**AERC.com, Inc.**
**4317 J Fortune Place**
**West Melbourne, FL 32904-1509**
**Tel.: (321) 952-1516**
**Fax: (321) 952-1060**
**EPA I. D. #FLD984262782**

# CONTINGENCY PLAN

and

# EMERGENCY PROCEDURES

## MERCURY RECOVERY FACILITY

Revised: 8 November 2011

# Table of Contents

1.0 Contingency Plan and Emergency Procedures ..... 3

2.0 Emergency Coordinators ..... 4

3.0 Duties and Responsibilities of Emergency Coordinators ..... 5

4.0 Reporting Requirements ..... 6

5.0 Emergency Notification Form ..... 8

6.0 Emergency Response Procedures ..... 9

Facility Layout and Evacuation Routes ..... Attachment I

Emergency Equipment List ..... Attachment II

Material and Waste Hazard Summary ..... Attachment III

## 1.0 Contingency Plan & Emergency Procedures

The following Contingency Plan has been prepared for the AERC.com, Inc. facility West Melbourne, Florida and is designed to minimize hazards to human health or the environment from fires, explosions or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil or surface water. A copy of the Contingency Plan and all revisions will be maintained at the facility and will be submitted to local police departments, fire departments and state and local emergency response teams that may be called upon to provide emergency service. The provisions of the plan will be carried out immediately whenever there is a fire, explosion or release of hazardous substance[1], which could threaten human health or the environment.

[1] Emergency procedures in response to the release of a hazardous substance are discussed in Section 6.0 B. *Spill or Material Release*. The typical situations that would likely trigger such response actions are a spill or leak of chemicals found within the universal wastes managed at the facility – most notably mercury (from mercury-containing devices) or wet cell battery fluids, including sulfuric acid or potassium hydroxide (found in lead acid batteries or NiCad batteries, respectively). The need to implement the full scope and resources noted in this Contingency Plan are dependent upon the circumstances associated with each individual situation – with the Emergency Coordinator assessing the magnitude and potential seriousness of each incident.

## 2.0 Emergency Coordinators

The following is a list of emergency coordinators who will be given the responsibility for coordinating all emergency responses measures and who have the authority to commit the resources necessary to carry out the Contingency Plan. Listed in the descending order in which they would be called, each coordinator will be thoroughly familiar with all aspects of the Contingency Plan, all operations and activities at the facility, the location of all records within the facility and the facility layout.

At all times, there will be at least one emergency coordinator on the facility premises or on call. This list will be maintained and amended as necessary

Primary Emergency Coordinator

Tracy DePaola
3301 Gatlin Driver
Rockledge, FL 32955
Home: 321-208-8285
Work: 321-952-1516
Cell Phone: 321-517-6108

Secondary Emergency Coordinator

Anthony Session
2409 Delys Street
Cocoa, FL 32926
Home: 321-631-9348
Cell Phone: 321-917-9914

or

Freud Jean
1286 Wade Street
Palm Bay, FL 32909
Cell Phone: 239-245-3985

Tertiary Emergency Coordinator

Ryan Landmesser
1330 Tradition Circle
Melbourne, FL 32901
Work: 321-984-1772
Cell Phone: 908-295-5121

Transportation Emergency Coordinator

Mike Maliska
1391 Wekiva Drive
Melbourne, FL 3294
Home: 321-253-3094
Work: 321-952-1516
Cell Phone: 321-205-3569

Note: additional emergency contacts to be named

## 3.0 Duties And Responsibilities Of Emergency Coordinator

Whenever there is an imminent or actual emergency situation, the Emergency Coordinator will immediately:

1. Activate facility alarms or communications system, where applicable, to notify facility personnel, and

2. Notify local emergency response agencies including the Fire Department.

Whenever there is a hazardous emission, discharge, fire or explosion, the Emergency Coordinator must immediately identify the character, exact source, amount and extent of emitted or discharged materials. This will be accomplished by observation or review of records and, if necessary, by chemical analysis.

At the same time, the Emergency Coordinator must assess possible hazards to human health and the environment that may result from the emission, discharge, fire or explosion.

