

## **Spill contingency plan Root River Base Camp, South Nahanni Outfitters Ltd.**

South Nahanni Outfitters Ltd. has prepared this spill contingency plan for operating the Root River Base Camp in the Mackenzie Mountains. The plan demonstrates that SNO has appropriate response capabilities and measures in place to effectively address potential spills at its Root River Base Camp.

### **Company name, location and mailing address**

South Nahanni Outfitters, Root River Base Camp, NWT, Mailing address: Box 100, Whitehorse, Yukon, Canada, Y1A 5X9, Phone: (867) 399-3194, Email: [info@huntnahanni.com](mailto:info@huntnahanni.com), [www.huntnahanni.com](http://www.huntnahanni.com)

**Effective date of spill contingency plan:** January 1, 2016, revised October 2022

### **Distribution list:**

The plan has been distributed to:

- South Nahanni Outfitters Ltd. Box 100, Whitehorse, Yukon, Canada, Y1A 5X9
- Mackenzie Valley Land and Water Board, 7th Floor, 4922-48th St. | PO Box 2130 | Yellowknife, NT | Canada | X1A 2P6, ph [867.766.7469](tel:867.766.7469) | fax [867.873.6610](tel:867.873.6610), [www.mvlwb.com](http://www.mvlwb.com)

### **Purpose and scope:**

The purpose of this plan is to outline response actions for potential spills of any size, including a worst case scenario for the Root River Camp site. 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, environmental damage, and clean-up efforts. The plan has been prepared to ensure quick access to all the information required in responding to a spill.

### **Company environmental policy**

SNO is committed to the concept of sustainable development and the protection of the environment and human health. SNO's environmental, health and safety policy is to:

- protecting employees, the public and the environment
- fully comply with all applicable legislation, regulations, and authorizations
- work proactively with federal, territorial and Aboriginal governments, other relevant organizations, and the general public, on all aspects of environmental protection
- anticipate future spill control requirements and make provision for them
- keep employees, contractors, Inspectors, Land and Water Boards, appropriate governments (Aboriginal, federal and territorial), and the public informed of any changes at the site or with project activities.

The plan is presented to all staff during their on-site orientation sessions. All employees and contractors are aware of the locations of the plan on the site at Root River Base Camp. During the orientation meeting, training sessions are scheduled to ensure employees have an understanding of the steps to be undertaken in the event of a spill. All employees and contractors are shown where spill kits are stored,

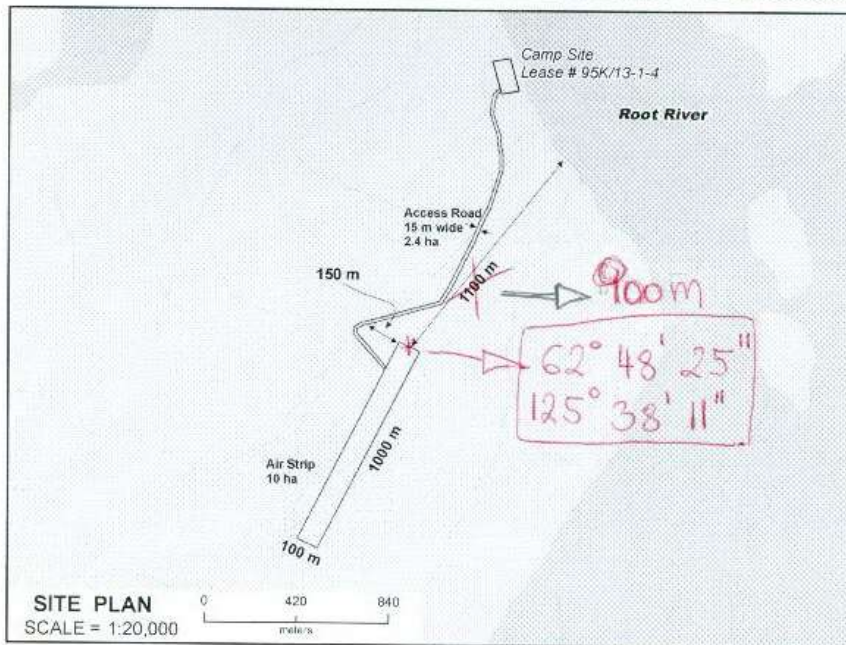
are aware of their contents and are trained in using spill equipment and responding to spills. The company is committed to keeping personnel up to date on the latest technologies and spill response methods.

**Project description:**

Root River Base Camp is used as a hunting camp and staging area for the outfitting operation in concession D/OT/01. Permits and licences are in place for the company's outfitting activities. The camp operates from July to October at varying levels of capacity.

