SHELL CANADA LIMITED
FAX COVERSHEET

SEND TO		FROM
ATTENTION: **Executive Assistant Mr. Gordon Wray - Chairman**		**R. (Randy) H. Hetman** D.A.R./ Construction Manager
COMPANY: **Northwest Territories Water Board**		**Shell Canada Limited** 400 - 4th Avenue S.W. P.O. Box 100, Station M Calgary, Alberta T2P 2H5
DATE: Jan. 31, 2001	LOCATION: Yellowknife	Business: (403) 691-2521 Cell: (403) 813-0408 Fax: (403) 269-7895 (403) 269-7948 Email: randy.hetman@shell.ca
FAX NO: (867) 669-2719	TELEPHONE NO: (867) 669-2772	
SUBJECT: ***N7L1-1762 Contingency Plan Submission***		

DESCRIPTION / REMARKS:

Dear Sir/Madam,

As required by the subject Water License, an Interim Contingency Plan was submitted via fax on December 29, 2000. We indicated that the final version will be submitted to you in January for your approval. After it being in place for one month and review of the Plan by the people in the field, no changes are required and we request the Contingency Plan submitted at that time be considered as final. A paper copy will be forwarded.

You will also notice that the Contingency Plan bears the WesternGeco logo. WesternGeco is currently operating the camp and therefore it is appropriate for them to provide the contingency response.

If you have any questions or concerns, please feel free to contact myself.

Yours truly,

Randy Hetman

Cc Marty Swagar – WesternGeco

NORTHWEST TERRITORIES WATER BOARD
FEB - 5 2001
YELLOWKNIFE, NWT

COPY	
BOARD.	6
G.W.	1
E.A.	1
W. RES.	ORIG
File-	N7L1-1762

\\SCDC3\DFSRoot\SCDept3\RSTECHSV\WELLOPS\DAR\7_MacDelta\Farewell\Contingency Plan Fax2.DOC /1

Shell Canada Limited

400 - 4th Avenue S.W.
P.O. Box 100, Station M
Calgary, Alberta T2P 2H5
TEL (403) 691-3111

CAMP FAREWELL CONTINGENCY PLAN
DECEMBER, 2000

WesternGeco

Sewage Discharge Contingency Plan

Effective date : December, 2000

1. Purpose

The purpose of the Sewage Discharge Contingency Plan is to provide an action plan for WesternGeco employees and their contractors for responding to an unacceptable Sewage Discharge in order to protect human safety and minimize damage to facilities and the environment, and for the rapid notification of Company staff and government authorities.

2. Scope

This procedure applies to all WesternGeco land crews working in the NWT, and the Yukon. This includes sub-contractors who are working directly for WesternGeco.

3. References

4. Definitions

4.1.1. Senior Line Manager

The senior line manager is the person with the highest level of authority on the worksite. This individual is responsible for ensuring that the standard is complied with *on site*. Often, the Advance Party Manager (APM) is the senior line manager on site. However, for cases where no APM is present the senior line manager may be the Senior Surveyor. The Project Manager is responsible for designating the senior line manager.

5. Responsibilities

5.1.1. A Project Manager

a) Ensure that compliance to the standard by all those on the project.

b) Ensure that the organisational structure for the project is made clear to all involved, including both WesternGeco personnel and subcontractors.

5.1.2. Line Manager

a) Supervise the operation to ensure compliance with local regulation, WesternGeco HSE Manual, and these Standards.

5.1.3. NAM QHSE Supervisor

a) Standard custodian. Responsible for revising and updating this standard as required.

b) Advise project manager concerning implementation of this standard.

c) Scrutinise documentation submitted by subcontractor.

d) Ensure that subcontractor audits and inspections are done to a high standard.