## 4.0 Reporting Requirements

The type and quantity of material released during an incident will determine the specific reporting requirements to be followed. Specific requirements have been developed under RCRA and the Florida Department of Environmental Protection (FL DEP) for releases of hazardous wastes. Reporting requirements and procedures have been developed under the Superfund Amendments and Reauthorization Act (SARA) for releases of reportable quantities of extremely hazardous substances (EHS). In addition, reporting requirements and procedures have been developed under the Comprehensive Environmental Responsibility and Cleanup Act (CERCLA) for releases of reportable quantities of CERCLA Hazardous Substances. The following outlines the specific reporting procedures:

### A. All Emergency Incidents:

If the determination is made that human health and the environment are threatened outside the facility, the Emergency Coordinator will immediately:

1. Notify appropriate local authorities if an assessment indicates evacuation of local areas is advisable; and

2. Notify the Florida Department of Environmental Protection (FL DEP) and

3. Notify the National Response Center, if necessary, as specified in Section B below:
4. Report the following:

    a. Name of person reporting incident

    b. Name, EPA ID Number and location of the facility

    c. Phone number where the person reporting the incident can be reached

    d. Time of the incident

    e. Brief description of the incident, nature of the materials involved, extent of any injuries and possible hazards to human health and the environment

    f. The estimated quantity of material involved

    g. The extent of contamination of land, water or air, if known

    h. An indication of whether the substance is an extremely hazardous substance (EHS)

    i. Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals

During an emergency, the Emergency Coordinator must take all measures necessary to ensure that the emission, discharge, fire or explosion does not occur, reoccur or spread to other material at the facility.

These measures shall include, where applicable, stopping operations, collecting and containing released materials and removing or isolating containers. The Emergency Coordinator must ensure that adequate monitoring is conducted for leaks, pressure build-up, gas generation or ruptures of containers, wherever appropriate.

Immediately after an emergency, the Emergency Coordinator, with FL DEP approval, must provide for treating, storing or disposing of residues, contaminated soil, etc., resulting from the incident. The Emergency Coordinator must ensure that, in the affected areas, no incompatible materials are treated, stored or disposed of until cleanup procedures are completed and all emergency equipment utilized is cleaned and fit for its intended use prior to resuming operations. Emergency equipment decontamination will be performed using sound decontamination practices. AERC will rely on a mercury decontamination solution (HgX) as well as a general purpose detergent to satisfy decontamination.

## B. - Release of CERCLA Hazardous Substance

If the determination is made that the release is of a reportable quantity (RQ) of any CERCLA hazardous substance, the following notification must be given:

1. Notify the National Response Center at 1-800-424-8802.

2. Report the information as listed in A. 4 above.

## 5.0 Emergency Notification Form

**AERC.com, Inc. – 4317 J Fortune Place, West Melbourne, FL 32904-1509 TELEPHONE (321) 952-1516**
**EPA I. D. NUMBER FLD984262782**

| | | TELEPHONE NUMBER |
|---|---|---|
| FIRE: | Brevard County | 911 |
| | Non-emergency | (321) 633-2056 |
| POLICE: | City of West Melbourne | 911 |
| | Non-emergency | (321) 723-9673 |
| AMBULANCE: | Brevard County | 911 |
| | Non-emergency | (321) 633-2056 |
| SHERIFF: | Brevard County Sheriff's Office | 911 |
| | Non-Emergency | (321) 633-7162 |
| HOSPITAL: | Holmes Regional Medical Center | (321) 434-7000 |
| | Emergency Dept. | (321) 434-7298 |
| POISON CONTROL CENTER: | | (800) 282-3171 |
| SPILL CLEANUP: | VEOLIA Environmental Services | (800) 688-4005 |
| ELECTRIC POWER EMERGENCIES: | Florida Power and Light | (800) 226-3545 |
| WATER & SEWER EMERGENCIES: | | |
| | Monday-Friday, 8:30-5:00 | (321) 727-3710 |
| FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION: | | |
| | Central District Emergency Response Office | (407) 897-4341 |
| | State Warning Point | (800) 320-0519 |
| BREVARD COUNTY EMERGENCY OPERATIONS CENTER (24-HOURS): | | (321) 633-1770 |
| NATIONAL RESPONSE CENTER: | | (800) 424-8802 |
| CHEM-TREC: | | (800) 424-9300 |
| INFOTRAC: | | (800) 535-5053 |
| ADJACENT COMPANIES: | Atlas Van Lines | |

| EMERGENCY COORDINATORS: | Home Phone | Cell Phone |
|---|---|---|
| PRIMARY: Tracy DePaola | 321-208-8285 | 321-517-6108 |
| SECONDARY: Anthony Session | 321-631-9348 | 321-917-9914 |
| SECONDARY: Freud Jean | N/A | 239-245-3985 |
| TERTIARY: Ryan Landmesser | N/A | 908-295-5121 |
| TRANSPORTATION: Mike Maliska | 321-253-394 | 321-205-3569 |

## 6.0 Emergency Response Procedures

Potential accidents fall under two general classifications: (1) Fire and/or explosions or (2) spills or material release.

