



Spill Prevention Control & Countermeasure Plan

And

Contingency Plan and Emergency Response

Miami Facility

**CLIFF BERRY, INC. (CBI)**  
**SPILL PREVENTION CONTROL & COUNTERMEASURE PLAN (SPCC)**  
**AND**  
**CONTINGENCY PLAN AND EMERGENCY PROCEDURES**

**MIAMI FACILITY**

**3033 N.W. North River Drive, Miami, Florida 33142**

**EPA ID Number: FLD058560699**

**Location: Latitude 25° – 47' – 48" North      Longitude: 80° – 14' – 42" West**

<b>Telephone Numbers:</b>	<b>Miami Facility</b>	<b>(305) 638-2030</b>
	<b>24 Hour Emergency Response</b>	<b>(800) 899-7745</b>
	<b>Fort Lauderdale (Main Office)</b>	<b>(954) 763-3390</b>
<b>Mailing Address:</b>	<b>PO Box 13079, Fort Lauderdale, FL 33316</b>	
<b>Responsible Person:</b>	<b>Cliff Berry, II - CEO / Qualified Individual (QI)</b>	<b>(954) 325-7392</b>
	<b>Leroy Arce, Facility Manager</b>	<b>(954) 325-7395</b>

**Plan No. \_\_\_\_\_**

**MIAMI FACILITY  
SPCC AND CONTINGENCY PLAN  
DISTRIBUTION LIST**

<b>PLAN NO.</b>	<b>ENTITY</b>
<b>1</b>	<b>Florida Department of Environmental Protection</b>
<b>2</b>	<b>Miami-Dade Department of Environmental Protection</b>
<b>3</b>	<b>Miami-Dade County Police Department</b>
<b>4</b>	<b>Miami-Dade County Fire Department</b>
<b>5</b>	<b>UM/Jackson Memorial Medical Center</b>
<b>6</b>	<b>Miami Facility Copy</b>
<b>7</b>	<b>Cliff Berry, II (CBI)</b>
<b>8</b>	<b>Steve Collins (CBI)</b>

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## Record of Changes

Change No.	Date of Change	Section	Description of policy	Initials
1	6/19/15	Responsible Person / QI	Owner, CEO, Cliff Berry replaces President, Richard Gathright in all applicable areas	

Note: Make all changes upon receipt.

**CERTIFICATION OF SPCC PLAN**

**CERTIFICATION**

**I hereby certify and attest that I am familiar with this facility and the information contained in this plan; that to the best of my knowledge and belief such information is true, complete and accurate. Also, the plan submitted has been prepared in accordance with good engineering practices.**

DAVID M. AMBROSE, 3/16/2015 David M. Ambrose

**Name, Date, Signature & Seal of Professional Engineer**

**Approval**

**This Spill Prevention Control and Countermeasure Plan (SPCC) is hereby approved for implementation.**

Cliff Berry II  
**Name of Responsible Officer**

CEO  
**Title of Responsible Officer**

  
**Signature of Responsible Officer**

**CLIFF BERRY, INC. – PORT EVERGLADES FACILITY**  
**SPILL PREVENTION CONTROL AND COUNTERMEASURES PLAN (SPCC)**  
**AND**  
**CONTINGENCY PLAN AND EMERGENCY PROCEDURES**

**EPA REGULATIONS FOR STORAGE TANK PERIODIC INTEGRITY TESTING**  
**PER 40 CFR 112.7(d)**

1. The seven (7) field erected above ground storage tanks (AST) are located within concrete secondary containment. The above referenced tank is API CODE 653 inspected and certified every ten (10) years. The last API 653 inspections were performed in 2014 - 2015.
  
2. The fourteen (14) shop-erected above ground storage tanks (AST) are located within concrete secondary containment. The above referenced tanks are elevated and visually inspected daily by facility personnel for integrity and leakage during normal facility operations.
  
3. All facility valves and piping are above ground and located within concrete secondary containment. The above referenced valves and piping are visually inspected daily by facility personnel for integrity and leakage during normal facility operations.

## INTRODUCTION

The Miami Facility is owned and operated by Cliff Berry, Incorporated (CBI). It is located at: 25° 47' 48", North Latitude and 80° 14' 43" West Longitude. The facility has a local address of 3033 N.W. North River Drive, Miami, FL 33142.

The person in charge of the facility is the Facility Manager who is noted in Section 9 and who is a resident of the Miami area and can be reached twenty-four (24) hours a day at 1-800-899-7745. The facility may be opened twenty-four (24) hours a day seven (7) days a week as needed.

The facility is fully permitted and licensed to handle the following:

- a. Oily wastewater pre-treatment processing and discharge to POTW
- b. Used oil transfer and processing
- c. Oil filters transfer and processing
- d. Non-hazardous solid waste transfer and bulking
- e. Hazardous waste transfer (maximum 10 days)

The site of this facility, which covers 3.4 acres, is shown in Figure No. 1 (one line sketch). The terrain is relatively flat throughout. Also, construction details are shown in Figure No. 1.

The Miami Facility has incorporated secondary containment in all areas where during normal operations there is a reasonable potential for an oily wastewater spill. Areas contained are:

Horizontal Tank Farm, Receiving Tanks, Vertical Tank Farm, Oily Wastewater Pretreatment System, Truck Rack, Hose Rack, Warehouse Contaminated Materials Storage Area (Drums), Rail Car Siding, Mixing Tank, Pipe Gallery and Used Oil Filter Crushing Operation.

Details of tank size and contents are shown in Table 1.

During normal operations, all products are received or shipped via trucks or railroad cars.

**Table #1**  
**Vertical Tanks**

Tank #	Date Installed	Size (Gallons)	Material of Construction	Products
01 (AG)	1946	126,000	Steel	Used Oil
02 (AG)	1946	126,000	Steel	Used Oil
03 (AG)	1946	126,000	Steel	Oily Water
04 (AG)	1946	126,000	Steel	Oily Water
05 (AG)	1946	126,000	Steel	Oily Water
06 (AG)	1946	126,000	Steel	Oily Water
07 (AG)	1946	126,000	Steel	Used Oil
10A (AG)	2015	44,000	Steel	Clean Water
10B (AG)	2015	44,000	Steel	Clean Water
11A (AG)	2015	50,000	Steel	Finished Product
11B (AG)	2015	50,000	Steel	Finished Product
12A (AG)	2015	50,000	Steel	Used Oil
12B (AG)	2015	50,000	Steel	Used Oil
26	TBD	29,000	Steel	Used Oil
27	TBD	29,000	Steel	Used Oil
28	TBD	29,000	Steel	Used Oil
29	TBD	29,000	Steel	Distillate
Mixing Tank	1965	4,000	Steel	Used for mixing Products

**Horizontal Tanks**

Tank #	Date Installed	Size (Gallons)	Material of Construction	Products
13 (AG)	1965	19,500	Steel	Oily Water
14 (AG)	1965	19,500	Steel	Oily Water
15 (AG)	1965	19,500	Steel	Oily Water
16 (AG)	1965	17,600	Steel	Diesel Fuel
17 (AG)	1965	17,600	Steel	Oily Water
18 (AG)	1965	17,400	Steel	Oily Water
19 (AG)	1965	17,400	Steel	Oily Water
20 (AG)	1965	17,600	Steel	Used Oil
21 (AG)	1965	17,600	Steel	Used Oil
22 (AG)	2009	25,000	Steel	Used Oil
23 (AG)	2009	25,000	Steel	Used Oil
24 (AG)	2009	25,000	Steel	Used Oil
25 (AG)	2009	25,000	Steel	Used Oil

**2A Spill Events:**

This facility was originally constructed in 1946 and previous spill events are as follows:

No spill events have taken place at the facility within the past twelve (12) months.

**2B Prediction of Spill Behavior:**

- (a) A spill from any of the bulk storage tanks would be contained in the diked area.
- (b) Any spill from drums stored in the warehouse, would be contained in the concrete curbed area and pumped out for reclamation and/or disposal at an approved site.

**2C Bulk Storage Tanks:**

The materials and design of the bulk storage tanks are compatible with the product they hold. A tank integrity inspection will be made of each tank daily and records will be kept of the results of inspections in logbooks. All above ground tanks, their foundations and supports will be visually inspected daily during routine operations. Each above ground storage tank's contents are measured manually, checked for over fill protection each time the tank is filled. Records of contents are maintained on site. Also, gaskets, pumps, lines, are inspected daily by personnel.

