

Spill Response Plan

NOTICE: This document provides general information on spill response but is not to be relied upon as complete guidance on these matters. Users of this Plan should satisfy themselves with respect to their full obligations under environmental and health and safety legislation, engaging technical and legal experts as necessary. The City of Barrie is not responsible for any damages whatsoever arising from the information in this document or its interpretation. Fully complete the blank sections at the end of this guide (in accordance with the Risk Management Plan) for use as a Spill Response Plan at your facility/business.

Contents

Spill Response Procedure	2
Contact Information	3
Purpose	3
Summary of Responsibilities	3
Definitions	4
Reporting.....	5
Notice of Spills	5
Duty to Mitigate and Restore	6
Safety	6
Safety Data Sheets (SDS).....	6
Spill Kit Responsibility and Maintenance	7
Information for Employees	7
Facility Spill Response Plan Details	7
Spill Report Template.....	9
Training Log	12

Spill Response Plan

Spill Response Procedure

If you notice a leak or spill:

1. Ensure your safety and the safety of others, assess the area for any immediate dangers to health and safety, **if any dangers are present, vacate the area immediately and call 911.**
2. Notify supervisor and nearby staff members that a spill has occurred. Keep unnecessary personnel away from the location of the spill and then continue spill response.
3. If the spill is of a flammable material, eliminate all nearby sources of ignition. Ensure adequate ventilation to protect yourself and others from any harmful vapors.
4. Evaluate the severity of the spill. If you do not have the capability or correct equipment to manage the spill, contact emergency services immediately. If the spill is minor and can be managed with available materials, proceed with spill response.
5. Equip any necessary Personal Protective Equipment to protect yourself during spill cleanup.
6. If safe to do so, attempt to stop the source of the leak or spill. If the spill kit includes drain covers, use them to cover nearby drains.
7. Contain the spill using appropriate materials. Attempt to prevent the spill from coming in contact with drains, sewers, soils, surface water, etc. If the spill comes into contact with any of the aforementioned, notify the MECP Spills Action Center (1-800-268-6060).
8. Complete cleanup by absorbing the remaining spilled material, transfer the soiled absorbent to an appropriate waste container, and label the container for later disposal by an approved waste hauler.
9. If applicable, notify the MECP Spills Action Centre in accordance with the Environmental Protection Act (EPA).

Spill Response Plan

Spill Response Plan

Contact Information

Facility/Business Name:	
Address:	
Phone:	Email:
Primary Contact:	
Phone:	Email:

Purpose

To respond to and minimize the effects of a spill on human health and the environment by limiting the quality and quantity of substances discharged into the environment.

The general spill response procedure is to stop the source of the spill, contain any spilled material, clean up the spill in a timely manner to prevent accidental injury or other damage and to dispose of the cleanup materials appropriately. Small spills will be contained by site personnel if they are able to do so without risking injury.

Summary of Responsibilities

The primary contact shall administer this plan and will be responsible for updating and including any required documentation. All personnel who may respond to a spill need to be trained on the contents and procedures in the Spill Response Plan. Trained personnel will add their names and dates of training to a Training Log. Only persons trained on the Spill Response Plan shall respond to a spill. If you are not trained and witness a spill, call or notify the primary contact or designee as listed on the Spill Response Plan.

The operator and on-site staff are responsible for the following activities:

1. Ensuring that every precaution is taken to avoid a spill.
2. Responding to spills of hazardous chemicals to protect human health and the environment.
3. Following the Spill Response Plan and any other applicable emergency procedures during the event, as required.
4. Attempting to keep the spilled substance away from drains, sewers, soils, and surface water, take all reasonable steps to clean up spills, and follow all applicable procedures and the Occupational Health and Safety Act.
5. Meeting discharge and spill notification requirements required by the Environmental Protection Act (EPA).
6. Conducting routine inspections of material storage areas.

Spill Response Plan

Definitions

<i>Spill</i>	A spill is considered to be the discharge of a pollutant into the natural environment from or out of a structure, vehicle or other container which is abnormal in quantity or quality in light of all the circumstances of the discharge.
<i>Pollutant</i>	A pollutant is a contaminant other than heat, sound, vibration or radiation, and includes any substances from which a pollutant is derived.
<i>Owner of the Pollutant</i>	Means the owner of the pollutant immediately before the first discharge of the pollutant, whether into the natural environment or not, in a quantity or with a quality abnormal at the location where the discharge occurs, and “owner of a pollutant” has a corresponding meaning.
<i>Person having control of the Pollutant</i>	Means the person and the person’s employee or agent, if any, having the charge management or control of a pollutant immediately before the first discharge of the pollutant, whether into the natural environment or not, in a quantity or with a quality abnormal at the location where the discharge occurs, and “person having control of the pollutant” has a corresponding meaning.
<i>Adverse Effect</i>	Adverse effect means one or more of, a) Impairment of the quality of the natural environment for any use that can be made of it, b) Injury or damage to property or to plant or animal life, c) Harm or material discomfort to any person, d) An adverse effect on the health of any person, e) Impairment of the safety of any person, f) Rendering any property or plant or animal life unfit for human use, g) Loss of enjoyment of normal use of the property, and h) Interference with the normal conduct of the business
<i>Minor Spill</i>	For the purposes of this document a minor spill is defined as a spill that is small enough that it can be safely cleaned up using an emergency spill kit(s), does not spread rapidly and is wholly contained within the building envelope or secondary containment area. Typically it is one that can be contained safely with materials on site and does not threaten to enter the sewer system, travel beyond the boundaries of the building envelope or pose a threat for an adverse effect to the environment, people or plant/animal life.