### A Fire and/or Explosion:

Fire-fighting and other emergency vehicles and equipment can easily access container storage areas. The loading dock storage areas will have adequate aisle space to move emergency equipment.

During times of power failure or severe weather, fire prevention personnel will be assigned to protect AERC's personnel and property. If a fire should break out, efforts will be placed on preventing the fire from spreading to nearby areas. AERC's facility personnel may control small-scale fires.

The following actions will be taken in the areas affected by the fire or explosion:

1. Fire, police and emergency personnel will be notified immediately.
2. The area will be evacuated and all AERC personnel will be notified of the emergency.
3. Fire doors in the building will be closed.
4. Facility operations will be shut down immediately.
5. The Emergency Coordinator will be contacted.
6. The area will be cleared of all personnel not actively involved in fighting the fire.
7. All injured personnel will be removed and qualified personnel will administer medical treatment.
8. In areas where fire suppression systems exist, all doors and other openings will be closed.
9. Air inside and outside the building will be monitored for mercury. If there are elevated levels inside PPE will be used by all personnel. If there are elevated levels of mercury outside the building monitoring will continue at frequent intervals down wind to determine attenuation levels and the release will be reported to the local and county authorities.

Fire fighting will not be done at the risk of injury to persons involved. However, early containment of fires can significantly decrease total damage. Area or plant evacuation will be necessary in case of a major fire or explosion. Specifics are outlined under general evacuation procedures. All personnel have been trained in evacuation procedures and means of exit from their respective work areas.

Until evacuation is signaled, personnel who are not in an affected area will stay in their respective work areas. Contract personnel and visitors will be cleared from the area and instructed to report to the Operations Office.

When the fire has been extinguished and the safety of personnel is no longer endangered, and "all clear" signal will be given verbally by the Emergency Coordinator. All emergency equipment used in the emergency will be cleaned and fit for use prior to resumption of operations in the affected areas.

## B Spill or Material Release

If an employee discovers a chemical spill or a malfunctioning piece of equipment causing a release of hazardous materials, he or she will immediately report it to the supervisor. The area supervisor will contact the Emergency Coordinator at the time of the incident. When contacted, the Emergency Coordinator will obtain information pertaining to the following:

1. The nature of the malfunction or cause for the release
2. The material spilled or released and its location
3. An estimate of quantity released and the site at which it is being released
4. The direction in which the spill, vapor or smoke release is heading
5. Any injuries involved
6. Fire and/or explosion or possibility thereof
7. The areas affected and the intensity of the fire or explosion

From this information, the Emergency Coordinator will assess the magnitude and potential seriousness of the spill or release. If the accident is determined to be within AERC's emergency response capabilities, the necessary facility personnel will be contacted and deployed. If the Incident is beyond AERC's capabilities, the Emergency Coordinator will contact the appropriate authorities and AERC's outside contractor, VEOLIA Environmental Services.

In the event of a leak or spill, released materials will be collected via palletized containment systems. (Container storage areas and the containment systems will be inspected daily for the signs of a release). If any mercury-containing material is spilled outdoors, the air in the area will be monitored for mercury vapors, and down wind monitoring will be done to determine attenuation levels. Any migration of mercury vapors off the property will be reported to the Brevard County and/or West Melbourne authorities.

Since only containers will be handled at the facility, a spill most likely to occur would be that involving a single container. The initial response to such an emergency will be to identify, isolate, contain and treat the leaking container and spilled material.

If the spill results in the formation of toxic vapors that are being dispersed off the property, the facility will be evacuated, except for all emergency response personnel, to an area an appropriate distance upwind. Industrial areas within one quarter mile of the facility will be notified whenever there is a large quantity of volatile material released.

Most small spills and leaks will be easily contained within their immediate area. Upon direction of the Emergency Coordinator, clean-up personnel will use absorbent pads, booms or other inert materials to contain and clean up a small spill. All containment and clean-up materials will be placed into drums for proper disposal. A list of onsite emergency equipment is listed in **Attachment II**.

The Emergency Coordinator is responsible for determining which emergency situations require facility evacuation. The public address system will be used to notify key facility personnel as to the nature of the emergency and the recommended plan of action.

Facility evacuation routes are indicated on the attached Floor Plan shown (**Attachment I**).

In the event the Emergency Coordinator calls for facility evacuation, the following actions will be taken:

1. The call for evacuation will be given. This will be achieved either with the use of the internal communications systems or by voice, whichever is most expedient.

2. All personnel, visitors and contractor will immediately leave through the designated evacuation routes.

3. No further entry of visitors, contractors or trucks will be permitted. All vehicle traffic within the facility will cease to allow safe evacuation.