Support QHSE Advisors and QHSE Co-ordinators in their roles as they relate to subcontractors

Project Manager: Bob Dreaver 403-509-4486

Canada Land Manager: Al Chatenay 403-509-4480

Inuvik QHSE Advisor: Jason Dohla 867-777-3303

6.3.2 Shell Canada - Contact List

D.A.R. Construction Manager: R. (Randy) H. Hetman 403-691-2521 (403-269-7895 Fax)

6.4. Spill Response Equipment

6 Scoop Shovels

4 205 litre Empty drums with lids off

1 Equipment for constructing containment & clean up

6.5. POSSIBLE SCOPE OF SPILLS

1. Failure of Sewage Treatment Plant.

2. Contamination of Sewage Treatment waste stream.

6.6. RESPONSE ACTIONS

Upon discovery of a spill, the first person on the scene:

1. Protects the lives of anyone in the spill area.

2. Locates likely source or cause of spill and stops flow or release (do not take any unnecessary risk).

3. Assesses the likely size, extent and conditions of spill or discharge.

4. Notifies immediate supervisor, foreman or superintendent.

5. Notify 24 Hour Spill Number utilizing the NWT Spill Report Form.

6. Attempts to contain spread of spill if possible using available equipment/materials.

7. Records all relevant information for reporting purposes.

Discuss & implement appropriate cleanup w/ Government Authorities.

- all news released, government communications and records of interviews
- summary cost breakdown of cleanup, including equipment, manpower, materials, accommodations, transportation claims
- summary of injuries or deaths caused by the spill or occurring during cleanup
- suggestions to improve cleanup operations during future responses
- summary analysis of what went right and what went wrong including reporting procedures

Provide a detailed report to the Water Resources Inspector within 30 days of occurrence.

Fuel Spill Contingency Plan

Effective date : November 1st, 2000

1. Purpose

The purpose of the Fuel Spill Contingency Plan is to provide an action plan for Geco-Prakla employees and their contractors for responding to a fuel spill in order to protect human safety and minimize damage to facilities and the environment, and for the rapid notification of Company staff and government authorities.

2. Scope

This procedure applies to all Geco-Prakla land crews working in the NWT, and the Yukon. This includes sub-contractors who are working directly for Geco-Prakla.

3. References

4. Definitions

4.1.1. Senior Line Manager

The senior line manager is the person with the highest level of authority on the worksite. This individual is responsible for ensuring that the standard is complied with *on site*. Often, the Advance Party Manager (APM) is the senior line manager on site. However, for cases where no APM is present the senior line manager may be the Senior Surveyor. The Project Manager is responsible for designating the senior line manager.

5. Responsibilities

5.1.1. A Project Manager

a) Ensure that compliance to the standard by all those on the project.

b) Ensure that the organisational structure for the project is made clear to all involved, including both Geco-Prakla personnel and subcontractors.

5.1.2. Line Manager

a) Supervise the operation to ensure compliance with local regulation, Geco-Prakla HSE Manual, and these Standards.

5.1.3. NAM QHSE Supervisor

a) Standard custodian. Responsible for revising and updating this standard as required.

b) Advise project manager concerning implementation of this standard.

c) Scrutinise documentation submitted by subcontractor.

d) Ensure that subcontractor audits and inspections are done to a high standard.

Support QHSE Advisors and QHSE Co-ordinators in their roles as they relate to subcontractors

Canada Land Manager: Al Chatenay 403-509-4480

Inuvik QHSE Advisor: Jason Dohla 867-777-3303

6.4.3. Shell Canada - Contact List

D.A.R. Construction Manager: R. (Randy) H. Hetman 403-691-2521 (403-269-7895 Fax)

6.5. POSSIBLE SCOPE OF SPILLS

6.5.1. Vehicle Fuel Transfer

Diesel fuel spill on frozen ground, snow or ice while transferring fuel from fuel truck to field vehicles.

6.5.2. Camp

Diesel, oil, glycol spill from camp storage tanks, lines, equipment.

6.6. INITIAL RESPONSE ACTIONS

Upon discovery of a spill, the first person on the scene:

1. Protects the lives of anyone in the spill area.
2. Isolates or removes any potential ignition sources if possible.
3. Locates likely source or cause of spill and stops flow or release (do not take any unnecessary risk).
4. Assesses the likely size, extent and conditions of spill.
5. Notifies immediate supervisor, foreman or superintendent.
6. Notifies at 24 Hour Spill Number utilizing the NWT Spill Report Form.
7. Attempts to contain spread of spill if possible using available equipment/materials.
8. Records all relevant information for reporting purposes.

