



The Corporation of the City of Barrie
Waste Management and Environmental Sustainability
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Risk Management Plan for:

<LEGAL BUSINESS NAME>< OPERATING AS>

Address:

<BUSINESS ADDRESS>

Developed to Address the Risks Associated with:

The <THREAT>

*Regulated activities usually associated but not limited with the Automotive Sector include:

The handling and storage of a dense non-aqueous phase liquid (DNAPL)

Risk Management Plan No: <XX-XXX>

Version: #

Please Note: For the purposes of this document; the terms “chemicals” and “chemical wastes” are to be interpreted as any chemical or chemical waste that contains, may contain, or may break down into a dense non-aqueous phase liquid (DNAPL) or organic solvents identified in the Clean Water Act, 2006 – Tables of Drinking Water Threats.



Risk Management Plan <XX-XXX> <V#> will come into effect on the date it is signed by the Risk Management Official.

Risk Management Plan <XX-XXX> <V#> will expire 5 years from the date signed by the RMO (the Expiry Date). Notwithstanding the foregoing, Risk Management Plan <XX-XXX> <V#> shall be deemed to remain in force and effect following the Expiry Date until such time as the Owner enters into a new Risk Management Plan, at which point Risk Management Plan <XX-XXX> <V#> will expire and no longer be of force and effect.

The City of Barrie is governed by Ontario's Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") and information submitted to the City may be subject to disclosure under MFIPPA.

This Risk Management Plan does not in any way suggest that there is or has been compliance with any other applicable legislation and regulations that may apply to this facility. It is, and remains, the responsibility of the owner and/or the operator to ensure compliance with all legislative and regulatory requirements



Section One – Legality:

WHEREAS The Clean Water Act, 2006 identifies **<THREAT(S)>** as a significant drinking water threats within the Wellhead Protection Area **<WHPA ZONE A, B, C and/or D>**, for the wells located within the **<WELL FIELD>** of Barrie, Ontario;

AND WHEREAS policy number **<POLICY NUMBER(S)>** in the South Georgian Bay Lake Simcoe Source Protection Plan designates **<THREAT(S)>** for Section 58 of the Clean Water Act, 2006, requiring a Risk Management Plan where the activity would be a significant drinking water threat.

AND WHEREAS the designates **<THREAT(S)>** is occurring and/or may occur in the future at **<BUSINESS NAME>** located within the Wellhead Protection Area **< WHPA ZONE A, B, C and/or D>**, within the **<WELL FIELD>** of Barrie, Ontario.

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **<BUSINESS NAME>** certifies that the information provided in preparation of this Risk Management Plan is true and complete and will provide any further information that may be required on request;
2. **<BUSINESS NAME>** agrees to continue engaging in all of the Current Risk Management Measures listed in Section **Two**;
3. The **<BUSINESS NAME>** agrees to implement all of the Additional Risk Management Measures listed in Section **Two** by the specified implementation date(s);
4. **<BUSINESS NAME>** understands that they are solely responsible for implementing the Additional Risk Management Measures listed in Section **Two**, including any costs that may be incurred;
5. **<BUSINESS NAME>** understands that failure to comply with all the requirements of Risk Management Plan **<XX-XXX> <V#>** may result in action by the Risk Management Official or Risk Management Inspector;
6. **<BUSINESS NAME>** acknowledges that this plan cannot be transferred to another person or company engaged (or proposing to engage in the activity at the location), without the written consent of the Risk Management Official;
7. **<BUSINESS NAME>** acknowledges that Risk Management Plan **<XX-XXX> <V#>** may be subject to the inclusion of Additional Risk Management Measures upon expiration and renewal, and/or revision, in order to stay current with best management practices that pertain to the activities addressed by Risk Management Plan **<XX-XXX> <V#>**, and;
8. **<BUSINESS NAME>** will, upon reasonable notice, permit the Risk Management Inspector access to the facility for inspection purposes.



I, <NAME OF SIGNING AUTHORITY>,

- a) Possess the authority to bind <BUSINESS NAME>, located at <BUSINESS ADDRESS> and to the content of Risk Management Plan <XX-XXX> <V#>, and;
- b) Have read and understand Risk Management Plan <XX-XXX> <V#> in its entirety and agree to not engage in the activity to which this Plan relates at this location except in accordance with Risk Management Plan <XX-XXX> <V#>.

Authorized Signing Officer Name	Authorized Signing Officer Signature	Date (YYYY-MM-DD)
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This Risk Management Plan has been agreed to under the authority of the Risk Management Official appointed by the Corporation of the City of Barrie. This Risk Management Plan was developed in accordance with and reflects the current requirements of the South Georgian Bay Lake Simcoe Source Protection Plan, Ontario Regulation 287/07, and the Clean Water Act, 2006.