**Site description:**

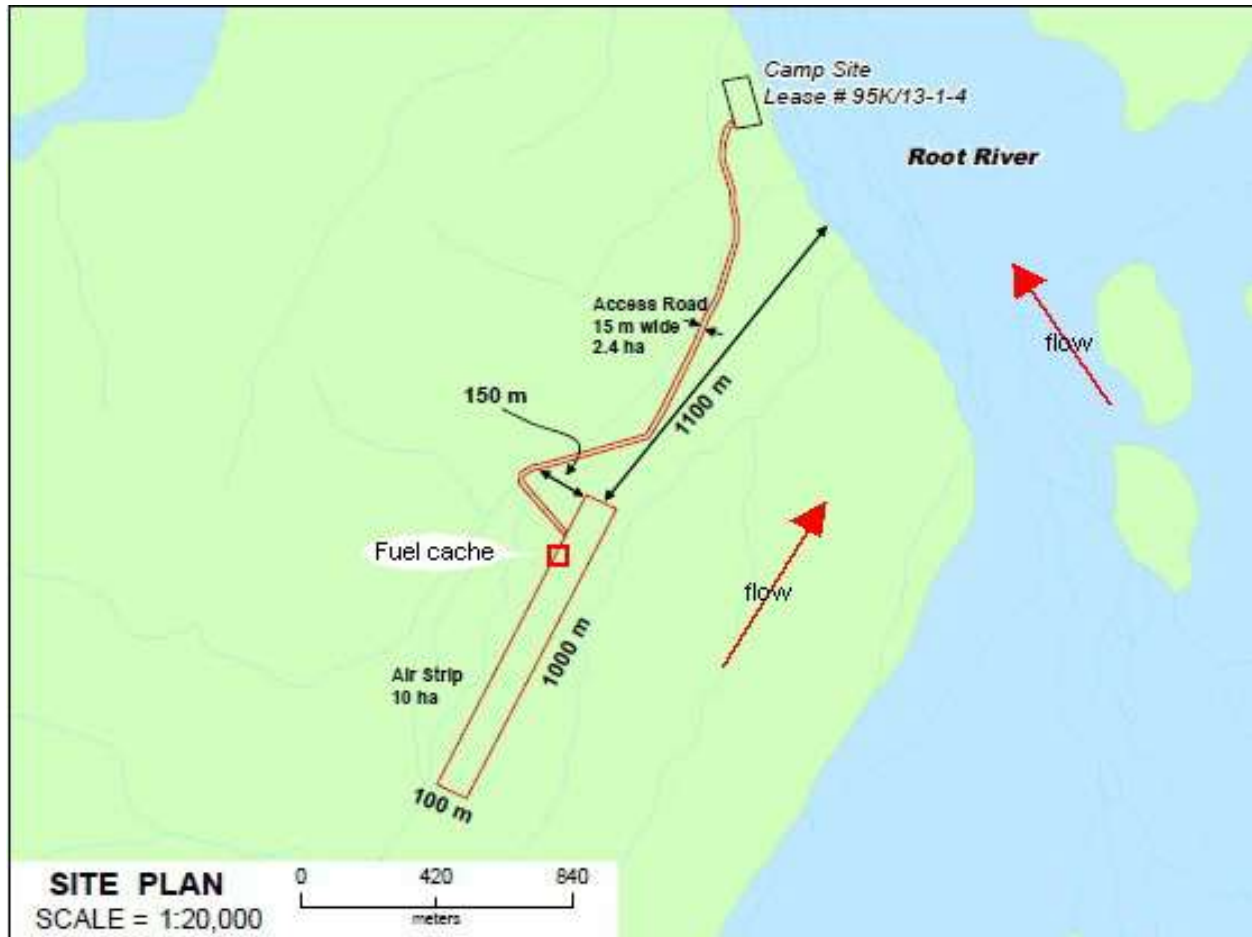
The camp is located 160 miles west of Fort Simpson or 75 miles SW of Wrigley which is the nearest community, on a tributary to the Root River, at 62 48 N, 125 38 W. It is a remote area, with no adjacent communities or inhabitants. Thus the only people immediately affected by a potential spill are employees or contractors.



<b>ANNEXED HERETO AND FORMING PART OF N.W.T. LEASE No. 95 K/13-2-4</b>			
LATITUDE: 62° 48' 2" N LONGITUDE: 125° 38' 11" W PROJECTION: UTM, zone 10 DATUM: NAD 83 SKETCH AREA = 12.4 ha ±	DRAWN BY: E.M., IMAG DATE: January 4, 2008 REVISED: DATE:	MANAGER LAND ADMINISTRATION	
		DATE	
Indian and Northern Affairs Canada	Affaires indiennes et du Nord Canada	LAND ADMINISTRATION	

**Site location map**

A map of the site including the location of fuel storage areas, airstrips, kitchen, sleeping shelters, generators, helicopter landing pad, and surrounding water bodies and direction of flow is presented in the map below. All buildings and fuel storage areas are at least 100 meters from the nearest water body. All supplies arrive on-site via air.





