NOVA SCOTIA

Transportation and Public Works

APPENDIX F

SPILL CONTINGENCY PLAN

(January 2005)

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1. SCOPE

The purpose of this plan is to describe the procedures to be followed in the event of an incident involving the release of a contaminant into the environment. It is intended to satisfy the requirements of the Dangerous Goods Management Regulations of the *Environment Act*, Province of Nova Scotia, as well as Fisheries and Oceans Canada (DFO) approvals and authorizations.

This plan is to be operational at all Transportation and Public Works (TPW) highway construction projects around the province.

Other organizations which have specific responsibilities identified within this plan include:
- NS Department of Environment and Labour (NSEL)
- Local Fire and Police Stations
- Emergency Measures Organization (EMO)
- Canadian Coast Guard

Note that <u>all spills</u>, regardless of their size, must be reported to the 24-hour Emergencies Reporting System (1-800-565-1633).

2. TERMS - DEFINED

TPW Spill Contingency Plan - This Plan, a predetermined communications and action sequence which can be initiated immediately to cope with an event of potential but uncertain occurrence.

Occurrence - Release of deleterious substances into the environment. Includes materials regulated or controlled under the *Environment Act*.

Countermeasures Phase - The time period beginning at the time of the occurrence and ending upon completion of all required procedures, including the filing of a report detailing the response, if necessary.

Response Team Leader - The person in charge of the countermeasures phase. For highway construction projects, this will typically be the Project Engineer.

First Responder - The person who first responds to the occurrence.

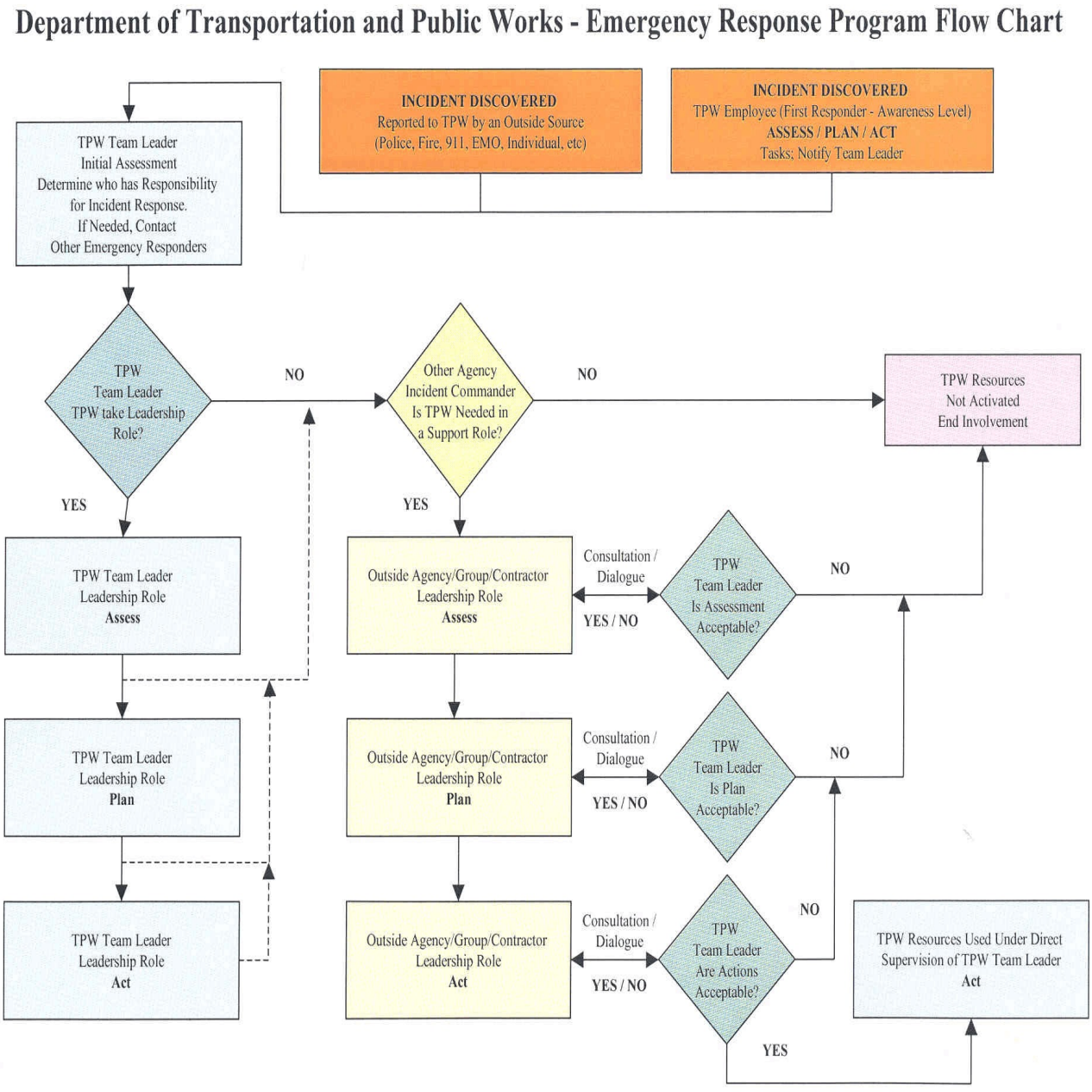
Contaminant - A substance that causes or may cause an adverse effect on the environment.