6.7. SPILL RESPONSE COUNTERMEASURES

Seismic operations will be conducted during the winter months only. Countermeasures procedures have, however, also been included to cover a spill during the summer months.

Containment

Construct frozen snow dikes or ice trenches around perimeter of spill for containment.

Prevent escape of product into cracks

- dike off
- - seal with snow/water mixture

Recovery

Recover pumpable product and store in steel drums or tanks for future disposal.

Cleanup

Pick up contaminated snow using mechanical equipment or hand labour.

Store in steel drums for ultimate disposal or transport by means of dump truck to a disposal site.

Use sorbent to cleanup remaining contained product.

Recover oiled sorbents and place into steel drums for ultimate disposal.

Water Spills - Summer

Containment-Booms

Deploy oil spill boom on lakes, streams and rivers to contain or diver spill to recovery area.

Recovery-Sorbents

Place sorbent blanket or pads onto contained fuel.

Recover oiled sorbent and place into steel drums.

Transfer filled rums to on-land site for burning of fuel soaked sorbent or to a government approved land disposal site for burial.

Recovery-Skimmer

Use an oil spill skimmer to recover spilled fuel, if spill is too large to recover with sorbents.

Store recovered small volumes of fuel and water in steel drums.

Store larger volumes of recovered fuel and water in empty fuel tank on barge for transfer to a remote recycling or acceptable disposal site, if necessary.

Land Spills - Summer and Confined to Land

6.8.3. Stop Oil Disposal Site - Norman Wells – Inuvik

Oil contaminated snow and recovered oil, either fluid or frozen, may be transported to Esso slop oil disposal facilities in Norman Wells. The oil can then be burned or recovered by gravity separation and skimming in spring thaw. In Inuvik, contact Artic Tire for transportation of contaminated snow from spill site to Inuvik for disposal or burning.

Arrangements to receive any spill material must be made with Esso prior to its transport to Norman Wells.

6.9. POST SPILL REPORTS

a) Any spill which is a violation

b) any spill reported to a government agency

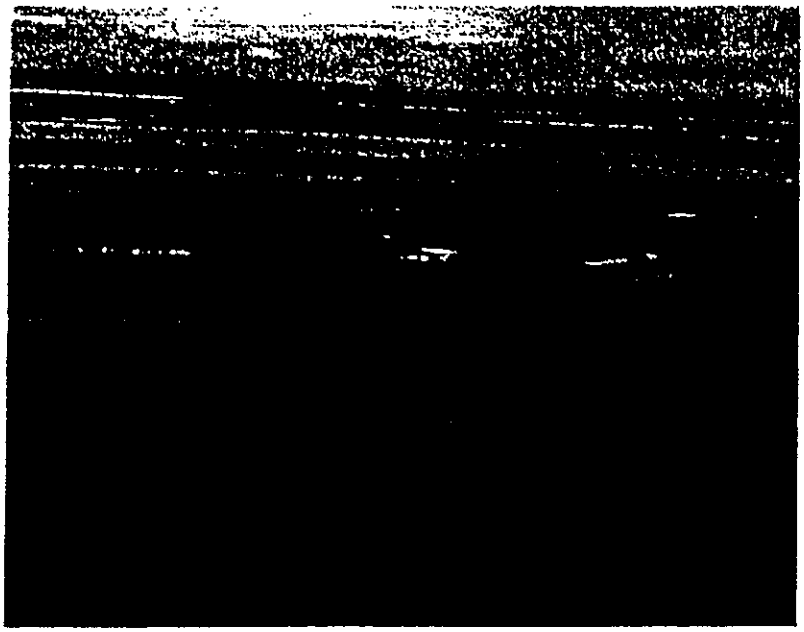
c) any oil spill (not otherwise reportable) which is greater than 0.15m3 (one barrel) in size

d) any spill which has received or may receive public new media attention

The diaries of the on-site personnel are the primary sources of information. The accounting group provides the summary analysis and cost breakdown of the cleanup operation. The report should include the following:

- an analysis of events leading up to the spill, cause of the spill, type of oil spilled, duration of spill
- a chronological description of all areas contaminated by the spill and extent of contamination
- cleanup procedures utilized in each area, including duration of activities, number of personnel involved in the cleanup, types and number of equipment employed
- description of weather conditions, and river currents and how they affected the movement of the oil ad the cleanup operations
- an analysis of the success of cleanup in each area contaminated, and evaluations of equipment used
- description of environmental protection measures and their success
- initial statement of environmental impacts
- statement of property damage
- summary of total volume of the spill and volume recovered, and estimates of the fate of the oil lost including approximate amount lost to each natural process
- statement of damage to company property as well as damage to others' property, including details of cause, type and extent of damage

PROJECT DESCRIPTION
FOR THE PROPOSED PETRO-CANADA
MACKENZIE DELTA KUGPIK AND KURK SEISMIC PROGRAM



Prepared for:
Petro-Canada
Calgary, Alberta

Prepared by:

Inuvialuit Environmental Inc.

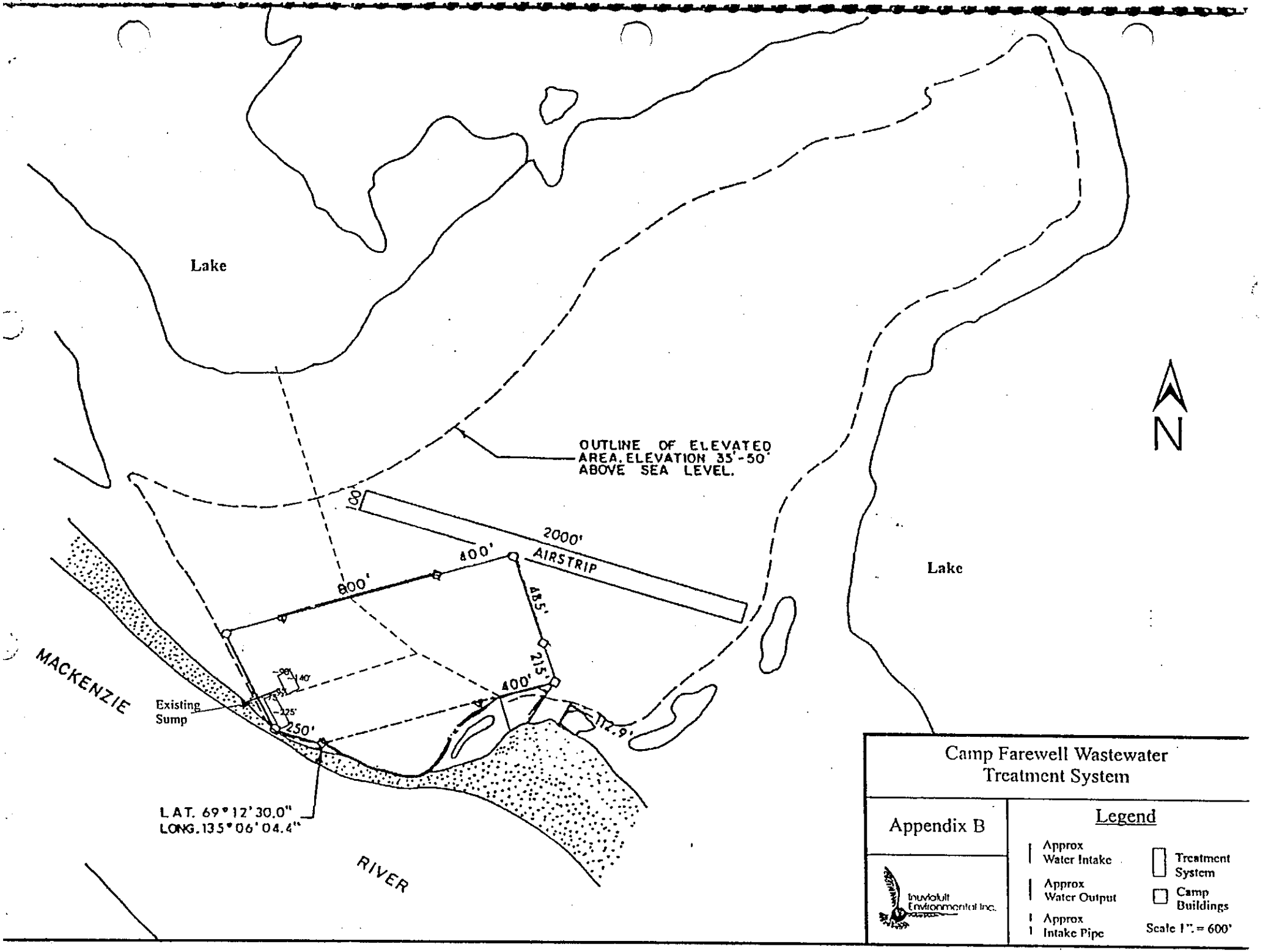
Calgary, Alberta and Inuvik, Northwest Territories

