

**WORK PRACTICE, MALFUNCTION ABATEMENT, CONTINGENCY, AND  
POLLUTION INCIDENT PREVENTION PLAN**

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**A. PURPOSE**

THE CONTINGENCY PLAN IS DESIGNED TO MINIMIZE HAZARDS TO HUMAN HEALTH AND THE ENVIRONMENT AND TO PROVIDE THE ACTIONS TO BE FOLLOWED IN THE EVENT OF AN EMERGENCY SITUATION INVOLVING A HAZARDOUS MATERIALS RELEASE, FIRE OR EXPLOSION. THIS POLICY CONFORMS TO 40 CFR 264 SUBPART D CONTINGENCY PLAN AND PART 3 GENERATORS OF HAZARDOUS WASTE R 299.9301 OF THE NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT.

**B. SAFE HANDLING GUIDELINES**

ALL HAZARDOUS MATERIALS AND HAZARDOUS WASTE WILL BE HANDLED IN A MANNER THAT MINIMIZES EXPOSURE TO HUMAN HEALTH AND EVAPORATION OF SOLVENTS. ALL PAINTS, SOLVENTS, OR OTHER HAZARDOUS MATERIALS WILL BE STORED IN CLOSED CONTAINERS. CONTAINERS OF PAINT, SOLVENT, OR HAZARDOUS MATERIALS WILL ONLY BE MOVED THROUGH THE FACILITY IN CLOSED CONTAINERS. ALL PAINTS, SOLVENTS, AND OTHER HAZARDOUS MATERIALS WILL BE BONDED AND/OR GROUNDED WHEN MIXING OR WHEN TRANSFERRING FROM ONE CONTAINER TO ANOTHER. THE FOLLOWING POLICIES AND/OR MATERIAL SAFETY DATA SHEETS (MSDS) SHOULD BE REFERENCED FOR INFORMATION ABOUT THE HAZARDS, SAFE HANDLING, DISPOSAL OF HAZARDOUS MATERIALS, PHYSICAL & HEALTH HAZARDS, SIGNS AND SYMPTOMS OF EXPOSURE, METHODS OF OBSERVATION, METHODS OF PROTECTION, WORK PRACTICES, EMERGENCY PROCEDURES, AND PERSONAL PROTECTIVE EQUIPMENT:

- SAF002 RESPIRATORY PROTECTION POLICY
- SAF005 SAFETY RULES
- SAF007 HAZARD COMMUNICATION
- SAF008 CONFINED SPACE PROCEDURES
- SAF018 PERSONAL PROTECTIVE EQUIPMENT & HAZARD ASSESSMENT
- PR-CR006 CHEMICAL AND SOLVENT SPILL PROCEDURES
- PR-EV005 WASTE COLLECTION PROCEDURES
- PR-EV001 EVACUATION PROCEDURES

**C. WORK PRACTICE PLAN FOR ORGANIC-HAPS CONTAINING COATINGS**

AN ADD-ON CONTROLS OPTION HAS BEEN ESTABLISHED WHEN DEALING WITH ORGANIC-HAP CONTAINING COATINGS. THIS SECTION WILL ADDRESS THE WORK PRACTICES REQUIRED BY 40 CFR 63.3893, SUBPART MMMM, AND 63.4493, SUBPART PPPP.

ALL ORGANIC-HAP CONTAINING COATINGS, THINNERS, AND / OR OTHER ADDITIVES, CLEANING MATERIALS AND WASTE MATERIALS WILL BE HANDLED IN A MANNER THAT MINIMIZES EXPOSURE TO HUMAN HEALTH AND THE EVAPORATION OF ORGANIC-HAPS.

- ALL ORGANIC-HAP CONTAINING COATINGS, THINNERS, AND / OR OTHER ADDITIVES, CLEANING MATERIALS, AND WASTE MATERIALS WILL BE STORED IN CLOSED CONTAINERS.

- SPILLS OF ORGANIC-HAP CONTAINING COATINGS, THINNERS, AND / OR OTHER ADDITIVES, CLEANING MATERIALS, AND WASTE MATERIALS WILL BE MINIMIZED BY FOLLOWING THE PROCEDURES SET FORTH IN PR-CR006 CHEMICAL AND SOLVENT SPILL PROCEDURES.
- ORGANIC-HAP CONTAINING COATINGS, THINNERS AND / OR OTHER ADDITIVES, CLEANING MATERIALS, AND WASTE MATERIALS WILL ONLY BE MOVED THROUGHOUT THE FACILITY IN CLOSED CONTAINERS.
- MIXING VESSELS WHICH CONTAIN ORGANIC-HAP CONTAINING COATINGS AND OTHER MATERIALS WILL BE KEPT CLOSED EXCEPT WHEN ADDING TO, REMOVING FROM, OR MIXING THE CONTENTS.
- EMISSIONS OF ORGANIC-HAPS WILL BE MINIMIZED DURING THE CLEANING OF STORAGE, MIXING, AND CONVEYING EQUIPMENTS BY FOLLOWING THE ABOVE POINTS AND LIMITING USE TO AREAS WHERE AN ALTERNATIVE CLEANER IS NOT FEASIBLE.

**D. MALFUNCTION ABATEMENT PLAN**

PER R 336.1911, THE MALFUNCTION ABATEMENT PLAN IS OVERSEEN BY THE MAINTENANCE MANAGER. THE MAINTENANCE MANGER WILL VERIFY COMPLETION OF INSPECTION, MAINTENANCE, AND ANY REPAIRS OF AIR-CLEANING DEVICES. A DESCRIPTION OF THESE DEVICES AS WELL AS FREQUENCY OF INSPECTION, LIST OF MAJOR REPLACEMENT PARTS, OPERATING VARIABLES OF THE EQUIPMENT, MONITORING PROCEDURES, AND CORRECTIVE PROCEDUES OR OPERATIONAL CHANGES ARE LOCATED IN APPENDIX 7 OF THIS DOCUMENT.

