

# **Eastern Florida State College Hazardous Waste Contingency Plan**

## **Introduction**

### **1. General Background**

Eastern Florida State College, previously doing business as Brevard Community College, began serving the community in 1960 and is located in Brevard County, Florida in four (4) cities, Titusville, Cocoa, Melbourne and Palm Bay. This is a State of Florida College that provides general, technical, and advanced specialized education.

The college maintains several science labs, a college-wide printing operation, glazing arts, aircraft maintenance educational program, dental program, and several health programs, as well as the general maintenance of the college itself. As a result, the college has chemical product and waste that is covered under RCRA.

### **2. Hazardous Waste and Associated Hazards**

See Attachment A for a usual and customary inventory of chemicals located on one or more of the college campuses.

## **Purpose**

In accordance with Title 40 of the Code of Federal Regulations (CFR) 265 Subpart D, State of Florida Hazardous Waste Regulations Section 62-730.180(2), Florida Administrative Code (FAC) and 29 CFR 1910.38 the following plan will be used in the event of an emergency. The purpose of the Hazardous Waste Contingency Plan is three-fold:

1. To act as a guide during actual emergency situations;
2. To minimize hazards to human health and the environment from fires, explosions, and/or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to the air, soils, or surface water; and
3. To familiarize local emergency response personnel (i.e. police, fire, and rescue departments, hospital and governmental personnel) with the types of material handled and internal emergency response procedures.

The provisions of this plan will be carried out immediately whenever there is a fire, explosion, and/or release of hazardous waste or hazardous waste constituents which could threaten human health and/or the environment (air, soil, surface water). This plan is also intended to describe the actions college personnel must take to minimize hazards to human health or the environment in the event of fires, explosions, or any unplanned sudden or non-sudden release of hazardous wastes.

Approval Date: June 14, 2023

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## Emergency Coordinators

The following Eastern Florida State College employees must be notified in case of a fire, explosion, or any sudden or non-sudden release of hazardous waste or hazardous waste constituents:

<b>TABLE 1 EMERGENCY COORDINATORS Eastern Florida State College</b>				
<b>EMERGENCY COORDINATOR</b>	<b>HOME ADDRESS</b>	<b>CELL PHONE</b>	<b>COLLEGE PHONE</b>	<b>EMERGENCY CELL PHONE</b>
Hazardous Materials Compliance Officer/Coordinator – Rob Delaune		(321) 247-8642	(321) 433-5445	(321) 247-8642
<b>SECONDARY EMERGENCY COORDINATOR (TITUSVILLE ONLY)</b>	<b>HOME ADDRESS</b>	<b>CELL PHONE</b>	<b>COLLEGE PHONE</b>	<b>EMERGENCY CELL PHONE</b>
Chris Cherry		(321) 593-2805	(321) 433-5041	(321) 593-2805
	<b>Titusville</b>	<b>Cocoa</b>	<b>Melbourne</b>	<b>Palm Bay</b>
EFSC Security	(321) 403-4200	(321) 403-5907	(321) 403-5909	(321) 403-5911

As required in 40 CFR 265.55, the Emergency Coordinator or the Secondary Emergency Coordinator (the Secondary Emergency Coordinator pertains to Titusville only) will either be on the college premises or on call (i.e. available to respond to an emergency by reaching the college within a short period of time) at all times. The Emergency Coordinator and the Secondary Emergency Coordinator must:

- Be familiar with the college layout;
- Know the locations and characteristics of the hazardous waste handled;
- Familiar with all operations and activities at the college;
- Know the locations of all hazardous waste records (e.g. manifests, inspection logs, training records, etc.);
- Have the authority to commit college resources in the event of an emergency.

## Implementation of the Contingency Plan

The Contingency Plan will be immediately implemented whenever there is an imminent or actual situation that could threaten human health or the environment. This section outlines the decision-making criteria, which the Emergency Coordinator or his/her alternate should use to define situations in which the Contingency Plan will be implemented. The Emergency Coordinator or

Approval Date: June 14, 2023

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his/her alternate must have the authority to commit the resources needed to carry out the Contingency Plan.

