Spill Contingency Plan
GNWT ITI – North Slave

Project	Improvements to the Prosperous Lake Territorial Park Boat Launch
Location	Prosperous Lake Territorial Park, Lot 879, Group 964, L.T.O. Plan 667, CLSR Plan 55517, comprising a total of 0.652 ha and being adjacent to kilometre 19 of Northwest Territories Highway No.4
Date of Submission	February 15, 2019
Version #	#1
Submitted by	Kris Johnson, Regional Superintendent, North Slave Region, ITI, GNWT Heidi Kane, Manager, Parks Facilities and Operations, ITI, GNWT
Submitted to	Mackenzie Valley Land and Water Board

1. Contents

Tables

Figures

Appendices

1. What is a Spill?

A spill is defined as a release of a substance that is likely to be an imminent environmental or human health hazard. In the event of a spill or other unauthorized discharge, on-site personnel should contact the site supervisor (Refer also to the contact information in Section 3), who will determine if the spilled substances should be immediately reported to the NWT 24-Hour Spill Line or is more minor in nature.

All immediately reportable spills and minor spills are to be documented including approximate quantity, product type, location, whether the spill in still in progress, odour, colour, and weather), along with cleanup responses and any outstanding concerns. This information may be required to be reported to a land-use or water licence inspector and/or included in an annual report to be submitted to fulfil requirements of a land use permit or water licence.

1.1 Immediately Reportable Spills

A spill is an immediately reportable spill if it meets or exceeds the volumes outlined in **Appendix A** of this Plan. A spill that meets or exceeds these volumes must be reported to the NWT 24-Hour Spill Report Line at +1 (867) 920-8130 using a NWT Spill Report Form in **Appendix B** of this Plan. The information submitted will be posted to the Government of the Northwest Territories (GNWT) Hazardous Materials Spills Database online at: http://www.enr.gov.nt.ca/node/3002. Spills can be more readily recovered when identified and reported.

Additional information can be found at this GNWT – Environment and Natural Resources (ENR) website: http://www.enr.gov.nt.ca/en/service-categories.

1.2 Minor Spills

Spills with quantities less than those outlined in Appendix A do not need to be reported immediately to the NWT 24-Hour Spill Report Line, but need to be tracked and documented so the relevant information can be submitted to the appropriate authority, either immediately upon request or at a pre-determined reporting interval.

If there is any doubt that the quantity spilled exceeds reportable levels outlined in Appendix A, the spill will be reported to the NWT 24-Hour Spill Report Line as per Section 1.1 above.

2. How to Report a Spill

Once it has been determined that a spill should be reported to the NWT 24-Hour Spill Line, the following steps should be taken:

1) The Site Supervisor is to fill out and fax or email the NWT Spill Report Form (in Appendix A) to the NWT 24-Hour Spill Line and GNWT ITI Head Office, as follows:

Table 1: NWT 24-Hour Spill Line Contact Information

NWT 24-Hour Spill Line Contact Information	
Phone	(867) 920 8130
Fax	(867) 873 6924
Email	spills@gov.nt.ca
GNWT ITI Head Office Contact Information	
Phone	867-767-9212 ext: 63245

Fax	867-873-6109
Email	heidi_kane@gov.nt.ca

2) Review Figure 1: Chain of Command of the Key Response Personnel and Actions.

3) Initiate Action Plan Procedures described in see Section 7.

