



*City of Issaquah
Public Works Engineering Dept
P.O. Box 1307, Issaquah, WA 98027*

HAZARDOUS MATERIALS CONSTRUCTION INVENTORY Critical Aquifer Recharge Area (CARA)

PURPOSE: Most of the drinking water within the City of Issaquah comes from groundwater drinking water wells. Hazardous chemicals and materials can threaten this water supply if they are not stored and managed properly. To help reduce these threats and ensure continued water quality standards are met, the City requires construction and development activities located within Class 1 and Class 2 CARAs to inventory all hazardous materials and comply with additional environmental requirements. For more information visit the City’s CARA webpage: <http://issaquahwa.gov/cara>

This questionnaire shall be completed and signed by a project representative familiar and experienced with the nature and extent of the proposed construction.

Prepared By (Project Representative)

Site Address _____

Parcel Number _____ *EPA ID Number _____

Primary Construction Contractor _____

Emergency Contact Person _____ Phone Number _____

Representative Name _____ Title _____

Signature _____ Date _____

I certify under penalty of law (IMC Ch. 18.10.796) that the below information is true and correct to the best of my knowledge.

Approved By (City of Issaquah)

Name _____

Signature _____ Date _____

**An EPA ID number refers to the volume of monthly hazardous waste generated (WAC173-303) and may not apply to your project.*

HAZARDOUS MATERIAL INVENTORY

Complete the below table by filling in the appropriate quantity of the following types of harmful, hazardous materials, or deleterious substances that will be stored or used during the construction or development process.

MATERIAL (Type)	LIQUID (gallons)	SOLIDS (pounds)	HAZARD CLASS (*see below)
Acid or basic solutions or solids			
Antifreeze or coolants			
Bleaches, peroxides, detergents, surfactants, disinfectants, bactericides, algacides			
Brake, transmission, hydraulic, automotive fluids			
Corrosion or rust prevention solutions			
Cutting fluids			
Deicing materials			
Etching solutions			
Lead/ asbestos			
Fertilizers			
Glues, adhesives, or resins			
Metals (hazardous e.g. arsenic, copper, chromium, lead, mercury, silver, etc.)			
Paints, pigments, dyes, stains, varnish, sealers			
Pesticides, herbicides or poisons			
Plasticizers, or catalysts			
Refrigerants, cooling water (contact)			
Sludges thinners, paint removers, or strippers			
Transformer, capacitor oils/fluids, PCBs			
Waste oil			
Wood preservatives			
Universal waste (batteries, lights and lamps)			
Dangerous wastes or hazardous wastes (173-303 WAC)			
List OTHER hazardous materials or deleterious substances:			
Approximated cumulative amount in gallons or lbs.	Gals.	Lbs.	

*HAZARD CLASS: Toxic, Corrosive, Reactive, or Flammable, as defined by WAC 173-303.

MANAGEMENT REQUIREMENTS

Required Source Control Measures	<i>Ensure the below requirements are implemented, as appropriate, during construction or development of your project.</i>
	<p>LABELS All hazardous substances must be labeled including chemical name or description and major risk, associated with the hazardous material (ignitable, toxic, corrosive, reactive).</p>
	<p>SECONDARY CONTAINMENT All harmful or hazardous substances must have secondary containment, which is a liquid-tight barrier, container, or storage system that will contain the hazardous material in the event of a spill or leak, and must hold 110 percent of the volume of the material placed within it. Containment must be covered or otherwise protected from rainwater, which would reduce the capacity volume. If onsite refueling occurs, adequate spill prevention measures must be implemented.</p>
	<p>SPILL SUPPLIES All construction or development that will have harmful or hazardous materials on site <u>must have spill supplies available</u> for immediate spill cleanup and placed within proximity. These supplies can include absorbent pads and booms, kitty litter, gloves, goggle, garbage bags and drain covers.</p>
	<p>HAZARDOUS MATERIALS CONSTRUCTION INVENTORY (this document) All businesses comply with the requirements of this document and have it available for review onsite, along with the MSDS for all onsite harmful or hazardous substances.</p>
	<p>WASTE DISPOSAL RECORDS All harmful or hazardous waste must be properly disposed of and maintain records onsite. These documents are given to you by the waste disposal company either at time of pickup or drop-off of the waste.</p>
	<p>EMERGENCY RESPONSE PLAN An emergency response plan must be completed for implementation in the event of a large or small spill. The plan needs to include an emergency response procedure for employees on shift, list of phone numbers, after hours contacts, list of responsibilities, and description of location of emergency equipment such as fire extinguisher, spill supplies, alarms.</p>
	<p>TRAINING All onsite personal must receive relevant training that includes the use of spill supplies, how to place chemicals into secondary containment, where the MSDS's are located, be knowledgeable on the Emergency Response Plan, and know where the spill kit is located.</p>

SPILL RESPONSE SUPPLIES

List all spill supplies that will be available, based on the chemicals/ materials that will be onsite.

