



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

**HAZARDOUS MATERIALS MANAGEMENT PLAN**

**City of Issaquah  
Critical Aquifer Recharge Area (CARA)**

<p>_____</p> <p>(Business Name)</p> <p>_____</p> <p>(Doing Business As)</p> <p>_____</p> <p>(Mailing Address)</p> <p><b>Issaquah, WA</b></p>	
<b>Prepared By</b>	<b>Date</b>
<p>_____</p> <p>Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Title</p>	<p>_____</p>
<b>Approved By</b>	<b>Date</b>
<p>_____</p> <p>City of Issaquah</p>	<p>_____</p>

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**SECTION 1 - GENERAL INFORMATION**

Site information is provided in this Section of HMMP.

**1.1 - Business Information**

<b>Business Type</b>
<b>Site Address</b>
<b>Mailing Address</b>
<b>UBI Number</b>
<b>Onsite Locations of this Plan</b>

**1.2 - Operations**

<b>Operations</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Total Employees</b>							
<b>Hours of Operation</b>							
<b>Public Access</b>	Yes, Restricted_____ Yes, Unrestricted_____ No_____						
<b>HW Generator *</b>	NA_____ SMALL_____ MEDIUM_____ LARGE_____						

\* Hazardous-waste generator defined in WAC 173-303.

## SECTION 2 - SITE INFORMATION

### 2.1 – Contacts

CONTACTS	<input type="checkbox"/>	Name	Company	Telephone
Owner				
Onsite Manager				
Property Manager				
Environmental Manager				
Tenants:				

✓ - Check indicates the primary contact for this HMMP.

### 2.2 - Site Map

Include as **Attachment A** an overview site map of the business with the following information clearly shown on an 8” x 11” or 11” x 17” sheet. Large sites will require multiple sheets, including a key sheet.

- General site plan including floor layout with uses (e.g., office, parking, equipment storage, industrial production, waste holding, etc.).
- Hazardous materials storage areas and containers, with methods of secondary containment (e.g., berms, lined holding tanks, plastic tubs, etc.). Number each location with hazardous material as Control Area 1, Control Area 2, etc.
- Interior (floor drain) and exterior (stormwater) drainage systems, with locations of connections to public sanitary and stormwater systems.

### 2.3 - Other Environmental Documents

List documents or permits which are associated with hazardous materials at this location. For example: air quality permit, industrial wastewater discharge, industrial stormwater discharge, etc. Attach to this plan as appropriate.

Document Name	Regulatory Agency
1	
2	
3	
4	
5	

**2.4 - Hazardous Material Inventory**

Business shall maintain an inventory of all hazardous wastes stored and/or disposed at the facility.

<b>Hazard Class (a)</b>	<b>Common Trade Name</b>	<b>Chemical Name</b>	<b>Storage Location (b)</b>	<b>Method of Storage (c)</b>	<b>Max. Quantity Stored Onsite</b>	<b>Waste Generated from Product</b>

Use additional pages as necessary

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

(b) STORAGE LOCATION: Inside, outside, refrigerator, shelf, cabinet, shop floor, under sink, etc.

(c) METHOD OF STORAGE: Drum, bucket, sealed container, secondary containment, labeled cabinet, etc.

**2.5 - Waste Storage and Disposal Summary**

List all wastes (hazardous and non-hazardous) generated, stored, and disposed by the facility.

Type of waste	Storage Location (a)	Method of Storage (b)	Pretreatment or Recycling	Any Discharge To Sanitary?	Disposal Method and Waste Shipper

Use additional pages as necessary

(a) STORAGE LOCATION: Inside, outside, refrigerator, shelf, cabinet, shop floor, under sink, etc.

(b) METHOD OF STORAGE: Drum, bucket, sealed container, secondary containment, labeled cabinet, etc.

### SECTION 3 - OPERATING PROCEDURES

Operating procedures for the proper use, storage, and disposal of hazardous materials and wastes are described in this section of the HMMP. See instructions for additional information.

#### 3.1 - Best Management Practices

Describe how your facility is managed and maintained to prevent pollution and reduce the risk of spills. Add facility specific measures or check those measures that apply.