**E. EMERGENCY COORDINATOR AND SPILL PREVENTION & CONTROL COORDINATOR**

THE EMERGENCY COORDINATOR IS ALSO THE PIPP SPILL PREVENTION AND CONTROL COORDINATOR. IN THE EVENT OF AN ACTUAL OR POTENTIAL EMERGENCY SITUATION SUCH AS FIRE, EXPLOSION, OR RELEASE OF TOXIC CHEMICALS, THE INDIVIDUAL DISCOVERING THIS SITUATION SHOULD CONTACT AN EMERGENCY COORDINATOR. TABLE 1 IS A LISTING OF EMERGENCY COORDINATORS AT THE FACILITY. ANDREW WOODRUFF IS THE PRIMARY COORDINATOR AND SHOULD BE CALLED FIRST. IF THE PRIMARY COORDINATOR IS NOT AVAILABLE, AN ALTERNATIVE COORDINATOR SHOULD BE CONTACTED.

**TABLE 1  
 EMERGENCY COORDINATORS**

<u>NAME</u>	<u>HOME ADDRESS</u>	<u>BUSINESS PHONE</u>	<u>HOME PHONE/ ALTERNATE</u>
ANDREW WOODRUFF DIRECTOR OF PROGRAM MANAGEMENT (PRIMARY COORD.)	3060 DAVIS RD ATTICA, MI 48412	(810) 667-0150 EXT. 312	(810) 338-2040 (MOBILE) (810) 338-2041 (ALT.)
ED BROWN MAINTENACNE MANAGER	14242 HARRIS RD. MILLINGTON, MI 48746	(810) 667-0150 EXT. 324	(989) 871-2960 (HOME) (810) 241-7585 (MOBILE)

CHAD ULRICK  
PAINT TECH  
SUPERVISOR

1784 SLATER RD.  
LAPEER, MI 48446

(810) 667-0150 (810) 538-0163 (HOME)  
(810) 358-0620 (MOBILE)

## **F. IMPLEMENTATION OF THE CONTINGENCY PLAN**

THE CONTINGENCY PLAN WILL BE IMPLEMENTED WHENEVER THERE IS A FIRE, EXPLOSION, OR A RELEASE OF HAZARDOUS MATERIAL THAT COULD THREATEN HUMAN HEALTH OR THE ENVIRONMENT. THE EMERGENCY COORDINATOR WILL ASSESS EACH SITUATION AND BE RESPONSIBLE FOR THE IMPLEMENTATION OF THE CONTINGENCY PLAN.

THE CONTINGENCY PLAN WILL BE IMPLEMENTED IN THE EVALUATION OF THE FOLLOWING CRITERIA:

1. FIRE AND/OR EXPLOSION
2. SPILLS OR MATERIAL RELEASES IF:
  - A. THE SPILL PRESENTS AN IMMINENT DANGER TO HUMAN HEALTH OR THE ENVIRONMENT.
  - B. THE SPILL CAN BE CONTAINED ON-SITE, BUT THE POTENTIAL EXISTS FOR GROUNDWATER CONTAMINATION.
  - C. THE SPILL CANNOT BE CONTAINED ON-SITE, RESULTING IN OFF-SITE SOIL CONTAMINATION AND/OR GROUND OR SURFACE WATER POLLUTION.

## **G. RESPONSIBILITY OF THE EMERGENCY COORDINATOR**

UPON IMPLEMENTATION OF THE CONTINGENCY PLAN, THE EMERGENCY COORDINATOR WILL TAKE THE FOLLOWING STEPS:

1. INITIATE THE EVACUATION OF THE BUILDING IF EVACUATION HAS NOT ALREADY OCCURRED. EVACUATION CAN BE INITIATED VIA THE PA SYSTEM OR VIA AN EMERGENCY PULL STATION. USE OF THE EMERGENCY PULL STATION WILL TRIGGER AN AUDIBLE ALARM. REFER TO ALB001 EVACUATION PROCEDURES FOR DETAILS.
2. IF IMPLEMENTATION OF THE CONTINGENCY PLAN IS DUE TO A FIRE OR EXPLOSION, CONTACT THE LOCAL FIRE DEPARTMENT BY DIALING 911. NOTE: IF EVACUATION OF THE BUILDING IS INITIATED VIA THE INTERNAL EMERGENCY ALARM SYSTEM, THE LOCAL FIRE DEPARTMENT WILL AUTOMATICALLY BE NOTIFIED.

IF IMPLEMENTATION OF THE CONTINGENCY PLAN IS DUE TO A RELEASE OF MATERIAL(S) THAT IS BEYOND THE CAPABILITIES AND TRAINING OF PLANT PERSONNEL, SERVICES HAVE BEEN COORDINATED WITH MPC AND THE EMERGENCY COORDINATOR WILL CONTACT:

Young's Environmental Cleanup Inc.  
G5305 N. Dort Hwy.

Flint, MI 48505  
(800) 496-8647 24 HOURS  
(810) 789-7155 OFFICE

REFER TO APPENDIX 1 FOR A LISTING OF ORGANIZATIONS AND AGENCIES THAT CAN BE CONTACTED DURING AN EMERGENCY SITUATION.

3. IDENTIFY THE CHARACTER, EXACT SOURCE, AMOUNT, AND EXTENT OF ANY RELEASED MATERIALS, TO THE EXTENT KNOWN.
4. ASSESS POSSIBLE HAZARDS TO HUMAN HEALTH OR THE ENVIRONMENT. THIS ASSESSMENT MUST CONSIDER BOTH DIRECT AND INDIRECT AFFECTS OF THE RELEASE, FIRE, OR EXPLOSION.
  - A. DIRECT AFFECTS MAY INCLUDE ANY TOXIC, IRRITATING, OR ASPHYXIATING GASES THAT ARE GENERATED THAT MAY AFFECT OR HAVE AFFECTED ON-SITE EMPLOYEES OR COULD AFFECT HUMAN HEALTH OFF-SITE. REFER TO APPENDIX 1 FOR A LIST OF AGENCIES/ORGANIZATIONS WHO CAN ASSIST WITH INJURED EMPLOYEES.
  - B. INDIRECT AFFECTS MAY INCLUDE HAZARDOUS SURFACE WATER RUN-OFF FROM WATER OR CHEMICAL AGENTS USED TO CONTROL FIRE OR HEAT INDUCED EXPLOSIONS.