**2D Inspection Records:**

Inspection, their frequency and records are maintained as follows:

Inspection/Test	Frequency	Record
Tank integrity (visual)	Daily	Yes
Tank supports & foundations (visual)	Daily	Yes
Liquid sensing device's	Daily	Yes
Above ground valves, pipe & fittings (visual)	Daily	Yes
Corrective Actions	As required	Yes

**2E Monitoring Wells:**

Figure II Shows locations of monitoring wells

Figure III Shows locations of soil borings

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2. The fourteen (14) shop-erected above ground storage tanks (AST) are located within concrete secondary containment. The above referenced tanks are elevated and visually inspected daily by facility personnel for integrity and leakage during normal facility operations.
3. All facility valves and piping are above ground and located within concrete secondary containment. The above referenced valves and piping are visually inspected daily by facility personnel for integrity and leakage during normal facility operations.

## **OILY WASTE WATER AND USED OIL STORAGE TANK FARM**

### **On Shore Storage Tank Farm & Truck Loading Facility**

Cliff Berry, Inc.'s oily waste water and used oil storage tank farm and truck loading facility is located at 3033 N.W. North River Drive, Miami, FL 33142. Cliff Berry, Inc.'s mailing address is PO Box 13079, Fort Lauderdale, Florida 33316.

All above ground storage tanks in the vertical and horizontal tanks farms have been individually inspected and repaired where applicable and evaluated for their suitability to store the oily waste water and used oil from a materials and construction point of view. In addition, containment for the vertical and horizontal storage tank facilities have been designed to contain the contents for the largest tank plus ten percent (10%). There are no underground storage tanks and no bypass valves used in any system that would allow an inadvertent spill outside the storage tank containment facilities.

### **Dikes, Berms or Retaining Walls Sufficiently Impervious to Contain Spilled Oil:**

Cliff Berry, Inc.'s oily waste water and used oil vertical and horizontal tank farm is contained by concrete wall ranging in height from 36" to 48" and by 8" in thickness; secondary containment is provided by 5 inches thick impervious concrete slab located within the concrete containment wall. Eighteen storage tanks are horizontally situated on steel stands anchored to a concrete pad within the retaining wall. Eight vertical storage tanks are anchored to concrete slabs within the retaining wall. A drum storage area is located in the warehouse. The concrete curbing around the drum storage area is 3 inches high and situated on an impervious concrete slab in the warehouse. A concrete containment curb and slab are also under the mixing tank.

### **Curbing:**

A concrete slab is also located outside the tank farm, in the truck unloading area. The slab is sloped inward toward the retaining wall and also has a slight curb to it in order to prevent run off of spilled material (minimal spills.)

### **Culverting, Gutters or Other Drainage Systems; Sumps:**

The tank farm has several concrete impervious sumps which are located inside the retaining walls. Should a spill occur, the sumps would be used to catch spilled materials.

### **Spill Diversion Ponds:**

Cliff Berry, Inc. has no spill diversion ponds at this facility.

**Retention Ponds:**

Cliff Berry, Inc. has no spill retention ponds at this facility.

**Sorbent Materials:**

Note: see equipment and sorbent list.

**Spill and Rainwater Disposal:**

Cliff Berry, Inc. maintains a fleet of vacuum and pump trucks as well as mobile frac tanks and also tanker trailers. Should a spill occur at our facility this equipment would be used for recovery, storage and transportation of spilled material to an approved disposal site.

Rainwater in the tank farm containment areas is visually checked for any sheen or contamination. If clean, the water is pumped out of the containment areas through an oil water separator to the French drain system located on the property for disposal as per our DEM permit.

**Inspections**

All storage tanks, foundations and structural supports will be visually inspected by operating personnel as part of everyday operations. Upon the first indication of any degradation the necessary and appropriate action will be taken to correct the problem. Records of visual inspections will be maintained both at the facility and communicated to line management for review and incorporation in the operating files.

**Fail Safe Operations**

Consideration has been given to "Fail Safe" operation where applicable. The receiving tanks (atmospheric storage) are equipped with high-level sensors that are engineered to sound an alarm prior to inadvertently over filling during discharges from tanker trucks. During transfer operations personnel will physically monitor levels in applicable tanks and be equipped with radios to communicate level status to plant operators. Level sensors and communication equipment will be tested periodically and repaired as required. Spare parts in sufficient quantity will be maintained as recommended by the manufacturers.

**Safe Vehicle Operation:**

Operators of vehicles entering the facility will have been trained in safe vehicle operation and have experience at other similar operating tank farms facilities. Warning signs will be posted where appropriate. There is minimum probability of damage to above ground piping. Operators will be trained in loading/unloading procedures to preclude spills and containment has been provided in this area.

## **Security Response**

The facility is fully fenced and gates are locked. During off hours, Operations personnel are maintained in an On-Call status in the event they are needed to respond to any condition requiring their response.

## **Storage Tanks and Piping Inspections**

All storage tanks, piping, joints, valve glands and bodies, pipeline supports, metal surfaces and other above ground equipment and facilities for holding oil and water will be visually checked by each employee as they pursue their daily work. Any and all discrepancies will be reported immediately to the supervisor. Additionally, an entry will be made in the record of any discrepancy and the corrective action taken.

A DETAILED AND SPECIFIC VISUAL CHECK OF THE ENTIRE FACILITY INCLUDING MONITORING WELLS WILL BE MADE ON THE FIRST WORKING DAY OF EACH MONTH. RECORDS OF THESE INSPECTIONS WILL BE MAINTAINED ON-SITE AND AVAILABLE TO DERM'S STAFF.

## **Hazardous Waste Transfer Facility (62-730.171):**

Cliff Berry, Inc. operates a Hazardous Waste Transfer Facility at 3033 N.W. North River Drive, Miami, Florida (FLD 058560699). Containers of hazardous waste are held in transit at the facility for at least twenty-four (24) hours but no longer than ten (10) days.

Containers of hazardous waste are stored in two locations on the facility grounds. Drums are stored in secondary containment in the section labeled as Secured Hazmat Storage on the attached facility diagram. Incompatible wastes are segregated in accordance to 40CFR265.177(c). Additionally, drums are stored in trucks loaded in accordance with DOT regulations (40CFR263.10).

All hazardous waste entering the Hazardous Waste Transfer Facility section are recorded in a log maintained at the facility. The log contains the following information: generator's name, address, EPA Identification Number, manifest number, date received, and date shipped off site (see attached log.)

All containers of hazardous waste received at the facility are inspected daily during hours of operation. If a container is found to be defective or leaking the contents are transferred or over packed into a new container. All spill cleanup material is collected and disposed of in accordance with all local, state, and federal regulations.

## **SECURITY AT FACILITY**

The Cliff Berry, Inc. facility is fully fenced and the entrance gates are locked at all times including when the plant is not in use or unattended. The two walk-in gates at the front and side of the main building require a key-pad entry with security code to open the door. The two truck-sized entry points require someone inside the plant to open the gate or upon exit the truck passes over a magnet sensor to open the gate.

The Miami-Dade County Police Department patrols the facility twenty-four (24) hours a day, seven days a week and nearly every day of the year there is a night crew working at the plant to provide security in addition to their standard duties.

Facility lighting has been installed to enhance visibility during hours of darkness enabling greater awareness of operations and the added prevention of acts of vandalism.

## **SPILL RESPONSE**

Should a spill happen at Cliff Berry, Inc.'s facility, the qualified individual (Primary Emergency Coordinator) or alternate qualified individual (Back-up Emergency Coordinator) will initiate the following: (See section 9 for contact information)

### **Emergency Spill Response Procedure**

Immediate steps for drivers and facility technicians:

- ◆ Stay with the vehicle until help arrives
- ◆ Use emergency numbers in spill plan to contact line management
- ◆ Keep the public away
- ◆ Dike off or boom liquids from entering sewers, storm sewers or water ways, follow emergency plans for further containment

### **Emergency Response Plan**

This practical emergency response plan is designed to provide a guide to appropriate actions in the event of a spill. The most important is to remain calm and try to get the situation under control as soon as possible.

- ◆ Do not panic, remain calm. If you or anyone else is hurt or incapacitated, call for medical assistance.
- ◆ Evaluate the degree of contamination to the facility and estimate the number of gallons spilled.
- ◆ Pump liquid back into one of the standby storage tanks
- ◆ Do your best to dike ahead of the spill to prevent oil from entering sewers and water ways.

### **Spill Containment Procedures:**

Spills on pavement:

Call for booms and pads in amounts appropriate for the spill. Use booms to contain spill by wiping them in a circular motion. Use vac to skim to remove oil. If spill is too large for booms:

- ◆ Call for sorbents and sand, and contain spreading oil by using sand or Oil Dri to encircle the spill.
- ◆ Call for a vac truck, visqueen and backhoe. Remove oil-soaked sand and place on plastic visqueen and cover sand with additional visqueen to prevent rain from spreading oil. Stream or power flush pavement or concrete to remove residue.

### Spills on soil:

Call for earth moving equipment (loader, backhoe, dump truck) and sand. Determine direction of oil flow and excavate an area for the oil to flow into. Around the spill contain oil with sand berm. Pump liquid oils to truck. Prepare a plastic tarp and sand berm on an area of clean ground. Remove oil soaked soil to visqueen while making sure that soil is contained by visqueen and berm. Have backhoe remove one foot below the surface of spill, or until visually clean. Call for further assistance to remove soil for treatment. Also, use OVA meter and analysis to determine further removal.

