

SPILL CONTINGENCY PLAN FOR QUARRY OPERATIONS



K'atl'Odeche First Nation

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1 Introduction and Project Description

Kát'odeeche First Nation (KFN) has prepared this spill contingency plan for the quarry activities located on Highway 5, at km 44.5 Hay River Dene Reserve, Northwest Territories. This spill contingency plan has been prepared per the Guidelines for Spill Contingency Planning (Canada. Indian and Northern Affairs, 2007).

This plan demonstrates that KFN has appropriate response capabilities and measures in place to effectively address potential spills at its Quarry site.

1.0 Company name, location and mailing address

Quarry Operator

Kát'odeeche First Nation (KFN)
PO Box 3060
Hay River Dene Reserve, X0E 1G4
(867) 874-6701

Affiliated Contractor

Naegha Zhia Ltd.
PO Box 3060
Hay River Dene Reserve, X0E 1G4
(867) 875-8383

1.1 Effective date of the spill contingency plan: November 1, 2024

1.2 Last revisions to spill contingency plan: May 23, 2024 (Spill contingency plan Spill Contingency Plan (V1) updated and revised in accordance with the Aboriginal Affairs and Northern Development Canada's "Guidelines for spill Contingency Planning")

1.3 Distribution list:

The plan and its most recent revisions will be distributed to:

Land's Director, KFN
Contractor, Naegha Zhia Ltd.
CEO, KFN
Les Norn – Manager, Municipal Services, KFN

1.4 Purpose and scope:

The aim of this plan is to establish procedures for addressing potential spills of any magnitude, including a worst-case scenario at the Quarry site. The plan specifies the primary response personnel and their respective roles and responsibilities in the event of a spill, as well as the available equipment and other resources for responding to a spill. It outlines spill response protocols designed to minimize potential health and safety risks, environmental harm, and cleanup efforts. The plan has been developed to ensure prompt access to all the necessary information for responding to a spill.

1.5 Company Environmental Policy for the Quarry

KFN is committed to preserving and enhancing its environmental values and traditional knowledge. This is done by developing sustainable practices to protect the environment and human health. KFN will do this by ensuring:

- Spill contingency plans and spill kits are to be kept readily available in all vehicles during quarry operations
- This contingency plan includes initial contact numbers in the event of a spill incident, a spill response action plan, contacts for spill response, resource inventory and training protocols
- For work at the gravel quarry at Hwy 5, km 44.5 there will be no on-site fuel storage. All refuelling activities will be done using tidy tanks mounted on pickup trucks
- KFN will ensure that all changes at the site or with project activities are communicated to employees, contractors, inspectors, Land and Water Boards, relevant governments (Aboriginal, federal, and territorial), and the public.

1.6 Project description

The project description in the previous MVLWB Permit hasn't changed. As per previous operations, gravel will be extracted using a loader and dump trucks from the site to be used for community projects. Other activities such as clearing of bush may be conducted as required.

1.7 Site description

The Quarry is located on Highway 5, at km 44.5 Hay River Dene Reserve, Northwest Territories.