FOR ASSISTANCE IN MAKING THE ABOVE ASSESSMENTS, REFER TO APPENDIX 2, THE CHEMICAL CHARACTERISTICS OF THE MATERIALS ON-SITE AND APPENDIX 3, AND THE CONTINGENCY CHEMICAL LIST. THE NIOSH POCKET GUIDE TO CHEMICAL HAZARDS AND THE NORTH AMERICAN EMERGENCY RESPONSE GUIDEBOOK ARE ALSO HELPFUL TOOLS IN MAKING THE ABOVE ASSESSMENTS.

IF ASSESSMENT DETERMINES THAT THERE IS AN ACTUAL OR POTENTIAL THREAT TO HUMAN HEALTH OR THE ENVIRONMENT OUTSIDE OF THE FACILITY, THE EMERGENCY COORDINATOR MUST CONTACT:

1. NATIONAL RESPONSE CENTER AT (800) 424-8802 AND;
2. DEPARTMENT OF ENVIRONMENTAL QUALITY POLLUTION EMERGENCY ALERTING SYSTEM (PEAS) AT  
(800) 292-4706 AND PROVIDE THE FOLLOWING INFORMATION:
  - A. NAME AND TELEPHONE NUMBER OF THE REPORTER;
  - B. NAME AND ADDRESS OF THE FACILITY  
ALBAR INDUSTRIES  
780 WHITNEY DRIVE  
LAPEER, MI 48444
  - C. EPA GENERATOR NUMBER: MID 981189020;
  - D. TIME AND TYPE OF INCIDENT (E.G. RELEASE, FIRE, EXPLOSION);

- E. NAME AND QUANTITY OF THE MATERIAL(S) INVOLVED, TO THE EXTENT KNOWN;
  - F. EXTENT OF INJURIES, IF ANY;
  - G. THE POSSIBLE HAZARDS TO HUMAN HEALTH OR THE ENVIRONMENT OUTSIDE THE FACILITY.
5. DURING AN EMERGENCY THE EMERGENCY COORDINATOR MUST TAKE ALL REASONABLE MEASURES NECESSARY TO ENSURE THAT FIRES, EXPLOSIONS, AND RELEASES DO NOT OCCUR, RECUR, OR SPREAD TO OTHER HAZARDOUS WASTE AT THE FACILITY. IN THE EVENT OF A RELEASE, THE EMERGENCY COORDINATOR MAY INSTRUCT MAINTENANCE TO SHUT DOWN POWER TO THE PLANT TO ELIMINATE ANY IGNITION SOURCES.
  6. IMMEDIATELY AFTER THE EMERGENCY, THE EMERGENCY COORDINATOR MUST PROVIDE FOR TREATING, STORING, OR DISPOSING OF RECOVERED WASTE, CONTAMINATED SOIL, CONTAMINATED SURFACE WATER, OR ANY OTHER MATERIAL THAT RESULTS FROM A RELEASE, FIRE, OR EXPLOSION AT THE FACILITY.
  7. THE EMERGENCY COORDINATOR MUST ENSURE THAT IN THE AFFECTED AREA(S) OF THE FACILITY:
    - A. NO WASTE THAT MAY BE INCOMPATIBLE WITH THE RELEASED MATERIAL IS TREATED, STORED, OR DISPOSED OF UNTIL THE CLEANUP PROCEDURES ARE COMPLETE; AND
    - B. ALL EMERGENCY EQUIPMENT LISTED IN THE CONTINGENCY PLAN MUST BE CLEANED AND FIT FOR ITS INTENDED USE BEFORE OPERATIONS ARE RESUMED.
  8. THE OWNER OR OPERATOR MUST NOTIFY THE DEPARTMENT OF ENVIRONMENTAL QUALITY AND APPROPRIATE STATE AND LOCAL AUTHORITIES THAT THE FACILITY IS IN COMPLIANCE WITH 7 (A) AND (B) OF THIS POLICY BEFORE OPERATIONS ARE RESUMED IN THE AFFECTED AREA (S) OF THE FACILITY.
  9. THE OWNER OR OPERATOR MUST NOTE IN THE OPERATING RECORD THE TIME, DATE, AND DETAILS OF ANY INCIDENT THAT REQUIRES IMPLEMENTATION OF THE CONTINGENCY PLAN. WITHIN 15 DAYS AFTER THE INCIDENT, HE MUST SUBMIT A WRITTEN REPORT ON THE INCIDENT TO THE DEPARTMENT OF ENVIRONMENTAL QUALITY. 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 (E.G. FIRE, EXPLOSION, RELEASE);

- D. NAME AND QUANTITY OF MATERIAL(S) INVOLVED;
- E. EXTENT OF INJURIES, IF ANY;
- F. AN ASSESSMENT OF ACTUAL OR POTENTIAL HAZARDS TO HUMAN HEALTH OR THE ENVIRONMENT, WHERE THIS IS APPLICABLE;
- G. ESTIMATED QUANTITY AND DISPOSITION OF RECOVERED MATERIAL THAT RESULTED IN THE INCIDENT;

**H. RESPONSIBILITY OF EMPLOYEES**

AN EMPLOYEE WHO DISCOVERS AN ACTUAL OR POTENTIAL EMERGENCY SITUATION THAT HAS OR COULD THREATEN HUMAN HEALTH OR THE ENVIRONMENT WILL IMMEDIATELY CONTACT THE EMERGENCY COORDINATOR OR ALTERNATE AS APPROPRIATE. SHOULD THERE BE AN IMMINENT DANGER, THE EMPLOYEE DISCOVERING THE SITUATION WILL TRIGGER THE NEAREST PULL STATION TO INITIATE THE EVACUATION OF THE BUILDING. ALL EMPLOYEES WILL THEN EVACUATE THE BUILDING THROUGH THE NEAREST SAFE EXIT THAT IS NOT AFFECTED BY THE EMERGENCY AS OUTLINED IN ALB001 EVACUATION PROCEDURES. ONCE THE EMPLOYEE WHO DISCOVERED THE EMERGENCY SITUATION IS SAFELY AT THE ASSEMBLY AREA HE/SHE MUST CONTACT THE EMPLOYEE DESIGNATED AS THE FOCAL EMPLOYEE AT THE ASSEMBLY AREA TO INFORM HE/SHE OF THE NATURE OF THE EMERGENCY. THE EMPLOYEE DESIGNATED AS THE FOCAL EMPLOYEE WILL THEN ENSURE THE EMERGENCY COORDINATOR AND MAINTENANCE IS NOTIFIED OF THE NATURE OF THE EMERGENCY.

