contained by using absorbent booms, pads, or an effective adsorbent such as vermiculite or speedi-dry.

The source of the spill or release must be located and controlled as soon as possible. Once the spill or release is located, Peninsula will immediately contain the spill by the use of a berm, pigs or other absorbent materials, so as to prevent it from reaching the Christina River. Once the source of the spill, or release, has been identified, clean up can begin.

Materials spilled on impervious surfaces should be absorbed with a compatible inert material such as speedi-dry or vermiculite. If the spill or release is on soil or any other pervious surface, the contaminated area must be excavated and contained in bags, drums, or roll-off boxes.

All spill clean up material will be classified, marked, labeled and prepared for shipment and disposal at an approved Solid or Hazardous Waste TSD Facility.

1.2 Fires And Explosions

Peninsula has established procedures to be used in the case of a small fire. **If the fire is determined to be beyond the capability of Peninsula employees, the Peninsula Contingency Plan and Emergency Response Procedures must be activated.** Peninsula employees should always **call 911 in the case of a fire or explosion emergency.**

In the case of a fire or explosion, report the fire **immediately** to the fire department before attempting to extinguish the fire by yourself. Remember, if the fire or explosion is beyond the capability of Peninsula employees, **DO NOT ATTEMPT TO PUT OUT THE FIRE! LEAVE IT TO THE PROFESSIONALS.** Be prepared to give the following information to the Fire Department upon placing the notification phone call:

- Your exact location including address of the facility
- Type of fire if known
- Your name, telephone number, number of injuries if known
- Stay on the phone until the Fire Department tells you to hang up
- Make sure to evacuate all personnel from the area. If the fire is electrical in nature and you can cut the power to the area without harm to anyone, de-energize the circuit.

1.2.1 Before Operating a Fire Extinguisher

- Examine for defects at time of purchase.
- Read the operating instructions on the label.
- Make location of extinguisher known. Refer to Peninsula's Evacuation Plan and Fire Extinguisher Location Map for details on the location of all on-site fire extinguishers.
- Fire extinguishers are easily distinguished throughout the facility by their distinctive bright colored covers.

1.2.2. Follow These Steps To Operate an Extinguisher:

- Remove from the mounting bracket by grasping the unit by the carrying handle and the base and carry it to the fire.
- Pull the locking pin to break the tamper seal. If the unit has a hose, remove the hose from its retaining clip.
- Move the extinguisher as close to the fire as possible. Grasp the hose in one hand and press or squeeze the handle or trigger release with the other. (If the unit is a CO₂ extinguisher, grasping the plastic discharge horn may freeze the hand.) If the unit has no hose, direct the stream of extinguishing agent by moving the extinguisher.

- Use a side to side sweeping motion at the base of the flames starting from the near edge to the rear of the fire and then up the vertical surface.
- **Always leave an escape route** when fighting a fire.

1.2.3. Inspection and Maintenance of a Fire Extinguisher

Inspect units monthly to ensure good working condition and adequate protection. The fire extinguishers should also be rotated in order to keep the chemical from caking. A state certified fire extinguisher inspection contractor inspects these units on an annual basis.

Inspection Procedure

- Are all extinguishers in their recommended location?
- Is there enough pressure to discharge the contents of the extinguisher? (check the gauge)
- Replace or recharge the unit as needed.
- Is the tamper seal in tact?
- Is the unit damaged?
- Is the hose and nozzle unobstructed?

1.2.4. Selecting the Proper Fire Extinguisher

The universal classification system has four designations for fire extinguishers; class A, B, C, and D, based on the size of a fire to be extinguished and the contained extinguishing agent. A 20B rating is recommended for non-expert users. Combination extinguishers are suitable for more than one class of fire and are marked as such.

TABLE 1: CLASSES OF FIRE EXTINGUISHERS		
Class	Symbol	Type of Fuel
A	Green triangle	Ordinary combustibles
B	Red square	Flammable liquids
C	Blue circle	Electrical equipment
D	Yellow star	Combustible metals

1.2.5 Fire Prevention

The following rules should be followed in order to prevent fires:

- Keep all work areas clean and free of debris and litter.
- Smoking is strictly forbidden in any part of the Compost Facility.
- All potential fire hazards should be reported immediately to the Operations Manager.
- All electrical connections and wiring will be maintained adequately and in good condition.
- No flammable liquids will be used to clean the facility.
- Daily monitoring of windrows and ground wood piles for temperature. If any monitoring indicates a temperature of greater than 160°F this must be reported to the Site Manager pursuant to the BUD, Section III.D.

2.0 Notification and Alarm Procedures

In the event of an emergency such as a fire or explosion, or a spill or release of solid waste materials at the Compost Facility, it will be the responsibility of Peninsula to implement the following Contingency Plan and Emergency Response Procedures.

The first employee witnessing or responding to an incident involving an emergency or spill or release of solid waste will contact Peninsula’s Primary Emergency Response Coordinator or the Alternate Coordinator if the Primary Coordinator is not available. The Emergency Response Coordinator will sound the facilities emergency alarm system in order to notify all employees that an emergency is in progress.