Risk Management Official Name	Risk Management Official Signature	Date (YYYY-MM-DD)
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Section Two - Risk Management Measures:

Based on the findings of the Site visit that took place on <INSPECTION DATE>; the following Risk Management Measures are required at <BUSINESS NAME> to mitigate risks associated with <THREAT(S)> i.e. the handling and storage of dense non-aqueous phase liquid (DNAPL):

	Measure	Implementation Date
Material Tracking	An up-to-date Safety Data Sheet (SDS) library shall be maintained at the site for all chemicals (digital or hard copy). The SDS library shall be reviewed and updated annually, or as new chemicals are received.	*Applied to all Risk Management Measures Status will either be "Implemented" or provided an appropriate implementation date.
	An accurate and up-to-date inventory i.e. electronic, shall be maintained for bulk storage tanks at the site. Smaller incidental volume containers are ordered as required.	
	All chemical containers shall be labelled in accordance with pertinent legislative and regulatory requirements.	
	Waste invoices for all chemical wastes that are generated and removed from the site according to RPRA policies shall be retained (digital or hard copy) for the life of Risk Management Plan <XX-XXX> <V#>.	
Chemical Storage	Chemicals shall be stored in the original packaging in which they were purchased (whenever possible).	
	All chemical, chemical wastes and empty chemical containers shall be stored indoors and, in locations that minimize the risk of spills due to collisions with vehicles, equipment, or other hazards.	
	Empty chemical containers and used oil filters shall be stored in lidded bins until removal from the site.	
	Chemicals shall be stored above grade and as close to ground level as possible.	
Chemical Handling	Written policies shall be in place that describe how chemicals and chemical waste are to be handled on site.	



	Chemicals shall be handled indoors on an impermeable surface where the effects of a spill are easily mitigated and contained.	
	Chemical containers are securely closed when not in use.	
	Waste oil is removed from vehicles using a pneumatic, self-evacuating, oil drain tank prior to being pumped into bulk waste oil tank.	
Operational Practices	Good housekeeping procedures shall be in place for all chemical and chemical waste storage areas.	
	Proactive clean-up of chemical storage and handling areas shall occur; any expired chemical products shall be disposed of in accordance with applicable regulatory requirements.	
	Alternative, less hazardous chemical products are used whenever possible.	
	Chemicals containers shall be replaced if evidence of excessive aging or damage is apparent.	
	Only authorized personnel shall have access to chemical handling and storage areas. <ul style="list-style-type: none"> • Facility is locked at the end of the day • Facility yard is fenced and gated • Power turned off to fuel pumps at the end of the day 	
	Bulk storage of waste oil shall be: <ul style="list-style-type: none"> • Located on an impermeable pad • Stored in double walled, pressure monitored tank • Provided collision protection via a sea can blocking vehicle access • Located in a low traffic area • In close range of spill response material • Inspected as required or at a minimum on an annual basis 	



	<p>Bulk storage of fresh oil shall be:</p> <ul style="list-style-type: none"> • Located indoors on an impermeable pad • Located in a low traffic area and/or provided collision protection • In close range of spill response material • Inspected as required or at minimum annually 	
	<p>Areas surrounding bulk storage tanks shall be kept decluttered for ease of use.</p>	
	<p>On-Site oil water separators shall be:</p> <ul style="list-style-type: none"> • Maintained per the manufacturer’s recommendations. • Cleaned at least once annually • Inspections and cleanouts are completed in accordance with the manufacturer’s recommendations • Maintained or removed if no longer in use <p>All records related to the maintenance, inspection, and cleaning of the oil interceptor must be maintained for the life of Risk Management Plan <XX-XXX> <V#>.</p>	
	<p>Chemical wastes and chemical containers shall be removed from the site by provincially (MECP) approved hauler and/or disposed of appropriately in accordance with all applicable regulatory requirements.</p>	
	<p>In the event of a closure where chemicals will continue to be stored at <BUSINESS NAME> of <SHORT ADDRESS>, ON:</p> <ul style="list-style-type: none"> • Regular inspections are required to ensure the integrity of chemical storage areas. • Ambient heat shall be maintained if necessary. • The facility Spill Response Plan shall be enacted upon discovery of a spill. <p>Chemicals shall be removed from the site if the above conditions cannot be met.</p>	