### List of hazardous materials on-site

There are 3 fuel storage areas on site. The fuel storage area near the helicopter pad is for storing jet fuel and av gas which has a capacity for up to 200 drums. The second fuel storage area near the large airstrip contains jet fuel and avgas and contains up to 19 drums. 2 to 3 drums of diesel fuel and regular gas are stored on the third storage area right next to the generator house.

Waste oil is stored in one empty 200 L drum in either of the fuel storage areas, and shipped out by plane for off-site disposal at an appropriate waste facility.

Other hazardous materials found on-site in very small quantities are in a storage building and/or the kitchen. These include lubricants/oil/grease for maintenance of motorized equipment and general cleaning products for kitchen/bathroom/office use.

Motorized equipment on site includes 3 all-terrain vehicles, a small Bobcat, a small pickup truck, 3 Honda pumps and a Diesel Generator as back up for the Solar System. All Buildings containing hazardous materials are over 100 m from any water body.

**Existing preventative measures:**

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. Along with the preventative measures outlined below, adequate training of staff and contractors is paramount.

All hazardous materials arrive by air as needed throughout the year. They are unloaded by airplane and helicopter pilots and Company staff and carefully placed in the fuel storage areas. For preventive measures large spill kits, fuel pumps and a bobcat are on site at all times when unloading aircraft. Pilots are trained and briefed according to Transport Canada rules how to handle hazardous materials inside and outside the aircraft. Camp managers are on site to oversee and prevent unsafe unloading or handling of fuel containers.

The storage area for diesel fuel, jet fuel and gasoline is lined with an impermeable liner and permed with 110% containment.

Spill kits are located wherever fuel is stored or used. Portable drip trays and appropriately sized fuel transfer hoses with pumps are used when refuelling aircraft, ATVs, or other motorized equipment, to avoid any leaks/drips onto the land.

The camp manager/owner conducts daily visual inspections to check for leaks or damage to the fuel storage containers, as well as for stained or discoloured soils around the fuel storage areas and adjacent motorized equipment. For example, lids/caps are checked for tight seals. Regular maintenance and oil checks of all motorized equipment are also undertaken to avoid preventable leaks.

**Additional copies:**

Several copies of the plan are kept on-site at all times at the two fuel storage areas, in the office and in the kitchen building. A copy is also held at the company's main office/headquarters in Whitehorse, Yukon and with the Land and Water Board. Additional copies of the plan can be obtained by contacting the company directly at the phone number, fax or email presented above.

**Process for staff response to media and public inquiries:**

The company has established procedures for dealing with media and public inquiries. All inquiries are to be directed to the manager of public relations at the headquarters office in Whitehorse, Yukon. If the manager is not available, there will be another staff member available to act in this position. If a reporter or member of the public arrives at the site unexpectedly, the official in charge of responding to their questions will be the camp manager or acting camp manager. Prior to responding to their questions, they should make every effort possible to contact the head of public relations to discuss the situation.

The camp manager should always keep the head of public relations informed of any news or updates of potential interest to the media or general public, such that the company is prepared to deal with inquiries any time.

If a spill has occurred and a NWT Spill Report needs to be filled out (see Appendix B-2). This information is available for the public to view upon request by contacting the NWT Spill Line or by viewing the GNWT Hazardous Materials Spills Database online at [http://www.e-engine.ca/eps\\_spillreport/](http://www.e-engine.ca/eps_spillreport/).

### **Response Organization**

The flow chart depicted in Figure 3 identifies the response organization and when applicable their alternates, as well as the chain of command for responding to a spill or release. The duties of various response personnel are summarized, contact information is provided including 24-hour phone numbers for responsible people and the location of communications equipment on site is discussed.

An immediately reportable spill is defined as a release of a substance that is likely to be an imminent environmental or human health hazard or meets or exceeds the volumes outlined in Appendix B-3. It must be reported to the NWT 24-Hour Spill Report Line at 867-920-8130. Any spills less than these quantities do not need to be reported immediately to the spill reporting line. Rather, these minor spills will be tracked and documented by the company and 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, the spill will be reported to the NWT 24-Hour Spill Report Line.

A satellite phone is located in the office in the kitchen. In the event of a spill involving danger to human life these phones will be used to contact emergency response personnel in Yellowknife. Following reporting of the spill to the camp manager, he/she will report spills to the NWT 24-Hour Spill Line as necessary.