The Contingency Plan will be implemented in the situations listed below plus any other situation deemed necessary by the Emergency Coordinator or his/her alternate:

1. Fire and/or Explosion
  - See EFSC Emergency Management Response Plan.
2. Spills or Material Release
  - The spill could result in the release of flammable liquids or vapors, thus causing a fire or gas explosion hazard.
  - The spill could cause the release of toxic liquids or fumes.
  - The spill can't be contained on-site resulting in off-site soil contamination and/or ground water or surface water pollution.
3. Floods
  - See EFSC Emergency Management Response Plan.

## **Emergency Procedures**

Eastern Florida State College personnel must notify the Emergency Coordinator or his/her alternate if any of the conditions listed in Section 4.0 are observed. Implementing emergency procedures are the responsibility of the Emergency Coordinator or his/her alternate. Such procedures are specifically outlined in 40 CFR 265, Subpart D.

During the initial phases of an emergency response prior to the arrival of a responding agency, the Emergency Coordinator or his/her alternate will temporarily assume the role of "Incident Commander" and initiate the immediate response procedures outlined below.

### **Immediate Emergency Response Procedures**

1. If necessary, the Emergency Coordinator or his/her alternate should activate internal college alarms in the necessary area to notify all college personnel and students in that area of evacuation.
2. College Managers/Departmental Assistants/Residential Assistants, if necessary, will evacuate all personnel and students within their respective departments and/or the student housing facility. Refer to the EFSC Emergency Management Response Plan for specific information.
3. The Emergency Coordinator or his/her alternate will notify the appropriate State and Local agencies included in the Emergency Response Procedure diagram. The role of "Incident Commander" will convert to a "Unified Command" upon the arrival of the appropriate emergency first responder agency, (e.g. City of Melbourne Fire Department, Police Department or Florida Department of Environmental Protection [FDEP].)
4. The Emergency Coordinator must report the following information to the responding agency(ies):
  - The character of the incident;
  - The exact source of any fire, explosion, or released materials;

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- The amount of any released materials;
- The extent of any released materials;
- Possible hazards to human health or the environment.

### **Procedures During Emergency**

1. If the College stops operations in response to a fire, explosion, or release, the Emergency Coordinator or his/her alternate must monitor leaks, pressure build up, gas generation, or ruptures in valves, pipes or other equipment, as appropriate.
2. If the emergency involves a fire, refer EFSC Emergency Management Response Plan.
3. If the emergency involves a spill or release of hazardous material, see the Spill section below.

### **Follow-Up Activities**

1. All waste materials generated during the emergency must be properly identified, stored, and disposed of in accordance with State and Federal regulations; as described in Section 8.3.
2. All emergency equipment is cleaned, decontaminated, and is fit for reuse, as described in Section 10.0.
3. The Emergency Coordinator will complete the written incident reports for the regulatory agencies referred to in Section 9.2. and create an “After Action Report” of the incident for internal college review.

### **Evacuation of Eastern Florida State College Personnel and Students**

All emergencies require prompt and deliberate action. The Emergency Coordinator or his/her alternate is responsible for determining which emergency situations require college evacuation. See the EFSC Emergency Management Response Plan for specifics on evacuation and college lock-down procedures.

### **Spill or Release Control Procedures**

For all spills or leaks, the following guidelines will be followed as closely as possible:

1. 1. If a leak or spill of chemicals or oil develops, the person discovering the discharge will leave the immediate area and contact the Emergency Coordinator or Alternate. The following information will be collected by the Emergency Coordinator or Alternate:
  - Person(s) injured and seriousness of injury.
  - Location of the spill or leak, material involved, and source.
  - The approximate amount spilled, an estimate of the liquid and/or gas discharge rate, and the direction the liquid flow or gaseous cloud is moving.
  - Whether a fire is involved.
2. For chemical, oil and/or hazardous waste spills the Emergency Coordinator or Alternate will use the following procedure:

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- Initiate evacuation of the hazard area and shutdown all equipment, (refer to EFSC Emergency Management Response Plan).
- Call the ambulance service for any injured persons.
- Call the fire department (911) if a fire is involved. Note that fire emergencies generally supersede spill emergencies (see Fire Control Procedures, Section 6.1).