**I. MAINTENANCE RESPONSIBILITY**

MAINTENANCE WILL RESPOND TO AN EMERGENCY EVACUATION AS OUTLINED IN ALB001 EVACUATION PROCEDURES. IF THE EVACUATION IS A RESULT OF THE IMPLEMENTATION OF THE CONTINGENCY PLAN, MAINTENANCE WILL ASSIST THE EMERGENCY COORDINATOR AS NECESSARY. AN "ALL CLEAR" TO REENTER THE BUILDING SHOULD ONLY BE GIVEN AFTER MAINTENANCE HAS CONSULTED WITH THE EMERGENCY COORDINATOR AND BOTH PARTIES AGREE THAT THE SAFETY OF THE EMPLOYEES IS NO LONGER THREATENED.

**J. EMERGENCY EQUIPMENT**

- 1. AUDIBLE FIRE ALARM SYSTEM AND EMERGENCY PULL STATIONS – THE FACILITY IS EQUIPPED WITH AN AUDIBLE ALARM SYSTEM TO SIGNAL EMPLOYEES TO EVACUATE THE BUILDING AND TO NOTIFY THE LOCAL FIRE DEPARTMENT. THE SYSTEM WILL AUTOMATICALLY BE INITIATED IF THERE IS THE PRESENCE OF SMOKE OR HEAT. THE ALARM SYSTEM CAN BE INITIATED MANUALLY THROUGH THE USE OF EMERGENCY PULL STATIONS LOCATED THROUGHOUT THE PLANT. NOTE: THE EMERGENCY PULL STATION IN THE SOLVENT ROOM IS A VALVE THAT ONCE OPENED, WILL CAUSE WATER TO FLOW. AFTER APPROXIMATELY A TEN SECOND DELAY, THERE WILL BE

AN AUDIBLE ALARM. REFER TO APPENDIX 4 FOR LOCATIONS OF EMERGENCY PULL STATIONS.

2. THE FACILITY IS EQUIPPED WITH AN AUTOMATIC SPRINKLER SYSTEM.
3. FIRE EXTINGUISHERS - FOR FIRE PROTECTION, THE FACILITY HAS FIRE EXTINGUISHERS LOCATED THROUGHOUT THE PLANT. REFER TO APPENDIX 4 FOR LOCATIONS OF FIRE EXTINGUISHERS.
4. FIRE HYDRANTS – THE FACILITY IS EQUIPPED WITH FIVE FIRE HYDRANTS THAT ARE CONNECTED TO THE CITY WATER SYSTEM. REFER TO SITE MAP FOR THE LOCATION OF FIRE HYDRANTS.
5. HAZARDOUS MATERIAL CLEAN-UP MATERIAL
  - A. SPILL CART - THE FOLLOWING MATERIAL IS MAINTAINED ON THE CHEMICAL SPILL CART, WHICH IS LOCATED IN THE PAINT ROOM. REFER TO APPENDIX 5 FOR THE LOCATION OF THE SPILL CART.
    - 50 15”x19” HAZMAT ABSORBENT PADS TO CLEAN UP SPILLS OF AGGRESSIVE MATERIALS
    - 2 3”x12’ HAZMAT ABSORBENT SOCS TO CONTAIN SPILLS OF AGGRESSIVE MATERIALS
    - 4 3”x4’ FOOT HAZMAT ABSORBENT SOCS TO CONTAIN SPILLS OF AGGRESSIVE MATERIALS
    - 2 PAIR NEOPRENE CHEMICAL RESISTANT GLOVES FOR HAND PROTECTION DURING CLEANUP OPERATIONS
    - 2 PAIR PVC CHEMICAL GOGGLES FOR EYE PROTECTION DURING CLEANUP OPERATIONS
    - 2 POLYCARBONATE FACE SHIELDS FOR FACE PROTECTION DURING CLEANUP OPERATIONS
    - 1 PAIR LARGE PVC BOOTS FOR FOOT PROTECTION DURING CLEANUP OPERATIONS
    - 1 PAIR XL PVC BOOTS FOR FOOT PROTECTION DURING CLEANUP OPERATIONS
    - 3 PAIR KLEAN GUARD CHEMICAL RESISTANT FOOT COVERS FOR FOOT PROTECTION DURING CLEANUP OPERATIONS
    - 2 SIZE XL KLEAN GUARD CHEMICAL RESISTANT COVERALLS FOR BODY PROTECTION DURING CLEANUP OPERATIONS
    - 2 SIZE 3X KLEAN GUARD CHEMICAL RESISTANT COVERALLS FOR BODY PROTECTION DURING CLEANUP OPERATIONS
    - 1 ROLL 3”X60’ “CAUTION” TAPE FOR ACCESS RESTRICTION DURING CLEANUP OPERATIONS
    - 4 “CHEMICAL SPILL AREA, RESTRICTED ACCESS” SIGNS TO WARN OTHER DURING CLEANUP OPERATIONS
    - 2 POLYPROPYLENE SPARK RESISTANT SHOVELS FOR CLEAN UP OF ABSORBENT MATERIALS
    - 1 TUBE OF TWO-PART EPOXY TO ASSIST IN SEALING LEAKING DRUMS

- DISPOSAL BAGS FOR THE COLLECTION OF MISCELLANEOUS CLEANUP MATERIALS

WHILE NOT LOCATED ON THE SPILL CART, TWO EMPTY FIFTY-FIVE GALLON DRUMS ARE DESIGNATED FOR CLEANUP PURPOSES.

ABSORBENT MATERIAL – APPROXIMATELY FIFTY POUNDS OF STANDARD INDUSTRIAL ABSORBENT MATERIAL IS LOCATED IN MAINTENANCE.