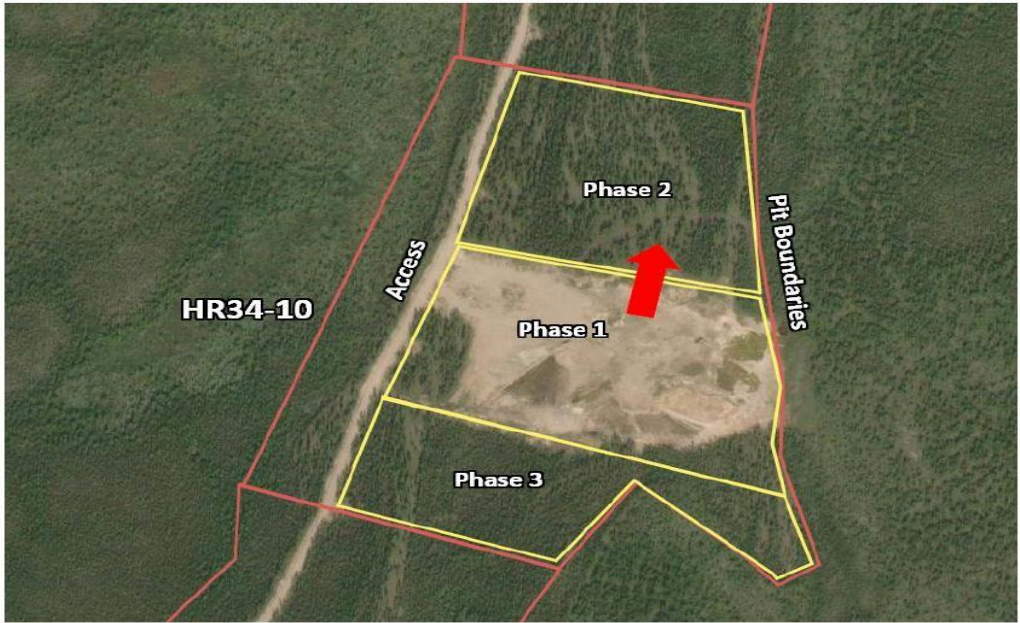


Figure 1: HR34-10 Pit Design

Four Corners of the Land Use Area

NW: 60° 40' 55.0471" N, 115° 05' 52.72701" W

NE: 60° 40' 54.0825" N, 115° 05' 43.0324" W

SW: 60° 40' 46.4227" N, 115° 05' 59.8337" W

SE: 60° 40' 44.7582" N, 115° 05' 40.6763" W

Figure 1: Site location map with coordinates



Figure 2: Site location map showing road access and Hwy 5

1.8 List of hazardous materials on-site

On the property, there are small quantities of additional hazardous substances, such as lubricants/oil/grease used for the upkeep of motorized machinery and common cleaning supplies. Motorized equipment on site includes end dump, cat loader and trucks to transport gravel. There will be no on-site storage of hazardous materials. All hazardous substances for cleaning etc., will be kept in the trucks and only removed when required. The onsite coordinator will ensure that all used products are returned to the trucks and are not left on-site.

Material Safety Data Sheets for each hazardous material(that may be used as required) and their location (for easy access) are included in *Appendix A* and *On-site resources* sections respectively.

1.9 Existing preventative measures

For the purposes of work at the gravel quarry at Hwy 5, km 44.5 there will be no on-site fuel storage. All refuelling activities will be done using tidy tanks mounted on pickup trucks. Secondary containment systems are used at the site in the refuelling process.

This section explains, the design of tidy tanks, Statutory Requirements & Recommended Practices that are practised at the quarry to minimize the occurrence of a spill.

The requirements and recommended practice have been prepared according to the Field Guide to Fuel Handling, Transportation & Storage: *Ministry of Water, Land and Air Protection* (British Columbia, 2002).

1.9.1 Design of Tanks

According to the guide, small tanks ($\leq 454\text{L}$) used to transport diesel fuel and other combustible liquids are acceptable if they are constructed to a non-specified standard but meet the requirements of TDG Section 7.21 (British Columbia, 2002).

The quarry's preventive measure to have no onsite fuel storage (see section 1.9 Existing preventative measures) has been considered low-risk based on the identified risk categories outlined in the guide (section 7.21 in the BC).

To further prevent leaks, the tidy tanks used at the site are double-lined.

1.9.2 Operations

Spill Control & Secondary Containment Systems

The guide states that “secondary containment is not required for truck-box fuel tanks that are mounted or constructed as an integral part of the vehicle.” However, at the quarry, secondary containment systems are implemented to capture any leaks or spills. The types of containments used are drip buckets and containers.