Spill Containment Supplies		Amount	Location (onsite)

ADDITIONAL QUESTIONS

	Is this infrastructure onsite?	Will this infrastructure be removed/ abandoned during construction?
Underground storage tanks (any type or size).		
Stormwater infiltration systems (e.g. French drain, infiltration vault, dry well, stormwater swale, etc.).		
Water wells, groundwater monitoring wells, resource protection wells, piezometers, cathodic protection wells.		
Interior sumps or floor drains.		

ENGINEERING CONTROLS, NOTIFICATIONS, OR PERMITS

List any engineering controls, notifications, or permits related to the work you will be performing. For example: air emissions, dust abatement, industrial wastewater discharge, industrial stormwater discharge, tank removal, well abandonment, lead/asbestos removal, etc.

Document Name	Regulatory Agency

EMERGENCY CONTACTS

In the event of an emergency or spill, notify the relevant contacts below.

Emergency Contacts for Spills	Phone
Police (City of Issaquah Police Department)	911
Fire (Eastside Fire and Rescue)	911
Puget Sound Energy 24-Hour Emergency (Gas and electric utility emergencies)	911 AND 1-888-225-5773
City of Issaquah Public Works Operations (24-hour response) and Department of Ecology (Spills to the ground or surface water)	Issaquah, 425-837-3470 and Ecology, 425-649-7000
Onsite Emergency Contact:	
Alternate Emergency Contact:	

POST THIS INFORMATION IN AN OBVIOUS LOCATION, NEAR SPILL SUPPLIES

SITE MAP

Include (or provide) an overview site map of the project with the following information clearly shown. Large sites may require multiple sheets, including a key sheet.

- *General site plan (include any nearby environmentally critical or sensitive areas)*
- *Hazardous or harmful materials storage area(s) with methods of secondary containment (e.g., berms, lined holding tanks, plastic tubs, etc.).*
- *Interior (floor drain) and exterior (stormwater) drainage systems, with locations of connections to public sanitary and stormwater systems, respectively.*

TO BE POSTED IN CLEAR LOCATION NEAR EACH SPILL KIT

SPILL RESPONSE PROCEDURES

(Train all employees, contractors, and personnel on spill response procedures and supplies)

Business Name: _____

Site Address: _____

Phone Number: _____

Date Prepared: _____

NOTIFICATION	
<input type="checkbox"/>	Refer to “Emergency Information for Spill Response” for contact names and numbers
<input type="checkbox"/>	Alert manager/owner of spill.
<input type="checkbox"/>	Immediately alert area occupants and supervisor, evacuate the area if necessary.
<input type="checkbox"/>	Contact 911 if there is a fire or medical attention is needed.
<input type="checkbox"/>	Evaluate if you are trained, knowledgeable and equipped to handle the incident.
<input type="checkbox"/>	If spill gets into storm drain or other water body, contact the Department of Ecology and the City of Issaquah (listed on “Emergency Information for Spill Response”). Larger spills require additional notification.
SPILL CONTAINMENT	
<input type="checkbox"/>	Obtain personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.
<input type="checkbox"/>	Stop source of spill (upright container, plug leak, etc).
<input type="checkbox"/>	Seal off storm drain with berms or drain cover and stop any spread of the spill.
<input type="checkbox"/>	Protect floor drains from spill. Spill socks and absorbents may be placed around drains, as needed.
<input type="checkbox"/>	Use pads and/or granular sorbent to clean up spilled material. Let pads sit on spill to absorb spilled material.
<input type="checkbox"/>	For dry spills, sweep or shovel-up material and dispose of properly. Never hose down.
SPILL & CLEAN UP MATERIAL DISPOSAL	
<input type="checkbox"/>	Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splash or spread of the spilled chemical.
<input type="checkbox"/>	When spilled materials have been absorbed, place pads and sorbent materials in a leak-proof container such as a polyethylene bag or bucket. Label those containers as appropriate.
<input type="checkbox"/>	Dispose of waste materials properly. Spill cleanup materials containing hazardous waste is also considered hazardous waste and should be picked up by a hazardous waste disposal contractor. Small quantities of non-dripping cleanup materials containing petroleum products only can be disposed of in the garbage.
<input type="checkbox"/>	Call a spill cleanup contractor if cleanup and disposal cannot be accomplished by staff.

City of Issaquah, Hazardous Material Construction Inventory (CARA), April 2020

TO BE POSTED IN CLEAR LOCATION NEAR EACH SPILL KIT