6. EYEWASH AND DELUGE SHOWER STATIONS – SEVERAL EYEWASH AND DELUGE STATIONS ARE LOCATED THROUGHOUT THE FACILITY. REFER TO APPENDIX 5 FOR LOCATIONS OF EYEWASH AND DELUGE STATIONS.
7. FIRST AID SUPPLIES – FIRST AID SUPPLIES ARE LOCATED IN HUMAN RESOURCES, QUALITY CONTROL, MAINTENANCE, SHIPPING AND MANUFACTURING REPAIR. REFER TO APPENDIX 5 FOR THE LOCATION OF FIRST AID SUPPLIES AND CABINETS. FIRST AID KITS CONTAIN THE FOLLOWING :
  - BANDAGE MATERIALS (BAND-AIDS)
  - GAUZE PADS AND ROLLS
  - ADHESIVE TAPE
  - BUTTERFLY BANDAGES
  - ANTISEPTIC CLEANER
  - EYEWASH SOLUTION AND EYECUPS
  - EXAM GLOVES
  - BIO-HAZARDOUS WASTE CLEAN—UP KIT
  - BREATHING BARRIER

#### **K. PERSONAL PROTECTIVE EQUIPMENT**

FOR DETAILED INFORMATION ON PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS PLEASE REFER TO POLICY SAF018 PERSONAL PROTECTIVE EQUIPMENT & HAZARD ASSESSMENT. RESPIRATORY REQUIREMENTS CAN BE FOUND IN SAF002 RESPIRATORY PROTECTION POLICY.

#### **L. EVACUATION PLAN**

REFER TO PR-EV001 EVACUATION PROCEDURES FOR DETAILED INFORMATION REGARDING THE EVACUATION OF THE FACILITY IN THE EVENT OF AN EMERGENCY SITUATION.

#### **M. COORDINATION AGREEMENTS**

COPIES OF THE CONTINGENCY PLAN HAVE BEEN SENT TO THE LOCAL POLICE AND FIRE DEPARTMENTS, HOSPITAL AND CLINICS, AND LOCAL EMERGENCY PLANNING COMMISSION. TABLE 2 IS A LIST OF THE AGENCIES THAT SERVICES HAVE BEEN COORDINATED WITH AND WHO HAVE BEEN SENT A COPY OF THE CONTINGENCY PLAN.

**TABLE 2  
COORDINATION OF SERVICES**

LAPEER CITY FIRE DEPARTMENT 2300 WEST GENESEE STREET LAPEER, MI 48446	911	OR	(810) 664-0833
LAPEER CITY POLICE DEPARTMENT 2300 WEST GENESEE STREET LAPEER, MI 48446	911	OR	(810) 664-0833
MICHIGAN STATE POLICE 977 S. MAIN STREET LAPEER, MI 48446	911	OR	(810) 664-2905
LAPEER EMERGENCY MANAGER 2332 W. GENESEE ST. LAPEER, MI 48446	911	OR	(810) 667-0242
MARINE POLLUTION AND CONTROL (MPC) 8631 WEST JEFFERSON DETROIT, MI 48209			(313) 849-2333 (810) 658-1700 (800) 521-8232
MCLAREN LAPEER REGION HOSPITAL 1375 NORTH MAIN STREET LAPEER, MI 48446			(810) 664-5500
MCLAREN OCCUPATIONAL HEALTH CENTER 1294 NORTH MAIN STREET LAPEER, MI 48446			(810) 667-7040
LANSING DISTRICT OFFICE – WATER DIVISION DEQ WD 525 W. ALLEGAN ST. LANSING, MI 48909			(517) 335-4176

**N. PLANT SECURITY**

THE SITE IS ENCLOSED WITH A FENCE. THE GATES ARE LOCKED WHEN THE PLANT IS NOT IN OPERATION.

ENTRY TO THE PLANT IS GAINED VIA AN ACCESS ROAD FROM WHITNEY DRIVE.

THE FACILITY IS MONITORED 24 HOURS A DAY BY SONITROL FOR FIRE ALARMS.

AT LEAST TWO PEOPLE MUST BE ON SITE FOR ANY OPERATIONS.

**O. AMENDMENTS TO PLAN**

THE CONTINGENCY PLAN MUST BE REVISED AND REDISTRIBUTED EACH TIME ONE OR MORE OF THE FOLLOWING EVENTS OCCURS:

1. PERMITS ARE REVISED;
2. THE PLAN FAILS DURING AN EMERGENCY;
3. THE FACILITY CHANGES, IN ITS DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, OR OTHER CIRCUMSTANCE, IN A WAY THAT MATERIALLY INCREASES THE POTENTIAL FOR FIRES, EXPLOSIONS, OR RELEASES OF HAZARDOUS WASTE OR HAZARDOUS WASTE CONSTITUENTS, OR CHANGES THE RESPONSE NECESSARY IN AN EMERGENCY;
4. THE LIST OF EMERGENCY COORDINATORS CHANGES;
5. THE LIST OF EMERGENCY EQUIPMENT CHANGES;

**APPENDIX 1**

**EMERGENCY CONTACTS**

<b>EMERGENCY TYPE</b>	<b>ORGANIZATION/AGENCY</b>	<b>EMERGENCY NUMBER</b>
INJURY	MCLAREN OCCUPATIONS HEALTH CTR. 1294 NORTH MAIN STREET LAPEER, MI 48446	(810) 667-7040
	MCLAREN LAPEER REGION HOSPITAL 1375 NORTH MAIN STREET LAPEER, MI 48446	(810) 664-5500
POISON	POISON CONTROL CENTER	(800) 764-7661
FIRE/EXPLOSION	LAPEER FIRE DEPARTMENT	911
	LAPEER POLICE DEPARTMENT	911
	LAPEER COUNTY SHERIFF	911
	MICHIGAN STATE POLICE	911
	AMBULANCE	911
HAZARDOUS MATERIALS	MI DEPT. OF ENVIRONMENTAL QUALITY EMERGENCY MANAGEMENT DIVISION	(800) 662-9278 (517) 333-5029
	PEAS (DISTRICT OFFICE) POLLUTION EMERGENCY ALERTING SYSTEM	(800) 292-4706
	NATIONAL RESPONSE CENTER UNITED STATES EPA	(800) 424-8802
	MARINE POLLUTION AND CONTROL (MPC) 8631 WEST JEFFERSON DETROIT, MI 48209	(313) 849-2333 (810) 658-1700 (800) 521-8232
	CHEMTREC	(800) 424-9300
	EMERGENCY RESPONSE	LAPEER EMERGENCY MANAGER 2332 W. GENESEE ST LAPEER, MI 48446

