

Contingency Plan for Spills at Motive Fuel Retailer Facilities and Petroleum Bulk Plants



- Motive Fuel Retailer Facility
- Petroleum Bulk Plant

Business name: _____ Date of plan: _____

Site address: _____

Instructions

- All relevant sections of this contingency plan must be completed. This template is designed for a broad range of facilities. Modifying this plan to reflect site-specific hazards and business practices of your facility is recommended.
- The Approval Holder and Facility Operator are responsible for the contents and annual updates of the plan.
- The plan must be updated annually, kept on site and made available upon request from Nova Scotia Environment and Climate Change or fire and emergency personnel.
- The Approval Holder and Facility Operator are responsible to ensure that the contents of the plan, as updated, are communicated to staff working at the facility.
- For petroleum bulk plants, a completed plan must be submitted with an approval or renewal application.

Emergency Numbers and Spill Reporting

If a spill occurs, the facility's Spill Contact Person will be notified along with the required agencies at the appropriate emergency numbers. The Spill Contact Person will have the authority to carry out response actions.

Spill contact person: _____ Phone: _____

Owner: _____ Phone: _____

Manager: _____ Phone: _____

Other: _____ Phone: _____

Nova Scotia Environment & Climate Change

1-800-565-1633

Immediately contact the 24/7 Environmental Emergencies Reporting Line if any of the following volumes are spilled:

- Gasoline or diesel fuel 100 L or more
- Used oil 100 L or more
- Battery acid 5 L or more
- Regulated refrigerant 25 kg or more
- Solvent 100 L or more
- Compressed gas 100 L or more

Also report any spill into the environment that may cause an adverse effect.

Police, Fire, Emergency Health Services

911

Spills threatening your health, safety or property and you need help right away.

Local non-emergency numbers:

Police: _____ Fire: _____

CANUTEC

CANUTEC supplies free, live technical information on dangerous goods and emergency response.

613-996-6666 or
1-888-CAN-UTEC (226-8832) or ***666** on cellular

Poison Control Centre 24/7

1-800-565-8161

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Hazardous Materials and Site Risks

Identify hazardous materials and the locations where they are used, processed, stored, or handled at the facility by completing the following table. Hazardous materials that are not in bulk volumes do not need to be included (eg., automotive fluids stored and packaged as consumer products in small quantities in a retail outlet).

- Also include: Site sketch detailing site risks (see below).
 Material Safety Data Sheets¹ (MSDS) for hazardous materials handled at the facility are available on site.

Hazardous Materials	Location(s) Such as in the automotive repair bay, outside at side of building, etc.	Amount Maximum stored per location (include unit, example L, kg, quantity, etc.)	Amount Maximum stored at facility (include unit, example L, kg, quantity, etc.)
<input type="checkbox"/> Gasoline			
<input type="checkbox"/> Diesel fuel			
<input type="checkbox"/> Transmission fluid			
<input type="checkbox"/> Used oil(s)			
<input type="checkbox"/> Antifreeze/coolant			
<input type="checkbox"/> Lead acid batteries and/or battery acid			
<input type="checkbox"/> Batteries such as lithium ion, Nickel-Metal Hydride, other Specify: Specify:			
<input type="checkbox"/> Solvents such as parts cleaner Specify: Specify:			
<input type="checkbox"/> Air conditioning refrigerants			
<input type="checkbox"/> Windshield washer fluid			

¹ MSDSs (material safety data sheets) or some manufacturers may have switched to using SDS (safety data sheets) in accordance with the Globally Harmonized System for Classification and labelling of Chemicals (GHS).

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Hazardous Materials	Location(s) Such as in the automotive repair bay, outside at side of building, etc.	Amount Maximum stored per location (include unit, example L, kg, quantity, etc.)	Amount Maximum stored at facility (include unit, example L, kg, quantity, etc.)
<input type="checkbox"/> Propane			
<input type="checkbox"/> Welding gases			
<input type="checkbox"/> Other Specify:			
<input type="checkbox"/> Other Specify:			

Additional sheets can be attached if more space is required.

Spill Clean-up Kit(s)

Spill kit(s) need to have equipment necessary for the response actions and be sized appropriately.² Kits are located in areas where they can be readily accessed if a spill occurs.

Spill kits for this facility can be found at the following location(s):

Motive Fuel Retailer

- Dispensing Area
- Garage Area
- Store Area
- Supply Storage Area (onsite)
- Office or control room
- _____
- _____
- _____

Petroleum Bulk Plants

- Loading area
- Office / warehouse
- _____
- _____
- _____
- _____
- _____

Spill clean-up kit contains:

- Absorbent material
- Neutralizing agent(s) for battery acid (such as baking soda or lime)
- Shovel
- Broom
- Gloves
- List of contents in spill kit
- Drain cover (if applicable)
- Drum/container compatible for substance(s) handled/heavy duty plastic bags
- Paper towel/rags
- Adequate personal protective equipment (PPE) for the potential hazards such as gloves, boots, goggles, coveralls

² Size of spill kit: To determine the right size of a spill kit for your facility consider the largest amount of material that could be spilled from a single container. For fuel dispensing, assume 2 minutes of pumping. It may not always be practical to adsorb the entire contents of a spill. Spill kits need to be used in conjunction with a variety of additional equipment and response actions.

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List additional spill response and personal protection equipment on site, and their location. For example, a containment boom is needed if there is a potential of a spill entering a watercourse.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Response Actions for Spills

Quick response to spills by those trained to do so safely is important. Proper clean up can prevent contamination of property and groundwater and can stop the spill from reaching watercourses, wetlands, and drinking water wells. Before responding to a spill determine potential risk to you and to others. Do not enter an area where you feel unsafe.

Stop

- Check for hazards (flammable material, noxious fumes, cause of spill).
 - If flammable liquid is spilled, turn off engines and nearby electrical equipment.
 - If serious hazards are present leave the area and call 911.
 - When in doubt, consult the applicable MSDS for hazards.
- Wear personal protective equipment (PPE). See MSDS or contact Canutec for advice.
- Stop the source of the spill (plug hole, upright the container, shut off valve or nozzle of fuel pump).
- Any electrical power to the pumps or dispensers in the affected area shall be immediately shut off by using the remote shutoff button or switch located at the operating console or at a prominent location readily accessible to the user.
- Stop spill from entering any drain or watercourse or septic system (use absorbent or other material and actions as necessary).

Contain and Recover

- If spilled material has entered a drain, remove the material.
- If present, check oil-water separator to ensure system is functioning properly.
- Neutralize spilled acid by carefully applying a neutralizing agent, such as baking soda or lime. Adding neutralizing agents can cause splattering of spilled material or evolve noxious fumes so use caution.
- Clean up spilled material by shoveling absorbent material and soil into a secure drum or other container. Do not flush area with water. Label the container to indicate its contents.
- If necessary, build berms or dikes to contain and divert hazardous material so it does not enter watercourses, wetlands, wells, ditches, storm drains and neighbouring properties.
- Place an absorbent boom around the hazardous material that has entered a watercourse.
- Hire a cleanup contractor if equipment onsite is not adequate (e.g. hazardous material vacuum truck).

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Site Sketch

This drawing is a site sketch showing the property layout including buildings, site entrances, locations where motive fuel, fuel oils and other petroleum products are stored, dispensed, and handled and location of spill kits and other emergency response equipment. Include adjacent properties and their current use (e.g. residential, woodland, schools). Note the locations of wells, watercourses, wetlands, and all culverts, catch basins, and ditches that could be impacted if there was a spill.

Additional sheets can be attached if needed.