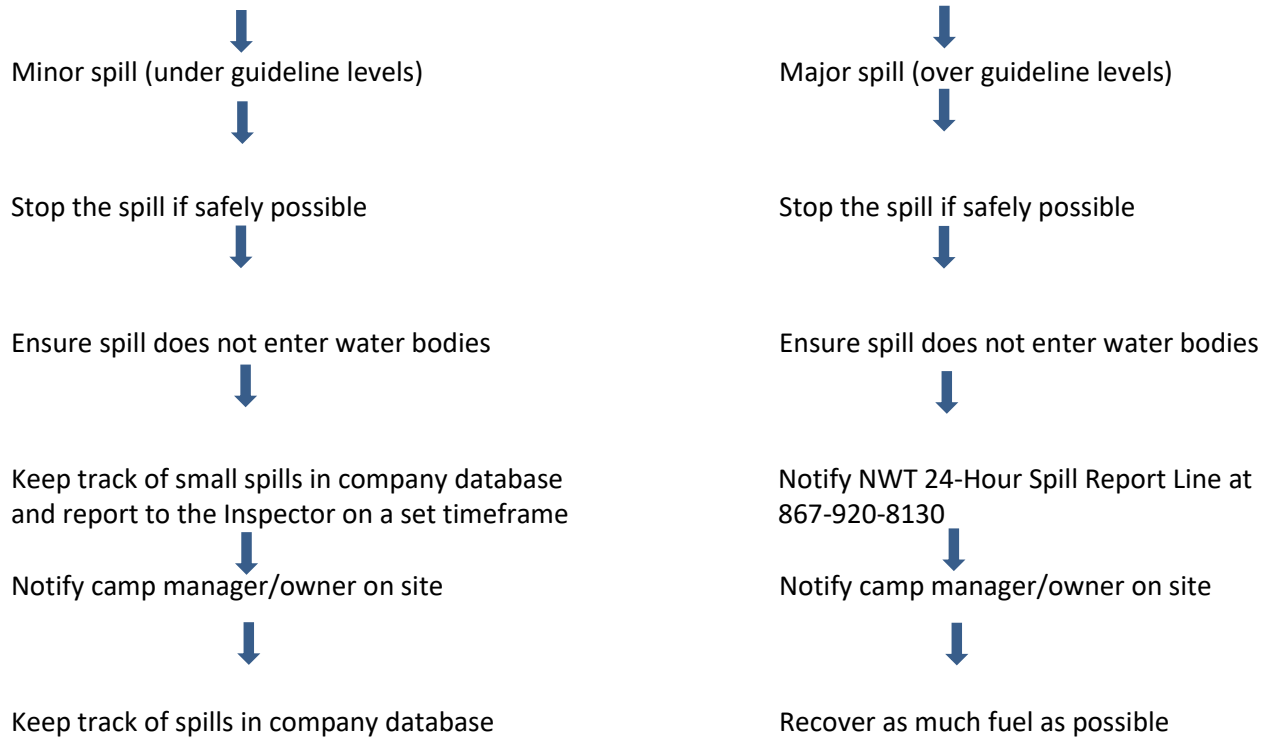
**Figure 3:**

Flow chart of response organization (details of each step will be provided in the procedures for initial actions under Section 3 Action Plan)

Persons responsible for providing emergency spill response:

**Werner Aschbacher and Sunny Petersen, Camp managers, owners – on site**

1. Spill or Release identified by staff or contractors
2. Assess personal safety and safety of others
3. Identify product
4. Notify camp manager





3) Action Plan

Potential spill sizes and sources for each hazardous material on site In Table 2, a list of potential discharge events, with associated discharge volumes and directions is presented for the primary hazardous materials stored on site. The most likely discharge volume is indicated and the spill clean-up procedures will focus on spills of this quantity. A worst case scenario is also presented. Specific discharge rates are not indicated for each fuel type as these would vary from a few minutes to several hours, based on the source of leak or puncture.

**Table 2: List of hazardous materials, potential discharge events, potential discharge volumes (worst case scenario in brackets) and direction of potential discharge**