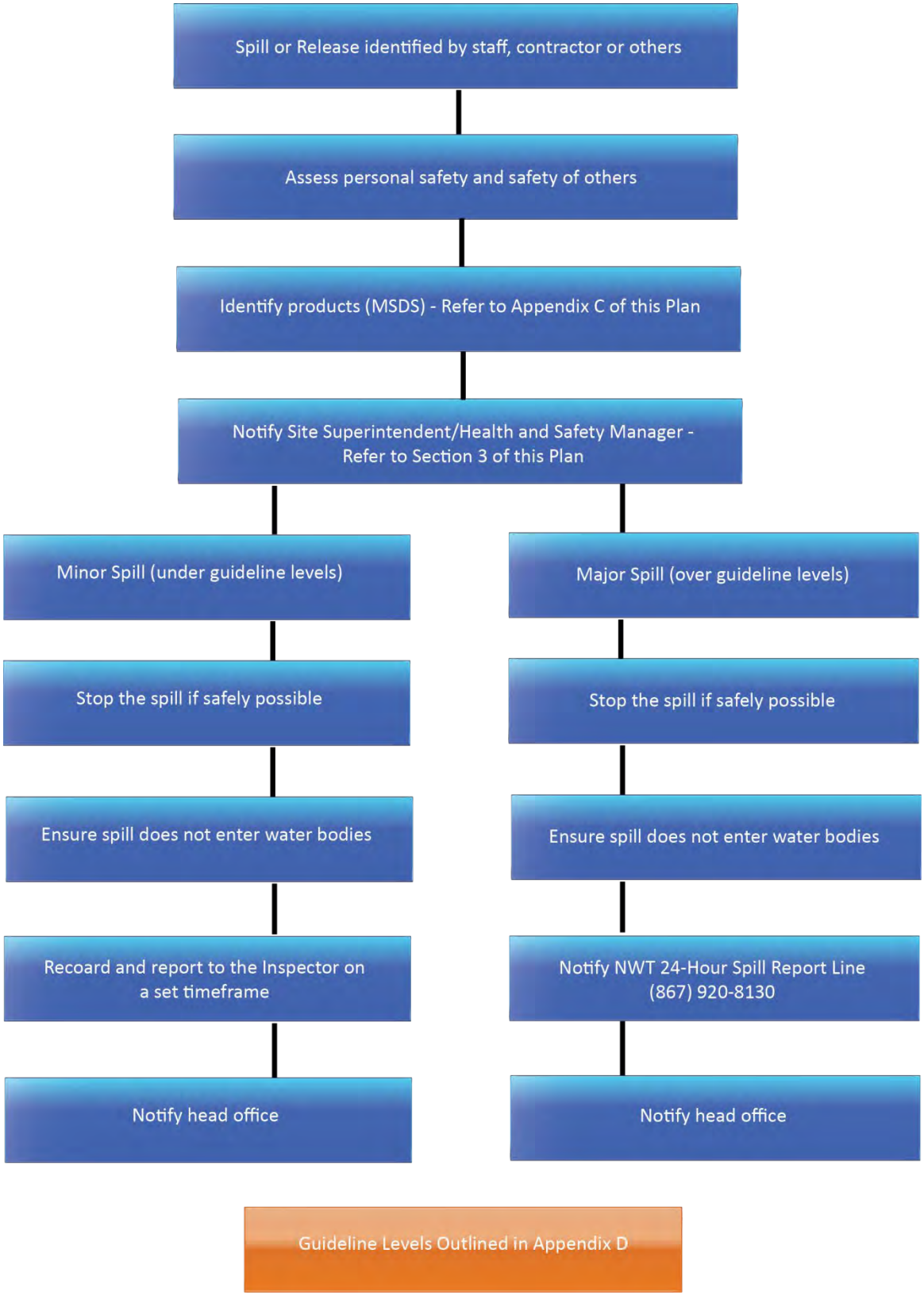

Figure 1: Chain of Command of the Key Response Personnel and Actions

3. Project Details

Government of the Northwest Territories Department of Industry, Tourism and Investment (further referred to as ITI) has developed this Spill Contingency Plan (or Plan) as part of the planning to upgrade the Prosperous Lake Territorial Park boat launch in accordance with AANDC's Guidelines for Spill Contingency Planning) and to comply with the Environmental Protection Act R.R.N.W.T 1990.c.

3.1 Corporate Contact Information

The following Table 2 presents the key corporate contact information for GNWT ITI. The contractor will be chosen through a tendering process and will be required to follow the approved Spill Contingency Plan.