<b>A. Source Control Measures</b>	<i>The facility shall implement improvements at the facility to comply with IMC 13.28.115, Best Management Practices for Pollution Source Control, and the 2005 King County Stormwater Pollution Prevention Manual</i>
<input type="checkbox"/>	Provide secondary containment for hazardous materials.
	Proper control of outdoor vehicle washing (such as wash pad connected to sanitary sewer).
	Cover fuel islands and dumpsters.
	Cover of scrap materials stored outside, etc.

<b>B. General Housekeeping</b>	<i>Businesses shall ensure that their facilities remain clean of hazardous materials and spills.</i>
<input type="checkbox"/>	Spot cleaning of spills.
<input type="checkbox"/>	Closed lids on dumpsters and waste containers.
	Regularly scheduled pickup for hazardous waste disposal.
	Daily dry sweeping.
	Designated containers for oily rags.



<b>C. Routine Inspections</b>	<i>Businesses shall conduct regular inspections of the facility to spot problems with storage of hazardous materials and to clean up any spills that are found.</i>
<input type="checkbox"/>	Weekly review of equipment and storage areas.
	Weekly parking lot inspections.

<b>D. Stormwater Maintenance</b>	<i>Stormwater water quality facilities located at the site shall be maintained and performing properly.</i>
<input type="checkbox"/>	Quarterly inspection of oil-water separators with maintenance conducted if needed.
	Proper control of outdoor vehicle washing (such as wash pad connected to sanitary sewer).
	Cover fuel islands.
	Close dumpsters.
	Cover scrap materials stored outside, etc.
	Annual inspection of catch basins, stormwater ponds, and water quality treatment facilities with maintenance conducted if needed.

<b>E. Hazardous-Material Storage</b>	<i>All hazardous materials shall be stored with secondary containment.</i>
<input type="checkbox"/>	Hazardous materials shall be placed in tubs, containerized pallets, inside spill-containment berms, in specially designed spill-proof cabinets, etc.
<input type="checkbox"/>	Shipping and receiving will be monitored to ensure new stock is placed in these spill-containment containers immediately.
	Bermed areas are sealed with epoxy coating.
	Bermed areas are inspected for cracking (containment failure).

✓ - Check indicates the hazardous-material storage requirements for this HMMP.

<b>F. Hazardous Waste Disposal</b>	<i>Hazardous wastes shall be disposed of properly by a qualified hazardous waste disposal contractor, preferably through a regularly scheduled service.</i>	
<b>Company</b>	<b>Name</b>	<b>Telephone</b>

<b>G. Record Keeping, Waste Disposal</b>	<i>Shipping manifests and receipts from a hazardous waste disposal contractor shall be maintained on-site for a minimum of 5 years to document proper disposal.</i>	
<input type="checkbox"/>	Shipping manifests and receipts from disposal contractor shall be maintained onsite.	

✓ - Check indicates the recordkeeping information location for this HMMP.

## SECTION 4 - SPILL CONTINGENCY PLAN

A Spill Contingency Plan is required for all facilities, to document procedures for responding to spills of hazardous materials and/or wastes at the facility.

### 4.1 – Emergency Contacts

The following tables list Emergency and Company contacts necessary to respond to spills.

<b>Emergency Contacts for Spills</b>	
<b>Name</b>	<b>Phone</b>
<b>Police</b> (City of Issaquah Police Department)	911
<b>Fire</b> (Eastside Fire and Rescue)	911
<b>Puget Sound Energy</b> (Gas and electric utility emergencies)	911 <b>AND</b> 1-888-225-5773
<b>City of Issaquah Public Works Operations</b> (Spills to streets, surface water, sanitary sewer, and stormwater systems)	425-837-3470
<b>Department of Ecology</b> (Spills of Oil and Hazardous Materials to soil, surfacewater, and groundwater)	1-800-258-5990 <b>AND</b> 425-649-7000 <b>AND</b> National Response Center at 1-800-424-8802
<b>King County Wastewater Treatment</b> (Spills that enter sanitary sewer)	24 hour emergency reporting, Renton Treatment Plant: 206-263-1760
<b>Primary Company Contact:</b> (Name)	
<b>Alternate Company Contact:</b> (Name)	

## 4.2 - Spill Response Procedures

A Spill Contingency Plan is required for all facilities, to document procedures for responding to spills of hazardous materials at the facility. In general, employees should take action to prevent contamination of soil, groundwater, and surface water.