Appendix 2

Chemical Characteristics of Chemicals  
 Listed on the Contingency Chemical List

Chemical Name	*NAERG ID #	*NAERG Guide #	CAS #	Flashpoint (degrees F)	**LEL	***UEL	****PEL	*****IDLH	Incompatible with
Acetone	1090	127	67-64-1	0	2.5%	12.8%	1000 ppm	2500 ppm	Acids
Amyl acetate	1104	129	628-63-7	77	1.1%	7.5%	100 ppm	1000 ppm	Acids
n-butyl acetate	1123	129	123-86-4	36	1.8%	8%	150 ppm	1700 ppm	Acids
Cyclohexanone	1915	127	108-94-1	111	1.1	8.1	50 ppm	5000 ppm	Acids
Ethyl-3-Ethoxypropanoate	NA	NA	763-69-9	136	NA	NA	Not Established	Not Established	Alkalies, acids, oxidizers
Hydrochloric Acid	1789	157	7647-01-0	NA	NA	NA	5 ppm	50 ppm	
Isobutyl acetate	1213	129	110-19-0	64	1.3%	10.5%	150 ppm	1300 ppm	acids
Isocyanates	Various	155							
Isopropyl alcohol	1219	129	67-63-0	53	2%	12.7%	400 ppm	2000 ppm	acids, isocyanates
Sodium hydroxide	1824	154	7647-01-0	NA	NA	NA	2 mg/m3	10 mg/m3	Water, acids Flammable liq.

- \* NAERG = North American Emergency Response Guide
- \*\* LEL = Lower Explosive Level
- \*\*\* UEL = Upper Explosive Level
- \*\*\*\* PEL = Permissible Exposure Level
- \*\*\*\*\* IDLH = Immediately Dangerous to Life and Health

**APPENDIX 3**

**CONTINGENCY CHEMICAL LIST**

<b>LOCATION</b>	<b>MATERIAL</b>	<b>USE</b>	<b>QTY.</b>	<b>STORAGE</b>
PAINT & SOLVENT STORAGE	ACETONE	PAINT THINNER	165 GAL.	DRUM
PAINT & SOLVENT STORAGE	AMYL ACETATE	PAINT THINNER	110 GAL.	DRUM
PAINT & SOLVENT STORAGE	ETHYL-3-ETHYLOXPRONATE	PAINT THINNER	440 GAL.	DRUM
PAINT & SOLVENT STORAGE	BOOTH GREASE	BOOTH COATING	165 GAL.	DRUM
PAINT & SOLVENT STORAGE	DIISOBUTYL KETONE	PAINT THINNER	55 GAL.	DRUM
PAINT & SOLVENT STORAGE	ISOBUTYL ACETATE	PAINT THINNER	165 GAL.	DRUM
PAINT & SOLVENT STORAGE	ISOPROPYL ALCOHOL	PAINT THINNER	55 GAL.	DRUM
PAINT & SOLVENT STORAGE	RECLAIM SOLVENT	MASKWASHER	330 GAL.	DRUM/ TOTE
PAINT & SOLVENT STORAGE	WASTE SOLVENT	RECLAIM	335 GAL.	DRUM
PAINT & SOLVENT STORAGE	WASTE PAINT & STILL BOTTOMS	WASTE	440 GAL.	DRUM
PAINT & SOLVENT STORAGE	VARIOUS PAINTS	PAINTING	5,000 GAL	DRUM/ PAIL
PAINT & SOLVENT STORAGE	N-BUTYL ACETATE	PAINT THINNER	110 GAL.	DRUM
POWERWASH 1	HYDROCHLORIC ACID	POWERWASH	55 GAL.	DRUM
POWERWASH 1	SODIUM HYDROXIDE	POWERWASH	28 GAL.	DRUM
POWERWASH 3	HYDROCHLORIC ACID	POWERWASH	55 GAL.	DRUM
POWERWASH 3	SODIUM HYDROXIDE	POWERWASH	28 GAL.	DRUM
LINE #1	WASTE SOLVENT	RECLAIM	55 GAL.	DRUM
LINE #2	WASTE SOLVENT	RECLAIM	55 GAL.	DRUM
LINE #3	WASTE SOLVENT	RECLAIM	55 GAL.	DRUM
ACID/CAUSTIC STORAGE	HYDROCHLORIC ACID	POWERWASH	165 GAL.	DRUM
ACID/CAUSTIC STORAGE	SODIUM HYDROXIDE	POWERWASH	60 GAL.	DRUM
WAREHOUSE	SULPHURIC ACID	INDUSTRIAL BATTERIES	70 GAL	

RECLAIM SOLVENT IS PUMPED TO EACH PRODUCTION LINE FROM A DRUM THAT IS LOCATED IN THE SOLVENT ROOM. REFER TO APPENDIX 6 FOR THE LOCATION OF THE SOLVENT PIPELINE.