Table 2: GNWT ITI Contact Information

Position	Information
Company (Head Office)	Heidi Kane, Manager, Parks Operations and Facilities, ITI, North Slave Region
	Department of Industry, Tourism and Investment PO Box 1320 Yellowknife, NT X1A 2L9
	(867)767-9212 ext. 63245
	heidi_kane@gov.nt.ca
Company (On-Site)	To be determined once project has been awarded.
	Address
	Phone
	Email
ITI Manager of Communication and Public Affairs	Drew Williams
	(867) 767-9202 ext 63455
	drew_williams@gov.nt.ca
Site Superintendent	Name
	Mailing Address
	Phone
	Email
Health and Safety Manager	Name
	Mailing Address
	Phone
	Email
Contractor/ Sub-contractor	Contractors will be chosen through a tendering process (5-15 people). ITI Parks and Maintenance staff will oversee the construction (1 to 5 people). A Public Works and Services Project Officer (1 person) will support the contractors and parks staff. TOTAL: Maximum of 5- 15 people at any given time over the course of three years.

Section 6 outlines the chain of command of the key response personnel and their general duties, work locations, and contact information when responding to a spill, release, or unauthorized discharge. Specific details of each position's duties are outlined further in Section 7: Action Plan Procedures.

In the event of a spill involving danger to human life, the Project Manager, or designate will be contacted either by using a cellular phone or the emergency satellite phone which are located in work vehicles on-site

Media and public inquiries are to be directed to the ITI Manager of Communication and Public Affairs **(867) 767-9202 ext 63455**.

If media or a member of the public arrives at on-site unexpectedly, the official in charge of responding to their questions will be the Site Supervisor or Acting Site Supervisor

Prior to responding to any questions, on-site personal should make every effort possible to contact the ITI Manager of Communication and Public Affairs to discuss the situation

3.2 Effective Date

This Spill Contingency Plan is effective as of Feb 15, 2019. While this Plan is undergoing a public review, the previous version of the Plan shall take precedence and be acted in accordance with until the Board approves a subsequent Plan version.

3.3 Revisions

The Spill Contingency Plan is a living document that will be reviewed annually, at a minimum, and prior to the start of any site activities, with additional reviews as warranted. Updates should be made to reflect changes such as fuel storage locations, new hazardous materials on-site, new construction, and new personnel and associated contact information. Table 3 presents a summary of the versions of this Plan and any revisions made; it is updated each time a revision is made to the Plan. This ensures stakeholders have the most current copy of the Plan.

Table 3: Version and Revision History

Version #	Date	Sections/Pages revised	Summary of Changes/Comments
v.1	February 15, 2019		First submission

3.4 Recipients

Table 4 identifies who the most recent revision of the Plan has been distributed to:

Table 4: Recipients of this Version of the Spill Contingency Plan

Name	Position
NAME	Position, Company

3.5 Copies of Current Version of the Plan

Copies of the most current version of the Spill Contingency Plan are available on-site at all times at the following locations:

- In the site supervisor vehicle
- Other work vehicles and
- In spill kits

Additional copies of the Spill Contingency Plan can be obtained by contacting GNWT ITI Heidi Kane at 867-767-9212 ext. 63245.

3.6 Purpose and Scope

The purpose of this Spill Contingency Plan is to outline response actions for potential spills of any size, including worst case scenarios at the Improvements to the Prosperous Lake Boat Launch by ITI and all contractors. The Plan identifies key response personnel and their roles and responsibilities in the event of a spill, as well as the equipment and other resources available to respond to a spill. It details spill response procedures that will minimize potential health and safety hazards and environmental damage, and is a reference resource for when clean-up responses are required. The Plan has been prepared to ensure quick access to all the information required when responding to a spill.

3.7 Environmental, Health and Safety (EHS)

Parks and Tourism within ITI follow the Environmental Policy as described in the Environment and Natural Resources Establishment Policy, adhering to the principles described therein.

(1) A healthy environment should be recognized as necessary to maintain human health, prosperity and well-being.

(2) Diverse and healthy ecosystems should be protected in a manner that maintains the integrity of ecosystems and biological diversity and contributes to long-term ecological, economic and social stability.