Material sources	Potential Discharge Event	Discharge Volume (worst case)	Direction of Potential Discharge
Diesel Fuel (backup Generator)	1) Over pumping of fuel from drum into generator 2) Leaking from generator 3) Minor leaking fuel drum in/outside fuel storage area. 4) Large puncture, fast leaking drum in/outside fuel storage area. 5) All drums punctured and leaking at once (very unlikely).	Likely under 200 L/1 drum	Toward stream from generator shed. In camp on flat ground, from fuel storage area with potential underground seepage to creek.
Jet fuel at landing pad	Overfilling of aircraft. 2) Leak from drum or hose while filling aircraft. 3) Minor leaking fuel drum in/out side fuel storage area. 4) Large puncture, fast leaking drum in/outside fuel storage area. 5) All drums punctured and leaking at once (very unlikely).	Likely under 200 L/1 drum (max 4,000 L/ 20 drums)	In camp on flat ground, from fuel storage area or helicopter pad with potential underground seepage to creek.
Jet fuel, av gas at permed fuel cache	1) Minor leaking fuel drum inside fuel storage area. 2) Large puncture, fast leaking drum inside fuel storage area. 3) All drums punctured and leaking at once (very unlikely).	Likely under 200 L/1 drum (max 3,0000 L/ 150 drums)	Into permed fuel cache lined with liner

Propane (kitchen stove and fridge)	1) Leak while connected to kitchen stove or fridge. 2) Minor leaking cylinder in or outside fuel storage area. 3) Large puncture, fast leaking cylinder in/outside fuel storage area. 4) All cylinders punctured and leaking at once (very unlikely).	Likely under 45 kg/ 1 cylinder (max 270 kg/ 6 cylinders)	In camp on fl at ground, from fuel storage area or communal buildings with potential underground seepage to Lake Invisible and/or stream
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**ii) Potential environmental impacts of spill (include worst case scenario)**

Overall for all hazardous materials discussed below, impacts are lower during winter as snow is a natural sorbent and ice forms a barrier limiting or eliminating soil or water contamination, thus spills can be more readily recovered when identified and reported.

Gasoline Environmental impacts:

Gasoline may be harmful to wildlife and aquatic life. It is not readily biodegradable and has the potential for bioaccumulation in the environment. Gasoline is quick to volatilize. Runoff into water bodies must be avoided.

Worst case scenario:

All fuel drums were punctured or open simultaneously and contents seeped into surrounding soil and water bodies. This could cause illness or death to aquatic life and indirectly affect wildlife feeding from the land and water.

Diesel Fuel Environmental impacts:

Diesel may be harmful to wildlife and aquatic life. It is not readily biodegradable and has the potential for bioaccumulation in the environment. Diesel burns slowly and thus risk to the environment is reduced during recovery as burn can be more readily contained compared with volatile fuels. Runoff into water bodies must be avoided.

Worst case scenario:

All fuel drums were punctured or open simultaneously and contents seeped into surrounding soil and water bodies. This could cause illness or death to aquatic life and indirectly affect wildlife feeding from the land and water.

Jet Fuel Environmental impacts:

Jet fuel may be harmful to wildlife and aquatic life. It is not readily biodegradable and has the potential for bioaccumulation in the environment. Jet fuel volatilizes relatively quickly. Runoff into water bodies must be avoided.

Worst case scenario:

All fuel drums were punctured or open simultaneously and contents seeped into surrounding soil and water bodies. This could cause illness or death to aquatic life and indirectly affect wildlife feeding from the land and water.

Propane Environmental impacts:

Propane may be harmful to wildlife and the surrounding environment. It has the potential to accumulate in the environment. Propane is extremely volatile and is the most flammable material stored on site, thus immediate impacts to the surrounding environment are a concern.

Worst case scenario:

All cylinders were punctured or failed simultaneously and contents leaked into the surrounding environment and ignited leading to an explosion. This could cause serious environmental impacts in the immediate surroundings. Safety during emergency response to a propane spill is of the utmost concern.

Waste Oil and Miscellaneous Oils/Grease Environmental impacts:

Waste oils may be harmful to wildlife and aquatic life. It is not readily biodegradable and has the potential for bioaccumulation in the environment. Runoff into water bodies must be avoided.

Worst case scenario:

All storage drums were punctured or open simultaneously and contents seeped into surrounding soil and water bodies. This could cause illness or death to aquatic life and indirectly affect wildlife feeding from the land and water.

**iii) Procedures:**

A. Procedures for initial actions

- Ensure safety of all personnel.
- Assess spill hazards and risks.
- Remove all sources of ignition, which are:
  1. Gas engine water pump at lined fuel cache at big airstrip
  2. Gas engine fuel pump at small airstrip

3. All fuel powered engines in the near vicinity of spill site

- Stop the spill if safely possible e.g. shut of 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.
- No matter what the volume is, notify camp managers
- Contain the spill – use contents of spill kits to place sorbent materials on the spill, or use shovel to dig dike to contain spill. Methods will vary depending on the nature of the spill. See Section C for more details.

B. Spill reporting procedures Report spill immediately to **camp managers**, who will determine if spill is to be reported to the NWT 24-Hour Spill Line at 867-920-8130.

Each spill kit, as well as the office and camp manager, will have copies of the NWT Spill Report form to be filled out (see Appendix B-2). Fill out and fax or email the Spill Report to the staff of the NWT 24-Hour spill line.

