



Hamlet of

Water Licence Number:

Spill Contingency Plan

Date Prepared:

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1. Introduction

Name of the Hamlet:

Location of Hamlet - latitude and longitude in Degrees, Minutes and Seconds (DMS):

Latitude:

Longitude:

Present Population of the Hamlet:

Climate (a brief note such as mean July and January temperature)

Attach a Map of the Hamlet

Hamlet Map Attached in Appendix 1

2. Site & Systems Description

Which facilities do these plans cover? Include only facilities where the community would be responsible for responding to a spill. (**Check all that apply.**)

Water Treatment Plant (WTP)

Solid Waste Disposal Facilities (SWDF)

Sewage Waste Disposal Facilities (SWF), specify the type:

Natural Lake Lagoon Engineered Lagoon Exfiltration System Mechanical Plant

Bulk Fuel Storage Facility

Community Garage

Swimming Pool

Land farm at separate location from Solid Waste Disposal Facilities

Other (specify):

Briefly describe sites including size, location (Latitude and Longitude in Degrees, Minutes and Seconds), topography, buildings and infrastructures, potentially impacted communities, traditional use areas, other development and environmentally sensitive areas, resource harvesting areas, fish spawning areas, waterfowl habitat, animal migration routes, beaches, archaeological and historic sites, public and private water supplies:

Attach a map showing the location of each facility (multiple facilities can be shown on one map, or use separate maps if more than one is required), buildings, roads, culverts, airstrips and other infrastructure, all surface water bodies and direction of water flow, probable spill locations and direction of flow on land and in water, locations of all response equipment, location of spill kits, environmentally sensitive areas, any approved disposal sites and any other important on or off site features.

Include any additional community fuel storage locations, such as an airport fuel facility.

Show the municipal boundaries on each map. Show the location of fuel and other hazardous materials stored at each site.

If applicable, show the location of the fuel and pump for a seasonal reservoir fill.

Map(s) Attached showing above features in Appendix 2

3. Effective Date of Spill Contingency Plan

Spill Contingency Plan effective date:

This Spill Contingency Plan is effective from the date shown above until such time that an updated spill contingency plan is in place. Updated plans should include a list of all revision dates and a brief summary of the changes made to the plan. In the event of a spill during a period of review, this plan shall take precedence. This plan applies to all operations and activities conducted within the municipal boundaries of _____.

This Spill Contingency Plan was developed to comply with the Environmental Protection Act. R.R.N.W.T. 1990, c and Waters Regulations (WR) section 5 (2)(g): an application shall include “if the undertaking involves the handling or storage of petroleum products or hazardous materials, (i) a plan for the safe handling, storage and disposal, and (ii) a contingency plan for the containment and clean-up of those products and materials in the event of a spill”.

4. Revisions of Spill Contingency Plan

The Spill Contingency Plan should be updated annually, at a minimum, to reflect changes such as fuel storage locations, new hazardous materials on site, new construction and new personnel and contact information.

Use the following table to record a summary of revisions each year. Add new pages as required.

| Date of Revision (dd/mm/yyyy) | Title, Section Number, or Page Number of Revised Sections | Summary of Changes |
|--|--|---------------------------|
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5. Purpose of Spill Contingency Plan

The purpose of this plan is to outline response actions for potential spills of any size, including a worst case scenario, for the Hamlet of _____ . 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.

The policy of the Hamlet of _____ is:

- To comply with existing regulations;
- To provide such protection of the environment as it is technically feasible and economically Practical;
- To cooperate with other groups on the protection of the environment; and
- To keep employees, government officials, and the general public informed.

6. Contact Information & Responsibilities

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 shown in the attached table (Appendix 3). These spills must be reported to the NWT 24-hour Spill Report Line at (867) 920-8130.

NWT 24-Hour Spill Line: 867-920-8130

Contact information for spill response personnel. Where possible, provide additional phone numbers to ensure contacts can be reached 24 hours a day in the event of a spill.

| Name | Position | Phone | Second Phone |
|-------------|-----------------|--------------|---------------------|
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Additional copies of the Spill Contingency Plan may be obtained by contacting:

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| Name: |
| Position: |
| Phone: |
| Email: |
| Fax: |

Media inquiries should be directed to:

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|------------------|
| Name: |
| Position: |
| Phone: |
| Email: |
| Fax: |

Responsible personnel for activating the Spill Contingency Plan at each facility in the event of a spill:

| Facilities | Name | Job Title | 24-hour telephone number(s) |
|----------------------------------|-------------|------------------|------------------------------------|
| Water Treatment Plant | | | |
| Sewage Waste Disposal Facilities | | | |
| Solid Waste Disposal Facilities | | | |

| | | | |
|----------------------------|--|--|--|
| Bulk Fuel Storage Facility | | | |
| Community Garage | | | |
| Other (specify) | | | |

7. Off-Site Resources

Off-site resources for assistance in the event of a spill are listed below. Assistance from outside the community may not be able to reach the site until at least the next business day.

| Organization | Contact Phone |
|---|-------------------------|
| NWT 24-Hour spill line | 867-920-8130 |
| GNWT ECC Regional Office, Inuvik | 867- 678-8090 |
| ECC Inspector, Inuvik Region | 867-678-8090 Ext. 24659 |
| ECCC (Emergency) | 1-800-668-6767 |
| Department of Fisheries and Oceans, Inuvik Region | 867-777-7500 |
| NWT Emergency Measures Office | 867-920-2303 |
| Inuvialuit Land Administration, Tuktoyaktuk | 867-977-7100 |
| RCMP, Yellowknife | 867- 669-1111 |
| Environmental Health, Inuvik | 867-777-4840/4841 |
| Tele-Care NWT Health Line | 888-255-1010 |
| NWT Fire Marshal Office, Emergency Number | 867-920-2303 |
| NWT Emergency Services Division MACA, 24 h – Emergency line | 867-873-7554 |
| Other (Specify): | |
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8. Emergency Phone & Radio Locations

Where are Emergency telephones and/or radios located?

