

Tier 2
ORC-2PR_820-D-02
Revision Original
Page 1 of 3

Environmental Management System

Procedural Documentation **Spill Response**

1.0 Purpose:

Prevent and mitigate the effects of an accidental discharge of hazardous material to the environment, including reporting requirements. Through existing provincial and federal legislation, it is mandatory for companies to report forthwith to the authorities, spills and accidental discharges to the environment. Failure to comply could result in prosecution of the *Company* and the individuals responsible.

2.0 Scope:

This procedure applies to employees and contractors, who handle, transport and/or store fuel, oil or other spilled pollutant (i.e. stationary, mobile tanks and containers) at forestry operations.

3.0 Responsibilities:

- 3.1 ORC Operations Forester or Designates
- 3.2 ORC Silviculture Forester or Designates
- 3.3 All Contractors and Sub-Contractors for ORC and OLL
- 3.4 Overlapping License Holder or Designates (OLL)

4.0 Procedure

4.1 Prevention:

All Contractors, Overlapping Licensees and ORC Staff are responsible for taking all reasonable steps to prevent spills, including visual inspection of all machinery, fuel tanks, and spill kits prior to operation.

All Contractors and Overlapping Licensees will ensure:

- All spills are to be reported to ORC Operations Forester or ORC Silviculture Forester. This includes all contractors working under ORC and OLL.
- Prior to operation all equipment and storage tanks are visually inspected for leaks or component wear (circle check).
- Any fuel storage sites, refueling or parking of equipment is to be at least 100 m from any water body.
- A mandatory inspection and testing of equipment hydraulics outside the 100m water AOC is done to confirm no leaks or accidental discharge before working within any water quality AOC.
- All equipment is operated and maintained according to all applicable environmental legislation.
- Hazardous materials are transferred and transported in accordance with applicable legislation.
- Staff are trained in the use of spill kits and boom deployment.
- Any spills regardless of size report to ORC Operations Forester or ORC Silviculture Forester. Any spills into a waterbody or spills over 100 litres spilled on land notify MOEE and ORC immediately.

4.2 Spill Kits - minimum requirements for spill kits.

a) Small spill kits:

Tier 2
ORC-2PR_820-D-02
Revision Original
Page 2 of 3

Environmental Management System

Procedural Documentation **Spill Response**

All heavy equipment and vehicles require a small spill kit containing at minimum:

- 2 sq. m. or equivalent of oil, gas & diesel absorbent pads (approx. 10 @ 43 cm X 48 cm)
- disposable rubber gloves
- 2 heavy plastic bags
- Epoxy paste
- Spill Response Procedure sheet into ORC kits (see below)

b) Large spill kits

Required in: commercial vehicles used to transport hazardous materials (e.g. fuel tanker truck); at any main garage and camp sites under a *Company* LUP; at chipper sites; at herbicide mixing site; at each fuel cache with more than 2000L (Note: fuel caches exceeding 5000L require 2 large spill kits); and when installing, maintaining or removing a *significant water crossing*.

Large spill kits will contain at minimum:

- 3 times the contents of a small spill kit listed above plus;
- Roll of flagging tape; and
- 5 m of oil, gas & diesel absorbent boom and 10 m of nylon rope.
- 2 pairs rubber gloves
- Epoxy paste
- Eye protection
- Rubber apron

Note the following specific to herbicide applications:

- In addition to the large spill kit contents required at the herbicide mixing site, a minimum of 20 Kg of granular absorbent material (e.g. kitty litter) is required for absorbing non-petroleum based liquids.

4.3 Response and Reporting

All Contractors and Overlapping Licensees will ensure the following Spill Response Procedure is followed:

1. **SAFETY FIRST.** Ensure the site is safe before proceeding. (If the site is not safe, take whatever steps are needed to secure the site until it can be made safe).
2. **TEND TO INJURED PERSON(S)**, if any serious or life-threatening injuries have occurred as a result of the incident. Call Supervisor and/or medical assistance as required.
3. **PERSONAL PROTECTIVE EQUIPMENT** is to be used as required when handling spilled materials.
4. **CONTROL** the spill by stopping it at the source.

Environmental Management System

Procedural Documentation **Spill Response**

5. **CONTAIN** the spill to as small an area as possible. Dam or block material from entering into soil or waterways.
6. **CONTACT** immediate Supervisor and report the spill. Request assistance if required.
7. **CLEAN-UP** the spilled material.
8. **ELIMINATE ADDITIONAL RISK** of further spill by transferring any remaining material from the damaged and/or leaking means of containment to a secure means of containment, if required.
9. **DISPOSE** of spilled material in approved containers and or disposal site.
10. **SPILL RESPONSE REPORT FORM** is to be completed and COPY forwarded to ORC Operations Forester or Designates or ORC Silviculture Forester or Designates.

Contact the *Spills Action Centre* online:

http://www.ene.gov.on.ca/environment/en/about/emergency_planning/STDPROD_080741

or call: Ontario Spills Reporting at 1-800-268-6060

See <https://www.ontario.ca/laws/regulation/980675> for additional information regarding which spills are required to be reported to MOEE.

References

Document / Form	I.D.#
Spill Response Form	

Revisions

#	Purpose	Prepared by	Approved by	Date
N/A	Original version	EMS Team	Chantal Alkins Certification Coordinator	November 23, 2016
A				
B				
C				
D				
E				

Tier 2
ORC-2PR_820-D-02
Revision Original
Page 4 of 3

Environmental Management System

Procedural Documentation **Spill Response**