NWT 24-Hour Spill Line Phone: (867) 920-8130,

NWT 24-Hour Spill Line Fax: (867) 873-6924

NWT 24-Hour Spill Line Email: [spills@gov.nt.ca](mailto:spills@gov.nt.ca)

Spill Response Contractor Rowe's Construction, Fort Simpson Phone: (867) 695-3243

GNWT Department of Lands Inspector DehCho Region (867) 695-2626

C. Procedures for containing and controlling the spill (e.g. on land, water, snow. etc.)

- Initiate spill containment by first determining what will be affected by the spill.
- Assess speed and direction of spill and cause of movement (water, wind and slope).
- Determine best location for containing spill, avoiding any water bodies.
- Have a contingency plan ready in case spill worsens beyond control or if the weather or topography impedes containment.

**Specific spill containment methods for land, water, ice and snow are outlined below.**

1) Containment of Spills on Land

Spills on land include spills on rock, gravel, soil and/or vegetation. It is important to note that soil is a natural sorbent, thus spills on soil are generally less serious than spills on water as contaminated soil can be more easily recovered. 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

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 sorbents can be used to soak up fuels before they migrate away from the source of the spill.

Trenches

Trenches can be dug out to contain spills as long as the top layer of soil is thawed. Shovels pick axes or a bobcat 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 then be recovered using a pump or sorbent materials.

2) Containment of 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

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 water body 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, 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

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.

## Barriers

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. Note that 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 INAC or lead agency Inspector.

## 3) Containment of 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 shovelled 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

Dykes can be used to contain fuel spills on ice. By collecting surrounding snow, compacting it 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.

## Trenches

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 shovelled into barrels or bags.

## Burning

Burning should only be considered if other approaches are not feasible, and is only to be undertaken with the permission of the INAC or lead agency Inspector.

#### **4) Containment of 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 shovelling the contaminated snow into plastic bags or empty barrels, and storing these at an approved location, which is the fuel cache.

##### **Dykes**

Dykes can be used to contain fuel spills 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 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 shovelled into barrels or bags, or collected with sorbent materials.

#### **5) Worst Case Scenarios**

Dealing with spilled fuel which exceeds the freeboard of a dyke or barrier would present a possible worst case scenario for the Root River Camp site. 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 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.

#### **D. Procedures for transferring, storing, and managing spill related wastes**

In most cases, spill cleanups are initiated at the far end of the spill and contained moving toward the centre of the spill. Sorbent socks and pads are generally used for small spill cleanup. 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 Root River 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 in Section C, 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.

#### **E. Procedures for restoring affected areas**

Once a spill of reportable size has been contained, SNO will consult with the INAC or lead agency Inspector assigned to the file to determine the level of cleanup required. The 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 revegetation

#### **4) Resource Inventory**

##### i) On-site resources

Spill kits are located throughout the sites at the locations indicated in Figure 2. The contents are described below. They each include:

- (50) 15 x 19" Pads
- (4) 3" x 12' Sorbent Socks
- (8) 18 x 18" Pillows
- (1) pair Nitrile Gloves
- (5) Disposal Bags
- Emergency Handbook
- Goggles

In addition, earth moving and other equipment located at Root River Camp is also listed below.

##### Earth moving and other equipment

1 small bobcat, 1 small pick-up truck, 3 all-terrain vehicles, 4 chain saws, 3 fuel transfer pumps with hoses and tool kit including hack saw, hammer, screwdrivers, etc.

##### ii) Off-site resources

All the contacts listed below could reach the site in 2 hours at a minimum. However, realistically government officials would not be able to reach the site until the next business day, depending on the severity of the spill. SNO 24-hour emergency line 780-666-3302

**FIRST CONTACT** NWT 24-Hour spill line (867) 920-8130

ECCC National Environmental Emergencies Centre (NEEC) 1-866-283-2333.

Environment Canada (Emergency) Yellowknife (867) 669-4730

GNWT Department of Lands Inspector DehCho Region (867) 695-2626

GNWT Environmental Protection Division (867) 873-7654

GNWT Environmental Health Office (867) 669-8979

RCMP (Yellowknife) (867) 669-1111

Medivac (Yellowknife) (867) 669-4115

Fireweed Helicopters Whitehorse 867-668-5888



Tintina Air, Whitehorse, 867-332-8468

As planning for an emergency situation is imperative due to the materials stored on-site and the remoteness of the site, an employee and contractor training program has been prepared. It is outlined below.