Spill Prevention and Contingency	<p>A completed version of the Spill Response Plan for <BUSINESS NAME>, outlined in <APPENDIX #>, shall be maintained in the administrative area of the facility at all times</p> <p>The spills response procedure, outlined on Page 2 of the Spill Response Plan, along with emergency contacts shall be posted <LOCATION(S)>.</p>	
	<p>A Spill Response Kit shall be readily available in the vehicle maintenance bays. Contents shall include personal protective equipment (PPE), oil dry pads, and a universal absorbent sock.</p> <p>Contents shall be replenished within 14 days after being consumed; kits shall be checked on a quarterly basis.</p>	
	<p>All spill kits at the Site shall be clearly labeled with appropriate signage and spill response procedure.</p>	
	<p>An appropriate amount of granular absorbent shall be readily available in close proximity to vehicle maintenance slips.</p>	
	<p>Contaminated absorbent materials used for spill clean-up shall be disposed of appropriately based on the chemical that was spilled.</p>	
	<p>Drip pans or other secondary containment methods shall be used to prevent oils and other automotive fluids from spilling, whenever practical.</p>	
	Inspections	<p>Periodic visual inspections shall be performed by staff to ensure that chemical and chemical waste storage areas are in good repair and that there are no spills or leaks.</p>
<p>An annual inspection shall be completed of any fuel, waste oil, and bulk liquid storage tanks. Inspections should include:</p> <ul style="list-style-type: none"> • The space beneath the tank, note any staining • The vacuum gauge, if applicable • Secondary containment integrity, if applicable 		



	Hoists shall be inspected in accordance with manufacturer recommendations and re-certified on an annual basis. Proof of inspections shall be retained (digital or hard copy) for the life of Risk Management Plan <XX-XXX> <V#>.	
	Equipment involved in the handling and storage of chemicals shall be inspected monthly, logs of inspections shall be retained (digital or hard copy) for the life of Risk Management Plan <XX-XXX> <V#>.	
Training	Staff shall be provided with Workplace Hazardous Material Information System (WHMIS) training in accordance with applicable regulatory and legislative requirements.	
	Applicable staff shall be trained whenever new equipment or chemicals are introduced at the site; logs of training events are maintained and filed for the active life of Risk Management Plan <XX-XXX> <V#>.	

Section Three - Communication & Risk Management Plan Training Requirements:	
Communication:	
<ul style="list-style-type: none"> ▪ The person/corporation engaged in the activity shall communicate the contents of the Risk Management Plan to all personnel at the site. ▪ The person/corporation engaged in the activity shall take all reasonable actions to ensure all personnel comply with the requirements of the Risk Management Plan. 	
Risk Management Plan Training:	
<ul style="list-style-type: none"> ▪ The person/corporation engaged in the activity shall provide all personnel at the Site with annual training regarding Sections Two and Appendices One, Five, and Six of the Risk Management Plan. Logs these training events are to be maintained and filed. ▪ The person/corporation engaged in the activity shall provide all personnel at the Site with an additional training event should the Risk Management Plan ever be revised or updated after the annual training was provided to all personnel at the Site. Logs these training events are to be maintained and filed. 	



Section Four - Monitoring, Reporting & Record Retention Requirements:

Monitoring:

- The Site is subject to periodic inspections and monitoring by the City of Barrie's Risk Management Inspector to ensure compliance with the Risk Management Plan.
- The person/corporation engaged in the activity shall continuously monitor the activity to which the plan relates to ensure that the measures contained within the Risk Management Plan are being performed in accordance with the plan.

Reporting:

- The person/corporation engaged in the activity shall report to the Risk Management Official any contraventions, accidental or intentional, that occur at the Site in regard to the measures identified in the Risk Management Plan.
- The person/corporation engaged in the activity shall report to the Risk Management Official if there is a change at the site that could result in a significant drinking water threat.
- The person/corporation engaged in the activity shall report to the Risk Management Official any changes at the Site that may cause the information within the Risk Management Plan to no longer be current.
- The person/corporation engaged in the activity shall report to the Risk Management Official if the business/facility is sold, closed or moved location. The report shall be within one month of the occurrence.
- The person/corporation engaged in the activity shall contact the Risk Management Official no less than 120 days prior to the expiration of the Risk Management Plan to initiate the renewal process.

Record Retention:

- The person/corporation engaged in the activity must retain all records and documentation that pertain to the Risk Management Plan and all measures identified within for the active life of the Risk Management Plan; unless otherwise notified by the Risk Management Official or Risk Management Inspector.



Section Five - Appendices:

- Appendix 1 - Site Map for <BUSINESS NAME> located at <BUSINESS ADDRESS>
- Appendix 2 - Chemical Handling & Storage Screening Form for <BUSINESS NAME> located at <BUSINESS ADDRESS>
- Appendix 3 - Site Inspection Photos on <INSPECTION DATE>, for <BUSINESS NAME> located at <BUSINESS ADDRESS>
- Appendix 4 - Source Water Protection Information and Applicable Source Protection Plan Policies for <BUSINESS NAME> located at <BUSINESS ADDRESS>
- Appendix 5 - <BUSINESS NAME> Spill Response Plan located at <BUSINESS ADDRESS>
- Appendix 6 - Source Water Protection Primer & Training Log for <BUSINESS NAME> located at <BUSINESS ADDRESS>