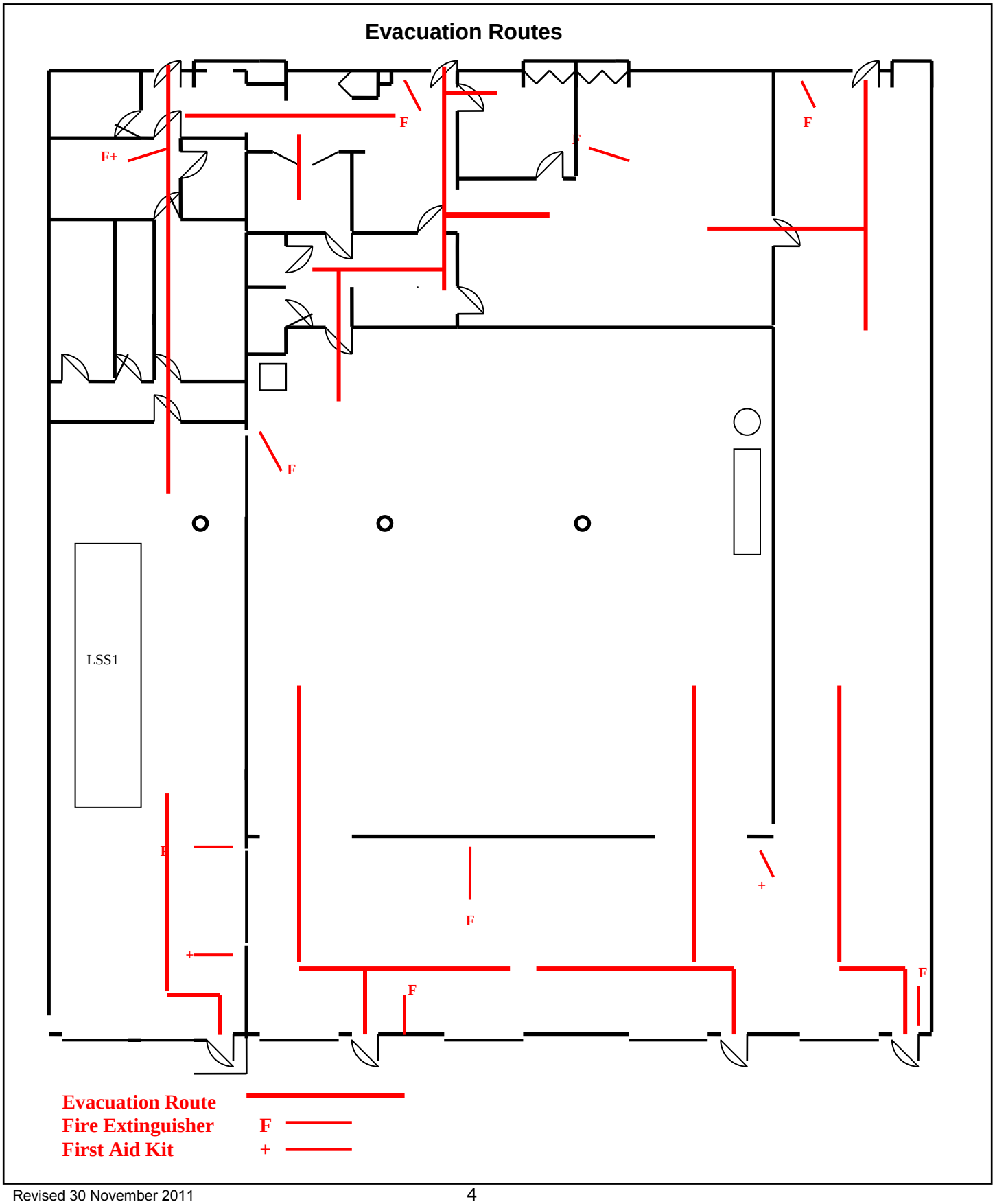
4. No persons shall be allowed to re-enter the facility unless specifically authorized by the Emergency Coordinator. Those within the facility will normally include emergency teams.

5. All persons will be accounted for by their immediate supervisors. No attempt to find persons not accounted for will involve endangering lives of others by re-entry into emergency areas.

6. Re-entry into emergency areas will be made only after the Emergency Coordinator gives clearance. At his or her direction, a notification will be given for reentry into the facility.