Maintenance of Secondary Containment

Maintenance of secondary containment systems will involve frequent checks of containment systems to verify (British Columbia, 2002):

- the soundness of the containment structure
- that any rainwater or snow build-up is removed from containment systems
- that drainage valves and plugs in steel secondary containment units are securely closed or sealed
- that its components are neither exposed nor damaged.

Storage and Discharging Secondary containment constituents

Any fluids (contaminated water) from a secondary containment system will be transferred into drums (or alternative containers) and disposed of by a qualified disposal company.

Safety Awareness

Some safety awareness measures for the tidy tanks and during the refuelling process include (British Columbia, 2002):

- Tanks have a visible flammable/combustible sticker or placard on the outside of the truck.
- Tanks will not be filled above their designated safe filling level
- All trucks with a portable fuel tank have at least one portable fire extinguisher rated 20-B:C, or two rated 10-B:C, within 9 meters of the truck-box fuel tank
- Signs will be visible to all drivers approaching the dispenser, indicating that the ignition must be off and that smoking is prohibited during refuelling
- Refuelling will not exceed the safe filling level, which corresponds to 90% of the tank's capacity.

Dispensing

Some dispensing measures during the refuelling process include (British Columbia, 2002):

- Using fuel dispensing pumps that adhere to sound engineering practices and are designed for flammable or combustible liquids.
- Only utilizing the pressure relief security caps and best practices specified by the manufacturer: National Fire Code of Canada (National Research Council, 2022)
- Ensuring the use of drip trays under vehicles when not in use
- Operators should reduce the risk of overfilling a truck-box fuel tank by ensuring that filling operations are continuously supervised by appropriately qualified personnel.
- Hoses and nozzles utilized for fuel dispensing are kept in proper working condition.
- Securing nozzles in the rear of pickup trucks with a method for drip containment.
- Ensuring that all dispensing procedures are accessible to operators

1.9.3 Emergency Response during Refuelling

In the event of a spill during the refuelling process, all personnel will follow the defined response and notification, led by the Onsite Coordinator in the section 1.12 Response Organization.

1.10 Additional copies

All contractors are required to carry a spill kit in their vehicles when working at the quarry. Additionally, it is imperative to keep spill contingency plans and a spill kit readily available in company vehicles during quarry operations. These contingency plans encompass initial contact numbers in the event of a spill

incident, a spill response action plan, as well as contacts for spill response, resource inventory, and training protocols.