Water Treatment Plant

Sewage Waste Disposal Facilities

Solid Waste Disposal Facilities

Bulk Fuel Storage Facility

Community Garage

Community's main office

Other (specify):

9. Storage & Distribution of Spill Contingency Plan

A copy of this Spill Contingency Plan should be kept on site at each facility at all times and at the Community's main office. Indicate which locations have a copy of the Spill Contingency Plan (check all that apply):

Water Treatment Plant

Sewage Waste Disposal Facilities

Solid Waste Disposal Facilities

Bulk Fuel Storage Facility

Community Garage

Community's main office

Other (specify):

Formal distribution of the Spill Contingency Plan has been made to the following offices:

| Organization | Address and Contact |
|---|--|
| Inuvialuit Water Board | Inuvialuit Water Board P.O. Box 2531 151 Mackenzie Road Mack Travel Building, 2 nd Floor Inuvik, NT X0E 0T0 Phone: 867-678-2942 Fax: 867-678-2943 |
| Municipal and Community Affairs (MACA) Inuvik Regional Office | MACA Inuvik Regional Office PO Box 1740 106 Veterans Way Inuvik, NT X0E 0T0 Phone: 867-678-8045 ext:21652 |
| INF Public Works and Services (PWS) - Inuvik Regional Office | INF PWS Inuvik Regional Office 106 Veterans Way, Bag Service 1 Inuvik, NT X0E 0T0 Phone: 867-777-7146 Fax: 867-777-3463 |
| Beaufort-Delta Health and Social Services Authority | Beaufort-Delta Health and Social Services Authority Bag Service #2 285 - 289 Mackenzie Road Inuvik, NT X0E 0T0 Phone: 867-777-8000 |
| GNWT Environment and Climate Change Land and Water Division Beaufort Delta Region, Inuvik | Environment and Climate Change Bag #1 86 Duck Lake St. Inuvik, NT X0E 0T0 Phone: 867-678-8090 Fax: 867-777-2090 |
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10. Community Environmental Policy

The Hamlet of _____ is committed to operating in an environmentally sensitive manner and complying with requirements of the Water Licence _____ and other Federal, Territorial and Municipal Acts and Regulations.

11. Potential Spill Materials Inventory

In this section, you will create a Potential Spill Materials Inventory by listing the hazardous materials stored at each site that could lead to a spill.

The following tables list hazardous materials on-site for each facility that may pose a spill risk, the type of storage container, the average and maximum quantities stored and their storage location. Tables are provided for the most common facilities. Use the two "Other Location" tables at the end of the section to add additional facilities such as a community pool, landfarm (that is not part of the Solid Waste Disposal Facilities), or other facilities with chemical storage. Do not include sewage or fuel tanks installed at individual buildings or households.

Materials commonly found at each type of facility have been listed as a starting point. Skip any materials that are not used at your facility. Add any additional materials at the end of the list for each facility

Water Treatment Plant (Do not list small quantities of reagents or calibration standards used for in-plant water testing.)

| Material | Type of Storage Container | Quantity Normally Onsite (kg or m ³ or L or drums or gallons) | Maximum Quantity Onsite (kg or m ³ or L or drums or gallons) | Storage Location and Uses |
|--|---------------------------|--|---|---------------------------|
| Sodium Hypochlorite (liquid) and/or household bleach | | | | |
| Sodium Hypochlorite (powder) | | | | |
| Sodium Hydroxide (Caustic Soda) | | | | |
| Vita-D-Chlor (Ascorbic Acid) | | | | |
| Diesel or heating fuel | | | | |
| Aluminium sulfate or alum | | | | |
| Coagulant-aid polymer | | | | |
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Sewage Waste Disposal Facilities

| Material | Type of Storage Container | Quantity Normally Onsite (kg or m³ or L or drums or gallons) | Maximum Quantity Onsite (kg or m³ or L or drums or gallons) | Storage Location and Uses |
|------------------------|----------------------------------|--|---|----------------------------------|
| Sewage | | | | |
| Diesel or heating fuel | | | | |
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Solid Waste Disposal Facilities (For additional information on the hazardous waste materials listed in this section, please refer to the “Hazardous waste information” pages appended to this document.)

| Material | Type of Storage Container | Quantity Normally Onsite (kg or m³ or L or drums or gallons) | Maximum Quantity Onsite (kg or m³ or L or drums or gallons) | Storage Location and Uses |
|------------------------|----------------------------------|--|---|----------------------------------|
| Diesel or heating fuel | | | | |

| | | | | |
|---|--|--|--|--|
| Household Hazardous Waste | | | | |
| Asbestos | | | | |
| Lead-acid Batteries | | | | |
| Antifreeze or glycol | | | | |
| Hydrocarbon Contaminated soil, snow, or water | | | | |
| Mercury | | | | |
| Oily Debris | | | | |
| Halocarbons or Refrigerants | | | | |
| Paint | | | | |
| Propane Tanks | | | | |
| Residue Fuel Tanks, Heating Oil Tanks, Drums | | | | |
| Used oil | | | | |
| Waste fuel | | | | |
| Vehicles | | | | |
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Bulk Fuel Storage Facility (If the community has additional fuel storage at the airport or elsewhere, add additional lines for the second location. For example, if you have diesel stored at two separate facilities, you will have two lines in the table for diesel.)