### Remove Oil Soaked Sorbent Material:

Place oiled sorbent material in double, heavy gauge plastic bags. Management will have these picked up and legally disposed of at an appropriate facility. Do not make bags heavier than approximately 40 pounds each.

## SECURITY ON SPILLS

During a large oil spill when thousands of dollars of clean up equipment is in use or stored at various locations throughout the clean up area, one must establish security over this equipment during the very early stages of the spill. Some of the steps that can be taken to reduce theft and vandalism are shown in the checklist below:

### Checklist

- ◆ Contact a security company to provide guards where equipment is being stored and maintained. Make sure these guards can communicate with the Command Center at all times.
- ◆ Contact a fence company to provide fenced security areas for equipment.
- ◆ Local police departments can help in providing security, with off duty officers.
- ◆ Establish equipment and clothing distribution areas so personnel and equipment can be checked in and out.
- ◆ To ensure secure operations provide toilets and waste disposal facilities in decontamination and food serving areas.
- ◆ Establish First Aid kits or First Aid facilities throughout the clean-up area. Consider hiring off duty nurses to attend to general first aid treatment cases. They would also be qualified to determine when and if a person requires additional or more intense medical treatment.
- ◆ Provide lighting for security, decontamination, and equipment storage areas. Make sure that clean-up contractors and other involved personnel are provided adequate lighting at night.
- ◆ Issue temporary identification badges to all personnel involved in the clean-up operation. Insure custody control procedures are established for I.D. badges, so they will not fall into the wrong hands.
- ◆ As soon as possible, establish a claims office to handle the daily complaints for shoreline damage, boat damages, and many other claims which are made during the spill. This claims office should be near the spill site, but NOT near the Command Center.
- ◆ Establish a “Right Away” person who can make arrangements to access private property to support the clean-up.
- ◆ Establish sign out and return procedures for tools and consumables.
- ◆ Assign a key person to monitor all contractor activities regarding people, equipment in use, and hourly accounting.
- ◆ Assign security personnel to report safety infractions in the work place directly to the OSC at the Command Center.

Note: It is very important that adequate communications equipment is readily available for security and related operations.

## MATERIALS

<b>SPC OIL SORBENT</b>			
<b>NAME</b>	<b>SIZE</b>	<b>PACKING</b>	<b>QUANTITY</b>
SPC 100 Pads	17" x 19" x 3/8"	100 Pads/Bale	40
SPC 200 Pads	17" x 19" x 3/16"	200 Pads/Bale	120
SPC 50 Pads	34" x 38" x 3/8"	50 Pads/Bale	40
SPC 810 Boom	10' x 8"	4 Booms/Bale	70
SPC 510 Boom	10' x 5'	4 Booms/Bale	50
SPC 5110 Boom	10' x 5' (DBL Boom)	4 Booms/Bale	5
SPC 10 Pillow	14" x 25"	10 Pillows/Bale	15
SPC 1900 Sweep	17" x 100'	1 Sweep/Bale	80
SPC 150 Blanket	38" x 144" x 3/8"	1 Blanket/Bale	20
SPC 152 Blanket	19" x 144" x 3/8"	2 Blankets/Bale	10
SPC 27 Particulate		1 Bag/Bale	5

<b>SORBENT INDUSTRIAL RUG &amp; SUPER SIR</b>			
<b>NAME</b>	<b>SIZE</b>	<b>PACKING</b>	<b>QUANTITY</b>
Sir 36 Rug	36" x 300'	1 Rug/Bale	10
Sir 18 Rug	18" x 300'	2 Rugs/Bale	15
Sir 001 Pads	18" x 18"	100 Pads/Bale	10

<b>COBRA COIL</b>			
<b>NAME</b>	<b>SIZE</b>	<b>PACKING</b>	<b>QUANTITY</b>
CC 400 Coils	3" x 48" Long	12 Coils/Box	15

<b>SPC UNIVERSAL PLUS</b>			
<b>NAME</b>	<b>SIZE</b>	<b>PACKING</b>	<b>QUANTITY</b>
UN 915 Pillow	9" x 15"	16 Pillows/Bag	10
Oil Snare		1 Snare/Box	25
Plastic Sheeting	20' x 100'	1 Roll/Box	5
Plastic Bags		Bags	2000
Steel overpack drums	65 gallon	Drum	10
Poly overpack drums	65 gallons	Drum	5
Open head steel drum	55 gallon	DOT approved Drum	50

<b>SPC UNIVERSAL PLUS (continued)</b>			
<b>NAME</b>	<b>SIZE</b>	<b>NUMBER</b>	<b>QUANTITY</b>
Coveralls, Tyvek	Assorted		100
Coverall, Saranyx	Assorted		50
Respirator cartridges	Assorted	Pair	100
Rubber boots (heavy duty)	Assorted	Pair	50
Rubber gloves (heavy duty)	Assorted	Pair	200
Water soluble industrial cleaning fluid		Gallons	55
Industrial solvent		Gallons	55
Industrial scrub brushes			15
Industrial squeegees			10
Dip nets (spill equipment)			30
Tyvek hoods			100
Clear PVC booties		Pair	25

## PERSONNEL TRAINING AND DRILLS

Operating personnel will be instructed in the proper operation and maintenance of equipment to prevent the discharge of oil and applicable pollution control rules and regulations, including but not limited to:

- Fla. Stat. Chapter 403; § 403.031(12); § 403.061; § 403.088; § 403.121; § 403.131; § 403.161(1)(a), (b); § 403.182; § 403.412; § 403.413; § 403.855
- Fla. Stat. § 373.400 series (Part 4); § 373.430(1)(a), (b)
- Fla. Stat. § 386.041(1)
- Fla. Stat. § 387.07, 08
- Regulations at FAC 62-65

Operating personnel will receive spill prevention briefings at intervals frequent enough to assure adequate understanding of this SPCC Plan typically, annually.

The training of all appropriate operating personnel (managers, supervisors and field technicians) in the prompt and effective response to an oil spill incident is an important aspect of Cliff Berry Inc.'s oil spill preparedness. Training is intended to assure that all personnel clearly understand the contents of this plan and their respective roles. Training includes periodic familiarization with the plan and training commensurate with their responsibilities to prepare them in carrying out their job responsibilities in a prompt and efficient fashion. Employees with USDOT responsibilities receive hazardous materials training at least every three years.

Since Cliff Berry Inc. also offers a contract service of twenty-four (24) hour oil spill response, all response personnel (managers, supervisors and field technicians) receive invaluable on the job training responding to real spill events. This practical application of oil spill mitigation techniques supplements OSHA mandated HAZWOPER training.

In addition to the above training, CBI has elected to implement the National Preparedness for Response Exercise Program (PREP) to satisfy exercise requirements under the Oil Pollution Act of 1990 (OPA-90). The PREP is a unified federal effort that incorporates the exercise requirements of the U.S. Coast Guard (USCG), the Environmental Protection Agency (EPA) and the Research and Special Programs Administration (RSPA) Office of Pipeline Safety and the Department of Transportation.

The following pages outline the training and drill plans for Cliff Berry, Inc.