1.11 Process for staff response to media and public inquiries

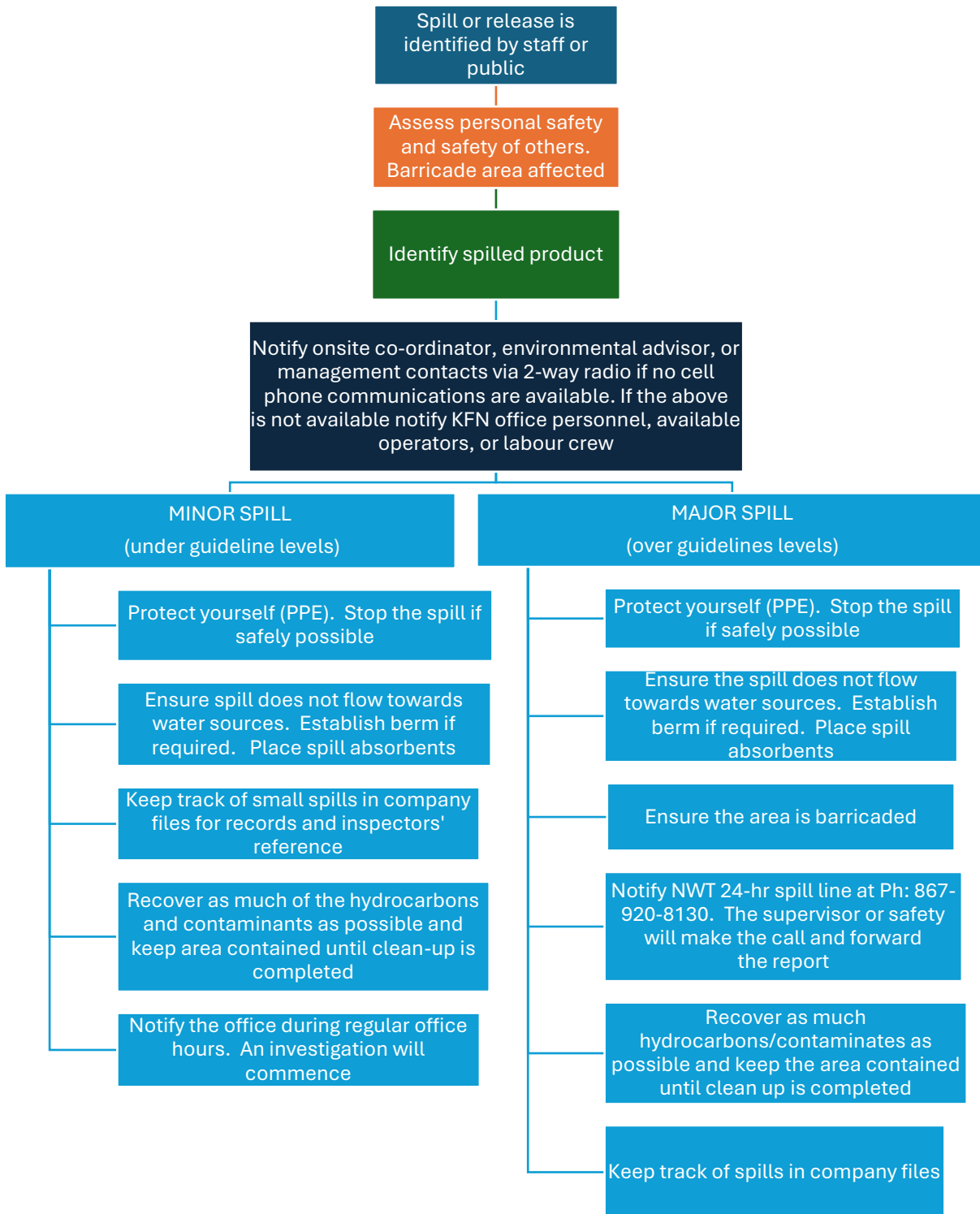
The environmental advisor or management will be responsible for communicating to public enquires or media.

In case of a spill, it is necessary to complete a NWT Spill Report (Appendix B) This data can be accessed by the public upon request by contacting the NWT Spill Line or by accessing the GNWT Hazardous Materials Spills Database online at http://www.e-engine.ca/eps_spillreport/.

1.12 Response Organization

In the event of a spill of hazardous material on the quarry site and access road, whether access is public or private, all personnel will follow a defined response and notification, led by the Onsite Coordinator.

Figure 3: Flow chart outlining the structure of the response team (specifics for each stage will be included in the guidelines for initial actions in the Action Plan)



1.13 The Onsite Co-ordinator has the following responsibilities:

- Assume complete authority over the spill area and coordinate the actions of site personnel
- Report spill to NWT Spill Line 1-867-920-8130 when required
- Ensuring inspection of fuel tanks and pumps and preventative measures are being followed prior to the start of the workday to prevent leakages and escape of hazardous materials.

1.14 The Environmental Adviser has the following responsibilities:

- Provide technical advice on probable environmental effects of the spill
- Provide advice to the Onsite Co-ordinator on spill response procedures
- Assist in developing any sampling, testing or monitoring of soil and water directly affected by the spill
- Once a spill has been contained, consult with 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
- Co-ordinate all correspondence with the quarry operator, contractor and government agencies.