| Material | Type of Storage Container | Quantity Normally Onsite (kg or m³ or L or drums or gallons) | Maximum Quantity Onsite (kg or m³ or L or drums or gallons) | Storage Location and Uses |
|--|----------------------------------|--|---|----------------------------------|
| Gasoline | | | | |
| Diesel or Low Sulphur Diesel Light (LSDL) fuel | | | | |
| Jet-A | | | | |
| Propane | | | | |
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Community Garage

| Material | Type of Storage Container | Quantity Normally Onsite (kg or m³ or L or drums or gallons) | Maximum Quantity Onsite (kg or m³ or L or drums or gallons) | Storage Location and Uses |
|------------------------|----------------------------------|--|---|----------------------------------|
| Diesel or heating fuel | | | | |
| Glycol or antifreeze | | | | |
| Engine oil | | | | |
| Transmission fluid | | | | |
| Brake fluid | | | | |
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Other Location 1 (specify):

| Material | Type of Storage Container | Quantity Normally Onsite (kg or m³ or L or drums or gallons) | Maximum Quantity Onsite (kg or m³ or L or drums or gallons) | Storage Location and Uses |
|-----------------|----------------------------------|--|---|----------------------------------|
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Other Location 2 (specify):

| Material | Type of Storage Container | Quantity Normally Onsite (kg or m³ or L or drums or gallons) | Maximum Quantity Onsite (kg or m³ or L or drums or gallons) | Storage Location and Uses |
|-----------------|----------------------------------|--|---|----------------------------------|
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12. Spill Preventive Measures

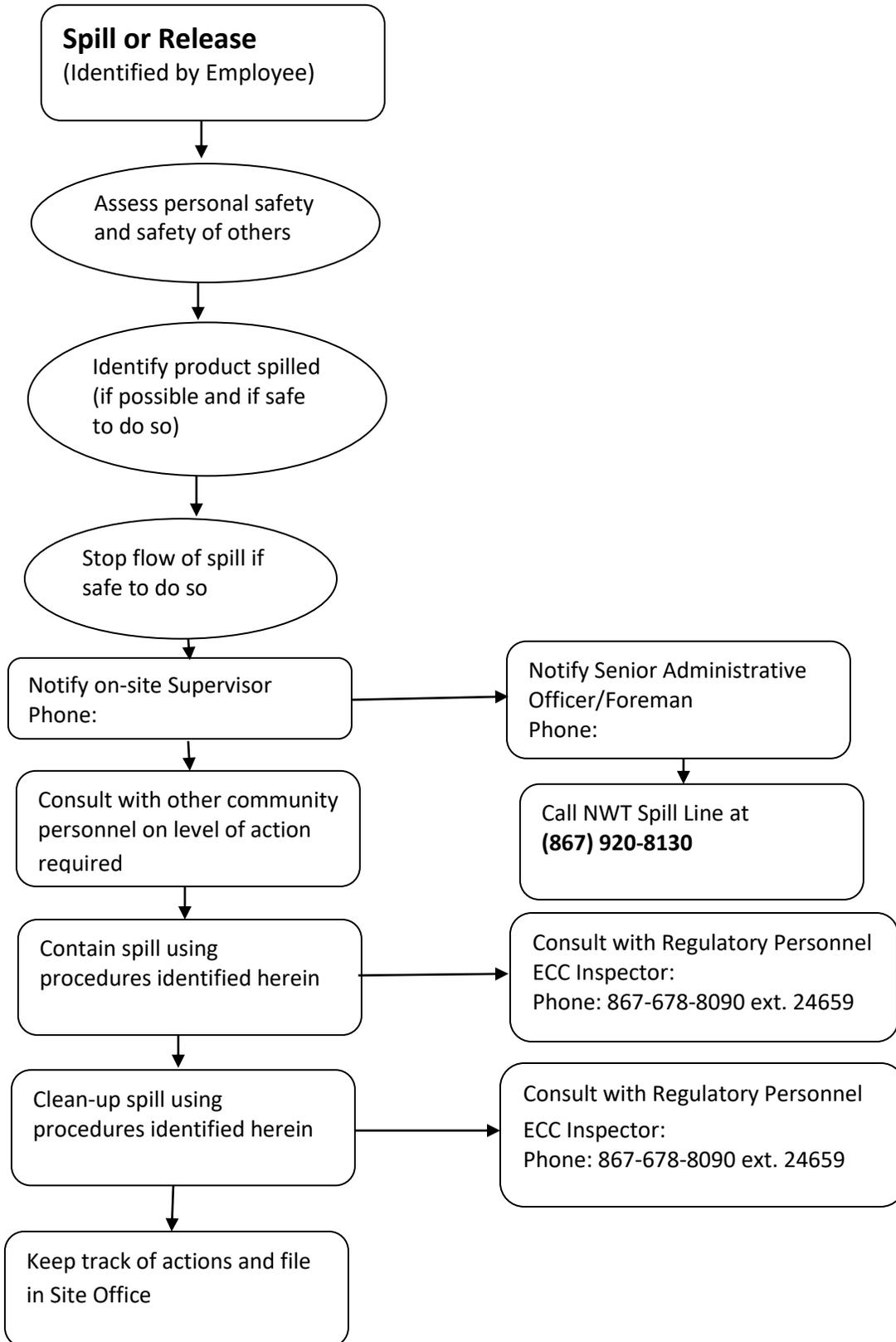
The community is concerned about the environment and the possibility of a spill; therefore, precautions should be taken when working with hazardous materials. In order to prevent spill occurrences, the Hamlet should take the following spill prevention measures and general precautions at the various facilities:

- Operators should be trained in safe handling and disposal procedures;
- Operators should ensure that the collection trucks are not filled beyond capacity;
- Truck and equipment inspections should be performed on a regular basis;
- Leaks checks should be performed for motorized vehicles and other equipment on a regular basis;
- Berms and containment measures should be inspected regularly on a scheduled basis;
- Secondary containment measures should be in place at required locations;
- Personal protective equipment (PPE) should be worn at all times when handling hazardous waste;
- Material Safety Data Sheet (MSDS) should be readily available for all hazardous waste present on-site;
- Spill kits should be readily available for all spill types;
- Schedules for the various inspections should be prepared and followed by appropriate personnel; and
- Inspection checklists should be prepared and followed by appropriate personnel.