## CBI PERSONNEL TRAINING REQUIREMENTS

ON AND OFF SITE EMERGENCY EVENT (by 29 CFR 1910.120 & USDOT HazMat)	POST-EMERGENCY CLEANUP (OFF-SITE)
<p style="text-align: center;">Training is dependent upon responsibilities and the level of response</p> <p style="text-align: center;"><b>1. First Responder Operations Level</b> 29 CFR 1910.120 (q)(6)(ii)</p> <p>Personnel who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons property, or the environment from the effects of the release are trained to respond in a definitive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading and prevent exposures.</p> <p style="text-align: center;"><b>2. Hazardous Materials Technician</b> 29 CFR 1910.120 (q)(6)(ii)</p> <p>Personnel who respond to releases or potential releases for the purpose of stopping the release assume a more aggressive role than a first responder at the operations level in that they approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance.</p> <p>Personnel responding to an emergency off site receive at least 24 hours of training equal to the first responder operations level and have additional competencies as outlined in 29 CFR 1910.120 (q)(6)(iii)(A)-(I).</p> <p style="text-align: center;"><b>3. Hazardous Material Specialist</b> 29 CFR 1910.120 (q)(6)(iv)</p> <p>Personnel who respond with and provide support to hazardous material technicians have a more specific knowledge of the various substances they may be called upon to contain. They receive at least 24 hours of training equal to the technician level and have additional competencies as outlined in 29 CFR 1910.120 (q)(6)(iv)(A)-(I).</p> <p style="text-align: center;"><b>4. On Scene Incident Commander</b> 29 CFR 1910.120 (q)(6)(V)</p> <p>Personnel receive at least 24 hours of training equal to the first responder operations level and have additional competencies as outlined in 29 CFR 1910.120 (q)(6)(v)(A)-(F).</p> <p style="text-align: center;"><b>5. Refresher Training</b> 29 CFR 1910.120 (q)(6)(I)</p> <p>Personnel who are trained in accordance with paragraph (q)(6) shall receive annual refresher training of sufficient content and duration to maintain their competencies or shall demonstrate competency in those areas at least yearly.</p> <p style="text-align: center;"><b>6. USDOT Hazardous Materials</b> 49 CFR 130, 172, 173 &amp; 177</p> <p>Personnel who are trained in accordance with the sections noted above shall receive refresher training of sufficient content and duration to maintain their competencies or shall demonstrate competency in those areas at least every three years.</p>	<p style="text-align: center;">Personnel OSHA Instruction CPL-2-2.5(11/05/99)</p> <p style="text-align: center;"><b>1. General and Occasional Site Workers</b> 29 CFR 1910.120(e)(3)</p> <p>For a high magnitude of risk job, 40 hours of initial training and three days of supervised field experience under the direct supervision of a trained, experienced supervisor. Annual 8 hour refresher training.</p> <p>For a limited task or fully characterized area worker, 24 hours of initial instruction and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor. Annual 8 hours of refresher training.</p> <p style="text-align: center;"><b>2. Management and Supervisor</b> 29 CFR 1910.120(e)(4)</p> <p>40 hours of initial training, three days of supervised field experience and at least eight additional hours of specialized training at the time of job assignment on such topics as, but not limited to the employer's safety and health program and the associated employee training program.</p> <p style="text-align: center;"><b>3. Refresher Training</b> 29 CFR 1910.120(e)(8)</p> <p>Personnel specified in 1. and 2. above shall receive 8 hours of refresher training annually and any critiques of incidents that have occurred in the past year that can serve as training examples of related work, and other relevant topics.</p> <p style="text-align: center;"><b>4. Equivalent Training</b> 29 CFR 1910.120(e)(9)</p> <p>Employers who can show by documentation or certification that an employee's work experience and/or training has resulted in training equivalent to the training required in 1 &amp; 2 above, shall not be required to prove the initial training requirements. Employer shall provide a copy of the certification or documentation to the employee upon request.</p> <hr/> <p style="text-align: center;">POST-EMERGENCY ON SITE</p> <hr/> <p style="text-align: center;"><b>1. Site Employees, Management and Supervision</b> 29 CFR 1910.120 (q)(11)(ii)</p> <p>Employees are trained according to 29 CFR 1910.38(a) emergency action plan; 1910.34 respiratory protection; 1910.1200 hazard communication and other training made necessary by the task.</p> <p style="text-align: center;"><b>2. Refresher Training</b> 29 CFR 1910.38 (a)(5)(iii)(A)-(C)</p> <p>Emergency plan training is required initially with the plan is developed, whenever the employee's responsibilities or designated actions under the plan change, or whenever the plan is changed.</p> <p style="text-align: center;">29 CFR 1910.120(h)</p> <p>Employers shall provide employees with information and training on hazardous chemicals in their work area at the time of initial assignment, and whenever a new hazard is introduced into their work area.</p>

**OPA 90  
PREP TRIENNIAL DRILL SCHEDULE**

Triennial Drills must include the following exercises: (1)

**Terminal and Pipeline Drills**

<b>DRILL TYPE</b>	<b>FREQUENCY</b>	<b>DRILLS 3 YR PERIOD</b>	<b>AGENCY</b>	<b>INITIATING AUTHORITY</b>
QI Notification	Quarterly	12	USEPA, USCG RSPA (6)	Facility Response Team/OSRO (6)
Response Team Notification	Quarterly (3)	12 (5)	RSPA	Facility Response Team/OSRO
Equipment Deployment	Semi-Annual (4)	6 (1)	USEPA, USCG	Facility Response Team/OSRO
Exercise Entire Response Plan	All Components Every 3 years	1	USEPA, USCG RSPA	Facility Response Team/OSRO

**Corporate Response Team Drills**

Table Top Exercise	Annual	1	USEPA, USCG	Corporate Team/OSRO
Unannounced Equipment Deployment	When Announced	None	USEPA, USCG	Facility Team/OSRO
Area Exercise	When Announced	20 (2)	USEPA, USCG	Facility and/or Corporate Team/OSRO

1. Three drills must be announced
2. 20 exercises total nationwide per year
3. One drill must include a worst case discharge scenario
4. Must have six months minimum lapse between exercises
5. Notification of response team applies to Facility Response Team or Prearranged Response Contractors
6. ORSO = Oil Spill Removal Organization  
USEPA = Environmental Protection Agency  
USCG = United States Coast Guard  
RSPA = Research and Special Programs Administration

## FACILITY EMERGENCY

Name of Facility: Miami Facility  
Type of Facility: Oily Wastewater Processing Facility  
Location of Facility: 3033 N.W. North River Drive  
Miami, FL 33142

### **Name and Address of Owner or Operator:**

Name: Cliff Berry, Inc.  
Address: PO Box 13079  
Fort Lauderdale, FL 33316

Person accountable for spill prevention, emergency procedures, reporting and employee training.

Name: Cliff Berry, II  
Title: CEO

### **MANAGEMENT APPROVAL**

The individuals designated as Primary Emergency Coordinator, or in the absence of the Primary Emergency Coordinator the Back-up Emergency Coordinators, are authorized to commit the resources needed to carry out this plan.

Signature



Name: Cliff Berry, II  
Title: CEO

## **Review and Update**

This contingency plan will be reviewed, and immediately amended, if necessary, whenever:

1. Applicable regulations are revised,
2. The plan fails in an emergency,
3. The facility changes – in its design, construction, operation, maintenance, or other circumstances – in a way that materially increases the potential for fires, explosions, or releases of used oil, or changes the response capability in an emergency,
4. The list of emergency coordinators changes, or
5. The list of emergency equipment changes.

## **Emergency Response Arrangements**

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| 1. Fire Department:               | Miami-Dade County Fire Department  |
| 2. Police Department:             | Miami-Dade County Sheriff's Office |
| 3. Hospital:                      | Jackson Memorial Medical Center    |
| 4. Emergency Response Contractor: | Cliff Berry, Inc.                  |

## EMERGENCY COORDINATORS

1. Primary Emergency Coordinator

Name: Leroy Arce

Title: Facility Manager

Address: 14070 S.W. 33<sup>rd</sup> Court  
Davie, FL 33330

Phone: Office: (954) 763-3390  
Home: (954) 472-2735  
Cell: (954) 325-7395

2. Back-up Emergency Coordinator

Name: Jessica Montanez

Title: Lab Manager

Address: 400 Kings Point Drive Apt.418  
Sunny Isles Beach, FL 33160

Phone: Office: (954) 763-3390  
Home: (954) 325-7419  
Cell: (954) 325-7419

3. Back-up Emergency Coordinator

Name: Steve Collins

Title: ESOH Director

Address: 4871 NE 2<sup>nd</sup> Ave.  
Fort Lauderdale, FL 33334

Phone: Office: (954) 763-3390  
Home: (954) 594-3873  
Cell: (954) 594-3873

**Miami Facility Fax Number: (305) 638-0610**

**24 Hour Emergency Number: (800) 899-7745**

## Emergency Procedures – Responsibilities of the Emergency Coordinator or Designee

1. Activate the Facility alarm/communication system to notify all facility personnel by:
  - a. Announce the emergency situation using cell phones.
  - b. Notify facility personnel by word of mouth.
2. Notify appropriate State and Local Agencies with designated response roles if their help is needed. In the case of fire or explosion:
  - a. Call 911 to notify the fire department.
3. Identify the character, exact source, amount and extent of any released materials. This may be done by observation, review of facility records or chemical analysis.
4. Assess possible hazards to human health of the environment that may result from the release, fire, or explosion. This assessment must consider both direct and indirect effects of the release, fire or explosion. If assessment indicates that evacuation of local areas may be advisable, immediately notify appropriate local authorities. Be available to help local authorities to decide whether local area should be evacuated.
5. Notify immediately the government official designated as the On Scene Coordinator (OSC) of the National Response Center using their twenty-four (24) hour toll free number (800) 424-8802. The report must include:
  - a. Name and telephone number of person reporting,
  - b. Name and address of the facility
  - c. Time and type of incident (release, fire, etc.),
  - d. Name and quantity of the material(s) involved,
  - e. The extent of injuries, if any, and
  - f. The possible hazards to human health or the environment outside the facility.
6. Take all reasonable actions necessary to ensure that releases, fires and explosions do not occur, recur, or spread to other used oil or waste at the facility.
7. After the emergency is over, provide for the recycling, storing or disposal of recovered material or material that results from a release, fire or explosion. In the affected area(s) of the facility make sure that no waste or used oil that may be incompatible with the release material is recycled, treated, stored or disposed of until clean-up procedures are completed. All emergency equipment listed in the contingency plan need to be cleaned and fit for its intended use before operations are resumed.