(3) Natural resources should be managed and developed in a manner that meets the needs of the present without compromising the ability of future generations to meet their needs.

(4) Effective management of Northwest Territories natural resources should support import replacement and export development.

(5) Decisions relating to the management and development of natural resources and the territorial economy should be directed towards enhancing territorial and community self-sufficiency and should incorporate public input, scientific knowledge, and traditional knowledge.

(6) Programs and services should be delivered in an effective and accountable manner and as close as practical to the people being served.

(7) The design and delivery of programs and services should be based on a clear demonstration of need, benefit, sustainability, and shared risk.

(8) This policy should not prejudice any present or future treaty, land claim or treaty land entitlement based rights.

It is the responsibility of ITI to ensure all employees and contractors are aware of this policy. This will be communicated to workers during an orientation and training session with training on spill

procedures and protocol.

The Spill Contingency Plan will be presented to all staff (employees and contractors) during their on-site orientation sessions, including where copies of the Plan can be located on-site, training in using spill equipment, steps to be undertaken in the event of a spill, and where spill kits and related materials are located

3.8 Project Description

Improvements to the boat launch will include:

- The addition of an additional floating dock and two launch ramps
- Refurbishment of the current boat launch ramp and dock

Construction of additional space to the boat launch will increase the current capacity for launching and loading boats, thereby significantly reducing the risk of accidents or injury and will satisfy the many users of this facility.

GNWT ITI anticipates the main construction to take five months, however until the new boat ramps settle it is anticipated that some light maintenance and leveling may be required for up to five (5) years. During construction, the area will continue to operate as a Territorial Park, and will continue to operate as a Territorial Park for the foreseeable future.

3.9 Site Description

Prosperous Lake Territorial Park, Lot 879, Group 964, L.T.O. Plan 667, CLSR Plan 55517, comprising a total of 0.652 ha and being adjacent to km 19 of Northwest Territories Highway No.4.

The construction will occur close to the lake and any spill, if not actioned quickly, could potentially reach the water.

Map of Park Boundary and Reserve areas (**Attachment C**)

4. Inventory of Spill Response Resources

4.1 Fuels and Hazardous Materials

It is not expected that any fuels or hazardous materials will be stored on site although they may exist in some of the equipment being used. Material Safety Data Sheets (MSDS) will be provided for all hazardous materials and chemicals used on-site and filed in an MSDS binder.

Hydrocarbon-contaminated soil, snow, and water that result from spills or contaminated sites are managed as a hazardous waste in the NWT. Hydrocarbons include diesel, heating oil, gasoline, and other petroleum products. Communities wanting to store or treat contaminated soil, snow, or water may need to amend their water license. Contact ENR for guidance on developing appropriate facilities.

Oily debris can consist of rags, sorbent material, or containers used to store or clean up oil. These materials are contaminants that cannot be added to a typical soil treatment facility, but need to be kept segregated from other waste.

4.2 Spill Kits Locations and Contents

Tables 5 and 6 identifies the locations and types of spill kits available on-site, and their contents. See also Appendix A for a map of these locations.

Spill kits are located at the project location, as well as in Supervisor Pickup Trucks. The contents are described below. In addition, earth moving and other equipment operated by Industry, Tourism and Investment are listed below.

Table 5: Spill Kit Locations

Location	Quantity and Type	Purpose
Project Managers Vehicle	1 spill kit	Universal
Fuel Storage	N/A	
Fuel Transfer area	N/A	

Table 6: Spill Kit Contents

Item	Quantity
Tyvek splash suits	4
Pairs of chemical master gloves	4
Large bags with ties for temporary use	10
Oil only booms (5”x10’)	2
Oil only mats (16”x20”)	50
Sorbent socks	5
Sorbent pads	10
Large tarps	2
Roll duct tape	1
Utility knife	1
Field notebook and pencil	1
Rake	1
Pick axe	1
Aluminum scoop shovels	3
Instruction binder	1

4.2 Off-site Resources

Table 9 identifies the off-site resources and contacts available for responding to spills.