The following Table 2 lists the Primary and Alternate Coordinators and their direct telephone numbers at the facility:

TABLE –2: LIST OF EMERGENCY RESPONSE COORDINATORS		
Coordinator	Name	Telephone Number
Primary Coordinator	Operations Manager Rich Kish	(804) 895-8416
Alternate Coordinator	Process Control Supervisor Waylon Pleasanton	(302) 670-8144

The Primary or Alternate Emergency Response Coordinator will activate the emergency procedures as outlined in this Contingency Plan and Emergency Response Procedure, and make the appropriate notifications to all Federal, State, or Local agencies as required. Please refer to Beneficial Use Determination, Section II.H and the Facility Operations Plan with regard to specific reporting requirements for fires and or spills.

The following Table 3 lists the agencies to be contacted in the case of an emergency or release or spill of a solid waste at the Compost Facility:

Table 3: List of Agencies	
Agency	Telephone Number
Local Emergency Agency (Fire, Police, Ambulance)	911
State of Delaware – Department of Natural Resources and Environmental Control – Div. of Air and Waste Management	24 Hour Hotline: 1-800-662-8802, 1-302-739-9401, and #367 for Verizon Wireless customers
National Response Center*	1-800-424-8802

(*The National Response Center may need to be contacted if during the **act of transportation of a hazardous material or waste** at the facility, which impacts the facility, the following occurs:

- A person is killed or required hospitalization due to injury
- Carrier or property damage exceeds \$50,000
- Accident/spill includes radioactive materials or etiological agents
- A release which causes a continuing danger to life
- A release of a marine pollutant in a quantity exceeding 119 gallons for liquids or 882 pounds for solids
- An evacuation of the general public lasting one or more hours
- One or more major transportation arteries or facilities are closed or shut down for one or more hours.

If the above transportation related emergency occurs, Peninsula’s Contingency Plan and Emergency Response Procedures will be placed into effect and followed.

Peninsula will furnish the following information to all agencies when notified:

- Name of person reporting the emergency or spill/release
- Name, telephone number and address of Peninsula:

Peninsula Compost Company, LLC
610 Christiana Avenue
Wilmington, Delaware 19801
302-777-3664

- Date, time and location of the incident
- Type of vehicle or container involved in incident
- A brief description of the incident (What, when, where, etc.)

- For any solid waste spilled or released the following:
 - Name, address and phone number of the Generator or Supplier
 - Name of solid waste spilled or released
 - Estimated quantity of the spill or release
 - Extent of spill/release

Peninsula will log each incident into a logbook and an incident number will be assigned to each entry that will serve as a unique identifier for future reference regarding the incident.

2.1 Emergency Evacuation

The purpose of an Evacuation Procedure is to detail a course of action to be taken by all employees, contractors, and/or visitors that are on site during a site wide emergency.

2.1.1 The Primary Emergency Coordinator or his/her Alternate will:

Determine if and when a site evacuation is to be carried out, and;
be notified as it relates to site accountability by the following;

- Administration
- Yard

2.1.2.Notification:

In the case of an evacuation order, employees will be notified verbally or by the use of a public address system at the facility. This PA system can reach employees both inside the administrative offices and out in the Compost Facility yard.

2.1.2.1. Site Visitors:

All Site Visitors will receive verbal instructions identifying areas of concern and evacuation routes. This is done to insure the safety of the visitor. Site visitors will be the responsibility of the individual with whom visitors are meeting

2.1.2.2. Evacuation Routes:

For evacuation routes and the off-site rally point, see Evacuation Map (Appendix 1). The Evacuation Map will be posted conspicuously throughout the facility.

2.1.2.3. Training

All Employees are trained on emergency evacuation in order to insure that all employees and/or temporary site personnel are familiar with and respond to all aspects of this evacuation procedure.

A practical exercise or "drill" will be scheduled at least once every year. This drill will test capabilities of the emergency staff in addition to a practical testing of the off site notification system.

3.0 Emergency Equipment

The following emergency equipment can be found at strategic locations throughout the compost facility:

- Fire Extinguishers
- Absorbent Pads, booms, blankets, speedi-dry
- Personal Protective Clothing
 - Respirators with chemical cartridges
 - Chemical resistant Gloves and Boots
 - Coated Tyvek© Coveralls
 - Additional Safety Goggles or glasses
- Other Emergency Response Equipment
 - 55 gallon drums
 - Shovels and other hand tools
 - Caution Tape
 - Flashlights
 - First Aid Kit
 - DOT Emergency Response Guidebook
 - Plastic Sheeting

All emergency equipment is tested and maintained as necessary to assure its proper operation at the time of an emergency. After use, all equipment is decontaminated, cleaned and determined fit and placed back into service.

4.0 Post-Emergency Evaluation And Return To Regular Operations

Before normal activities can be resumed, Peninsula must be ready and equipped to handle another emergency. Peninsula will ensure that all emergency equipment and supplies have been restocked and will replace any equipment that might have been damaged during the emergency. All equipment will be cleaned and refueled for future use.

Peninsula will also review and revise its Contingency Plan and Emergency Response Procedures in light of new site conditions and lessons learned from the emergency response.

Documentation of what happens during an emergency response is key. A written analysis of the incident will be completed and kept on file. This report will contain accurate information including a chronological history of the incident, all facts surrounding the incident and when they became available, names of response personnel and their duties, a list of decisions made, orders given, and actions taken; the who, what, where, and how details. Included in the report must be any sampling or monitoring tests and results, and all exposures, illnesses or injuries incurred by any personnel.

Appendix I

Evacuation Plan and Fire Extinguisher Location Map

Peninsula Compost Company Evacuation Plan and Fire Extinguisher Location Map