8. Notify the Regional Administrator and appropriate State and Local Authorities that the facility is in compliance with 40 CFR part 279.52 before resuming operations in the affected area(s) of the facility.
9. Note in the operating record the time, date and detail of the incident that requires implementing the contingency plan.
10. Submit a written report within fifteen (15) days after the incident to the Regional Administrator. The report must include:
  - a. Name, address and telephone number of the owner or operator,
  - b. Name, address and telephone number of the facility,
  - c. Date, time and type of incident (release, fire, etc.),
  - d. Name and quantity of materials involved,
  - e. The extent of injuries, if any,
  - f. An assessment of actual or potential hazards to human health or the environment, where applicable, and
  - g. Estimated quantity and disposition of recovered material that resulted from the incident.

#### **Requirements for Notification**

1. Name and telephone number of person making the notification
2. Name and address of the facility
3. Type and time of incident
4. Name and quantity of the material involved
5. The extent of injuries, if any
6. The possible hazards to human health or the environment outside the facility
7. The name and telephone number of the person or persons to be contacted for more information. See list of Emergency Coordinators in this section.
8. Wait for the other party to hang up – do not hang up first.

## Emergency Contact Phone Numbers

1. Primary Emergency Contact Person – Leroy Arce .....(954) 325-7395  
Office Phone: (954) 325-7395  
Office Address: 3033 N.W. North River Drive, Miami, FL  
Home Address: 14070 S.W. 33<sup>rd</sup> Court, Davie, FL  
Secondary Emergency Contact Person – Jessica Montanez.....(954) 325-7419  
Office Phone: (954) 763-3390  
Office Address: 3033 N.W. North River Drive, Miami, FL  
Home Address: 400 Kings Point Drive Apt.418 Sunny Isles Beach, FL 33160
2. Fire .....911  
Miami-Dade County Fire Department.....(786) 331-5000
3. Police.....911  
Miami-Dade County Sheriff’s Office .....(305) 326-3333
4. Ambulance .....911
5. Nearest Emergency Medical Facility  
Jackson Memorial Hospital Center  
1611 Northwest 12<sup>th</sup> Avenue, Miami, FL .....(305) 585-1111
6. Nearest Hospital  
Jackson Memorial Hospital Center  
1611 Northwest 12<sup>th</sup> Avenue, Miami, FL .....(305) 585-1111
7. National Response Center .....1(800) 424-8802
8. Federal – U.S. EPA, Region IV.....1(404) 562-8357
9. State – Florida DEP .....1(407) 897-4100  
Emergency Response.....1(800) 320-0519
10. Local – Miami-Dade Permitting, Environment and Regulatory Affairs  
701 NW 1<sup>st</sup> Court, Miami, FL.....(305) 372-6955
11. Chemtrec .....1(800) 424-9300
12. U.S. Coast Guard.....1(305) 535-8705
13. 3E Company.....1(800) 360-3220

# GENERAL RESPONSIBILITIES

## Personnel Assignments

- A. Coordinator (Emergency Coordinator)
  - a. Leroy Arce (Leader)
  - b. Steve Collins (Back-up)
  - c. Jessica Montanez (Back-up)
  
- B. Communications
  - a. Leroy Arce (Leader)
  - b. Steve Collins (Back-up)
  - c. Jessica Montanez (Back-up)
  
- C. Evacuation
  - a. Leroy Arce (Leader plant and office)
  - b. Jessica Montanez (Back-up plant and office)
  
- D. Emergency Situation
  - a. Emergency assessment
    - i. Leroy Arce (Leader)
    - ii. Steve Collins (Back-up)
    - iii. Jessica Montanez (Back-up)
  
  - b. Spill containment
    - i. Leroy Arce (Leader)
    - ii. Jessica Montanez (Back-up)
    - iii. Zach Davis (Back-up)
  
- E. Emergency Team
  - a. Fire fighting and spill containment
    - i. Leroy Arce
    - ii. Jessica Montanez
  
- F. First Aid
  - i. Jessica Montanez
  - ii. Leroy Arce

## **Description of Personnel Assignments**

- A. Emergency Coordinator: Assess all possible hazards for severity. Responds to, coordinates and aids in remediation of all hazards. Coordinates all evacuation and return to normal operation. In the event the Communication Leader is out of the office the coordinator's first back-up becomes the Communication Leader.
  
- B. Communication Leader: Responsible for informing the office and plant personnel of hazards. Informs the evacuation leaders of need to evacuate. Informs the main office of the situation. Handles media communication in the event that the Emergency Coordinator is out of the office, then the Communication Leader becomes the Emergency Coordinator.
  
- C. Evacuation Leader: Responsible for guiding personnel to staging area. Makes sure that all personnel are out of the office in an evacuation. Assists coordinator in his/her tasks. Conducts head count at the staging area.
  
- D. First Aid Provider: Responsible for cardio pulmonary resuscitation and first aid to employees in the case of accidents.

## **FIRE RESPONSE**

### **Fire Control Systems and Equipment**

1. The Miami Facility has a PA system for internal communications capable of giving immediate emergency instruction to facility personnel.
2. All plant operation personnel have cellular phones so that they are in constant communication with each other at all times
3. The facility is equipped with a fire alarm system consisting of an emergency pull switch located in the operations office. This pull switch activates the local plant alarms as well as the security company. The facility fire alarm system pull switch is monitored twenty-four (24) hours a day by ADT security company. The ADT 24 hour operations center phone number is (305) 377-4541. The location code is 34-14-411
4. Fire control equipment consists of:
  - a. Numerous fire extinguishers are located around the plant. They are inspected and certified (tagged) on an annual basis. (See Figure IV for location of fire extinguishers.)
  - b. The main warehouse has a supervised automatic fire sprinkler system which is also monitored twenty-four (24) hours a day by ADT security company. (See phone number and location code above) the fire sprinkler system is inspected, tested and certified on an annual basis. (See next page for inspection/test report.)
5. Water for the fire sprinkler system comes in on a separate fire main and adequate volume and pressure is available at all times.

### **Emergency Procedures**

#### **Fire**

1. Upon initial sighting, activate the fire alarm system. If fire is in its incipient stage, respond with fire extinguishers.
2. Immediately alert emergency coordinator by best available means.
3. Emergency coordinator will assess danger and will initiate response to fire, shut down procedure, and evacuation, as necessary.
4. All non-essential personnel should evacuate as soon as the alarm sounds.

5. Emergency personnel will be given the following information in order to make reports:
  - a. Name and telephone number of person reporting,
  - b. Name and address of the facility
  - c. Time and type of incident (release, fire, etc.),
  - d. Name and quantity of the material(s) involved,
  - e. The extent of injuries, if any, and
  - f. The possible hazards to human health or the environment outside the facility.
  
6. If trapped by a fire in area:
  - a. Close all doors between you and the fire and seek alternate exit including breaking windows or walls, and if not available,
  - b. Seal all door cracks and vents the best you can,
  - c. Use the telephone to call the fire department and give your situation, and
  - d. Sit on the floor calmly as far away as possible from the fire.

### **Emergency Evacuation**

- ◆ Upon encountering fire or smoke immediately alert the Coordinator, sound the alarm and commence evacuating the plant, property and office areas.
  
- ◆ Depending on the location of the emergency, personnel should evacuate via the front or rear of the building and proceed to the staging area.
  - The staging area at this facility is the southeast corner of the main parking lot.
  
- ◆ CBI management, under direction from the Fire Chief, will permit re-entry into the building after resetting the fire alarm. At that time the emergency coordinator will instruct CBI personnel and all tenants to return to their office.

### **Shutdown of Operation**

- ◆ Shut down all pumps or other source, if it can be done safely
  
- ◆ Close man ways and access ports to tanks and rail cars, as appropriate,
  
- ◆ Close all valves if it can be done safely
  
- ◆ Remove vehicles from the site if it can be done safely,
  
- ◆ Shut down power to product movement areas,

- ◆ Close warehouse doors after confirming employees have evacuated,
- ◆ Open perimeter access gate for emergency crew,
- ◆ Move fire extinguishers to the location for the emergency crews,
- ◆ All nonessential personnel are to evacuate to the premises immediately. Personnel should report to the staging area so they can be counted.
- ◆ Plant personnel will provide security for the site until emergency crews arrive, and
- ◆ **UNDER NO CIRCUMSTANCES IS ANYONE TO ENDANGER THEMSELVES OR OTHERS IN ORDER TO PROTECT EQUIPMENT OR PRODUCT. IF YOU ARE IN DOUBT SACRIFICE THE EQUIPMENT AND PRODUCT.**

## **Fire and Explosion**

- ◆ Do not attempt to fight a fire unless you have been trained to do so.
- ◆ If a fire is too large or the first attempt to extinguish is unsuccessful, do not attempt a second try – EVACUATE.
- ◆ Attempts at fire fighting should only be made during the fires incipient stage.
  - Only hand held portable fire extinguishers will be used by company employees when responding to fires. No hose lines will be used by company employees.
  - Company employees will not attempt to extinguish small or large fires with the potential to change rapidly, for example:
    - Pump seal fires on a pressurized system, or
    - Ground fires in excess of 100 square feet in a congested process area.