Table 7: Off-site Resources and Contacts

Name	Organization/ Position	Contact	Notes
NWT 24-Hour Spill Report Line	GNWT	Phone: (867) 920-8130 Fax: (867) 873-6924	Triggers multiple governmental and private organizations for spill response
CANUTEC 24-Hour Emergency	Canadian Transport Emergency Centre – Transportation of Dangerous Goods Directorate - Transport Canada	Phone: (613) 996-6666	Triggers multiple governmental and private organizations for spill response for dangerous goods
Inspector	GNWT Department of Lands Inspector	Phone: (867) 765-6648	
Environment Canada (Emergency)	Yellowknife	Phone: (867) 669-4725	
GNWT Environmental Protection Division	North Slave Region	Phone: (867) 767-9238	For spills, fires, and wildlife emergencies
GNWT Environmental Health Officer	Yellowknife	Phone: (867) 767-9066 extension 49262 (regular business hours) Phone: (867) 920-8646 (afterhours and weekends)	For emergencies affecting public health
TBD	SITE SUPERINTENDENT	PHONE	To contact the NWT Spill Line and Corporate Head Office
NAME	CONTRACTOR – HEAD OFFICE	PHONE	
RCMP	Yellowknife	(867) 873-1111	
Fire Department	Yellowknife	(867) 873-2222	

5. Preventative Measures to Reduce Risks of Spills

Planning for an emergency situation is imperative, due to the nature of the materials stored on-site as well as the remoteness of the site. Adequate training of staff and contractors is paramount. Spills may be the result of any of the following occurrences:

- Leaks, ruptures, material contraction or expansion, or material failures;
- Mechanical failure;
- Improper storage;
- Vandalism;
- Human error; and/or
- Acts of nature.

This section of the Spill Contingency Plan outlines GNWT ITI's preventative measures to be taken when receiving, handling, storing, using, transferring, and disposing of fuels and hazardous materials.

To avoid any leaks during fuel transfers, all fuel lines, hoses, fittings and valves are to meet or exceed industry standards.

Spill kits will be located wherever fuels and hazardous materials are stored or used.

Once the contracting firm has been determined, the site supervisor will be responsible for visual inspections. The inspections should be documented to ensure that all fuel and hazardous material storage areas and on-site greywater disposal locations are inspected, including, the following:

- Leaks and any damages to the fuel and hazardous material storage containers and transfer equipment;
- Stained or discolored soils within and around the fuel and hazardous material storage areas, motorized equipment, and on-site greywater disposal locations; and
- Lids and caps should be checked for tight seals;

6. Key Response Personnel and Duties

In general, all positions include the following duties:

- Ensuring the safety of all persons in the vicinity – if necessary, remove staff from the area affected by the spill immediately and restrict further access;
- Making every effort to identify the spilled product;
- Consulting appropriate MSDS and determine principal types of health and safety hazards associated with this product or material;
- Maintaining open lines of communication;
- Wearing appropriate PPE when working on or near the spill;
- If safe to do so, stopping the leak(s);
- Trying to contain the spill;
- Clean up spilled material; and
- Disposing materials in an appropriate and approved manner.

Figure 1 summarizes the chain of command of the key response personnel and their general duties, work locations, and contact information when responding to a spill or release. Specific details of each position's duties are outlined further in Section 7: Action Plan Procedures.

7. Action Plan Procedures

This section outlines the procedures that must be taken in response to a spill. Given that the construction may occur in fall and winter, procedures are included for containing and cleaning up spills and releases on land, water, ice, and snow.

7.1 Initial Action

These procedures are for the first person arriving at the scene of a spill.