2 Action Plan

These are the procedures that must be followed in response to a spill:

2.0 Procedures for initial action:

- Ensure the safety of all personnel
- Assess spill hazards and risk
- Remove all sources of ignition
- Stop spill if safely possible e.g. shut off the pump, replace capping, tip drum upward, patch leaking hole. Use the contents of the nearest spill kit to aid in stopping the spill if safe to do so. Protective gloves should be worn immediately if there is any risk of being in contact with hydrocarbons
- Contain the spill – use the contents of the spill kit to place sorbent material on the spill or use a shovel to dig a dike to contain the spill. Methods will vary depending on the nature of the spill and the time of year
- Notify Onsite Contact Co-ordinator Ken Norn, 875-8383. If not available Report spills according to quantities listed at: <http://www.enr.gov.nt.ca/programs/hazardous-materials-spills/reporting-spills> or NWT Spill Line 1 -867-920-8130.

2.1 Procedures for containing and controlling a spill:

- Initiate spill containment by first determining what will be affected by the spill
- Assess speed and direction of spill and cause of movement (wind, slope, puddles of water)
- Determine the best location for containing the spill
- Have a contingency plan ready in case the spill worsens beyond control or if the weather or topography impedes containment
- Keep a log of all information received during the incident
- If on any water sources (pond, lake, river) Drill a hole downstream if ice thickness permits it safe (15cm min) and place absorbents in the hole for monitoring.

2.2 Specific spill containment methods for land, ice, and snow

I) Containment of spill on land:

Spills on land include 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 contained soil can be more easily recovered. Generally, spills on land occur during the late spring, summer, or early fall when snow is minimal.

Dykes

Dykes can be created using soil surrounding a spill on land. These dykes are constructed around the perimeter or downslope of the spill. 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 material or by pumping into barrels or tanks. 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 to contain spills as long as the top layer of soil is thawed. Shovels pick axes, loaders, dozers or hoes can be used depending on the size of the trench required. It is recommended that the trench be dug to the bedrock or permafrost, which will then provide a containment layer for the spilled liquid. Liquid can then be recovered using a pump or sorbent materials.

II) 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 liquid. The 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 moulding it to form a dyke down the 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 or poly 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 material.

Trenches

For significant spills on ice, trenches can be cut into the ice surrounding and/or downslope 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 should only be considered if the other approaches are not feasible and are only to be undertaken with the permission of the INAC or lead agency inspector.

III) 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 of snow can be easily cleaned up by raking and shovelling the contaminated snow into plastic bags or empty barrels.

Dykes

Dykes can be used to contain fuel spills on snow. By compacting snow down the 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.

2.3 Vehicle Maintenance Practices

To prevent and minimize spills from vehicles onsite, the contractors or persons requesting to use the quarry will be required to submit all vehicle maintenance logs which show updated maintenance reports. Vehicles without proper maintenance documentation will not be allowed on-site to prevent any spill occurrences.

In the case of any spills from vehicles (hydraulic fluid) the steps identified in response organization (1.12 Response Organization) and spill containment will be followed (2.2 Specific spill containment methods for land, ice, and snow).

3 Resource Inventory

3.0 On-site resources

I) Spill kits and equipment

A spill kit will be located on-site, and the contents and the spill response plan will be reviewed with crew members regularly. Heavy equipment, shovels, rakes, and poly are located on-site for use when required.

Contents of spill kits, but not limited to:

- 15 hydrocarbon absorbent pads
- 2 absorbent socks (3" x 48")
- 1 plug and dyke (10oz jar)
- 3 heavy duty yellow disposal bags (33"x35"x6mil)
- 2 pairs of PVC oil-resistant gloves
- 2 pairs of plastic safety goggles
- 1 spill clean-up instruction sheet
- 20 l. pail

Other equipment

- 1 shovel
- 1 rake

II) Safety Data Sheets (SDS)

Safety Data Sheets for each hazardous material have been provided in Appendix A.