# EXPLOSION RESPONSE

## Bomb Threat Procedure

1. Purpose:
  - a. To provide for the orderly gathering of information during a potentially stressful situation.
2. Responsibility
  - a. Anyone receiving a bomb threat has the responsibility to gather as much information as possible and report the facts to plant management. Use the attached checklist.
3. Safety
  - a. Remain calm. This will allow the maximum amount of information to be exchanged. Do not antagonize the other party.
4. Procedure – Handling the Call
  - a. Try to keep the caller on the line.
  - b. Try to alert office mates to notify the Emergency Coordinator to come to you
  - c. Make notes and COMPLETE THE BOMB THREAT CALL CHECKLIST
  - d. Get specific information on what is going to happen.
    - i. When will it go off?
    - ii. Where is it placed?
    - iii. What does it look like? Describe it.
    - iv. When was it put there?
    - v. How do you know about this?  
Note: Ask caller to repeat the information, if you did not get it all.
  - e. Take notes on additional information about the caller:
    - i. Name
    - ii. Age
    - iii. Sex
    - iv. Mental condition – joking, angry, etc.
    - v. General condition – calm, frantic?
    - vi. Voice characteristics – accent (hint of ethnicity?), speech defect, slurred?

- f. What background noises are present?
  - i. Music?
  - ii. Trucks?
  - iii. Freeway?
  - iv. Trains?
  
- g. Show your notes to Emergency Coordinator
  - i. If the threat is considered genuine the Emergency Coordinator will notify the local police (dial 911).
  - ii. Shut down and evacuate the plant. Refer to the evacuation procedures in Section 11. Move the staging area as needed if it is in conflict with the described location of the device.
  - iii. If there is time and a search can be performed safely, organize a search with a minimum of employees. Stop the search and evacuate thirty (30) minutes prior to scheduled detonation.

5. Search – Overt type

Potential bombs have no standard appearance. Be alert for any boxed (cardboard, metal or wood), suitcases, cans, sections of pipes or other objects that appear to be out of place.

- a. Begin the search around the outside of each building and work inward. The employees most familiar with a building should search that building.
  
- b. Inside each building, begin along the outside walls and work to the center. Ground floors first then upper floors.
  
- c. Start with easily accessible places.
  
- d. Look for recently disturbed items or items out of place.
  
- e. Any suspicious objects should be reported to the Emergency Coordinator. **DO NOT ATTEMPT TO HANDLE OR DISTURB ANY SUSPECTED BOMB.** Write on a piece of paper any information that would identify the suspicious object (size, type of container) and its exact location. Also note the route of egress from the object.
  
- f. If one suspected bomb is located, continue the search, if it appears this can be done reasonably safely, until completed. More than one device may have been set.

- g. Open all doors and windows in the building and evacuate to a minimum of 300 feet. This may entail moving the staging area.
- h. The employee in charge (Emergency Coordinator or other higher authority) and the person receiving the call should meet with the police when they arrive (however, do not hang up on the caller if they are still on the line.) Tell the police the exact location of any suspicious objects and the egress routes from the object.
- i. In the event of detonation activate the emergency response plan. See section 9.
- j. Do not return to the building or location until the “All Clear” is received from competent authority. See Section 13 for “All Clear” procedures.

## 6. Publicity

- a. All persons involved in the incident should be encouraged to keep the incident confidential.
- b. All inquiries from the public news media should be directed to and handled by the Communications Leader. If the Communications Leader is not available, take a number and state that a return call will be made.

## Bomb Threat Call Checklist

Questions to Ask      Exact Wording of Threat

1.            When is the bomb going to explode?  
\_\_\_\_\_
2.            Where is it right now? \_\_\_\_\_
3.            What does it look like: \_\_\_\_\_
4.            What kind of bomb is it? \_\_\_\_\_
5.            Did you place the bomb? \_\_\_\_\_
6.            Why: \_\_\_\_\_
7.            What is your address? \_\_\_\_\_
8.            What is your name? \_\_\_\_\_

Sex of caller \_\_\_\_\_      Age \_\_\_\_\_      Race \_\_\_\_\_      Length of call \_\_\_\_\_

### Caller's Voice:

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Loud	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Angry	<input type="checkbox"/> Laughing	<input type="checkbox"/> Lisp	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Excited	<input type="checkbox"/> Crying	<input type="checkbox"/> Raspy	<input type="checkbox"/> Disguised
<input type="checkbox"/> Slow	<input type="checkbox"/> Normal	<input type="checkbox"/> Deep	<input type="checkbox"/> Accent
<input type="checkbox"/> Rapid	<input type="checkbox"/> Distinct	<input type="checkbox"/> Ragged	<input type="checkbox"/> Familiar
<input type="checkbox"/> Soft	<input type="checkbox"/> Slurred	<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Stutter

If voice is familiar, who did it sound like? \_\_\_\_\_

### Background sounds:

<input type="checkbox"/> Street noises	<input type="checkbox"/> House noises	<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Local
<input type="checkbox"/> Crockery	<input type="checkbox"/> Motor	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Clear
<input type="checkbox"/> Voices	<input type="checkbox"/> Long distance	<input type="checkbox"/> Office machinery	<input type="checkbox"/> Booth
<input type="checkbox"/> PS System	<input type="checkbox"/> Music	<input type="checkbox"/> Static	<input type="checkbox"/> Other

### Threat Language

<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Irrational
<input type="checkbox"/> Message read by threat maker	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul language	<input type="checkbox"/> Tapered

Report call immediately to Emergency Coordinator

If threat is considered valid DIAL 911

Fill out completely, during or immediately after bomb threat: Date \_\_\_\_\_ Time \_\_\_\_\_

Person receiving call \_\_\_\_\_ Position/Title: \_\_\_\_\_

Phone number call received on: \_\_\_\_\_

Phone call taped: \_\_\_ Yes \_\_\_ No.

Contact phone system administrator to determine if other details can be retrieved from the phone system, such as threat maker's originating phone number \_\_\_\_\_.

Remarks: \_\_\_\_\_

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End of Bomb Threat Call Checklist

# EXPLOSION RESPONSE

## Bomb Threat Procedure

1. Purpose:
  - a. To provide for the orderly gathering of information during a potentially stressful situation.
2. Responsibility
  - a. Anyone receiving a bomb threat has the responsibility to gather as much information as possible and report the facts to plant management. Use the attached checklist.
3. Safety
  - a. Remain calm. This will allow the maximum amount of information to be exchanged. Do not antagonize the other party.
4. Procedure – Handling the Call
  - a. Try to keep the caller on the line.
  - b. Try to alert office mates to notify the Emergency Coordinator to come to you
  - c. Make notes and COMPLETE THE BOMB THREAT CALL CHECKLIST
  - d. Get specific information on what is going to happen.
    - i. When will it go off?
    - ii. Where is it placed?
    - iii. What does it look like? Describe it.
    - iv. When was it put there?
    - v. How do you know about this?Note: Ask caller to repeat the information, if you did not get it all.
  - e. Take notes on additional information about the caller:
    - i. Name
    - ii. Age
    - iii. Sex
    - iv. Mental condition – joking, angry, etc.
    - v. General condition – calm, frantic?
    - vi. Voice characteristics – accent (hint of ethnicity?), speech defect, slurred?

- f. What background noises are present?
  - i. Music?
  - ii. Trucks?
  - iii. Freeway?
  - iv. Trains?
  
- g. Show your notes to Emergency Coordinator
  - i. If the threat is considered genuine the Emergency Coordinator will notify the local police (dial 911).
  - ii. Shut down and evacuate the plant. Refer to the evacuation procedures in Section 11. Move the staging area as needed if it is in conflict with the described location of the device.
  - iii. If there is time and a search can be performed safely, organize a search with a minimum of employees. Stop the search and evacuate thirty (30) minutes prior to scheduled detonation.

5. Search – Overt type

Potential bombs have no standard appearance. Be alert for any boxed (cardboard, metal or wood), suitcases, cans, sections of pipes or other objects that appear to be out of place.

- a. Begin the search around the outside of each building and work inward. The employees most familiar with a building should search that building.
  
- b. Inside each building, begin along the outside walls and work to the center. Ground floors first then upper floors.
  