1. Ensure safety of all personnel.
2. Assess spill hazards and risks
3. Remove all sources of ignition.
4. Stop the spill if safely possible e.g. shut off pump, replace cap, tip drum upward, patch leaking hole. Use the contents of the nearest spill kit to aid in stopping the spill if it is safe to do so. Tyvek suits and chemical master gloves are located in the spill kit and should be worn immediately if there is any risk of being in contact with fuel.
5. No Matter what the volume is, notify site supervisor via two way radio.
6. Contain the spill – use contents of spill kits to place sorbent materials on the spill, or use shovel to dig dykes to contain the spill. Methods will vary depending on the nature of the spill. See Section C for more details.

7.2 Containing and Cleaning up the Spill

7.2.1 Basic Example

Figure 2 depicts a very basic example only that shows the basic key steps to be taken in a spill incident. Due to topography, quantity of material spilled, weather conditions, and staff and equipment immediately available, sub-steps of the spill response can vary.

	**Identify, Assess**

	**Contain,** **Notify**
	**Absorb, Ensure extent of spill**
	**Clean-up,** **Dispose of or store securely**

Figure 2: Basic Example of Spill Response

7.2.2 Spills on Land

Spills on land include spills on rock, gravel, soil and/or vegetation. Generally, spills on land occur during the late spring, summer or fall when snow cover is at a minimum. It is important that all measures be undertaken to avoid spills reaching open water bodies.

Dykes can be created using soil surrounding a spill on land. These dykes are constructed around the perimeter or down slope of the spilled fuel. A dyke needs to be built up to a size that will ensure containment of the maximum quantity of fuel that may reach it. A plastic tarp can be placed on and at the base of the dyke such that fuel can pool up and subsequently be removed with sorbent materials or by pump into barrels or bags. If the spill is migrating very slowly a dyke may not be necessary and sorbent can be used to soak up fuels before they migrate away from the source of the spill.

Trenches can be dug out to contain spills as long as the top layer of soil is thawed. Shovels pick axes or a loader can be used depending on the size of trench required. It is recommended that the trench

be dug to the bedrock or permafrost, which will then provide containment layer for the spilled fuel. Fuel can be recovered using a pump or sorbent materials.

7.2.3 Spills on Water

Spills on water such as rivers, streams or lakes are the most serious types of spills as they can negatively impact water quality and aquatic life. All measures need to be undertaken to contain spills on open water.

Booms are commonly used to recover fuel floating on the surface of lakes or slow moving streams. They are released from the shore of a watercourse to create a circle around the spill. If the spill is away from the shoreline, a boat will need to be used to reach the spill and then the boom can be set out. More than one boom may be used at once. Booms may also be used in streams and should be set out at an angle to the current. Booms are designed to float and have sorbent materials built into them to absorb fuels at the edge of the boom. Fuel contained within the circle of the boom will need to be recovered using sorbent materials or pumps and placed into barrels or bags for disposal.

Weirs can be used to contain spills in streams and to prevent further migration downstream. Plywood or other materials found on-site can be placed into and across the width of the stream, such that water can still flow under the weir. Spilled fuel will float on the water surface and be contained at the foot of the weir. It can then be removed using sorbents, booms or pumps and placed into barrels or plastic bags.

In some situations, barriers made of netting or fence material can be installed across a stream, and sorbent materials placed at the base to absorb spilled fuel. Sorbents will need to be replaced as soon as they are saturated. Water will be allowed to flow through. This is very similar to the weir option discussed above.

In some cases, it may be appropriate to burn fuel or to let volatile fuels such as gasoline evaporate after containment on the water surface. This should only be undertaken in consultation with and after approval from the lead agency inspector.

7.2.4 Spills on Ice

Spills on ice are generally the easiest spills to contain due to the predominantly impermeable nature of the ice. For small spills, sorbent materials are used to soak up spilled fuel. Remaining contaminated ice/slush can be scraped and shoveled into a plastic bag or barrel. However, all possible attempts should be made to prevent spills from entering ice covered waters as no easy method exists for containment and recovery of spills if they seep under ice.

Dykes can be used to contain fuel spills on ice. By collecting surrounding snow, compacting and mounding it to form a dyke down slope of the spill, a barrier is created thus helping to contain the spill. If the quantity of spill is fairly large, a plastic tarp can be placed over the dyke such that the spill pools at the base of the dyke. The collected fuel can then be pumped into barrels or collected with sorbent materials.