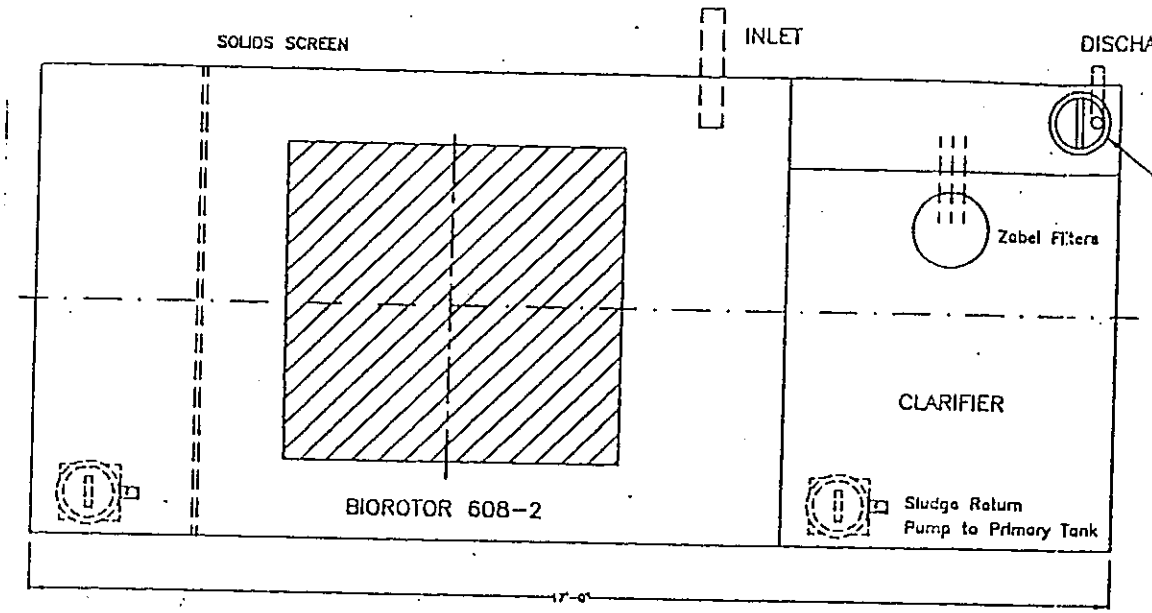
September 2000
Project # 701-00

[redacted]