**IF A HISSING SOUND COMES FROM A VENTING DEVICE OR IF A DRUM BEGINS TO DISCOLOR, WITHDRAW FROM THE AREA IMMEDIATELY AND ENSURE 911 RESPONSE.**

- Determine if the spill can be absorbed, neutralized, or otherwise controlled at the time of release without involving employee exposure or reasonable possibility for employee exposure to safety or health hazards. If there is no reasonable possibility for employee exposure to safety or health hazards, then the procedure in 3 below can be used.
  - If a spill poses a safety or health hazard and therefore cannot be cleaned-up by Eastern Florida State College personnel, contact a licensed commercial emergency cleanup firm.
  - Contact the proper authorities to report the spill or release. Contact local authorities first so that, if necessary, downstream water users and/or persons downwind of the vapor can be notified and, if necessary, evacuated.
3. If the spill is incidental and can be absorbed, neutralized or otherwise controlled at the time of release by employees in the immediate release area or by maintenance personnel and does not pose an adverse physical or health hazard to employees, then the spill will be handled in the following manner:
- Make sure all unnecessary persons are removed from the hazard area.
  - Remove all surrounding materials that could be especially reactive with the materials in the spilled waste/chemical/oil.
  - Use absorbent pads, booms, earth, sandbags, sand, and other inert materials to contain, or divert a spill if it has not been contained by a dike or sump.
  - Neutralizing is an additional method of mitigating a spill.
  - Procedure to follow for leaking drum:
    - Move drum into or construct containment area or over-pack drum;
    - Roll drum or stand up on end away from leak;
    - Drain contents (transfer to clean drum);
    - Label drum accordingly;
    - Absorb spillage or leakage with absorbent;
    - Transfer absorbent waste to drum, label accordingly; and
    - Store until final disposal
  - Place all containment and cleanup materials in drums for proper disposal. Some items, such as absorbent rags or booms, may have to be cut up.
  - Place all recovered liquid wastes in drums for removal to an approved disposal site.
4. If the spill is too dangerous for college personnel, College personnel may assist in handling incidental releases of hazardous waste that present no risk to personnel and can be cleaned up easily using readily available absorbent materials. College personnel will

not respond to spills or any other emergency incident that poses a safety or health hazard to personnel. An outside contractor will be contacted if a spill or any other emergency incident poses a safety or health hazard to college personnel.

For incidents that require outside assistance, the Emergency Coordinator or Alternate will contact the appropriate first responder (911) and/or a commercial cleanup firm:

MSE Group, Inc.  
5858 S. Semoran Blvd  
Orlando, Florida 32822  
24 hour Hotline: (407) 548-7019

CHEMTREC  
1-800-262-8200

5. All emergency equipment used in the emergency will be returned to ready status prior to resumption of normal College operations in the affected area.

## **Disposal of Used Cleanup Material**

All potentially contaminated material (i.e. clothing, gloves, disposable equipment, soil, absorbents) and decontamination liquids (decontamination wash water) must be managed according to the procedures listed below.

- **Contain the cleanup material into a dedicated 55-gallon drum** as soon as a spill is absorbed, but no later than the end of the day in which the spill occurred.
- The dedicated **drum should be labeled** with the words "*FL REGULATED WASTE*" and "*WASTE CHEMICAL SOLID*".
- Determine if the recovered spill residue is on the lists of **P- or U- hazardous wastes** (see 40 CFR 261.33).
- **Conduct a characteristic hazardous waste determination** on the cleanup material.
- The used cleanup material must then be disposed properly based on the outcome of the hazardous waste determination. If the material is identified as non-hazardous by analytical testing, the waste profile must be submitted to Brevard County Solid Waste Management Department for approval prior to disposal at the Central Disposal Facility, Cocoa. Alternately, the cleanup material may be disposed by a properly licensed transporter and disposal facility.
- **Shipping records** for used materials that are transported off-site should be maintained in the EFSC Hazardous Material Compliance Officer's files.