13. Response Flowchart

The flow chart identifies the response organization and the chain of command for responding to a spill or release.

Response Flowchart



- Provide communications during operations.
- Storage of fluids not exceeding the amounts listed above.
- Ensure that the ice is able to support the types of vehicles and equipment used in the filling operation. The GNWT Department of Infrastructure has published "A Field Guide To Ice Construction Safety", which is a good reference for working on ice and provides guidance on determining a safe thickness of ice for a given load. The following paragraph is from the Field Guide, Section 3.4.

"The ability of ice to support a load is dependent on a number of factors, including ice thickness, the pressure of the water below the ice as deflection develops, the way the ice formed initially, snow cover, vehicle speed and the kinds of load placed on the ice cover. The strength is different for sea and freshwater ice and is affected by the presence of cracks and sudden or extreme temperature changes. It should also be remembered that ice thickness can vary considerably from place to place and until a margin of safety is achieved, extreme caution must be exercised."

The Field Guide is available on INF's website and should be used as guidance to determine if the ice thickness is sufficient for reservoir filling activities. People in the community who are familiar with the source waterbody should also provide information on site-specific dangers such as known areas of thin ice, which can't be predicted in a general guideline. Additional caution is needed when working with vibrating loads such as pumps, which can cause damage to the ice. If possible, these loads should be kept on shore. If this is not possible, the ice may need to be thicker, and should be monitored for damage such as cracks that may weaken it. The Field Guide provides information on cracked ice.

Response Strategy

In the event of a spill:

- Be alert and consider safety first. If possible, identify the product spilled and the source of the spill.
- Assess the fire and safety hazard to human life; warn people in and around the spill area to vacate the area if necessary
- Shut off the source of the spill, if safe to do so.
- Shut off all machinery or equipment, for example: lights, motors, furnaces, truck engines that may cause sparks, etc. to start a fire, no smoking.
- Tend to the injured, if any.
- Secure the area by not letting any vehicles or persons enter the area.
- Use good judgment to safely stop the spill product from spreading, if possible, by creating a barrier to keep the area of spill from getting larger
- Notify the SAO / Acting SAO that a spill has occurred. The SAO will follow these steps:
 - Step 1: Activate the Spill Recovery Plan.
 - Step 2: Consult with on-site staff and determine appropriate level of response.
 - Step 3: Notify all relevant government departments using the 24-hour Spill Line.
 - Step 4: Deploy appropriate staff resources, including Rubber Tire Loader, Municipal Works staff, Spill Containment Kit located as listed in section 15.
 - Step 5: Commence spill containment and collection activities.
 - Step 6: See that the contaminated materials are disposed within the solid waste disposal area.
 - Step 7: Complete spill report.

Sewage Spills

The main source for a sewage spill in _____ would be the sewage truck and/or sewage holding tanks in a home or community building. The maximum size of a sewage spill is most likely limited to the capacity of the sewage truck and/or sewage holding tank.

Response Strategy

In the event of a spill:

- Be alert and consider safety first. If possible, identify the product spilled and the source of the spill.
- Shut off the source of the spill, if safe to do so.
- Tend to the injured, if any.
- Secure the area by not letting any vehicles or persons enter the area.
- Use good judgment to safely stop the spill product from spreading, if possible, by creating a barrier to keep the area of spill from getting larger
- Notify the SAO / Acting SAO that a spill has occurred.

The SAO will follow these steps:

Step 1: Activate the Spill Recovery Plan.

Step 2: Consult with on-site staff and determine appropriate level of response.

Step 3: Notify all relevant government departments using the 24-hour Spill Line.

Step 4: Deploy appropriate staff resources, including Rubber Tire Loader, Municipal Works staff, Spill Containment Kit located as listed in section 15.

Step 5: Commence spill containment and collection activities preferably using the backup sewage truck. Use of the municipal loader is preferred for the creation of a containment berm and the collection of contaminated soil. The spill contact area is to be treated with lime and covered with soil.

Step 6: See that the contaminated materials are disposed of within the solid waste disposal area.

Step 7: Complete Spill Report.

General Community Operations

On a daily basis, the community conducts operations that have the potential to be a small spill situation. Reporting for these spills will be in accordance with the Environmental Protection Act and the volumes outlined in the list of Immediately Reportable Spill Quantities appended to this document.

Defensive Spill Position

General community operations include:

- Retain sufficient supplies (sorbent) in community-owned vehicles and potential spill locations to contain potential spill volumes. Such as motor oil generated from servicing vehicles, gasoline and diesel from the fuelling of equipment.
- Using Storage tanks that meet the fire code and Fire Marshal's recommendations (Dyked tanks or double-walled).
- Training personnel in safe, sensible operational procedures.
- Retain minimum economic volumes of chlorine and other chemicals in the community's possession to reduce the size of a potential spill.
- Retain Safety Data Sheets (SDS) for all chemicals in use.

Response Strategy

The response strategy would be the same as the Reservoir Fill Operation and Flammable Liquids section above, incorporating the information from the appropriate SDS.