APPENDIX B

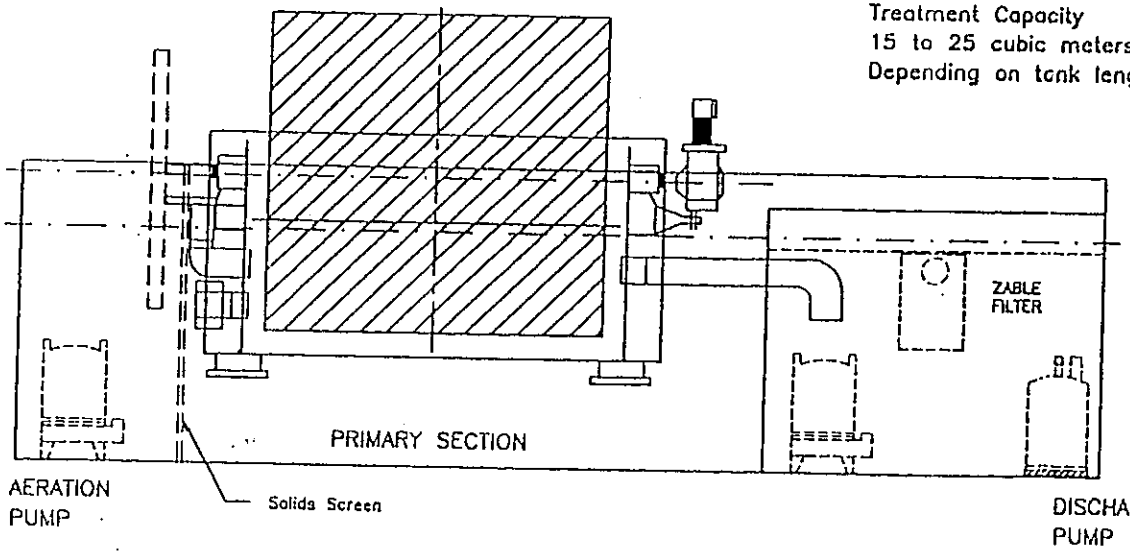
CAMP FAREWELL AND SEWAGE SYSTEM DRAWINGS

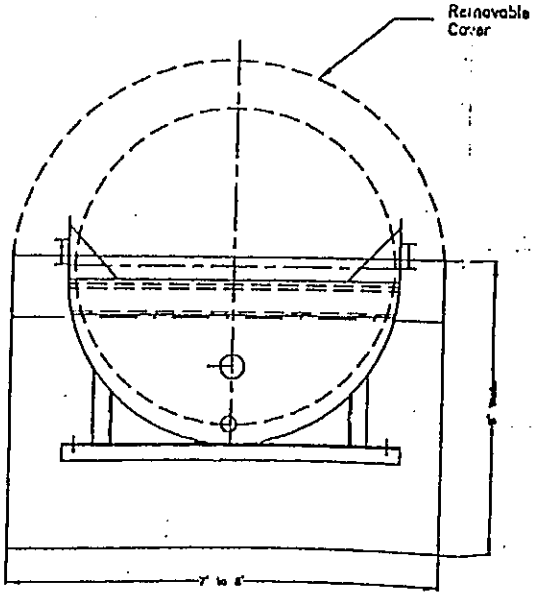

Lake
OUTLINE OF ELEVATED AREA, ELEVATION 35'-50' ABOVE SEA LEVEL.
2000'
AIRSTRIP
400'
800'
485'
215'
400'
112.9'
Lake
N
MACKENZIE
Existing Sump
98'
40'
325'
250'
LAT. 69°12'30.0"
LONG. 135°06'04.4"
RIVER
Camp Farewell Wastewater Treatment System
Appendix B
Inuvialuit Environmental Inc.
Legend
Approx Water Intake
Approx Water Output
Approx Intake Pipe
Treatment System
Camp Buildings
Scale 1" = 600'



BIOROTOR 608–2

Treatment Capacity
15 to 25 cubic meters/day
Depending on tank length.





MOBILE SEWAGE TREATMENT PLANT
GENERAL ARRANGEMENT

RBC-1SYS

APPENDIX C

EMERGENCY RESPONSE PLAN AND FUEL AND OIL SPILL CONTINGENCY PLAN

EMERGENCY CONTACTS

CONTACT	LOCATION	PHONE NUMBER
RCMP	Inuvik	(867) 777-2935
AMBULANCE	Inuvik	(867) 777-4444
HOSPITAL	Inuvik	(867) 777-2955
FOREST FIRE	Inuvik	(867) 777-3333 or (24 hr) 1-800-661-0800
NWT EMERGENCY SPILL RESPONSE LINE	Yellowknife	(867) 920-8130
NATIONAL ENERGY BOARD	Calgary	(403) 299-2792
CANADIAN HELICOPTERS LTD.	Inuvik	(867) 777-2424