## **5) Training Program**

### **i) Outline of training program**

The employee and contractor training program was developed by the manager of environmental health and safety, and has been disseminated by the camp manager. The following are key steps in the program:

- all individuals entering the site are required to participate in an orientation session
- during this session, all locations of the spill plan and spill kits are provided on a map in hard copy
- an overview of the plan is provided by the camp manager leading the orientation session
- specific training sessions, including mock spill exercises, are scheduled for individuals directly involved in handling hazardous materials to ensure they know all steps to be undertaken in handling these materials, as well as the steps involved in the event of a spill, including the proper use of spill kits
- all employees and contractors are required to have their basic first aid training, as well as WHMIS training, before working on the site • supervisors are required to have advanced level first aid training, as well as transport of dangerous goods training

### **ii) Training schedule and recordkeeping**

A spreadsheet is kept by the camp manager indicating the training undertaken

**Appendix B-1: Material Safety Data Sheets (MSDS) for hazardous materials stored on site**

The formats of Material Safety Data Sheets vary greatly. Examples can be found on the internet and from Spill Contingency Plans in place for various Water Licences in the NWT (see Land and/or Water Board public registries).

**Diesel fuel, Jet fuel, Av-gas, Propane, Oil – in that order**

**Appendix B-2: NT-NU Spill Report Form**

[http://www.enr.gov.nt.ca/sites/default/files/128-spill\\_report\\_form\\_e\\_fillable\\_1.pdf](http://www.enr.gov.nt.ca/sites/default/files/128-spill_report_form_e_fillable_1.pdf)

# 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:	<input type="checkbox"/> Original Spill Report	Report Number:	
	Occurrence Date: MM DD YY	Occurrence Time:	OR <input type="checkbox"/> Update # [ ] to the Original Spill Report		
B	Land Use Permit Number (if applicable):		Water Licence Number (if applicable):		
C	Geographic Place Name or Distance and Direction from the Named Location:		Region: <input type="checkbox"/> NT <input type="checkbox"/> Nunavut <input type="checkbox"/> Adjacent Jurisdiction or Ocean		
D	Latitude: [ ] Degrees [ ] Minutes [ ] Seconds	Longitude: [ ] Degrees [ ] Minutes [ ] Seconds			
E	Responsible Party or Vessel Name:		Responsible Party Address or Office Location:		
F	Any Contractor Involved:		Contractor Address or Office Location:		
G	Product Spilled: <input type="checkbox"/> Potential Spill	Quantity in Litres, Kilograms or Cubic Metres:	U.N. Number:		
H	Spill Source:	Spill Cause:	Area of Contamination in Square Metres:		
I	Factors Affecting Spill or Recovery:	Describe Any Assistance Required:	Hazards to Persons, Property or Environment:		
J	Additional Information, Comments, Actions Proposed or Taken to Contain, Recover or Dispose of Spilled Product and Contaminated Materials:				
K					
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: <input type="checkbox"/> EC <input type="checkbox"/> CCG/TCMSS <input type="checkbox"/> GNWT <input type="checkbox"/> GN <input type="checkbox"/> ILA		Significance: <input type="checkbox"/> Minor	File Status: <input type="checkbox"/> Open	
	<input type="checkbox"/> AANDC <input type="checkbox"/> NEB <input type="checkbox"/> Other: [ ]		<input type="checkbox"/> Major <input type="checkbox"/> Unknown	<input type="checkbox"/> Closed	
	Agency:	Contact Name:	Contact Time:	Remarks:	
	Lead Agency:				
	First Support Agency:				
	Second Support Agency:				
	Third Support Agency:				

Instructions for Completing the NT-NU Spill Report Form

This form can be filled out electronically and e-mailed as an attachment to [spills@gov.nt.ca](mailto:spills@gov.nt.ca). Until further notice, please verify receipt of e-mail transmissions with a follow-up telephone call to the spill line. Forms can also be printed and faxed to the spill line at 867-873-6924. Spills can still be phoned in by calling collect at 867-920-8130.