## **Notifications**

### **Immediate Notifications**

#### **State Spill/Release Notification**

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Any oil or petroleum products, chemical liquid, chemical solid, liquid product, gaseous product or hazardous waste that is released in any manner which constitutes a spill and poses a potential threat to human health or the environment, must be immediately reported to the following:

Florida 24-hour State Watch Office — (800) 320-0519

#### **CERCLA Spill/Release Notification**

Consult the Safety Data Sheet of the released substance to determine if it is a CERCLA hazardous substance and, if it is, the 24-hour reportable quantity. If a CERCLA hazardous substance is spilled or released to the environment and the amount is equal to or exceeds its reportable quantity within a 24-hour period, it must be reported to the following agencies:

National Response Center — (800) 424-8802

Local Emergency Planning Committee — (407) 262-7772

Brevard County Emergency Management — (321) 637-6670

#### **Follow-Up Reporting**

##### **State Spill/Response Reporting**

Any spill or release that has been immediately reported to the Florida DEP Bureau of Emergency Response must be followed by a written report submitted to the FDEP Central District Office within seven (7) days.

##### **Hazardous Waste Emergency Reporting**

Within fifteen (15) days of an emergency involving hazardous waste that requires implementation of this Contingency Plan, Eastern Florida State College will report the incident in writing to the Florida DEP Central District Office at the following contact address:

Florida Department of Environmental Protection  
Central District  
3319 Maquire Boulevard  
Orlando, Florida 32803-3767  
(407) 897-4100  
DEP\_CD@DEP.state.fl.us

If the EPA Regional Administrator was notified during or immediately after the emergency, Eastern Florida State College will also provide a follow-up report to the following agency within fifteen (15) days:

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The Regional Administrator  
U.S. Environmental Protection Agency Region 4  
Sam Nunn Atlanta Federal Center (SNAFC)  
61 Forsyth Street SW  
Atlanta, Georgia 30303-8960  
(800) 241-1754

Both the Florida DEP and the EPA reports must include at least the following informational items:

- Name, address and telephone number of the owner/operator;
- Name, address and telephone number of the college;
- Date, time and type of incident (e.g. fire, explosion);
- Where did the incident occur;
- How did the incident occur;
- Name and quantity of material(s) involved;
- What actions were taken to respond and contain the incident;
- The extent of the injuries, if any;
- An assessment of actual or potential hazards to human health or the environment, where applicable; and
- Estimated quantity and disposition of recovered material that resulted from the incident.

## **Decontamination**

### **Decontamination Procedures**

Decontamination of personnel and equipment must be conducted to reduce or eliminate the transport of contaminants from the emergency area into other areas of the facility or out into the environment where unprotected personnel may be exposed.

College personnel may assist in decontamination that presents no risk to personnel.

College personnel will not assist in any decontamination activities that pose a safety or health hazard risk to personnel.

Decontamination methods for personnel will depend on the type of contaminants, protection level, and work assignment and operation location.

- If a contractor has to be called in, the contractor will be responsible for the decontamination of his or her own equipment.
- If an incident occurs where contamination levels are expected to be elevated, a more rigorous decontamination protocol may be necessary, such as a soap wash station along with appropriate rinsing.

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- If oils or heavy contamination is encountered, then steam cleaning of work surfaces may be necessary.
- For small equipment (hand tools, analytical equipment), a wipe down with a soap spray should be sufficient. For heavy contamination, additional measures may be warranted.

### Disposal Procedures

All discarded materials, waste materials, or other objects shall be handled in such a way as to avoid the potential for spreading contamination, creating a sanitary hazard, or causing litter to be left on site. All potentially contaminated material (i.e. clothing, gloves, disposable equipment, soil, absorbents) and decontamination liquids (decontamination wash water) must be managed as hazardous waste.

### Preparedness and Prevention

Eastern Florida State College must maintain the emergency equipment necessary to safeguard college personnel during a release of hazardous waste and for appropriate use to contain a release and prevent it from reaching or spreading further into the environment.

Table 2 lists the types of emergency equipment present at the College and describes its capabilities.

