



Spill Contingency Plan for Geotechnical Investigations on Infrastructure Property within Yellowknife Boundaries

Government of the Northwest Territories – Department of Infrastructure





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**ATTACHMENT ANorthwest Territories Spill
Report Form**



1.0 INTRODUCTION

This Spill Contingency Plan (SCP) has been developed by the Government of the Northwest Territories (GNWT) Department of Infrastructure (INF) for use by project management staff and contractors during any geotechnical investigations on Infrastructure property within the Yellowknife boundaries. This spill contingency plan will be implemented for all activities undertaken for duration of the land use activity and will be revised as required.

The purpose of the SCP is to provide a guide to all on-site personnel in the event of an accidental release of fuel or other waste during operations. All persons involved with on-site activities should read and be familiar with the SCP. To be effective, it is important that all personnel are familiar with their responsibilities and steps to take in the event of a spill. Personnel should not read the SCP for the first time during an emergency.

This SCP has been developed for land reserve and regulatory approvals in accordance with the Guidelines for Spill Contingency Planning prepared by Indian and Northern Affairs Canada (INAC) (2007). Contractors are required to submit a Spill Contingency Plan which will meet or exceed the features of this SCP and can be provided to the appropriate regulatory authorities once complete.

2.0 PROJECT AND SITE DESCRIPTION

The Land Use Permit for geotechnical investigations will include drilling boreholes at various locations on Infrastructure properties and backfilling the holes with cuttings.

2.1 POTENTIAL CONTAMINANTS

Over the course of the Project, several contaminants may be used by equipment and crews working within or near the project footprint. These potential contaminants are listed below and may be involved in a spill:

- Gasoline
- Diesel
- Lubricating oils and grease
- Antifreeze and other coolants



- Hydraulic oil
- Motor oil
- Contaminated soil, snow/ice/water

As future geotechnical activities may occur in the winter, contaminant spills may occur on snow or ice or on cleared lands on Infrastructure property.

Spills may result from any of the following occurrences:

- Valve or line failure in systems, vehicles or heavy equipment

3.0 RESPONSE ORGANIZATION

Whenever a spill is identified, the Contractor and the INF representative will be contacted as soon as possible. The Contractor is responsible for initiating the SCP. Contact information for INF is provided in Table 3-1 below; the table will be updated following selection of the Contractor.

Table 3-1: Spill Contingency Contacts for Geotechnical Activities within the City of Yellowknife Boundaries

INF Contact Information	Contractor Contact Information
Cameron Wilson Regional Superintendent – North Slave Regional Office Government of the Northwest Territories 867-767-9049 ext. 31186 Cameron_wilson@gov.nt.ca	Contractor Information will be provided once Contract is awarded



4.0 INITIAL RESPONSE UNDER ANY SPILL CIRCUMSTANCES

The following actions should be taken by the first person(s) who identifies a spill:

1. Be alert and considerate of your safety and of those around you. If possible, identify the spilled contaminant. Notify your supervisor immediately.
2. Assess the hazard to persons in the area of the spill, including yourself.
3. Assess whether the spill can be readily stopped or brought under control.
4. If safe to do so, and if possible, stop the spillage of contaminant and/or provide containment.
5. Gather information about the status of the situation and the direction of flow.
6. Consult the workplace Spill Contingency Plan and implement measures provided.
7. Report the spill immediately to the **24-Hour Emergency Spill Report Line (867)920-8130**.

NOTE: If the spill was the result of contractor or user actions, they should enact their own spill response procedures according to their Spill Contingency Plan. See Section 6.1 for more information on spill response procedures.

5.0 REPORTING PROCEDURE

All spills or potential spills of contaminants must be reported to the 24-hour Northwest Territories - Nunavut Emergency Spill Report Line to ensure that an investigation may be undertaken by the appropriate government authority. Reporting of any spills associated with the Project will be completed by the Contractor or the INF site representative. Additionally, spills will be reported to the Mackenzie Valley Land and Water Board as well as the Department of Lands Inspector.

To report a spill:



1. Fill out the Northwest Territories Spill Report Form (found in Attachment A of this SCP) as completely as possible before calling in the spill report.
2. Contact the Government of the Northwest Territories 24-hour Emergency Spill Report Line

24-HOUR EMERGENCY SPILL REPORT LINE 867-920-8130

3. Where fax is available, **fax** the completed Northwest Territories Spill Report Form to **867-873-6924**. Alternatively, if email is available, email the completed Northwest Territories Spill Report Form to spills@gov.nt.ca

Any person reporting a spill is required to give as much information as possible, however reporting of a spill should not be delayed if all of the necessary information is not known. Additional information can be provided later.

From the *Consolidation of Spill Contingency Planning and Reporting Regulations* (1998), **as much of the following information should be reported** during the initial spill report:

- Date and time of spill
- Location of spill
- Direction spill is moving
- Name and phone number of a contact person close to the location of the spill
- Type of contaminant spilled and quantity
- Cause of spill
- Whether spill is continuing or has stopped
- Description of existing contaminant
- Action taken to contain, recover, clean up, and dispose of spilled contaminant
- Name, address and phone number of person reporting the spill



- Name of owner or person in charge, management or control of contaminants at the time of the spill

6.0 ACTION PLANS

6.1 SPILL PREVENTION

The most likely spill possibilities during the Project would be leakage or line failure from heavy equipment.

The likelihood of a major spill is negligible as there will be no large quantities of contaminants stored on site. All re-fueling will be done by the contractor off site. Where drips or spills occur, they will be cleaned up immediately. Further, spill response kits will be kept in all vehicles.