Note: Specific chemicals have specific spill containment requirements; the SDS for these chemicals identify the procedure for its collection.

Attach SDS (or MSDS) for all chemicals, fuels, and oils used in community operations.

SDS attached.

Hazardous Material Spills On-site

Indicate which of the following materials are generated or stored in your community (check all that apply):

Gasoline

Diesel

Waste Oil and Miscellaneous Oils and Grease

Sewage

Potential Environmental Impacts of Spill

Generally, for the hazardous materials discussed below, environmental impacts are lower during the winter, as snow is a natural sorbent and ice forms a barrier lining for eliminating soil or water contamination. Spills can be more readily recovered when identified and reported.

Gasoline:

Environmental Impacts:

- Harmful to wildlife and aquatic life
- Not readily biodegradable
- Has potential to bioaccumulate in environment
- Volatilizes easily
- Runoff into water bodies must be avoided

Worst Case Scenario: Fuel truck spill and contents pour onto ground and surrounding environment.

Diesel:

Environmental Impacts:

- Harmful to wildlife and aquatic life

- Not readily biodegradable
- Has potential to bioaccumulate in environment
- Burns slowly, more readily contained than volatile fuels
- Runoff into water bodies must be avoided

Worst Case Scenario: Fuel truck spill and contents pour onto ground and surrounding environment.

Waste Oil and Miscellaneous Oils and Grease:

Environmental Impacts:

- Harmful to wildlife and aquatic life
- Not readily biodegradable
- Has potential to bioaccumulate in environment
- Runoff into water bodies must be avoided

Worst Case Scenario: All oil and waste oil containers simultaneously spill and contents pour onto ground and surrounding environment.

Sewage:

Environmental Impacts:

- Human health hazard and unsightly appearance
- High nutrient concentrations could negatively impact water bodies and runoff into water bodies must be avoided

Worst Case Scenario: All sewage truck and/or sewage holding tanks simultaneously spill and contents pour onto ground and surrounding environment.

Procedures for Initial Actions

The following list of actions should be followed by the first person on the scene:

- Ensure safety of all personnel
- Identify the product spilled
- Assess the hazards and risks to persons in the vicinity of the spill
- Remove all sources of ignition
- If possible, without further assistance, control the danger to human life
- If it is safe to do so, and if possible, stop the spill (i.e. shut off pump, replace cap, tip drum upward, etc.)
- Gather information on the status of the situation, including:
 - Estimated size of spill
 - Estimated migration route
- Contact on site Supervisor.

Spill Reporting Procedures

Spills should be reported immediately to the onsite Supervisor, who will notify the SAO and Band Manager. Together they will determine if the spill is to be reported to the NWT 24-Hour Spill Line at 867- 920-8130, based on the volumes in the Immediately Reportable Spill Quantities table at the end of this document.

Copies of the Spill Report form are available in each spill kit and at the end of this document. The form will be filled out by the onsite Foreman (or designate), and faxed or emailed to the NWT Spill Line. Contact information is as follows:

NWT 24-Hour Spill Line
Phone: (867) 920-8130
Fax: (867) 873-6924
Email: spills@gov.nt.ca

Briefly describe notification procedures to alert the public if the public may be impacted by a spill.

Procedures for the Protection of Human Health and Safety

Following a spill, the health and safety of workers as well as the general public is a priority. Actions taken will depend on the type of spill.

- In the event of a chemical spill: Restrict public access to the spill area. Workers involved in the clean-up of the spill should wear personal protective equipment (PPE).
- In the event of a flammable or combustible material spill: Disconnect electrical equipment, evacuate adjacent buildings and restrict public access to the spill area. Only spark-arresting equipment should be used during clean-up of the spill. PPE should also be worn by workers involved in the clean-up.
- In the event of a sewage spill: Restrict public access (including pets and animals) to the spill area.

Procedures for Containing and Controlling Spills

General procedures noted below will be used to contain and control all spills. Specific procedures for spills on land, water, snow and ice follow.

- First anticipate what will be affected by the spill.
- Assess direction and speed of spill, and any factors that could affect these (water, wind and slope).
- Determine best location for containing spill, avoiding any water bodies.

Containment of Spills on Land:

Dykes and trenches can be constructed to contain spills on land. Soil surrounding the spill area can be dug out, and piled up, to create a barrier for the spill. A plastic tarp can be placed at the base of the dyke, so that the pooled material can be removed with sorbent materials. Conversely, trenches can be excavated to permafrost, which will provide a natural containment of the spill. Once the material is contained, it can be pumped out, or removed by using sorbent materials. If

the spill is moving very slowly, such structures may not be necessary and the material can be removed before migrating away from the spill location.

Containment of Spills on Water:

Spills on water are considered the most serious types of spills, as there is often no containment of the spilled material and water quality and aquatic life are negatively impacted. Booms, weirs, sediment curtains and fencing can be installed to contain the spill. Booms are designed to float, and are made of absorbent material to soak up the spilled fuel. They are deployed from the shore or a boat, to create a circle around the spill or to contain a spill from migrating further into the receiving water bodies. Weirs are installed across creeks/drainages, to prevent further migration. Plywood or other materials found onsite can be used. Barriers made of fence or netting can be used as well, with sorbent material placed at the base of the barrier. Once contained, the fuel can be removed by absorbent materials, pumped out or allowed to volatilize.

Containment of Spills on Snow:

Snow acts as a natural sorbent for spilled fuel. Impacted snow is easily visible, and can be shoveled into empty drums or barrels for proper disposal. If the spill is migrating down a hill, a snow dyke can be constructed to contain the spill. A plastic tarp can be placed at the base of the dyke, where spilled fuel is expected to pool. The collected fuel and impacted snow can be removed with absorbent materials, pumped out, or shoveled into barrels for disposal.

