

Sticky, Inc. Emergency Plan Summary

220 Sticky Drive, Stickland, MA

This plan summary must be accurate and thorough, and should be completed by staff directly responsible for emergency response. Please do not leave any questions blank. **Immediately call MassDEP's Emergency Response line at 1-888-304-1133 and your local fire department to report a spill of oil or hazardous material or other environmental emergency.**

Facility Emergency Contacts

(List 2 contacts per shift; add additional rows as needed)

Name	Phone (Cell)	Phone (Home)	Home Address
Mark Hamill	(508) 555-7777	(508) 655-7777	1 Far Galaxy Road, Tatooine, MA
Carrie Fisher	(413) 666-8888	(413) 566-8888	2 Lightsaber Lane, Alderan, MA
David Prowse	(617) 444-5555	(617) 111-2222	3 D. Vader Way, Coruscant, MA

Facility Hazards

Does an explosion risk exist at the facility?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Could the facility release a respiratory hazard that could threaten site workers, emergency responders or neighbors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is it okay to shut the power off during an event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is it okay to shut the water off during an event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is it okay to shut the gas off during an event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Can a run-away chemical reaction/process occur?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Describe issues/concerns for any yes answer.

Toluene is highly flammable and poses an explosion risk in a leak with an ignition source; gas and power should be turned off and water left on.

Describe special hazards identified above.

Toluene vapor poses an inhalation hazard, see SDS for more information. Inhalation may cause irritation to the eyes, nose, throat and respiratory tract. Respiratory complications include acute bronchitis, bronchospasm, pneumonitis, asphyxia and pulmonary edema. Systemic features may occur. Dermal hazard, avoid contact with liquid toluene. Skin contact may cause irritation, dryness, transient erythema, defatting, blistering and necrotic skin burns if contact is extensive and/or prolonged. Systemic features may occur.

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Describe the three worst case scenarios that could occur involving toxic chemicals and/or hazardous materials stored on site:

Scenario	Negative Outcome	Location
Storage tank rupture causing leak resulting in vaporization of toluene	Toluene vapor with ignition source resulting in explosion	Outdoor storage tanks
Ruptures/leaks in piping – for filling the outdoor storage tanks; conveying toluene from storage tanks into the facility; and throughout the process areas.	Liquid toluene leaks posing inhalation and dermal hazards	At outdoor storage tanks and withing facility

Planning Inventory

Fill in the table below and list all chemicals used or stored on site, including: chemicals and/or hazardous materials reported on Tier II; Toxics Use Reduction Act (TURA) [listed chemicals](#); any additional chemicals and/or hazardous materials. Add additional columns as needed to complete table (may attach as a separate sheet). Make sure to have current SDSs on file for each chemical and append to full emergency preparedness plan.

Considerations	Chemicals of Concern		
	Insert chemical name & CAS no.	Insert chemical name & CAS no.	Insert chemical name & CAS no.
Chemical Hazard(s) (e.g. flammable, corrosive)	Toluene, CAS# 7664-41-7		
Maximum volume stored on site	60,000 lbs.		
How is it stored (e.g. drum, AST)	2 Outdoor double-walled storage tanks, 30,000 lb. capacity each		
Where is it stored (e.g. room number)	Outside, eastern edge of building		
Containment/Safety Precautions Provided (e.g. on containment pallet)	Outdoor berm, impermeable secondary containment structure, relief valve		
Is the material found in process tanks or piping?	Yes, piping for filling the outdoor storage tanks, piping into smaller storage tanks in main facility, and piping into the production process		

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Site Sketch and Process Controls

Attach site sketch indicating the following:

1. Location of all utility shut-offs.
2. All hazardous materials and waste storage areas.
3. All chemically intensive process areas.
4. Indicate location of chemical storage or process tanks.
5. High hazard areas: potential for engulfment; electrical hazards; magnetic fields; poisonous gases; limited egress; open pits or shafts; radioactive materials; infectious materials or explosives or confined spaces.
6. Insert key that identifies and defines information provided.

List process control and corresponding room number in table:

Process Control	Room Number/Location
Circuit Breakers	Electrical room
Gas Shut Off	Machine room in building 1 in east corner of facility
Water Shut Off	Machine room in building 1 in east corner of facility
Main Hazardous Waste Storage Area	Indoor separate room, northeast building corner near loading dock
Fire Alarm Control Panel	Electrical room
Gas Alarms	Toluene gas alarms located near ground level by outdoor tanks, with additional sensors near valves
Other _____	

* Insert or attach photographs of controls and hazards to assist response activities. Process shut down procedures should also be included for activities that require a precise step-by-step procedure to achieve a controlled shut down.

Nearby Sensitive Populations and Community Assets

Use [OTA's Chemical Safety & Climate Resiliency mapping tool](#) and/or any additional tools to look at **receptors** (populations) and **features** (community assets, facilities, etc.) within at least a 1/2 mile radius extending from the facility boundary. Identify the following types of sensitive receptors and/or features located within this planning radius: environmental justice populations; non-English language speaking populations; primary and secondary schools; private schools; colleges or universities; hospitals; ambulatory clinics; long-term care facilities; jails; public housing sites; daycare facilities; water & wastewater treatment facilities; municipal buildings; parks and playgrounds; flooding hazards such as inland or coastal flood zones or projections; and major transportation and evacuation routes. Attach a screenshot or print a copy of this map to include in the facility emergency preparedness plan.

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Contact information for sensitive receptors and features in planning radius:

Facility Name	Facility Address	24-Hour Emergency Contact Info
Baystate Housing Authority	55 Resident Drive	Erik Estrada (999) 667-6161
Baystate Long-Term Care	21 Caregiver Way	Robert Pine (989) 555-5555
District High School	40 District Street	Larry Wilcox (999) 444-4444

Spill Response

Note: Immediately call MassDEP's Emergency Response line at 1-888-304-1133 and your local fire department to report a spill of oil/hazardous material or other environmental emergency.

Spill response firm contracted to support the facility in the event of a release:

Name	Contact Information
Stickland Clean-up Services	Emergency Response 24-hr line (999) 888-8888

Are spill response supplies maintained on site? ☒ Yes ☐ No

If so, where are these materials stored?

Machine room building 1, outdoor tank area, staff break room storage closet.

Describe number and type of materials stored on site:

For small spills, absorbent materials are available in 2 spill kits located in the Machine room in building 1. The outdoor tanks have an extensive berm system and secondary containment. Five sets of full PPE, including chemical resistant gloves, respirators with organic vapor cartridges, chemical resistant suits and boots, are available in the machine room as well as staff break room storage closet. There are also 2 self-contained breathing apparatus (SCBA) located in the staff break room storage closet.

Signatures

Plan Summary Completed by: Frank Poncherello

Title: Environmental Health and Safety Supervisor

Date: 1/1/2021

Plan Summary Reviewed by: Joseph Getraer

Title: Executive Director

Date: 1/2/2021

Each facility should review their emergency preparedness plan with on-site staff on an annual basis and update as needed. In addition, each facility should review their plan and this plan summary annually with the local Fire Department and local Health Director/Board of Health.