Work Instruction Title	Work Instruction Number	Custodian (position)
Emergency Response Plan	LNAM/W001	NAM Land QHSE Supervisor

Latest Revision History

Rev No	Effective Date	Description	Prepared by (name)	Reviewed by (name)
00	9/8/00	First Release	P. Thompson M. Vermaas, G. Devaux	A. Chatenay
Latest revision approved by (name): Mark O'Byrne			Signed:	

1. Purpose

To provide clearly defined instructions and a flowchart to be followed in case an emergency situation arises in the field. The contingencies planned for in this work instruction are INJURY, ACCIDENT and SPILL.

2. Actions

2.1.1 It is the responsibility of the Party Chief or Assistant Party Chief to ensure that an accurate and updated Emergency Response Plan is prepared prior to field operations on the project commencing. The plan will generally be researched by the advance crew or recording crew members sent ahead to a given program area.

2.1.2 All phone numbers listed must be verified by calling the number to ensure the phone number is still valid and no typographical errors have been made on the emergency response plan itself.

2.1.3 A sketch map of the prospect area, principal roads and location of nearest medical facilities with directions from the field to the medical facilities must be drawn and attached to all copies of the plans issued.

2.1.4 Accurate co-ordinates must be obtained for key points around the prospect in case of the need for emergency evacuation. These co-ordinates will include staging locations and designated landing zones for helicopter rescue.

2.1.5 The Injury Accident and Spill Response Plans accompanied by the Important Phone Numbers and radio frequencies sheet are to be posted in:

- the crew office
- recording truck
- staging trailer
- client representatives
- subcontractors.

2.1.6 The truck copy includes page 7 and the map of the prospect area. This must be carried in all vehicles.

2.1.7 A meeting will be held at the start of the contract to ensure everyone is knows and understands the Emergency Response Plan (ERP).

2.1.8 All visitors are to be introduced to the ERP as part of the Visitor Orientation (LNAM/W008).

2.1.9 The ERP must be reviewed with all new employees as part of the New Employee Orientation (LNAM/W005).

2.1.10 Any changes to the response plan during a contract will necessitate all previous copies to be replaced with the updated version. The PC/APC is directly responsible to ensure this occurs.

2.1.11 The functionality of the emergency response plan is to be tested by the use of drills. ERP Drills must be approved in advance by the Party Manager.

2.1.12 Emergency contact numbers for pipelines in the area must be obtained prior to field operations commencing. The prospect access map is the best place to log these phone numbers so they are easy to find and locate.

2.1.13 Definitions:

- An **Emergency Evacuation** would constitute the need to transport an injured person from the work site area.
- **Response time** is the time it takes to get to an injured person or persons once the incident has been reported and get the injured to medical attention.
- **Staging Area** is the principal base of operations for the recording crew. The helicopter (if used) will usually be based at the staging area.
- **Work Site** is the complete prospect area in which the surveying, drilling and recording crews work.
- The nearest **Medical Facility** will be a clinic or hospital capable of handling a seriously injured person or persons.

Emergency Response Plan

IMPORTANT TELEPHONE NUMBERS –

Crew Accommodation	
Advance Party Manager	
QHSE Advisor	
Drill Push	
Park Ambulance – Medic	
Rescue Tech – Medic	
Client: Geco-Prakla	
Project Manager	
Aircraft	
Emergency Services	
Ambulance	
Fire Department	
RCMP	
Air Ambulance	
Hospital	
Spill Response	
National Response Centre	
CAGC Emergency Response	
CANUTEC	
Geco-Prakla Numbers	
Project Manager	
Canada Manager	
NAM HSE Supervisor	

Injury Accident Response Plan –

In All Cases

- Immediately notify MEDIC on Working Channel
- The response co-ordinator will be the senior crew member on site. The response co-ordinator will be responsible for the execution of this plan.
- If the Helicopter External Transport system (HETS) is required a trained HETS medic will be incident commander.
- In all cases, the accident scene should be evaluated to ensure all hazards have been removed or controlled prior to any rescue attempt. DO NOT BECOME A VICTIM YOURSELF.