Given that the quarry is operated on an occasional basis, KFN has established a sign-in sheet system for individuals accessing the site. Prior to operating the quarry, all workers will receive copies of the SDS at the KFN Band Office.

These sheets must always be kept in the trucks on site while the quarry is in use. The onsite coordinator will ensure that SDSs have been obtained from the Band Office and will be present onsite.

Should any training be required for the proper utilization of the SDS in the event of a spill, it will be facilitated by the Environmental Officer-KFN's Lands Director and the Onsite Coordinator.

SDS Training Process

Once it has been established that individuals/ companies accessing the quarry will need training on how to use SDS in the event of a spill, the following steps will be involved in the training program:

- The Environmental Officer-KFN's Lands Director and the Onsite Coordinator will ensure all workers who will be using the quarry are present for the training.
- In the training session, the SDSs and Spill kits are given to the workers to be kept in their trucks
- The Environmental Officer-KFN's Lands Director and the Onsite Coordinator give a summary of the plan during the training session

- Designated training sessions, such as simulation spill drills, are arranged for those handling hazardous materials to guarantee they understand proper procedures for handling and responding to spills, including the correct use of spill kits.
- Before starting work on the site, all employees and contractors must undergo basic first aid and WHMIS training.
- Because the work at the quarry is occasional, the contractors/persons requesting to use the quarry will need to use personnel who have basic first aid and WHMIS training. The Environmental Officer-KFN's Lands Director will inspect and record their certificates.
- To ensure extra safety on site, supervisors or onsite coordinators must have advanced level first aid training and also complete training in the transportation of dangerous goods as per the Guidelines for Spill Contingency Planning (Canada. Indian and Northern Affairs, 2007). The Environmental Officer-KFN's Lands Director will ensure and inspect the training certificates.

3.1 Storage and Transfer

- Store all contaminated water, snow/ice, soils, cleanup supplies, and used absorbent materials in closed labelled containers
- Store containers in a ventilated area away from incompatible materials.

3.2 Disposal

The Environmental Adviser will consult with Federal and Territorial environmental authorities for advice on disposal sites for contaminated materials and before disposing of contaminated materials.

3.3 Off-site resources

The individuals mentioned in the list can arrive at the site within a minimum of 2 hours. However, it is unlikely that government officials would be able to reach the site until the next business day, depending on the seriousness of the spill.

- Land's Director, KFN - (867) 874-8017
- NWT 24-Hour spill line - (867) 920-8130
- Contractor, Naegha Zhia - (867) 875-8383
- CEO, KFN - (867) 874-6701
- Les Norn, Manager, Municipal Services - (867) 875-7721

4 Spill Response Training Protocol

The Onsite coordinator and Environmental Officer (Land's Director) will conduct training for all onsite personnel, including equipment operators, drivers and labourers.

4.0 Training will include the following instruction:

- The initial spill response procedures to follow in the event of spills
- Review the Organization Spill Response Contacts
- Location and use of emergency equipment to respond to spills
- Safe operation and maintenance of equipment and tools to minimize the potential for spills
- Operational procedures to limit the potential and impact of spills
- Safe handling and storage of contaminated material
- Monthly safety discussions to address work hazards.

4.1 Training schedule and recordkeeping

The operational manager and KFN band office will maintain a spreadsheet that records the training completed by staff and the expiration dates of specific training. This spreadsheet is kept regularly updated.