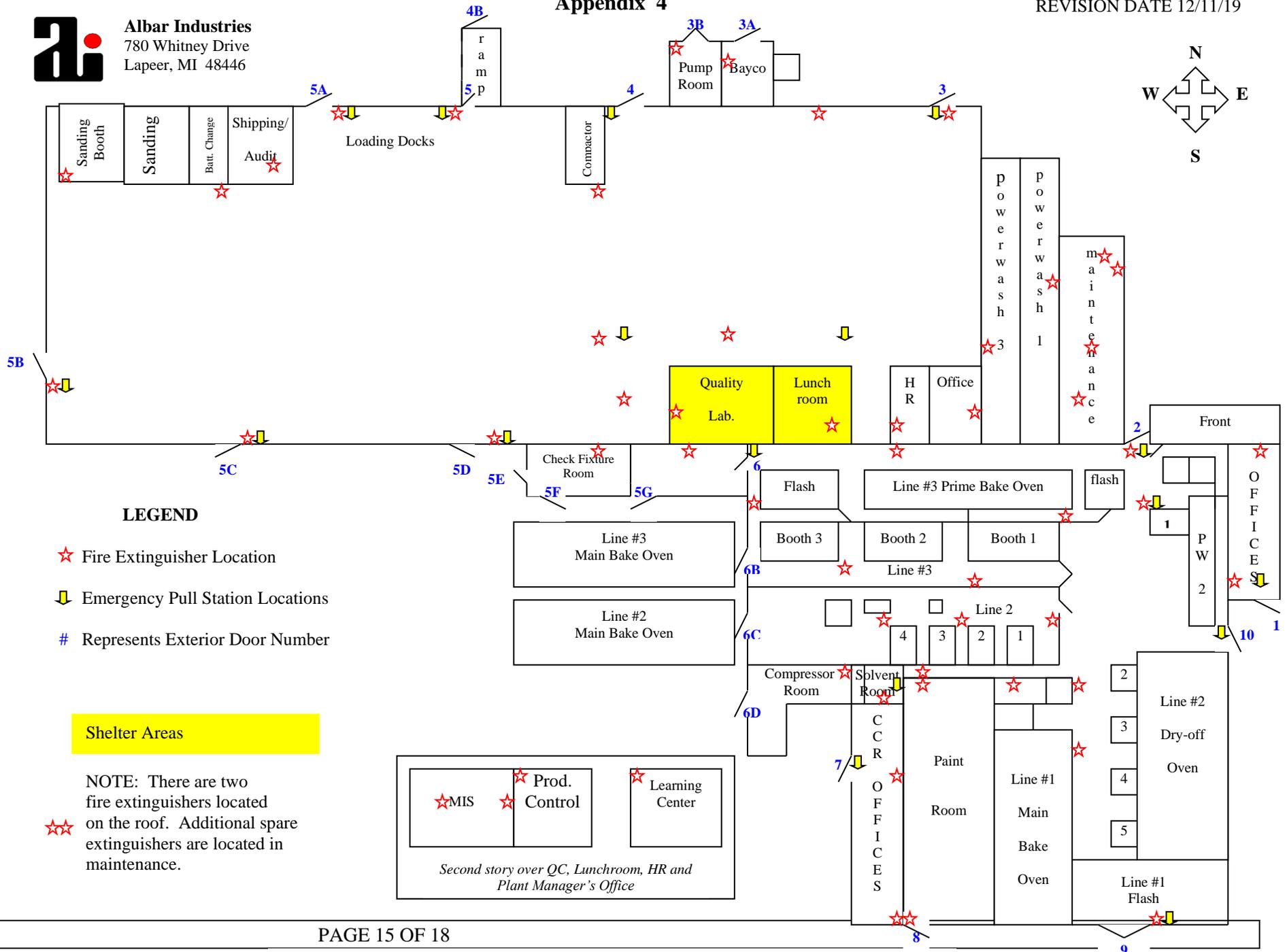
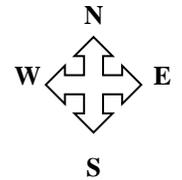
ALL MATERIAL SAFETY DATA SHEETS ARE LOCATED IN THE HUMAN RESOURCES OFFICE AND NEXT TO THE EMPLOYEE ENTRANCE.



**Albar Industries**  
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Lapeer, MI 48446

### Appendix 4

PROCEDURE #: PR-EV004  
REVISION DATE 12/11/19

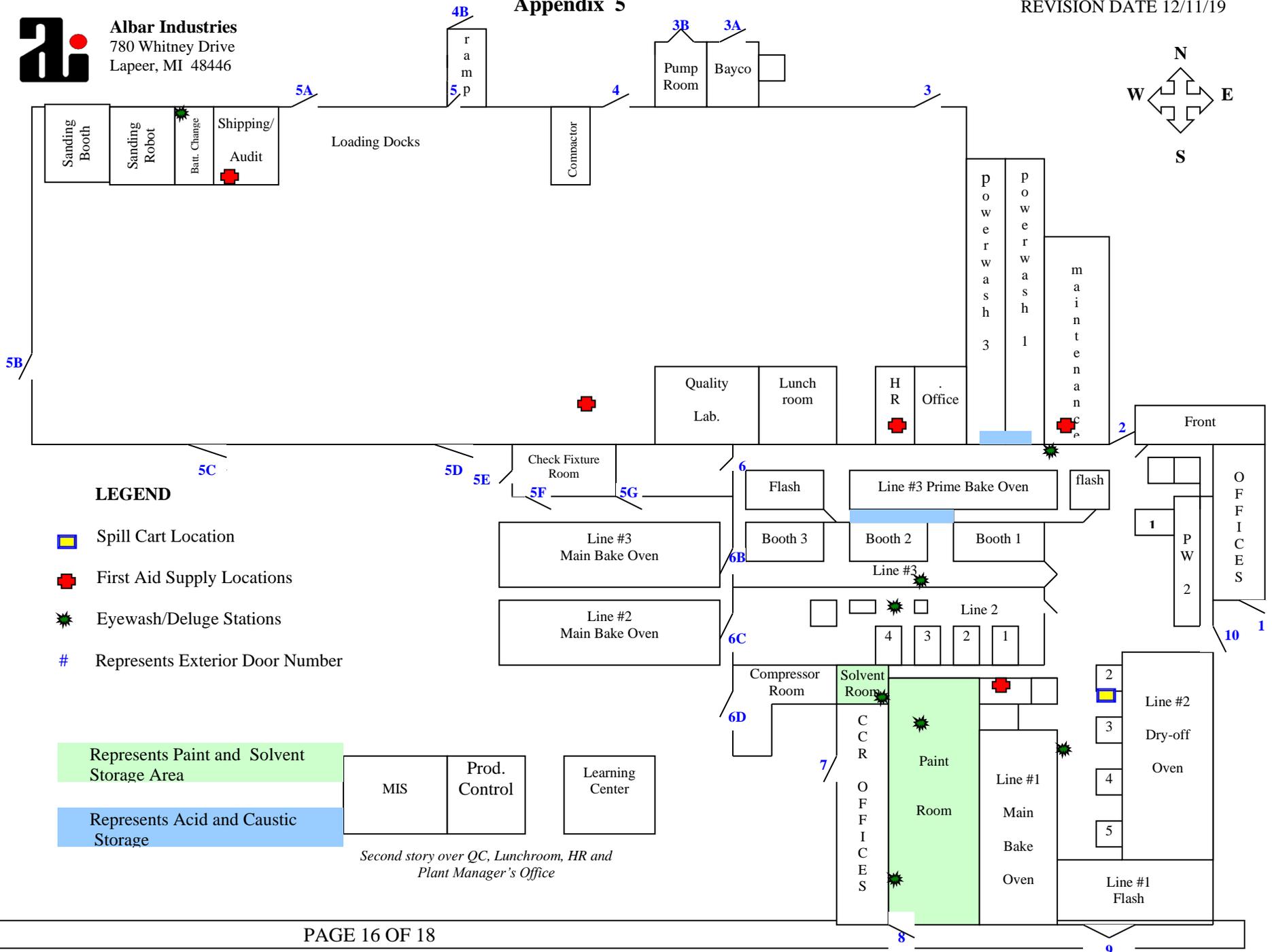
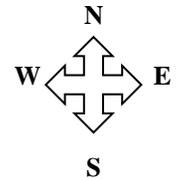