<b>Item</b>	<b>Description/Capabilities</b>	<b>Location</b>
Fire Extinguishers	Wall-mounted portable fire fighting apparatus. All fire extinguishers on campus are of the ABC type.	Mounted throughout all buildings on campus. See building and floor plans in Appendix A for specific locations.
Spill Kits with Absorbent Material	Consist of granular absorbents, vermiculite, pads, booms, and mats appropriate to the area.	Located throughout campus in all areas with chemicals. See building and floor plans in Appendix A for specific locations.
First Aid Kits	Contain all or a selection of the following: Adhesive strip bandages - assorted sizes, Adhesive tape, Rubbing Alcohol 70%, Alcohol wipes, Antacid, Antibiotic ointment, Baking soda, Calamine lotion, Cotton balls, Cotton swabs, Disposable latex or vinyl gloves, Elastic bandages, Face mask for CPR, First aid guide, Gauze	Located throughout campus. See building and floor plans in Appendix A for specific locations.

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	pads - various sizes, Household ammonia, Hydrocortisone cream .5%, Hydrogen Peroxide, Hypoallergenic tape, Ice bag, Insect repellent, Insect sting swabs, Non-adhering dressings, Over-the-counter pain medication [aspirin], Roller gauze - self adhering, Safety pins, Salt, Scissors, Soap, Sugar or glucose solution, Thermometer, Tongue blades, Tweezers, Waterproof tape.	
Telephone System	Capable of external communication	Located in all offices throughout campus.
Fire Alarm Pull Stations	Wall-mounted units that will contact the Fire Department when activated	Located in all buildings and floors throughout campus.
Eye Wash Stations	The eye wash stations meet the 15-minute flow time required and are either permanently affixed and plumbed, gravity flow units made of a durable ABS plastic, or wall-mounted bottle stations. Access to eye wash stations is made available without obstructions.	Located throughout campus in all areas with chemicals.
AED (Automated External Defibrillator)	An AED is the only effective treatment for restoring a regular heart rhythm during sudden cardiac arrest and is an easy to operate tool for someone with no medical background.	See building and floor plans in Appendix A for specific locations.
Emergency Showers	Emergency showers provide for an immediate drench of the skin. Access to showers is made available without intervening partitions or obstructions.	Located throughout campus in all areas with chemicals. See building and floor plans in Appendix A for specific locations.

## Inspections

Eastern Florida State College Facilities personnel conduct periodic inspections of emergency equipment and ensure that all equipment used is cleaned, replaced or otherwise made fit for its intended use before College operations resume.

Inspection of all spill kits to ensure that adequate spill control materials are intact is also a component of the inspections conducted by College Facilities personnel.

## Arrangement with Local Authorities

State and Federal regulations require that arrangements be made with local police and fire departments, hospitals, contractors, and State and Local emergency response teams to provide emergency services as needed. To fulfill these requirements, Eastern Florida State College will familiarize the local Police and Fire Departments with the following by, at a minimum, providing

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each with a copy of this Contingency Plan, as well as access to the EFSC “MSDS Online” data program, for a site specific chemical inventory.

- The layout of the college;
- Properties and hazards associated with the wastes handled at the college;
- Places where college personnel would normally be working;
- Entrances to the college; and
- Evacuation routes.

Each of the agencies listed below will be provided with a copy of this Contingency Plan and, following their acceptance of the plan, agreements will be made in regards to the specific issues below:

The City of Titusville Fire Department

The City of Cocoa Fire Department

The City of Melbourne Fire Department

The City of Palm Bay Fire Department

Brevard County Fire Rescue

## **Contingency Plan Management**

### **Plan Review**

Under the following conditions, this Contingency Plan for the operations at Eastern Florida State College Campuses will be reviewed and revised.

1. Upon consummation of arrangements with local police and fire departments, hospitals, and commercial cleanup contractors.
2. Plan fails during emergency:
3. Unanticipated problems arise; or
4. Emergency contacts not properly equipped to handle situation.
5. Whenever listed personnel change, including the Emergency Coordinator or Alternate or any other individual listed in the Plan.
6. Facility is altered:
7. Physical modifications;
8. New emergency equipment; or
9. Change in wastes generated.

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## **Locations of the Contingency Plan**

Copies of the Contingency Plan can be viewed in the following locations:

- Public Safety Hazmat Compliance Officer's Office
- Chief of Collegewide Security/Emergency Management Director's Office
- Administrative Support Specialist for Collegewide Security's Office
- On the Eastern Florida State College website