Containment of Spills on Ice:

Ice is considered impermeable to fuel, so these spills are generally easy to clean up. Small spills can be cleaned up by placing absorbent materials on top of the ice. Impacted snow and slush can then be removed by shovels, and placed in barrels for disposal. For larger spills, dykes of snow and trenches can be constructed to contain the spill. Pooled fuel can then be removed by absorbent materials or pumped out. Impacted snow and slush can be shoveled into barrels for disposal.

Worst Case Scenarios:

Worst case scenarios include a dyke or trench overflowing and a large spill on water that cannot be contained with materials available in the community. In the first case, a trench or collection pit could be constructed downstream to collect the fuel. In the second case, an emergency response team would need to be called, with appropriate equipment to deal with the spill.

Procedures for Transferring, Storing and Managing Spill Related Wastes

Spills are generally cleaned up starting at the outer limit of the spill, and working towards the point of the spill. Sorbent materials and hand tools such as cans and shovels are used for smaller spills. Larger spills can be contained with the use of a pump and/or heavy equipment.

Spill wastes include used absorbent materials and containers of impacted water and snow. Sorbent materials should be placed in plastic bags for proper disposal. The containers of impacted water and snow should be sealed and stored until disposal at an approved facility can be arranged. For most of the containment procedures, 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.

Following a spill, all used materials need to be properly washed and/or replaced.

Procedures for Restoring Affected Areas

Once a spill has been contained, community personnel will consult with the Inspector assigned to the file to determine the level of clean-up required. The Inspector may request that a site-specific study be conducted, to ensure appropriate clean-up levels are met.

After clean-up has been completed, the community should follow up with the NWT 24-hour Spill Line to ensure that the spill report file has been closed. Closure of the spill file provides evidence that the spill was cleaned up to the regulator's satisfaction. This will help prevent the spill from being considered an environmental liability for the community in the event of a change of ownership, refinancing, or closure of the site. A copy of the spill report marked "Closed" can be provided on request for the community's files. The Spill Line also keeps copies of these reports on file.

15. Resource Inventory

In this section, you will create a **Resource Inventory** by identifying the supplies and equipment available for spill response at each facility.

What earth-moving and other equipment is available in the community for spill cleanup (for any or all facilities)? (Check all that apply, list any additional equipment.)

| | | |
|------------|-----------------------------|------------|
| Loader | Excavator | Backhoe |
| Bobcat | Bulldozer | Dump truck |
| Fuel truck | Shovels or other hand tools | |

Other (specify):

Which facilities have spill kits? (**Check all that apply.**) Indicate where the spill kit is stored at each facility. Give enough detail for a person to find the spill kit if they don't know where it is. How many litres of spilled oil/fuel are the spill kits designed to contain and collect?

| Facilities | Location of Spill Kit | Spill kits designed to contain and collect spilled oil/fuel in litres (L) |
|----------------------------------|-----------------------|---|
| Water Treatment Plant | | |
| Sewage Waste Disposal Facilities | | |
| Solid Waste Disposal Facilities | | |
| Bulk Fuel Storage Facility | | |

| | | |
|------------------|--|--|
| Community Garage | | |
| Other (specify): | | |
| | | |
| | | |

Additional volumes will be accommodated with the use of absorbent products that will be maintained in inventory in sufficient quantities.

What is included in the spill kit for each facility? Check all materials that apply for each facility. (The typical quantity is shown for information only and all kits should have sufficient material for expected spill volumes at each site.)

| Item | Quantity | | | | | | | |
|--|------------------|------------------------------|---|--|-----------------------------------|-------------------------|------------------|------------------|
| | Typical Quantity | Qty at Water Treatment Plant | Qty at Sewage Waste Disposal Facilities | Qty at Solid Waste Disposal Facilities | Qty at Bulk Fuel Storage Facility | Qty at Community Garage | Other (specify): | Other (specify): |
| Tyvek splash suits | 4 | | | | | | | |
| Chemical master gloves | 4 | | | | | | | |
| Large bags with ties for temporary use | 10 | | | | | | | |
| Oil-only booms (5 in by 10 ft) | 2 | | | | | | | |
| Oil-only mats (6 in x 20 in) | 50 | | | | | | | |
| Sorbent socks | 5 | | | | | | | |
| Sorbent pads | 10 | | | | | | | |

| | | | | | | | | |
|---|-----------|--|--|--|--|--|--|--|
| Large tarps | 2 | | | | | | | |
| Duct tape (roll) | 1 | | | | | | | |
| Utility knife | 1 | | | | | | | |
| Field notebook and Pencil | 1 | | | | | | | |
| Rake | 1 | | | | | | | |
| Pick axe | 1 | | | | | | | |
| Aluminum scoop Shovels | 3 | | | | | | | |
| Instruction binder | 1 | | | | | | | |
| Copies of the NWT Spill Report form to be completed in the event of a spill | 1 or more | | | | | | | |

16. Spill Contingency Plan – Training

The Department of Environment and Climate Change schedules a few training sessions each year for spill contingency. Selected members from the community works department can attend these training sessions. Once key personnel have the fundamental information, training sessions will be conducted as a part of the normal operation of the community.

Training will be conducted on an as-needed basis.

Where are training records kept?