Spill Response Plan

Major Spill

For the purposes of this document a major spill is defined as a spill that is large enough that it cannot be contained safely with the materials on site and/or threatens to enter the sewer system or travel/leak outside the building envelope or secondary containment system to enter the environment, including groundwater, and may cause an adverse effect to the environment, people or plant/animal life.

Reporting

Any spills must be documented in a Spill Report. If a large catastrophic spill occurs, attach additional pages to describe the event. Include known or possible causes, areas affected, and effectiveness of the cleanup. Include a review of the cleanup contractor and their procedures. For small spills, it is sufficient to fill out the Spill Log, and to take measures to prevent a repeat occurrence.

The EPA requires notification to the Ministry of Environment, Climate Change and Parks (MECP) when:

1. there is a discharge of a contaminant to the natural environment, out of the normal course of events that causes (or is likely to cause) an adverse effect (section 15(1)); or
2. a spill to the natural environment (Part X).

The City of Barrie's Sewer Use Bylaw (Bylaw) requires the owner of any spill onto municipal property or infrastructure to provide a detailed written report within five (5) business days as outlined in Section 13.6 of the current Bylaw 2021-002.

Notice of Spills

Section 92 of the EPA requires every person having control of a pollutant that is spilled and every person who spills or permits a spill of a pollutant to notify the MECP, the municipality, and others under certain circumstances of the spill. The EPA requires that every person having control of a pollutant that is spilled and every person who spills or permits a spill of a pollutant to call the MECP, specifically the Spills Action Centre (SAC), and provide information on the spill to a SAC representative. Notification to SAC must be made as quickly as possible under the circumstances.

Spill Response Plan

Duty to Mitigate and Restore

Section 93 of the EPA indicates that the owner of the pollutant and the person having control of a pollutant that is spilled and that causes or is likely to cause an adverse effect shall forthwith do everything practical to prevent, eliminate and ameliorate the adverse effect and to restore the natural environment. This duty comes into force in respect of each of the owner of the pollutant and the person having control of the pollutant when the owner or person, as the case may be, knows or ought to know that the pollutant is spilled and is causing or is likely to cause an adverse effect.

Safety

Appropriate Personal Protective Equipment (PPE) must be worn before a spill can be cleaned up. Spill kits may contain, but are not limited to, the following items as appropriate to the substances on-site:

Personal Protective Equipment

- Splash-proof goggles
- Nitrile Gloves
- Tyvek poly coat suits

Spill response and clean-up supplies

- Bags of absorbent (granular or powder)
- Spill Socks
- Neoprene drain cover
- Chemical universal spill pads
- Plastic Bags
- Hazardous material stickers

All spilled material should be considered flammable and hazardous until otherwise known/proven. The spill must be isolated from any possible ignition sources such as smoking, heaters, welding, electrical equipment, and grinding. In the event of a spill please follow the steps in the Spill Response Procedure attached below.

Safety Data Sheets (SDS)

Specific details on the dangers associated with the materials used on site are available from the SDS' which must be located in an accessible on-site area. Spill responders must become familiar with SDS contents as part of their spill response training.

Spill Response Plan

Spill Kit Responsibility and Maintenance

On-Site staff are responsible for the following activities:

1. Storing spill kit(s) in accessible area(s).
2. Maintaining spill kit supplies.
3. Once seal on spill kit is broken, check contents monthly and record what supplies need to be replenished.
4. Open spill kit every 5 years if seal is unbroken, and check to ensure the quality of contents.

Information for Employees

It is recommended that the location of the SDS sheets, spill response kit(s), and personal protective equipment be posted on a site-map for employee reference. The map should also note any drains, hazards, and the location(s) of any additional spill response equipment. Additionally, the spill response procedure should be posted near spill kits for quick reference.

Facility Spill Response Plan Details

MECP Spills Action Centre
1-800-268-6060

Location(s) of spill kit(s)¹:

Contents of spill kit(s):

Spill Response Plan

Spill Report Template

Complete for any type of hazardous chemical / waste spill or incident. Submit this report to the City of Barrie (Environmental.Compliance@barrie.ca) when municipal property or infrastructure has been impacted. Retain a copy of the completed report.

Section A: General Information and Location

Facility/Business Name:		
Location:		
Phone:	Fax:	Email
Person Reporting Spill:		
Phone:	Email:	

Section B: Spill Response:

Date of Spill:	Time of Spill Discovery:
Time Spill Started:	Time Spill Ended:
Material(s) Spilled:	
Characteristics/Compositions of material(s) spilled:	
Quantity Spilled:	Quantity Contained/Recovered:

Include Safety Data Sheets for all material(s) spilled, if applicable

- 1) Please detail the cause of the spill and immediate actions taken to respond to the spill. (E.g. evacuation, neutralization, containment, system shut down, etc.)

- 2) Who detected the spill and what did they do?

- 3) Who else on staff was notified and what did they do?

Spill Response Plan

4) Were there any other agencies involved in the event? If yes, please list and describe their role.

5) Please detail any injuries that occurred as a result of the spill.

6) Was there any release to the environment? (Includes gravel, pavement, grass, soil, water, sewers, or drains) If yes, please provide details (area affected, quantity, damage, etc.).

7) Were the following authorities contacted? (if no, please explain why)

Spills Action Centre (1-800-268-6060) yes no

City of Barrie (705-739-4220) yes no

Section C: Incident Review, Prevention, and Future Response

Incident Review

What was done well?

Spill Response Plan

What was done that should not have been done?

What could have been done better?

Prevention

Discuss any changes needed to prevent similar incidents in the future:

Equipment:

Staff Training:

Drains or structures:

Housekeeping practices:

Standard operating procedures:

Future Response

Have spill control and safety supplies been topped up?

--

Have staff been de-briefed, and if necessary, retrained?

--