Major Spill - Spills in excess of the amount indicated in Schedule "A" (see section 6), Column 4.

Minor Spill - Spills less than the amount indicated in Schedule "A" (see section 6), Column 4.

The reader can obtain further planning information in the Canadian Standards Association (CSA) publication, *Emergency Planning for Industry*, CAN/CSA-Z731-95.

3. NOTIFICATION PROCEDURES (24 Hours Per Day)



4. NOTIFICATION LIST

Field Office: _____

Civic Address: _____

Project Engineer: _____ **Phone (h)**_____ **(c)**_____

Designated Team Leader: _____ **Phone (h)**_____ **(c)**_____

Fire: _____

Police:_____

Ambulance: _____

Environmental Emergencies Reporting Centre: 1-800-565-1633 or 1-902-426-6030

Local Department of Environment and Labour contact: _____

Phone (h)_____ **(c)**_____

CANUTEC (for product information) **613-996-4624**

Contractors who can assist in clean-up:

_____

_____

_____

Contractors who can supply response material:

_____

_____

_____

_____

TPW Contacts (Halifax):

Manager, Environmental Services Section: **424-4725** **Cell: 471-2396**

Director, Public Affairs and Communications: **424-3289** **Cell: 456-4212**

Additional Contacts:

_____

_____

5. ROLE OF RESPONSE TEAM LEADER

The Response Team Leader is the person in charge of the countermeasures phase of any clean-up, and must perform or ensure the performance of the following:

- Take charge from the First Responder.
- Make decisions.
- Commit resources.
- Communicate with personnel representing other agencies (see Notification List, above).
- Direct the use of needed resources.
- Act as the focal point for information exchange.
- Ensure that samples are collected.
- Prepare and submit a report detailing the response when necessary (see Section 10).

The following information should be completed by the Project Engineer to designate another person as the Response Team Leader for a spill clean-up.

Event:

_____

(*Provide the event/spill name and estimates of the spill volume and area*)

_____

(*Provide the name of the First Responder and details about the spill location and the discovery date and time*)

_____

_____ is the Response Team Leader for this event.

(*Fill in name and phone number*)

As Team Leader, _____ has the responsibility and authority to carry out

(*Team Leader's name*)

the above duties.

Signed,

_____

(*Project Engineer*)

6. CONTAINMENT AND CLEAN-UP PROCEDURES

6.1 Non-transport Related Releases

Please refer to the following table, Schedule "A", reproduced from the Emergency Spill Regulations of the *Environment Act*, for information on possible contaminants and spill limits (before reporting to the local NSEL office is required). If a contaminant is spilled in greater quantity than what is identified in Column 4, the Response Team Leader is required to notify the local NSEL contact (see Notification List) in addition to the Environmental Emergencies Reporting Centre (1-800-565-1633 or 1-902-426-6030) and TPW's Environmental Services Section. Note that NSEL should only be called if the spill is released to the environment (spills within a building on a concrete floor are not reportable to NSEL).

For detailed information on emergency response for materials, refer to the "North American Emergency Response Guidebook."

Schedule "A"
Spill Report Requirements

Column 1	Column 2	Column 3	Column 4
Item No.	**TDGA Class**	**Description of Contaminant**	**Amount Spilled**
1	1	Explosives	any amount
2	2.1	Compressed gas (flammable)	100 L
3	2.2	Compressed gas (non-corrosive, non-flammable	100 L
4	2.3	Compressed gas (toxic)	any amount
5	2.4	Compressed gas (corrosive)	any amount
6	3	Flammable liquids	100 L
7	4.1	Flammable solids	25 kg
8	4.2	Spontaneously combustible solids	25 kg
9	4.3	Water reactant solids	25 kg
10	5.1	Oxidizing substances	50 L or 50 kg