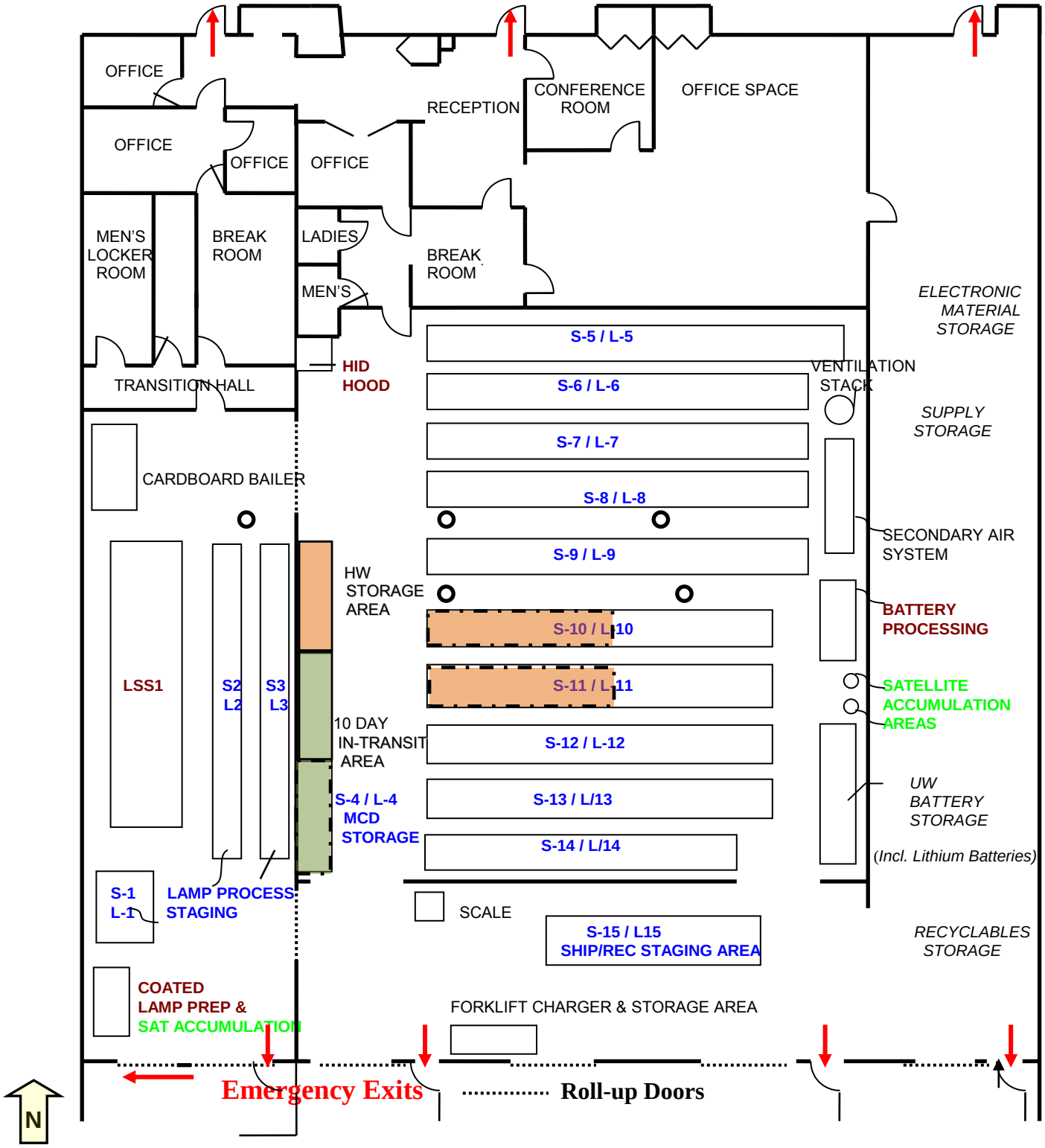
7. Annual drills will be held to practice these procedures.

## ATTACHMENT I



# AERC.com, Inc. Facility Plot Plan

**Permitted Waste Storage Areas=BLUE** **Process Areas = BROWN** **Satellite Accumulation Areas =GREEN**




Original: 05 June 2006 | Rev: December 2011

SHADING KEY: Solid line is "primary" area. Dashed line is flexible area of use. HW 10-DAY

NOT TO SCALE

**Attachment II**

## Hazardous Material Emergency Equipment

In the event of a release of a hazardous material at our facility, we have on site the following clean-up materials:

- Absorbent booms, pillows and mats
- Vermiculite
- HgX Mercury Decontamination Powder
- General Purpose Detergent
- Peristaltic pumps
- Amph-O-Mag Acid and Base Neutralizer
- D.O.T. containers & recovery drums
- Shovels, brooms and various other hand tools
- Barricades, cones and fencing