5 References

- Canada. Indian and Northern Affairs, P. S. and P. C. (2007, April). Guidelines for spill contingency planning: R74-6/2007E-PDF - Government of Canada Publications - Canada.ca. <https://publications.gc.ca/site/eng/9.699490/publication.html>, Accessed on October 18, 2024.
- British Columbia, Ministry of Water, Land and Air Protection. (2002, February). A Field Guide to Fuel Handling, Transportation & Storage. https://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/oilandgas/fuel_handle_guide.pdf, Accessed on October 25, 2024.
- Canada. Indian and Northern Affairs, P. S. and P. C. (2007, April 1). Guidelines for spill contingency planning: R74-6/2007E-PDF - Government of Canada Publications - Canada.ca. <https://publications.gc.ca/site/eng/9.699490/publication.html>, Accessed on October 25, 2024.
- National Research Council, N. R. C. (2022, March 28). National Fire Code of Canada 2020. <https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-canada-publications/national-fire-code-canada-2020>, Accessed on October 25, 2024.

6 Appendixes

Appendix A



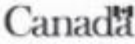
Material Safety Data Sheets (MSDS) for hazardous materials that may be present on-site when required for work in the quarry

Product, Manufacture. Date of issue:

1. ABC Fire Extinguisher, Strike First. Feb.2015
2. ACE-Start Starting Fluid, Kleenflo. Jan.2015
3. Acetone, Recochem. July 2015
4. Acetylene, Dissolved, Praxair. Feb.2016
5. Additive Friction Modifier, Ford. June 2016
6. Air Brake Antifreeze, Recochem. Nov.2015
7. Antifreeze Gold, Ford. Nov.2015
8. Antifreeze MOBIL DELVAC EXTENDED LIFE 50-50 PREDILUTED, Esso. Jan.2016
9. Antifreeze MOBIL HEAVY DUTY SCA PRECHARGED 50-50 PREDILUTED, Esso. Jan.2016
10. Antifreeze MOBIL PERMAZONE, Esso. Jan.2016
11. Antifreeze Mobile Permazone 50-50 Prediluted. Jan.2016
12. Argon, compressed, Praxair. Mar.2014
13. Brake & Parts Kleen, Kleenflo. Jan.2015
14. Bug Wash, Recochem. July 2015
15. Carbon-dioxide, Praxair. July 2016
16. Diesel Exhaust Fluid (DEF), Recochem. Oct.2015
17. Dot 3 Heavy Duty Brake Fluid, Kleenflo. Jan. 2015
18. Heavy Duty Antifreeze - Coolant, Recochem. Nov.2015
19. Kleen-Start Starting Fluid, Kleenflo. Jan.2015
20. Krown KL73 Lubricant, Empack Spraytech. Jan.2015
21. Krown KP53 Penetrant, Empack Spraytech.Mar.2015
22. Lafarge Portland Cement (cement), Lafarge. Apr.2015
23. Lafarge Ready Mix Concrete (Concrete), Lafarge. Mar.2014
24. Lead Acid Battery Wet, Filled With Acid, East Penn Man. May.2015
25. MasterAir® AE 90, BASF. Jan.2014
26. MasterGlenium 3030 also GLENIUM 3030-NS, BASF. Mar.2016
27. Methyl alcohol, Recochem.Dec.2014
28. Mini Delayed Set & Standard Delayed Set, Fritz-Pak. May.2015
29. Nitrogen..compressed, Praxair. June 2015
30. Oxygen compressed, Praxair. June 2015
31. R.V. Plumbing Antifreeze, Recochem. May.2016
32. Safe -T-Brake, Kleenflo. Jan.2015
33. Spray Nine, Permatex. Sept.2015
34. Super Air Plus, Fritzpak. May.2015
35. Super Slump Buster, Fritzpak. May.2015
36. TRMCLD RUST PRIMER RED Oxide, Rust-Oleum. Aug.2015

37. TRMCLD FLAT BLACK, Fust-Oleum. Aug. 2015
38. TRMCLD HI HEAT ALUMINUM, Rust-Oleum. Sept. 2015
39. TRMCLD HI HEAT GLOSS Black, Rust-Oleum. Aug. 2015
40. TRMCLD HI HEAT GLOSS white, Rust-Oleum. Aug. 2015
41. TRMCLD RUST PRIMER GREY, Rust-Oleum. Aug. 2015
42. United 101 Moisture Barrier and Electrical Lubricant, United. Apr. 2015
43. VARSOL™ DX 3139 SOLVENT, Esso. Jan. 2015
44. WINDEX® ORIGINAL GLASS CLEANER, Johnson. Aug. 2015
45. WINDSHIELD WASH -40°C, Recochem. Sept. 2015

