**Facility Plan for Releases from Broken Electronic Devices**

Facility # EW

Facility Name

Facility Location Address

**Names and Telephone Numbers of emergency coordinators to be contacted in the event of a release or spill:**

Primary Contact       Telephone

Secondary Contact       Telephone

**Local Emergency Responders:**

      Telephone

      Telephone

      Telephone

**National Response Center**

**800-424-8802**

**\*Include what to report – Name, phone numbers, location of facility, time and type of incident, quantity of materials to the extent known, extent of any injuries, and possible hazardous to human health/environment outside of the facility.**

**Under what circumstances should an attendant notify emergency responders and what specific actions should be performed? (This plan is specific to electronic breakage/spills and this information should likely be more specific for facility guidance in general and including this in your electronics plan may be confusing to the operator if there is already general emergency guidance)**

­­­­­­­­­ **Identification of what devices (include hazardous components) to specifically address clean up and management procedures for broken devices relating to: lead, mercury, batteries, toner, phosphor compounds e.g., as found in lamps, Polychlorinated Biphenyls (PCBs) found in such things as capacitors.**

**Instructions for containing the spilled materials, including potential releases to the environment:**

**1. Be specific – suggestion to utilize standards from electronic fact sheet and instruction from vendor who would manage materials together with site-specific information that may require special instruction.**

**2. Classify what is considered broken or damaged and at what point a device should be managed differently – (e.g., an outside case is broken but the CRT glass of a monitor is intact - would not be considered broken whereas a flat panel display that is cracked where the internal fluorescent bulb is more fragile and contains mercury would be a device that would need to be managed more carefully to avoid a release)**

**3. Identify other actions necessary to protect environment specific to your facility (e.g., proper cleanup of mercury containing bulbs).**

**4. Identify appropriate labeling and containment of broken materials- outline specifics for different broken devices.**

**Inventory of spill control materials and personal protective equipment (i.e., what is available, where is it stored, and possibly how it should be used-this may be helpful-** <http://www.anr.state.vt.us/dec/wastediv/rcra/SpillKitFAQ.htm> **)**

**Instruction for proper disposal of cleanup materials including any potential contaminated tools or clothing.**

**Instruction for decontamination of the area following the cleanup and under what circumstances this would be necessary. (e.g., mercury containing lamps)**