<b>A. Information for Employees</b>	<i>Information on Emergency Contacts and Spill Response Procedures shall be posted where employees can read it.</i>
<input type="checkbox"/>	The form “Emergency Information for Spill Response” in <b>Attachment B</b> shall be filled out and posted in a clear location.
<input type="checkbox"/>	The form “Spill Response Procedures” in <b>Attachment C</b> shall be filled out and posted at a clear location.

<b>B. Spill Cleanup Supplies</b>	<i>Cleanup supplies shall be available onsite in case a spill occurs.</i>
<input type="checkbox"/>	Spill cleanup supplies are located here: _____
<input type="checkbox"/>	A staff person is assigned to ensure spill supplies are stocked onsite and periodically inspected to keep replenished. Name of staff position: _____
<input type="checkbox"/>	Additional spill control supplies can be purchased from: _____

<b>C. Cleanup and Disposal</b>	<i>Cleanup and disposal contractors shall be notified as appropriate. Do not attempt to clean up large spills or dispose of wastes in the garbage.</i>
<input type="checkbox"/>	For an on-call cleanup contractor, call:
<input type="checkbox"/>	For hazardous waste disposal, call:
	For site clean-up, call:

### 4.3 - Employee Training

For all employees, review procedures for spill notifications, identify the location of this HMMP and other emergency-response plans (keep a copy of this HMMP in Company files) and discuss the contents of this HMMP.

<b>A. Training Requirements for all Employees</b>	The facility provides the following training for all employees ( <i>modify as appropriate</i> ).
<input type="checkbox"/>	Review Emergency Notifications with employees when <b>hired</b> and during <b>annual training</b> .
<input type="checkbox"/>	Review this HMMP.
<input type="checkbox"/>	Review Spill Response Procedures.
	Conducts spill-response drills.
	List training completed:

<b>B. Additional Training Requirements for Chemical Handlers</b>	The facility's method for safe handling of hazardous materials are as follows ( <i>modify as appropriate</i> ).
<input type="checkbox"/>	Locations of MSDS data sheets are clearly indicated.
<input type="checkbox"/>	Labeling methods are understood and followed.
<input type="checkbox"/>	Containment procedures are understood and followed.

#### 4.4 - Spill Contingency Response Equipment

List supplies and equipment that are available for spill response.

Spill Containment Supplies		Number or Amount
<input type="checkbox"/>	Portable spill kits	
	Chemical sponges	
	Shop towels (e.g., Kimtex)	
	Oil boom	
	Drain-guard mat	
	Absorbent pillows/pads	
	Absorbent granules	
	Acid-neutralizer compound	
	Caustic-neutralizer compound	
	Small absorbent kit for acid spills	
	Small absorbent kit for caustic spills	
	Spray pumps, 5 gallon	

ATTACHMENT A

# SITE MAP

# EMERGENCY INFORMATION FOR SPILL RESPONSE

**Business Name:** \_\_\_\_\_  
**Site Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Date Prepared:** \_\_\_\_\_

**On-site Emergency Contact** Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Alternate Contact:** Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Emergency Response Contacts:**

Fire/Paramedic/Police:	911	<b>All emergencies</b>
Eastside Fire & Rescue (non-emergency):	(425) 313-3200	For information on fire safety regulations
Department of Ecology:	(425) 649-7000	For a spill that could reach surface, ground water or storm drain
City of Issaquah Public Works:	(425) 837-3470	For a spill that flows into a public drainage system
King County Wastewater Treatment:	(206) 263-3000	For a spill that flows into sanitary sewer
Puget Sound Clean Air Agency:	(206) 343-8800	For air quality regulations and reporting
National Response Center	(800) 424-8802	For reporting of major spills

**Local Emergency Medical Facility:**

Swedish Medical Center  
751 NE Blakely Dr  
(425) 394-0610

-or-

Overlake Urgent Care  
5708 E Lake Sammamish Pkwy SE  
(425) 688-5777

**Location of Material Safety Data Sheets:** \_\_\_\_\_

**Spill Control Equipment is Located:** \_\_\_\_\_

**Fire Extinguisher is Located:** \_\_\_\_\_

**Hazardous Materials Management Plan is Located:** \_\_\_\_\_



# SPILL RESPONSE PROCEDURES

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, and evacuate the area, if necessary.
<input type="checkbox"/>	Contact Emergency at 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 (p12).