Appendix B: NT-NU Spill Report Form

  		<h2 style="margin: 0;">NT-NU SPILL REPORT</h2> <p style="margin: 0;">OIL, GASOLINE, CHEMICALS AND OTHER HAZARDOUS MATERIALS</p>		<p style="margin: 0;">NT-NU 24-HOUR SPILL REPORT LINE TEL: (867) 920-8130 FAX: (867) 873-6924 EMAIL: spills@gov.nt.ca</p>		
REPORT LINE USE ONLY						
A	REPORT DATE: MONTH - DAY - YEAR		REPORT TIME		<input type="checkbox"/> ORIGINAL SPILL REPORT, OR <input type="checkbox"/> UPDATE # _____ TO THE ORIGINAL SPILL REPORT	REPORT NUMBER _____
	B	OCCURRENCE DATE: MONTH - DAY - YEAR		OCCURRENCE TIME		
C		LAND USE PERMIT NUMBER (IF APPLICABLE)			WATER LICENCE NUMBER (IF APPLICABLE)	
	D	GEOGRAPHIC PLACE NAME OR DISTANCE AND DIRECTION FROM NAMED LOCATION			REGION <input type="checkbox"/> NWT <input type="checkbox"/> NUNAVUT <input type="checkbox"/> ADJACENT JURISDICTION OR OCEAN	
E		LATITUDE			LONGITUDE	
	DEGREES	MINUTES	SECONDS	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		QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES	U.N. NUMBER	
	SECOND PRODUCT SPILLED (IF APPLICABLE)		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 EQUIPMENT
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 STATION OPERATOR	EMPLOYER	LOCATION CALLED YELLOWKNIFE, NT	REPORT LINE NUMBER (867) 920-8130	
	LEAD AGENCY <input type="checkbox"/> EC <input type="checkbox"/> COG <input type="checkbox"/> GNWT <input type="checkbox"/> GN <input type="checkbox"/> ILA <input type="checkbox"/> INAC <input type="checkbox"/> NES <input type="checkbox"/> TC			SIGNIFICANCE <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> UNKNOWN		FILE STATUS <input type="checkbox"/> OPEN <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 faxed to the spill line at 867-873-6924. Commencing on January 2, 2007, the form can also be e-mailed as an attachment to spills@gov.nt.ca. Until further notice, please verify receipt of e-mail transmissions with a follow-up telephone call. Spills can still be phoned in by calling collect at 867-920-8130.

A. Report Date/Time	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. Please do not fill in the Report Number; the spill line will assign a number after the spill is reported.
B. Occurrence Date/Time	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).
C. Land Use Permit Number /Water Licence Number	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.
D. Geographic Place Name	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. You must include the geographic coordinates (Refer to Section E).
E. Geographic Coordinates	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.
F. Responsible Party Or Vessel Name	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. 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.
G. Contractor involved?	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.
H. Product Spilled	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)
I. Spill Source	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 ²)
J. Factors Affecting Spill	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 equipment: for example, a gasoline spill beside a daycare centre would pose a safety hazard to children. Use box K if there is insufficient space.
K. Additional Information	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. Please number the pages to ensure that recipients can be certain that they received all pertinent documents. If only the spill report form was filled out, number the form as "Page 1 of 1".
L. Reported to Spill Line by	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.
M. Alternate Contact	Identify any alternate contacts. This information assists regulatory agencies to obtain additional information if they cannot reach the individual who reported the spill.
N. Report Line Use Only	Leave Blank. This box is for the Spill Line's use only.