- c. Start with easily accessible places.
  
- d. Look for recently disturbed items or items out of place.
  
- e. Any suspicious objects should be reported to the Emergency Coordinator. **DO NOT ATTEMPT TO HANDLE OR DISTURB ANY SUSPECTED BOMB.** Write on a piece of paper any information that would identify the suspicious object (size, type of container) and its exact location. Also note the route of egress from the object.
  
- f. If one suspected bomb is located, continue the search, if it appears this can be done reasonably safely, until completed. More than one device may have been set.

- g. Open all doors and windows in the building and evacuate to a minimum of 300 feet. This may entail moving the staging area.
- h. The employee in charge (Emergency Coordinator or other higher authority) and the person receiving the call should meet with the police when they arrive (however, do not hang up on the caller if they are still on the line.) Tell the police the exact location of any suspicious objects and the egress routes from the object.
- i. In the event of detonation activate the emergency response plan. See section 9.
- j. Do not return to the building or location until the “All Clear” is received from competent authority. See Section 13 for “All Clear” procedures.

## 6. Publicity

- a. All persons involved in the incident should be encouraged to keep the incident confidential.
- b. All inquiries from the public news media should be directed to and handled by the Communications Leader. If the Communications Leader is not available, take a number and state that a return call will be made.

**Bomb Threat Call Checklist**

Questions to Ask      Exact Wording of Threat

1.            When is the bomb going to explode?  
\_\_\_\_\_
2.            Where is it right now? \_\_\_\_\_
3.            What does it look like: \_\_\_\_\_
4.            What kind of bomb is it? \_\_\_\_\_
5.            Did you place the bomb? \_\_\_\_\_
6.            Why: \_\_\_\_\_
7.            What is your address? \_\_\_\_\_
8.            What is your name? \_\_\_\_\_

Sex of caller \_\_\_\_\_      Age \_\_\_\_\_      Race \_\_\_\_\_      Length of call \_\_\_\_\_

**Caller's Voice:**

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Loud	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Angry	<input type="checkbox"/> Laughing	<input type="checkbox"/> Lisp	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Excited	<input type="checkbox"/> Crying	<input type="checkbox"/> Raspy	<input type="checkbox"/> Disguised
<input type="checkbox"/> Slow	<input type="checkbox"/> Normal	<input type="checkbox"/> Deep	<input type="checkbox"/> Accent
<input type="checkbox"/> Rapid	<input type="checkbox"/> Distinct	<input type="checkbox"/> Ragged	<input type="checkbox"/> Familiar
<input type="checkbox"/> Soft	<input type="checkbox"/> Slurred	<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Stutter

If voice is familiar, who did it sound like? \_\_\_\_\_

**Background sounds:**

<input type="checkbox"/> Street noises	<input type="checkbox"/> House noises	<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Local
<input type="checkbox"/> Crockery	<input type="checkbox"/> Motor	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Clear
<input type="checkbox"/> Voices	<input type="checkbox"/> Long distance	<input type="checkbox"/> Office machinery	<input type="checkbox"/> Booth
<input type="checkbox"/> PS System	<input type="checkbox"/> Music	<input type="checkbox"/> Static	<input type="checkbox"/> Other

**Threat Language**

<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Irrational
<input type="checkbox"/> Message read by threat maker	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul language	<input type="checkbox"/> Tapered

Report call immediately to Emergency Coordinator

If threat is considered valid DIAL 911

Fill out completely, during or immediately after bomb threat: Date \_\_\_\_\_ Time \_\_\_\_\_

Person receiving call \_\_\_\_\_ Position/Title: \_\_\_\_\_

Phone number call received on: \_\_\_\_\_

Phone call taped: \_\_\_ Yes \_\_\_ No.

Contact phone system administrator to determine if other details can be retrieved from the phone system, such as threat maker's originating phone number \_\_\_\_\_.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End of Bomb Threat Call Checklist

# ALL CLEAR

## All Clear Procedure

The only people allowed to issue the “All Clear” are:

- ◆ The Emergency Coordinator
- ◆ The Communication Leader

Before an “All Clear” can be issued the following conditions must be met:

- ◆ No readily apparent dangers to life or health can be present (not IDLH).
- ◆ If outside emergency response personnel (fire department, police) have been involved, they must also give the “All Clear”
- ◆ This information can be communicated verbally to all employees. If employees have been sent home the Communication Leader will pass the “All Clear” through the best available means.

Once the “All Clear” has been given (by the Communication Leader, Fire Chief, Police) only then will CBI personnel be allowed to return to the plant, property or facility. Entry to the facility will be led by the Emergency Coordinator.

If additional work is needed prior to reoccupying the plant, property or facility, a team will be assembled to conduct clean-up or other work. The team will follow all prescribed safety procedures, including personal protective equipment (PPE), necessary to perform the task, which may include:

- ◆ Hard hat
- ◆ Safety glasses
- ◆ Safety shoes (reinforced toe)
- ◆ Respirator with appropriate cartridge
- ◆ Coveralls
- ◆ Air monitor suitable for the conditions

Note: No CBI employee will enter the space if the conditions are Immediately Dangerous to Life and Health (IDLH) or if any life support apparatus is required for entry.

It is the responsibility of the Emergency Coordinator to ensure that all local emergency response personnel have received all the information they require and are adequately prepared to respond again if necessary (e.g. do not send the emergency responders away if hazardous conditions persist.)

# MEDICAL EMERGENCY

## Medical Emergency Procedure

- ◆ Initial report is to be made to the Facility Manager or the Operations Manager
- ◆ An assessment will be made as to the severity of the incident determining if medical assistance is to be called. In general if the employee is unable to walk on his/her own, he/she is to be kept at the scene while an ambulance is called.
- ◆ If the incident does not require an ambulance the employee is to be transported to the applicable medical facility by supervisory personnel. Details of the incident along with other information such as a Safety Data Sheet (SDS) can be provided to medical personnel. The supervisor will remain at the facility until a report on the employee's condition can be obtained.
- ◆ At least one office or plant personnel are to be trained in First Aid and CPR if the facility is not within a short response time from emergency response personnel. This training is to be used until relieved by rescue personnel. **See Section 9 for a phone list.**

## Rescue

Rescue operations are to be performed by outside emergency response personnel whenever possible. CBI personnel will respond to rescue situations only when no outside assistance is available and there is no immediate danger to life or health.

- ◆ All rescues will be directed by the Emergency Coordinator.

## Rescue Criteria

- ◆ Rescue is to be attempted when the location of the employee is known.
- ◆ Rescue will not be attempted when the structure is involved in a fire.
- ◆ Rescue activities involved with a product release will fall within the parameters of this SPCC plan.
- ◆ No rescue efforts are to be made with less than three employees. One employee is to remain outside the hazard area at all times. If rescue is clearly a medical emergency and no hazardous environment exists, rescue may be attempted by less than three people.

- ◆ Communication must be maintained at all times. This is to be accomplished through the use of two-way radios or other secure means. If a hazardous atmosphere is present only the employee remaining outside the hazardous environment will be tasked with communications, and if a choice exists, by means of an intrinsically safe radio.

# INCLEMENT WEATHER

## Inclement Weather and Natural Disaster

1. In the event of severe inclement weather (hurricane, electrical storm, tornado) the Emergency Coordinator will make the assessment of the danger.
2. If the assessment is not severe, operations may simply be suspended until the storm passes. The Emergency Coordinator will give a verbal "All Clear" to employees once the inclement weather has passed. This covers incidents such as thunder storms and sporadic heavy rains which interfere with safe operations. During these times shelter will be sought in the plant and main offices.
3. If the assessment is severe, the Emergency Coordinator will discuss the assessment with senior management, and as a result, notify the Communication Leader to cancel the work day.
4. If the work day has not started the Communication Leader will communicate with facility personnel, whether at home or in the office, and inform them through the best available means.
5. If an order to evacuate and go home is given facility personnel will check out with the Communication Leader prior to exiting the facility to ensure all are counted.
6. If the imminent danger does not permit for evacuation, inform the Emergency Coordinator (who will inform the Communication Leader), search for an inside corner or wall away from glass windows and product storage and remain there in a seated position until the danger has passed. In all cases the Communication Leader shall remain informed as to where facility personnel are staying during the inclement weather.

## **Preparations for Hurricanes**

When a hurricane warning is announced for the South Florida area the following preparations will be made by CBI personnel:

1. All items which are not securely anchored will be moved into the warehouse on a space available basis. These include empty containers, hoses, mats, pallets and then full containers, fittings, wall mounted extinguishers, boats, other loose objects and vehicles, in order of probability that these objects could become airborne.
2. All empty trailers are to be moved as far away from the building as possible. This includes all bulk trailers, box trailers, emergency response trailers, spill trailers and drum trailers.
3. If there is ample time to conduct preparations, secure plywood sheets and lag into the walls effectively covering windows.
4. Move as much equipment as possible above ground floor level. An ideal height for water sensitive items is five (5) feet.
5. All antennas or other high flying apparatus should be dismantled and lowered to ground level. Any removable parts should be placed inside the main building or warehouse.
6. All vertical storage tanks should be filled with at least one (1) foot of product or water to keep the tank from blowing over in hurricane force winds. This procedure only needs to be followed if hurricane winds in excess of 100 miles per hour are predicted.