<b>A. Report Date/Time</b>	The actual date and time that the spill was reported to the spill line. If the spill is phoned in, the Spill Line will fill this out. <b>Please do not fill in the Report Number:</b> the spill line will assign a number after the spill is reported.
<b>B. Occurrence Date/Time</b>	Indicate, to the best of your knowledge, the exact date and time that the spill occurred. Not to be confused with the report date and time (see above).
<b>C. Land Use Permit Number /Water Licence Number</b>	This only needs to be filled in if the activity has been licenced by the Nunavut Water Board and/or if a Land Use Permit has been issued. Applies primarily to mines and mineral exploration sites.
<b>D. Geographic Place Name</b>	In most cases, this will be the name of the city or town in which the spill occurred. For remote locations – outside of human habitations – identify the most prominent geographic feature, such as a lake or mountain and/or the distance and direction from the nearest population center. <b>You must include the geographic coordinates</b> (Refer to Section E).
<b>E. Geographic Coordinates</b>	This only needs to be filled out if the spill occurred outside of an established community such as a mine site. Please note that the location should be stated in degrees, minutes and seconds of Latitude and Longitude.
<b>F. Responsible Party Or Vessel Name</b>	This is the person who was in management/control/ownership of the substance at the time that it was spilled. In the case of a spill from a ship/vessel, include the name of the ship/vessel. Please include full address, telephone number and e-mail. Use box K if there is insufficient space. <b>Please note that, the owner of the spilled substance is ultimately responsible for any spills of that substance, regardless of who may have actually caused the spill.</b>
<b>G. Contractor involved?</b>	Were there any other parties/contractors involved? An example would be a construction company who is undertaking work on behalf of the owner of the spilled substance and who may have contributed to, or directly caused the spill and/or is responding to the spill.
<b>H. Product Spilled</b>	Identify the product spilled; most commonly, it is gasoline, diesel fuel or sewage. For other substances, avoid trade names. Wherever possible, use the chemical name of the substance and further, identify the product using the four digit UN number (eg: UN1203 for gasoline; UN1202 for diesel fuel; UN1863 for Jet A & B)
<b>I. Spill Source</b>	Identify the source of the spill: truck, ship, home heating fuel tank and, if known, the cause (eg: fuel tank overflow, leaking tank; ship ran aground; traffic accident, vandalism, storm, etc.). Provide an estimate of the extent of the contaminated/impacted area (eg: 10 m <sup>2</sup> )
<b>J. Factors Affecting Spill</b>	Any factors which might make it difficult to clean up the spill: rough terrain, bad weather, remote location, lack of equipment. Do you require advice and/or assistance with the cleanup operation? Identify any hazards to persons, property or environment: for example, a gasoline spill beside a daycare centre would pose a safety hazard to children. Use box K if there is insufficient space.
<b>K. Additional Information</b>	Provide any additional, pertinent details about the spill, such as any peculiar/unique hazards associated with the spilled material. State what action is being taken towards cleaning up the spill; disposal of spilled material; notification of affected parties. If necessary, append additional sheets to the spill report. Number the pages in the same format found in the lower right hand corner of the spill form: eg. "Page 1 of 2", "Page 2 of 2" etc. <b>Please number the pages to ensure that recipients can be certain that they received all pertinent documents.</b> If only the spill report form was filled out, number the form as "Page 1 of 1".
<b>L. Reported to Spill Line by</b>	Include your full name, employer, contact number and the location from which you are reporting the spill. Use box K if there is insufficient space.
<b>M. Alternate Contact</b>	Identify any alternate contacts. This information assists regulatory agencies to obtain additional information if they cannot reach the individual who reported the spill.
<b>N. Report Line Use Only</b>	<b>Leave Blank.</b> This box is for the <b>Spill Line's use only.</b>

**Appendix B-3: Immediately Reportable Spill Quantities**

<b>TDG Class</b>	<b>Substance for NWT 24 Hour Spill Line</b>	<b>Immediately Reportable Quantities</b>
1 2.3 2.4 6.2 7 none	Explosives Compressed gas (toxic) Compressed gas (corrosive) Infectious substances Radioactive Unknown substance	Any amount
2.1 2.2	Compressed gas (flammable) Compressed gas (non-corrosive, non-flammable)	Any amount of gas from containers with a capacity greater than 100 L
3.1 3.2 3.3	Flammable liquids	> 100 L
4.1 4.2 4.3	Flammable solids Spontaneously combustible solids Water reactant	> 25 kg
5.1 9.1	Oxidizing substances Miscellaneous products or substances excluding PCB mixtures	> 50 L or 50 kg
5.2 9.2	Organic peroxides Environmentally hazardous	> 1 L or 1 kg
6.1 8 9.3	Poisonous substances Corrosive substances Dangerous wastes	> 5 L or 5 kg
9.1	PCB mixtures of 5 or more ppm	> 0.5 L or 0.5 kg
None	Other contaminants (e.g. crude oil, drilling fluid, produced water, waste or spent chemicals, used or waste oil, vehicle fluids, waste water, etc.)	> 100 L or 100 kg
None	Sewage and Wastewater	Any amount
None	Sour natural gas (i.e. contains H <sub>2</sub> S) Sweet natural gas	Uncontrolled release or sustained flow Sweet natural gas of 10 minutes or more

In addition, all releases of harmful substances, regardless of quantity, are to be reported to the NWT spill line if the release is near or into a water body, is near or into a designated sensitive environment or sensitive wildlife habitat, poses imminent threat to human health or safety, poses imminent threat to a listed species at risk or its critical habitat, or is uncontrollable.