For significant spills on ice, trenches can be cut into the ice surrounding and/or down slope of the spill such that fuel is allowed to pool in the trench. It can then be removed via pump into barrels,

collected with sorbent materials or mixed with snow and shoveled into barrels or bags.

Burning should only be considered if other approaches are not feasible and is only to be undertaken with the permission of the lead agency inspector but should be avoided at all costs.

7.2.5 Spills on Snow

Snow is a natural sorbent, thus as with spills on soil, spilled fuel can be more easily recovered. Generally, small spills on snow can be easily cleaned up by raking and shoveling the contaminated snow into plastic bags or empty barrels and storing these at an approved location.

Dykes can be used to contain fuel spill on snow. By compacting snow down slope from the spill and mounding it to form a dyke, a barrier or berm is created, thus helping to contain the spill. If the quantity of the spill is fairly large, a plastic tarp can be placed over the dyke such that the spill pools at the base of the dyke. The collected fuel/snow mixture can then be shoveled into barrels or bags or collected with sorbent materials.

7.2.6 Worst-Case Scenario

Dealing with spilled fuel which exceeds the freeboard of a dyke or barrier would present a possible worst case scenario for the Improvements to the Prosperous Lake Boat Launch. To contain the overflow, a trench or collection pit would have to be created downstream of the spill to contain the overflow.

Another worst-case scenario would be an excessive spill on water that may be difficult to contain with the booms present at the site. In this case, an emergency response mobile unit would have to be called in to deal with the spill using appropriate equipment.

7.3 Transferring, Storing, and Managing Spill-related Wastes

In most cases, spill cleanups are initiated at the far end of the spill and contained moving towards the center of the spill. Sorbent socks and pads are generally used for small spill cleanups. A pump with attached fuel transfer hose can suction spills from leaking containers or large accumulations on land or ice and direct these larger quantities into empty drums. Hand tools such as cans, shovels and rakes are also very effective for small spills or hard to reach areas. Heavy equipment can be used if deemed necessary and given space and time constraints.

Used sorbent materials are to be placed in plastic bags for future disposal. All materials mentioned in this section are available in the spill kits located at the fuel storage areas, in trucks, the mechanic shop and in the camp. Following clean-up, any tools or equipment used will be properly washed and decontaminated or replaced if this is not possible.

For most of the containment procedures outlined, spilled petroleum products and materials used for containment will be placed into empty waste oil containers and sealed for proper disposal at an approved disposal facility.

7.4 Restoring Affected Areas, Status Updates, and Cleanup Completion

Once a spill of reportable size has been contained, GNWT ITI will consult with the Lead Agency Inspector assigned to the file to determine the level of clean-up required. An Inspector may require a site specific study to ensure appropriate clean-up levels are met. Criteria that may be considered include natural biodegradation of oil, replacement of soil and re-vegetation.

8. Training Program

It is important that all personnel are aware of the Spill Contingency Plan and procedures. A training program has been developed by the Manager of Environmental Health and Safety, and provided to all managers to disseminate through the company. Key steps to the program are outlined below:

- All personnel to be working on the winter roads are required to participate in an orientation, which includes environmental health and safety and spill response.
- Locations of the Spill Contingency Plan and Spill Kits are provided to all personnel.
- An overview of the plan is provided by the Site Supervisor.
- The Spill Contingency Plan and procedures are to be continually reviewed through daily tool box talks.
- Supervisors are required to have first aid training, transportation of dangerous goods training, specific spill response training.
- All personnel are required to have WHMIS Training.