## BIOMEDICAL WASTE OPERATING PLAN

Cliff Berry, Incorporated

Applicable to all CBI facilities where biomedical waste is stored or transported.

### TABLE OF CONTENTS

- I. Purpose
- II. Training for personnel
- III. Definition, identification and segregation of biomedical waste
- IV. Containment
- V. Labeling
- VI. Storage
- VII. Transport
- VIII. Procedure for decontaminating biomedical waste spills
- IX. Contingency plan
- X. Branch and Corporate offices
- XI. Miscellaneous
  - a. Biomedical waste training outline
  - b. Biomedical was training attendance sheet
  - c. Plan for treatment of biomedical waste
  - d. State of Florida Department of Health regulations (as of January 1, 2015)

- I. PURPOSE
  - a. The purpose of this Biomedical Waste Operating Plan is to provide guidance and describe requirements for the proper management of biomedical waste at our facility. Guidelines for management of biomedical waste are found in Chapter 64E-16, Florida Administrative Code (F.A.C) and in section 381.0098, Florida Statutes.
- II. TRAINING OF PERSONNEL
  - a. Biomedical waste training will be scheduled as required by paragraph 64E-16.003(2)(a) F.A.C.. Training sessions will detail compliance with this operating plan and with chapter 64E-16 F.A.C.. Training Sessions will include all of the following activities that are carried out in our facility:
    - i. Definition and identification of biomedical waste
    - ii. Segregation
    - iii. Storage
    - iv. Labeling
    - v. Transport
    - vi. Procedure for decontamination biomedical waste (if performed at the facility)
    - vii. Contingency plan for emergency transport
    - viii. Procedure for containment
    - ix. Treatment method (if performed at the facility)
  - b. Training for activities performed at the facility is outlined in Attachment A.
  - c. Our facility must maintain records of employee training. These records are kept at the corporate headquarters and copies may also be kept at this facility. Training records will be kept for participants in all training sessions for a minimum of three (3) years and will be available for review by Department of Health (DOH) inspectors. An example of an attendance record is appended as Attachment B.
- III. DEFINITION, IDENTIFICATION AND SEGREGATION OF BIOMEDICAL WASTE
  - a. Biomedical waste is any solid or liquid waste which may present a threat of infection to humans. Biomedical waste is further defined in subsection 64E-16.002(2) F.A.C..
  - b. Biomedical waste is not generated at this facility, however, it is transported to this facility for temporary storage and may include red bag waste and sharps containers and related packaging. Biomedical waste will be stored in an area specifically designated and with appropriate biomedical waste signage.
- IV. CONTAINMENT
  - a. Red bags and sharps containers for containment of biomedical waste shipped to this facility will comply with the required physical properties. CBI personnel will obtain assurance from the generator that the biomedical waste containers used are in compliance. Filled red bags and sharps containers will be sealed at the point of origin. Red bags, sharps containers and outer containers of biomedical waste, when sealed, will not be opened in this facility. Ruptured or leaking packages of biomedical waste will be placed into a larger container without disturbing the original seal.

V. LABELING

- a. All sealed biomedical waste red bags and sharps containers will be labeled with the originating facility's name and address prior to offsite transport. If a sealed red bag or sharps container is placed into a larger red bag prior to transport, placing the facility's name and address only on the exterior of the bag is sufficient.
- b. Outer containers must be labeled with the next transporter's name, address, registration number and 24-hour phone number.

VI. STORAGE

- a. When sealed, red bags, sharps containers and outer containers will be stored in areas that are restricted through the use of locks, in addition to signs or location. The 30-day storage time limit period will commence when the first biomedical waste item is placed into storage.
- b. Biomedical waste storage areas will be constructed of smooth, easily cleanable materials that are impervious to liquids. These areas will be regularly maintained in a sanitary condition. The storage area will be vermin/insect free. Storage areas will be conspicuously marked with a six-inch international biomedical hazard symbol and will be secure from vandalism.

VII. TRANSPORT

- a. Transport to our facility is provided by CBI employees in accordance with our transporter permit. In the event CBI uses a subcontractor we will negotiate for the transport of biomedical waste only with a DOH-registered company. If we transport the materials ourselves we will maintain a log of all biomedical waste transported by any employee and the log will contain waste amounts, dates, and documentation that the waste was accepted by our permitted facility. If we use a subcontractor we will have on file the pick-up receipts provide to us for the last three (3) years. Only those employees completing the training outlines in this plan are authorized to transport biomedical waste. Transport out of our facility will be performed by the contracted vendor within the 30-day requirement for our facility permit.

VIII. PROCEDURE FOR DECONTAMINATING BIOMEDICAL WASTE SPILLS

- a. Surfaces contaminated with spilled or leaked biomedical waste will be decontaminated as part of the cleaning process. If spilled onto the truck the driver will wear appropriate personal protective equipment (PPE) and scrape, absorb, remove or wash the truck as needed to remove bulk material then follow up with disinfectant. All solid material including absorbent will be placed into red bags or sharps containers as appropriate and sealed. Rinse material will be solidified with absorbent or drained to a sewage connection. The disinfectant utilized by this facility is a bleach solution of at least 100 parts per million (ppm) free chlorine, that will be used for at least three minutes. Common household bleach (3 – 6% sodium hypochlorite) may be diluted up to 300 times to achieve 100 ppm concentration. PPE should include a pair of examination gloves, a face shield and a N95 mask/half face respirator or full face respirator with particulate filter and may include an apron or other clothing providing splash protection.

- IX. CONTINGENCY PLAN
  - a. If CBI is unable to transport the waste to this facility CBI will then contact a registered biomedical waste transporter. This should be coordinated through CBI corporate offices and include the Disposal Services Manager and Accounting.
- X. BRANCH AND CORPORATE OFFICES
  - a. CBI operates several branch offices that are permitted for the management of biomedical waste.
  - b. The CBI corporate offices may be reached at (954) 763-3390 and a manager is on call 24/7 via an answering service after normal business hours.
- XI. MISCELLANEOUS
  - a. This plan is incorporated into the "Spill Prevention Control and Countermeasure Plan and Emergency Procedures" for this facility and a copy is located at the CBI corporate offices, 851 Eller Drive, Fort Lauderdale, FL 33316 and at this facility.

## Attachment A: BIOMEDICAL WASTE TRAINING OUTLINE

- I. Biomedical waste transport regulations 64E-16.008 Florida Administrative Code (F.A.C)
  - a. Acceptance criteria
  - b. Receipts
  - c. No leaking or compacting
  - d. Transfer between vehicles is not allowed unless at a permitted facility, except in an emergency
  - e. Transport only to permitted facilities
  - f. Vehicle markings and international biological hazard symbol
  - g. Vehicle fully enclosed and secured when unattended
  - h. Accident procedures and contact with DOH, including use of rental vehicles
  - i. Decontamination of rental vehicles
- II. Registration of biomedical waste transporters 64E-16.009 F.A.C.
  - a. Registration is required at and above 25 pounds of biomedical waste generated every 30 days
  - b. Submission of registration on form DH 4106
  - c. Expiration of permit annually on September 30 unless renewed and accompanied by annual report on form DH 4109.
  - d. Not more than 30-day notice to DH of any changes to registration form currently on file
  - e. False information or hindrance of inspection may result in revocation of permit
- III. Permits 64E-16.011
  - a. Annual permit required
  - b. Exemption for generation of less than 25 pounds every 30 days
  - c. Permits are not transferrable to another person/entity
  - d. Permits are only effective for the facility (branch office) to which they are written
- IV. Spill clean-up and over-packing
  - a. Recognizing insufficient packing, segregation or pre-spill issues
  - b. Use of absorbents and tools to clean up a spill
  - c. Disinfection and dilution of bleach
  - d. Over-packing and repacking
  - e. Selection and use of personal protective equipment (PPE)



**Attachment C: PLAN FOR TREATMENT OF BIOMEDICAL WASTE**

CBI does not engage in the treatment of biomedical waste and acts only as a transfer facility.

**Attachment D: STATE OF FLORIDA DEPARTMENT OF HEALTH REGULATIONS 64E-16**

- I. State of Florida, Bureau of Community Environmental Health Chapter 64E-16, Florida Administrative Code Biomedical Waste
- II. State of Florida, Florida Statutes Chapter 381 Public Health: General Provisions, 381.0098 Biomedical Waste