

To ensure your facility's Contingency Plan fully complies with the regulatory requirements of the Arizona Administrative Code (A.A.C.) R18-9-A204, the facility must provide specific, actionable information for each section of the plan. The Contingency plan is a living document and should be revised immediately when significant changes occur, including but not limited to staff changes or permit revisions. ADEQ highly recommends this plan be updated at least every three years.

This document summarizes the requirements in R18-9-A204 and incorporates best practices for applicants and permittees to follow when developing and updating a Contingency Plan for their facility.

Section 1: General Information

- Facility name, physical address, main phone number, ADEQ APP permit number, and the names/titles of the plan's preparer and reviewer.

Section 2: Revision Log & Plan Distribution: *A.A.C. R18-9-A204(F) and (G)*

- Documented listing where a copy of this plan is maintained. One copy must be maintained at the location where day-to-day decisions are made.
- Signature log providing proof that all employees responsible for the operation of the facility have been advised of the plan's location.
- A revision log to demonstrate the plan is promptly revised upon any change to the information contained within it.
- Provide a list of the plan distribution including the recipient, title/role, and distributed by.

Section 3: Contingency Plan Activation Triggers: *A.A.C. R18-9-A204(A)*

- A clear definition of the actions to be taken if a discharge results in any of the five regulatory triggers:
 - Violation of an Aquifer Water Quality Standard (AWQS) or Aquifer Quality Limit (AQL).
 - Violation of a discharge limitation.
 - Violation of any other permit condition.
 - An alert level is exceeded.
 - An imminent and substantial endangerment to public health or the environment.
- A flowchart is recommended for each trigger See example at the end of the document

Section 4: Emergency Response Team: *A.A.C. R18-9-A204(D)(2), (D)(4), and (B)(2)*

- **Named Coordinator:** The name, title, and 24/7 contact information of an emergency response coordinator specifically responsible for implementing the contingency plan.
- **Contact List:** A comprehensive list of people and agencies to contact in the event of an imminent and substantial endangerment, including their names, addresses, roles, and telephone numbers.
 - Emergency response: 911
 - AZDEQ Compliance: Phoenix: (602)771-4841 Tucson: (520)628-6733
 - AZ Dept. Emergency Management: (602)244-0504
- **Downstream Users:** An identification list of any downstream or downgradient users who may be directly affected by a discharge so they can be notified.

- A flowchart is recommended to show the chain of command see example at the end of this document

Section 5: 24-Hour Emergency Response Measures: *A.A.C. R18-9-A204(D)(1) and (D)(3)*

- A defined set of emergency response measures that the facility can enact **24 hours a day**.
- A procedural sequence detailing how the facility will ensure **immediate notification to ADEQ** regarding any emergency response measure taken.
- A flowchart is recommended to show each trigger condition see example at the end of this document.

Section 6: Response Actions *Rule Cross-Reference: A.A.C. R18-9-A204(B) and (C)*

- Facility-specific procedures detailing how the facility will execute applicable response actions when a trigger condition is met. The facility must select and detail actions such as:
 - Verification sampling.
 - Further monitoring (e.g., increased frequency or additional locations).
 - Inspection, testing, or maintenance of discharge control features.
 - Evaluation of discharge control technology or pretreatment effectiveness.
 - Preparation of a hydrogeologic study.
 - *Note on Corrective Actions:* If the facility plans to implement major corrective actions (e.g., soil/aquifer cleanup or source control), the facility must document that these actions **require ADEQ approval** unless they are pre-approved during the permit application process.
- A flowchart is recommended to show each major trigger ((1) AQL/AWQS exceedance, (2) permit violation, (3) accidental discharge, (4) imminent public health threat) condition see example at the end of this document.

Section 7: Personnel & Equipment for Discharge Mitigation: *A.A.C. R18-9-A204(D)(5)*

- A general description of the physical resources available to the facility to mitigate unauthorized discharges. This includes:
 - A summary of specific mitigation procedures.
 - Unauthorized discharge identification
 - Source Containment/ Isolation
 - Spill Containment
 - Sampling and Documentation
 - Clean up and Disposal
 - A list of personnel/roles responsible for performing the mitigation.
 - A list of available equipment (e.g., bypass pumps, absorbents, generators), its capacity, and where it is physically located on site.
- A flowchart is recommended for site specific spill response see example at the end of this document

Section 8: Site Maps & Engineering Control Features: *A.A.C. R18-9-A204(B)(3), (B)(4), (B)(5), and (D)*

- - **Control Feature Details:** Descriptions of all engineered control features (like overflow basins or bypass piping) relied upon during emergencies, including their functional purpose, mode of operation, activation criteria, and capacity limitations.
 - **Monitoring & O&M:** An inspection, testing, and maintenance schedule for these features, along with what parameters are monitored to ensure they function correctly.
 - **Visuals:** Scaled site maps and process flow diagrams explicitly marking the locations of treatment units, discharge points, monitoring wells, and emergency control features.

Section 9: Emergency Scenario Response Actions: *A.A.C. R18-9-A204(B) and (D)*

- A synthesis of triggers and responses into actionable plans for specific real-world scenarios. The facility must list anticipated emergencies and the immediate response actions the operators will take, and whether the scenario mandates immediate ADEQ notification. Emergency Examples are as follows:
 - Accidental Discharge/Spill
 - Power Outage/ Generator Failure
 - AQL/ AWQS Exceedance
 - Major treatment Failure
 - Major Collection System Failure
 - Flooding/ Storm Surge Inflow
 - SCADA/ Automated Control Failure
 - Earthquake
 - Wildfire
- A flowchart is recommended to show each scenario see example at the end of this document.

Section 10: RCRA / FWPCA Plan Amendment Option (If Applicable): *A.A.C. R18-9-A204(E)*

- If the facility chooses to amend an *existing* contingency plan required by the Federal Water Pollution Control Act (FWPCA) or the Resource Conservation and Recovery Act (RCRA) instead of drafting a standalone Aquifer Protection plan, the facility must submit the amended plan details (title, dates, and cross-references showing where R18-9-A204 requirements are met within the existing plan) to ADEQ for approval.

Flowchart Example