Appendix A: Reportable Quantities for NWT Spills

Note: L = litre; kg = kilogram; PCB = Polychlorinated Biphenyls; ppm = parts per million

Substance	Reportable Quantity	TDG Class
Explosives Compressed gas (toxic/corrosive) Infectious substances Sewage and Wastewater (unless otherwise authorized) Radioactive materials Unknown substance	Any amount	1.0 2.3/2.4 6.2 6.2 7.0 None
Compressed gas (Flammable) Compressed gas (Non-corrosive, non-flammable)	Any amount of gas from containers with a capacity grater than 100L	2.1 2.2
Flammable liquid	≥100 L	3.1/3.2/3.3
Flammable solid Substances liable to spontaneous combustion Water reactant substances	≥ 25 kg	4.1 4.2 4.3
Oxidizing substances	≥ 50 L or 50 kg	5.1
Organic peroxides Environmentally hazardous substances intended for disposal	≥1 L or 1 kg	5.2 9.0
Toxic substances	≥ 5 L or 5 kg	6.1
Corrosive substances Miscellaneous products, substances or organisms		8.0 9.0
PCB mixtures of 5 or more ppm	≥ 0.5 L or 0.5 kg	9.0
Other contaminants--for example, crude oil, drilling fluid, produced water, waste or spent chemicals, used or waste oil, vehicle fluids, wastewater.	≥ 100 L or 100 kg	None
Sour natural gas (i.e., contains H_2S) Sweet natural gas	Uncontrolled release or sustained flow of 10 minutes or more	None
Flammable liquid	≥ 20 L	3.1/3.2/3.3

Substance	Reportable Quantity	TDG Class
Vehicle fluid	When released on a frozen water body that is being used as a working surface	None
Reported releases or potential releases of any size that: are near or in an open water body; are near or in a designated sensitive environment or habitat; Pose an imminent threat to human health or safety; or Pose an imminent threat to a listed species at risk or its critical habitat	Any amount	None

Appendix B: NWT Spill Report Form

NT-NU SPILL REPORT

OIL, GASOLINE, CHEMICALS AND
OTHER HAZARDOUS MATERIALS

NT-NU 24-HOUR SPILL REPORT LINE
Tel: (867) 920-8130 ● Fax: (867) 873-6924 ● Email: spills@gov.nt.ca

REPORT LINE USE ONLY

A	Report Date: MM / DD / YY	Report Time:	☐ Original Spill Report **OR** ☐ Update #_____to the Original Spill Report	**Report Number:**
B	Occurrence Date: MM / DD / YY	Occurrence Time:		
C	Land Use Permit Number (if applicable):		Water Licence Number (if applicable):	
D	Geographic Place Name or Distance and Direction from the Named Location:		Region: ☐ NT ☐ Nunavut ☐ Adjacent Jurisdiction or Ocean	
E	Latitude: _____ Degrees _____Minutes _____Seconds		Longitude: _____ Degrees _____Minutes _____Seconds	
F	Responsible Party or Vessel Name:		Responsible Party Address or Office Location:	
G	Any Contractor Involved:		Contractor Address or Office Location:	
H	Product Spilled: ☐ Potential Spill	Quantity in Litres, Kilograms or Cubic Metres:	U.N. Number:	
I	Spill Source:	Spill Cause:	Area of Contamination in Square Metres:	
J	Factors Affecting Spill or Recovery:	Describe Any Assistance Required:	Hazards to Persons, Property or Environment:	
K	Additional Information, Comments, Actions Proposed or Taken to Contain, Recover or Dispose of Spilled Product and Contaminated Materials:			

L	Reported to Spill Line by:	Position:	Employer:	Location Calling From:	Telephone:
M	Any Alternate Contact:	Position:	Employer:	Alternate Contact Location:	Alternate Telephone:

REPORT LINE USE ONLY

N	Received at Spill Line by:	Position:	Employer:	Location Called:	Report Line Number:

Lead Agency: ☐ EC ☐ CCG/TCMSS ☐ GNWT ☐ GN ☐ ILA ☐ AANDC ☐ NEB ☐ Other: _____

Significance: ☐ Minor ☐ Major ☐ Unknown

File Status: ☐ Open ☐ Closed

Agency:	**Contact Name:**	**Contact Time:**	**Remarks:**
Lead Agency:			
First Support Agency:			
Second Support Agency:			
Third Support Agency:			

Appendix C – Site Maps