For each facility, indicate the training items that are done. **(Check all that apply.)**

| Training | Water Treatment Plant | Sewage Waste Disposal Facilities | Solid Waste Disposal Facilities | Bulk Fuel Storage Facility |
|--|-----------------------|----------------------------------|---------------------------------|----------------------------|
| All individuals working at the facility are required to participate in an orientation session. | | | | |
| During the orientation, all locations of the Spill Contingency Plan and spill kits are indicated. | | | | |
| During the orientation, an overview of the Spill Contingency Plan is provided. | | | | |
| Specific training sessions, including mock spill exercises, are scheduled for individuals directly involved with handling hazardous materials. | | | | |
| All facility operators are required to have their basic first aid training, as well as WHMIS training, before working on the site. | | | | |
| A spreadsheet is kept by the Band Manager or Senior Administrative Officer at the Community head office | | | | |

| | | | | |
|--|--|--|--|--|
| indicating the training undertaken by the facility operator, and expiry dates for specific training. | | | | |
| Other (Specify): | | | | |
| | | | | |
| | | | | |

17. Hazardous Waste Information

Asbestos: Exposed asbestos fibres from construction and demolition debris present a risk to human health. The risks to human health are lowered to safe levels when asbestos is properly packaged according to the conditions set by the Worker Safety and Compensation Commission. Once this has taken place, a hole must be dug in advance of acceptance and the asbestos needs to be buried immediately. The location needs to be documented to prevent future disturbance. Further details can be found in ECC's document *Guideline for the Management of Waste Asbestos*: <https://www.gov.nt.ca/ecc/sites/ecc/files/guidelines/asbestos.pdf>.

Lead-acid batteries are commonly found in vehicles. Both the lead and the acid are contaminants. Batteries in good condition can be stacked on pallets and banded or shrink-wrapped for transportation when enough have been collected to make shipping worthwhile. Store broken batteries in a pail or other container to prevent spills and avoid contact with battery acid. Further details can be found in ECC's document *Guideline for the Management of Waste Batteries*: https://www.gov.nt.ca/sites/ecc/files/guidelines/guideline_waste_lead_and_paint.pdf.

Glycols: Waste antifreeze (Ethylene Glycol) is generated from vehicle maintenance. Propylene glycol is more common to the industrial/commercial sector where it is used for heating larger buildings. Glycols can be stored in pails or drums until the quantity warrants shipping. Further details can be found in ECC's document *Guideline for the Management of Waste Antifreeze*: <https://www.gov.nt.ca/ecc/sites/ecc/files/guidelines/antifreezeguideline.pdf>.

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

Mercury is a severely toxic contaminant. Disposal needs to be reduced to levels as low as reasonably achievable. Thermostats, thermometers, mercury switches and fluorescent lamps all contain mercury. They can be safely stored in clearly marked pails. Drum-top crushing equipment can be used to remove the mercury from fluorescent bulbs. Other types of mercury-containing lights (i.e. street lamps or high intensity discharge lamps from the industrial/commercial sector)

require specialized disposal methods and usually need to be transported to southern receiving facilities. For further information, see ECC's document *Guide to Recycling Mercury-Containing Lamps*: https://www.gov.nt.ca/ecc/sites/ecc/files/brochures/mcl_recycling_per_web_2012_guide.pdf.

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

Ozone depleting substances (ODS), also referred to as halocarbons, are chemicals mainly used in air conditioning and refrigeration equipment. The release of these substances depletes the ozone layer and is prohibited. Refrigerants need to be recovered by a trained technician prior to disposal of items containing refrigerants, including refrigerators, freezers and vehicles. Specific training is required for anyone servicing equipment containing ODSs and halocarbon alternatives. For more information, see ECC's document *Environmental Guideline for Ozone Depleting Substances (ODS's) and Halocarbon Alternatives*:

https://www.gov.nt.ca/sites/ecc/files/guidelines/guideline_for_ozone_depleting_substances_and_halocarbon_alternatives.pdf.

Paint: Paint can contain a number of hazardous chemicals, including lead. Whenever possible, paint should be used rather than disposed of. If it can't be used, the disposal method depends on the type of paint (check the label). Oil-based paint should be stored in approved 205 litre drums, ready for shipping. Latex paints can be landfilled after they are completely dried out (they can be spread out on a board or sheet to dry). Industrial/commercial paints usually need specialized treatment methods and should not be collected at the community Solid Waste Disposal Facilities. Check ECC's document *Guideline for the Management of Waste Lead and Lead Paint* (https://www.gov.nt.ca/sites/ecc/files/guidelines/guideline_waste_lead_and_paint.pdf) for more information.

Propane tanks and aerosol cans are regulated as a dangerous good and are a potential explosion hazard at all times. Propane tanks can be returned to the retailer or supplier for safe storage and transport. Trained staff can safely evacuate the propane gas, making the tanks safe for scrap metal. Large propane tanks and other compressed gas canisters from the industrial/commercial sector should not be collected at the community Solid Waste Disposal Facilities.

Residue Fuel Tanks / Heating Oil Tanks / Residue Drums: Fuel storage tanks and drums often contain residue (e.g. sludge at the bottom), or may still contain flammable vapours. Tanks must be properly emptied prior to disposal as scrap metal. Empty drums need to be stored on their sides to prevent water from accumulating.

Used oil can be used as feedstock for a used oil furnace if the testing and other conditions in the *Used Oil and Waste Fuel Management Regulations Plain Language Guide* (https://www.gov.nt.ca/ecc/sites/ecc/files/guidelines/used_oil_guide.pdf) are met. Used oil can be stored in clearly labelled good quality tanks or drums. Do not let drums or pails be contaminated with glycol or solvents. Do not accept excessive volumes from the industrial/commercial sector.