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### Appendix 5

PROCEDURE #: PR-EV004  
REVISION DATE 12/11/19

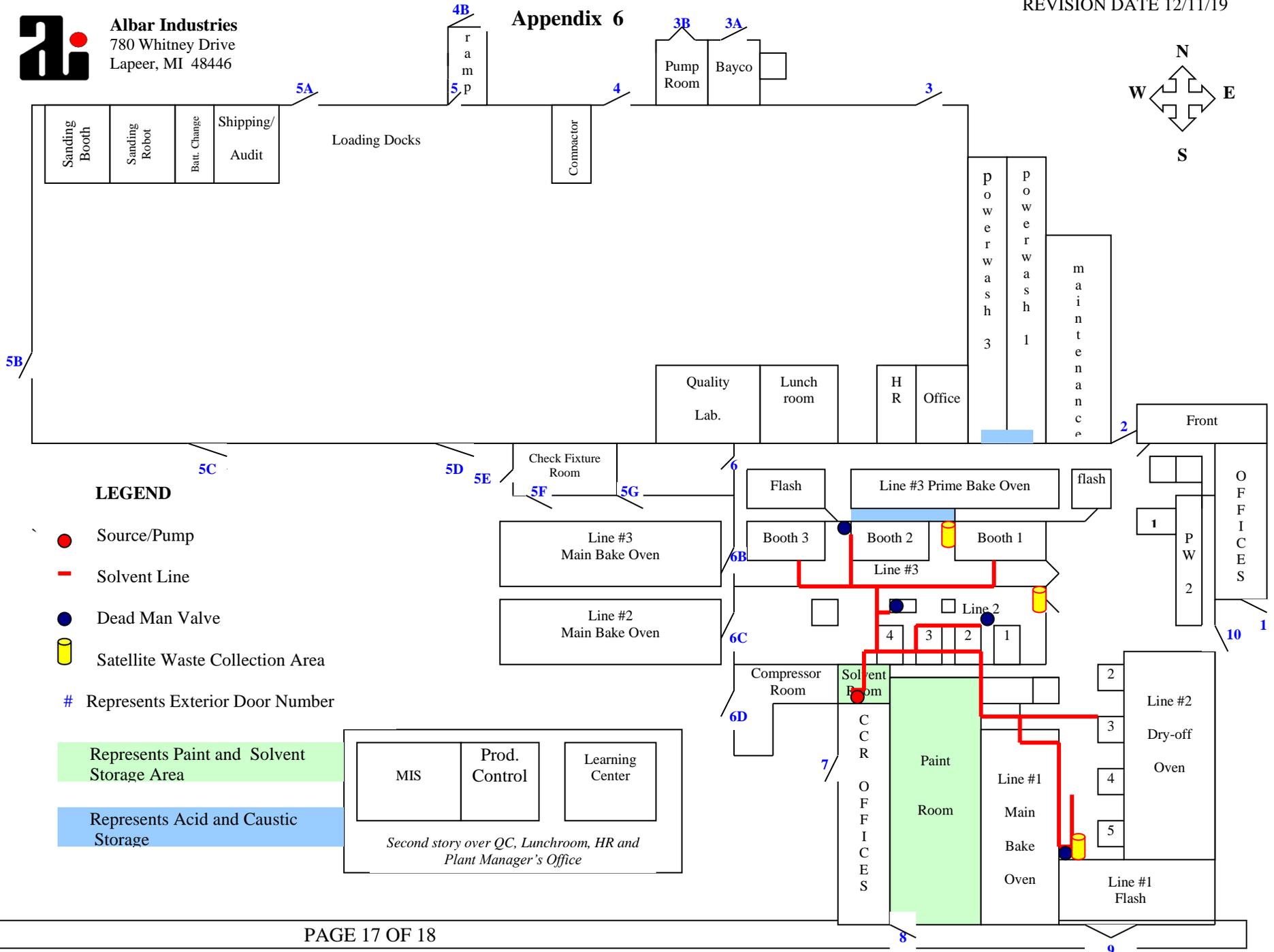
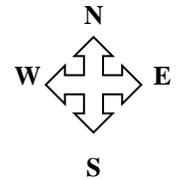




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### Appendix 6

PROCEDURE #: PR-EV004  
REVISION DATE 12/11/19



**Appendix 7**

Description of Equipment	Inspection Item	Frequency of Inspection	Major Replacement Parts In Inventory	Operating Variables	Operating Variable Range (3 hour average)	Monitoring	Corrective Procedure / Operation Change
Carbon Adsorber	Record MT-032	Monthly	- Carbon Beads	Temperature (F)		PLC recording every 10 minutes	Discontinue Paint operations until temperature is within operating range
	Record MT-059	Quarterly		Pressure Drop (inch WC)		PLC recording every 10 minutes	Discontinue Paint operations until duct pressure is within operating range
	Record MT-060	Quarterly					
	Record MT-033	Semi-Annualy					
	Record MT-034	Annualy					
Renewable Thermal Oxidizer	RECORD MT-023	Monthly	- VFD - 3 hp AC Motor - 1/3 hp DC Motor	Temperature		PLC recording every 10 minutes	Discontinue Paint operations until temperature is within operating range
	Record MT-059	Quarterly		- PLC	Pressure Drop (inch WC)		PLC recording every 10 minutes
	Record MT-060	Quarterly					
	Record MT-034	Annualy					
Spraybake				Temperature (F)	<194	PLC recording every 10 minutes	Shut down unit until cooled