Column 1	Column 2	Column 3	Column 4
Item No.	**TDGA Class**	**Description of Contaminant**	**Amount Spilled**
11	5.2	Organic peroxides	1 L or 1 kg
12	6.1	Poisonous substances	5 L or 5 kg
13	6.2	Infectious substances	any amount
14	7	Radioactive substances	any amount
15	8	Corrosive substances	5 l or 5 kg
16	9.1 (in part)	Miscellaneous products or substances, excluding PCB mixtures	50 L or 50 kg
17	9.1 (in part)	PCB mixtures of 50 or more parts per million	0.5 L or .5 kg
18	9.2	Environmentally hazardous substances	1 L or 1 kg
19	9.3	Dangerous wastes	5 L or 5 kg
20	none	asbestos waste defined in Asbestos Waste Management Regulations	50 kg
21	none	Used oil as defined in the Used Oil Regulations	100 L
22	none	Contaminated used oil as defined in the Used Oil Regulations	5 L
23	none	A pesticide in concentrated form	5 l or 5 kg
24	none	A pesticide in diluted form	70 L
25	none	Unauthorized sewage discharge in fresh water or sensitive marine water	100 L
26	none	Ozone depleting substances as defined in the Ozone Layer Protection Regulations	25 kg

6.2 Transport Related Releases

In addition to the information contained in Section 6.1, the following section of the *Transportation and Dangerous Goods Act*, 1992, shall be adhered to with respect to the release of dangerous goods while transporting them (*from Section 7, "Emergency Response Assistance Plans"*):

> 7.(1) Before offering for transport or importing any quantity or concentration of dangerous goods prescribed for the purposes of this section, **a person shall have an emergency response assistance plan** that is approved under this section and outlines what is to be done if there is an accident in transporting the dangerous goods.

7. RESTORATION

The goal of restoration is to restore the site so that it can be safely used for the same purposes as it was prior to the occurrence. Restoration may involve such things as replacing contaminated soil with clean fill or routing watercourses away from the contaminated site until it can be cleaned up. NSEL may place more stringent requirements for site restoration depending on the circumstances which exist at the time of site restoration.

Contact your local NSEL office for their comments and/or TPW's Environmental Service Section (424-4080 or 424-4725) for more specific information on restoration at your site.

8. DISPOSAL

Disposal procedures are identified within the contaminant specific plans, attached to this plan.

9. COMMUNICATIONS

As noted above, the First Responder should immediately contact the Project Engineer (PE). The PE will then assume the role of Response Team Leader, or designate someone else, and in turn notify (1) the Environmental Emergencies Reporting Centre at 1-800-565-1633 or 1-902-426-6030 and (2) TPW Environmental Services Section at 424-4080/4725 (or the Manager's cell phone 471-2396 [Chris Moir]). If spilled quantities exceed limits noted in "Schedule A" above, the local NSEL contact shall also be notified.

For major spills or spills to sensitive areas, Linda Laffin, Director, Public Affairs and Communications (Tel: 424-3289; Cell: 483-0574), may be directed to prepare an appropriate media release. This action will require the completion of key portions of an "Occurrence Report Form" (*see template at the end of this document*).

10. REPORTING

NSEL may request a report from responsible parties from TPW depending on the severity of the release and degree of concern which resulted from the release. The Team Leader should use the "Occurrence Report Form" located at the end of this document when reporting the release. Completed copies should be submitted within 24 hours of the discovery to the local NSEL office and to the Manager, TPW Environmental Services Section (copies to be sent by facsimile to 424-7544 and email to moirc@gov.ns.ca).

Under TPW's new Health, Safety and Environment Program (December 2004), the Team Leader should also complete either HSE Form 8.1 (Incident Report/Investigation) or HSE Form 8.2 (Minor Incident Reporting Log) depending upon the size of the spill (copies of these forms have been placed in Appendix G). Completed forms should be forwarded to the Manager/JOHSE and the Manager-Environmental Services Section. Further guidance is given in the HSE Program Manual (see Volume 1, Chapter 8: Investigation).

OCCURRENCE REPORT FORM
Department of Transportation and Public Works

This form is to be filled out by the Team Leader and submitted to the Nova Scotia Department of Environment and Labour (NSEL) within 24 hours of the occurrence. A copy is also to be sent to the Manager, TPW Environmental Services Section.

1. Date of release: _____

2. Time of release: _____

3. Weather conditions at the time of release and during the response phase: _____

_____

4. Cause of the release: _____

_____

_____

5. Product(s) and quantities involved:

Product	**Quantity**

6. Area and/or property impacted: _____

_____

_____

7. Identify all parties and individuals involved in the response or exposed to the product or its vapours, including by-products of combustion (use separate page if more space is required):

Name	***Position and Phone Number***

8. Was there any health treatments or tests conducted on individuals named above?

Yes _____ No _____

If yes, who received these tests and what kinds of tests did they have?

_____

_____

_____

9. What containment methods were used?

_____

_____

10. What clean-up techniques were used?

_____

_____

11. What were the disposal methods (include quantities and location) were used?

_____

_____

_____

12. Has the site remediation been _____ planned ? _____ completed?

Detail the present status of the site. _____

_____

_____

13. What are the short and/or long term impacts of this occurrence?

_____

_____

14. What measures are to be implemented to prevent any reoccurrence of this kind of incident?

_____

_____

_____

15. Please attach a log of actions taken during this incident including associated times. Note any photographs or samples collected (plus sample handling procedures).

_____

Signature, Team Leader