Waste Fuel: Residents generate waste fuel from the use of gas-powered equipment and need a local disposal option. Waste fuel from residents can be bulked into UN-approved steel drums at Household Hazardous Waste collection events, or on a daily basis. The decision to accept waste fuel from residents on a daily basis requires appropriate screening methods to screen out incompatible materials from residents and excessive volumes of fuel or solvents from the industrial/commercial/institutional sector.

Vehicles: End-of-life vehicles contain antifreeze, batteries, fuel, mercury switches and other lubricating fluids that are considered hazardous waste and need to be removed. Once the

hazardous materials are removed, the rest of the vehicle can be treated as scrap metal. Refrigerants from air conditioning systems will need to be removed by a trained technician.

18. Record-Keeping

Record keeping requirements related to spill contingency plan should be filed as an annual report with the Inuvialuit Water Board (IWB) no later than the date stipulated in the water license for the previous year. Record keeping requirements as specified in the municipal water licence are as following:

- a list of spills and unauthorized discharges
- a description of any spill training and/or other operator training carried out
- any updates and/or revisions to the approved Spill Contingency Plan;

Include a description of the record keeping procedures that will document which employees have received training and when training was received.

Appendices

Appendix 1: Attached a Map of the Hamlet as indicated on page 3, section 1.

Appendix 2: Attach Map(s) showing all features as indicated on page 4, section 2.

Appendix 3: Immediately Reportable Spill Quantities

| TDG Class | Substance for NWT 24 Hour Spill Line | Immediately Reportable Quantities |
|---|--|--|
| 1 | Explosives | Any amount |
| 2.3 | Compressed gas (toxic) | |
| 2.4 | Compressed gas (corrosive) | |
| 6.2 | Infectious substances | |
| 7 | Radioactive | |
| None | Unknown substance | |
| 2.1 | Compressed gas (flammable) | |
| 2.2 | Compressed gas (non-corrosive, nonflammable) | |
| 3.1 | Flammable liquids | > 100 L |
| 3.2 | | |
| 3.3 | | |
| 4.1 | Flammable solids | > 25 kg |
| 4.2 | Spontaneously combustible solids | |
| 4.3 | Water reactant | |
| 5.1 | Oxidizing substance | > 50 L or 50 kg |
| 9.1 | Miscellaneous products or substances excluding PCB mixtures | |
| 5.2 | Organic peroxides | > 1 L or 1 kg |
| 9.2 | Environmentally hazardous | |
| 6.1 | Poisonous substances | > 5 L or 5 kg |
| 8 | Corrosive substances | |
| 9.3 | Dangerous wastes | |
| 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 | Sour natural gas (i.e., contains H ₂ S), sweet natural gas | Uncontrolled release or sustained flow of 10 min or more |
| <p>Note: 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. Source: AANDC, <i>Guidelines for Spill Contingency Planning</i>. April 2007</p> | | |

Appendix 4: Attach “NT-NU SPILL REPORT” Form

NT-NU SPILL REPORT

OIL, GASOLINE, CHEMICALS AND
OTHER HAZARDOUS MATERIALS



NT-NU 24-HOUR SPILL REPORT LINE

Tel: (867) 920-8130 • Email: spills@gov.nt.ca

REPORT LINE USE ONLY

| | | | | | |
|---|---|--|---|-----------------------------|----------------------|
| A | Report Date: MM DD YY | Report Time: | <input type="checkbox"/> Original Spill Report OR <input type="checkbox"/> Update # _____ to the Original Spill Report | Report Number: | |
| | Occurrence Date: MM DD YY | Occurrence Time: | | | |
| C | Land Use Permit Number (if applicable): | Water Licence Number (if applicable): | | | |
| D | Geographic Place Name or Distance and Direction from the Named Location: | | Region: <input type="checkbox"/> NT <input type="checkbox"/> Nunavut <input type="checkbox"/> Adjacent Jurisdiction or Ocean | | |
| E | Latitude: _____ Degrees _____ Minutes _____ Seconds | | Longitude: _____ Degrees _____ Minutes _____ Seconds | | |
| F | Responsible Party or Vessel Name: | | Responsible Party Address or Office Location: | | |
| G | Any Contractor Involved: | | Contractor Address or Office Location: | | |
| H | Product Spilled: <input type="checkbox"/> Potential Spill | Quantity in Litres, Kilograms or Cubic Metres: | U.N. Number: | | |
| I | Spill Source: | Spill Cause: | Area of Contamination in Square Metres: | | |
| J | Factors Affecting Spill or Recovery: | Describe Any Assistance Required: | Hazards to Persons, Property or Environment: | | |
| K | Additional Information, Comments, Actions Proposed or Taken to Contain, Recover or Dispose of Spilled Product and Contaminated Materials: | | | | |
| L | Reported to Spill Line by: | Position: | Employer: | Location Calling From: | Telephone: |
| M | Any Alternate Contact: | Position: | Employer: | Alternate Contact Location: | Alternate Telephone: |

REPORT LINE USE ONLY

| | | | | | |
|---|----------------------------|----------------------|---|----------------------|---|
| N | Received at Spill Line by: | Position: | Employer: | Location Called: | Report Line Number: |
| Lead Agency: <input type="checkbox"/> EC <input type="checkbox"/> CCG/TCMSS <input type="checkbox"/> GNWT <input type="checkbox"/> GN <input type="checkbox"/> ILA <input type="checkbox"/> AANDC <input type="checkbox"/> NEB <input type="checkbox"/> Other: _____ | | | 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: | |
| Lead Agency: | | | | | |
| First Support Agency: | | | | | |
| Second Support Agency: | | | | | |
| Third Support Agency: | | | | | |
| Remarks: | | | | | |

Appendix 5: Attach Material Safety Data Sheet (MSDS) for all chemicals, fuels, and oils used in community operations