First Aid Case

- Senior staff member sends trained responder to scene.
- Responder administers first aid as necessary.
- Field crew notifies crew office of injury.
- Injured person returns to work or to crew office for further assessment or treatment.

Severe or Life Threatening Injuries

- Crew immediately stops production and calls for radio silence.
- Field crew immediately notifies crew office. Office to maintain an accurate and timed radio communication and telephone log.
- Senior staff member sends trained responder to scene.
- Responder administers first aid as necessary and where appropriate. Responder will pass along information via recorder to crew office as to condition of injured. Determine if injuries merit evacuation by ambulance or helicopter.
- Describe injures and difficulty of evacuation to HETS trained resoponder to determine if injuries & location merit evacuation by ambulance or helicopter.
- Crew office notifies Emergency Medical Services or helicopter medivac company, giving location of accident, nature of accident and injuries, number of people involved. Escort from town to scene may be required to avoid ambulance getting lost. GPS co-ordinates for staging or accident location should be available to give to helicopter to find scene quickly.
- If the patient(s) can be moved, responder can move them to a convenient location to speed up access by the EMS or helicopter. USE EXTREME CAUTION. IF IN DOUBT, DO NOT MOVE THEM.

- Co-ordinates
- Hospital:
- Hospital Telephone:
- Ambulance Telephone:

- EPS

Radio Frequencies –

Conversion Radio Frequencies:

USA Radios	Canadian Radios
Channel 1: 153.050	Channel 1: 153.050
Channel 2: 153.080	
Channel 3: 153.110	
Channel 4: 153.140	
Channel 5: 151.170	
Channel 6: 151.230	Channel 2: 153.230
Channel 7: 153.290	Channel 3: 153.290
Channel 8: 153.320	Channel 4: 153.320
Channel 9: 153.350	
Channel 10: 158.310	
Channel 11: 158.370	
Channel 12: 158.430	

Additional Canadian radios:

Channel 5: 151.4 - 156.2	Repeater
Channel 6: 153.325	

Spill Response Plan –

In All Cases

- Immediately notify SENIOR SITE SUPERVISOR OF WORKING CHANNEL
- **The response co-ordinator will be the senior crew member on site. The response co-ordinator will be responsible for the execution of this plan.**
- **In all cases, the incident scene should be evaluated to ensure all hazards have been removed or controlled prior to any rescue or cleanup attempt.**

Drill or Vehicle Leak

- Operator immediately shuts down engine and if possible closes valves to stop flow of fluid.
- Notify recorder, crew mechanic or drill push.
- Contain spill using materials found in spill response kits or by constructing dam using shovel or available tools and materials. Use absorbent to attempt to soak up as much fluid as possible. All efforts must be made to stop any water courses from becoming contaminated.
- Recorder notifies crew office of incident. Office notifies client of incident.

Pipeline Rupture or Leak

- Recorder immediately stops production and calls for radio silence.
- All personnel evacuate area. Extinguish all cigarettes and shut off all engines of vehicles left in area. Poisonous or explosive gases may be present. Any personnel incapacitated in the immediate area of the rupture should be left behind until rescue by personnel equipped with breathing apparatus can be arranged. Nobody should re-enter the area of the leak without breathing packs.
- Recorder immediately notifies crew office. Office to maintain an accurate and timed radio communication and telephone log.
- Senior member of staff attends scene, maintaining safe distance. Identify location of rupture or leak. Identify pipeline affected. Determine emergency contact number for pipeline company. This number is located on plaques erected along major pipeline routes at intervals and at road crossings.
- Office or recorder calls pipeline company with details of incident, location of spill, nature of fluids or gases observed etc. Pipeline company should shutdown pipeline.
- Office calls client representative and field manager. Office also notifies Geco-Prakla base, Calgary.

Important Information

- Advance Crew Office Telephone:
- :
-