The risk of spills will be further reduced through regular inspection and maintenance of all heavy equipment and vehicles associated with the permitted activities. These activities may include, but not be limited to:

- Routine inspection of fuel and oil lines on all equipment;
- Cleaning up drips and minor spills immediately; and,
- Ensuring the quick repair of any identified deficiencies on heavy equipment or other vehicles.

6.2 SPILL RESPONSE

The following steps outline the general spill response procedures for initial actions to be taken to contain and clean up a contaminant spill, as well as disposing of contaminated materials. Two procedures have been developed for handling contaminant spills, depending on where the spill has occurred (i.e., on snow/ice, or on land).



6.2.1 SPILLS ON LAND

1. Once a spill is identified, all sources of ignition should be turned off (e.g., no smoking, shut off engines).
2. The spilled material (e.g., gasoline, diesel, antifreeze, etc.) should be identified, if possible.
3. The affected area should be secured, ensuring the area is safe for entry and does not represent a threat to human health and safety of the spill responders. Public access of the area should be restricted.
4. If possible, identify where the spill is coming from (the source). Determine if the spill is still occurring (i.e., still leaking) or if the spillage has stopped. If the spill has not stopped, determine if it is safe to stop or control the spill (e.g., plug hole, close valve, upright container), or contain the spill (e.g., place a container or tarp with built up edges under the spill source to contain the spill).
5. If the spill is too large to be controlled with the spill materials at hand, contact the Contractor or the INF site representative and report the spill immediately and request assistance (see Section 3 for contact information). Use materials on hand to attempt to control the spill.
6. If the spill is small enough to be controlled with the spill response materials at hand, prevent spilled contaminants from spreading or entering waterways by using sorbent (oil-absorbing) materials or a soil dyke down slope from the spill. This is especially the case with liquid contaminants (e.g. gasoline, diesel).
7. Once the spill has been controlled and further spreading prevented, contact the Contractor or the INF site representative and report the spill (see Section 3 for contact information). The Contractor or the INF site representative is responsible to report the spill to the 24-Hour Emergency Spill Report Line.
8. If possible with spill response materials at hand, clean up the remaining spilled contaminant and store contaminated materials in a secure container for proper disposal. Do not flush the affected area with water.



9. If possible, remove any contained liquid by pumping into secure drums.

6.2.2 SPILLS IN SNOW/ICE

1. Once a spill is identified, all sources of ignition should be turned off (e.g. no smoking, shut off engines).

2. The spilled material (e.g. gasoline, diesel, antifreeze, etc.) should be identified, if possible.

3. The affected area should be secured, ensuring the area is safe for entry and does not represent a threat to human health and safety of the spill responders. Public access of the area should be restricted.

4. If possible, identify where the spill is coming from (the source). Determine if the spill is still occurring (i.e. still leaking) or if the spillage has stopped. If the spill has not stopped, determine if it is safe to stop or control the spill (e.g. plug hole, close valve, upright container).

5. If the spill is too large to be controlled with the spill materials at hand, contact the Contractor or the GNWT site representative and report the spill immediately and request assistance (see Section 3 for contact information). Use materials on hand to attempt to control the spill.

6. If the spill is small enough to be controlled with the spill response materials at hand, prevent spilled contaminants from spreading or entering waterways by using sorbent materials or a snow/soil dyke down slope from the spill. This is especially the case with liquid contaminants (e.g. gasoline, diesel).

7. Once the spill has been controlled and further spreading prevented, contact the Contractor or the GNWT site representative and report the spill (see Section 3 for contact information). The contractor or the GNWT representative is responsible to report the spill to the 24-Hour Emergency Spill Report Line.

8. If possible with the spill response materials at hand, clean up the remaining spilled contaminant and store contaminated materials in a secure container for disposal. Affected snow should be stored in drums for proper disposal.



6.3 COMMUNICATIONS PLAN

Should a spill occur, the Mackenzie Valley Land and Water Board and Department of Lands Inspector will be notified as per permit conditions. In the unlikely event of a large spill that might affect public safety, The City of Yellowknife Department of Emergency Services will be notified. In these circumstances the INF contacts listed in section 3 will have primary responsibility for ensuring communication following the Department’s policy.

Key contact information:

Mackenzie Valley Land and Water Board: 669-0506

Lands Inspector: 767-9188

RCMP: 911 or 873-1111

Fire Department: 911 or 873-2222

7.0 RESOURCE INVENTORY

7.1 ON-SITE RESOURCES

7.1.1 PERSONNEL

All personnel hired to work on the Project will be familiar with on-site in spill prevention, response and clean-up measures (see Section 9).

7.1.2 EQUIPMENT

The following is a list of equipment that is typically used for operations and maintenance on a highway. Equipment and attachments listed may vary slightly as a result of make and model, and no specific numbers for equipment are listed as numbers are depended on the level of service being provided.

Type and Size	Size	Proposed use



Track-mounted CME 850 geotechnical drill	Approximately 2.4m by 6m; approximately 5,500kg	Drilling boreholes
Light vehicles such as a pick-up truck	Various	Access the site

7.1.3 SPILL KITS

7.1.3.1 SPILL KIT LOCATIONS

Spill kits are required onsite. The contractor will be responsible for ensuring that there are spill kits accessible and located within the worksite.

7.1.3.2 SPILL KIT CONTENTS

The following outlines the recommended minimum requirements for contents of spill kits to be used during the Project; the Contractor is responsible to supply the spill kits. Each spill kit will be regularly inspected to ensure it always contains the following, at a minimum (in part from INAC 2007):

- 1 – 205 L open top steel drum with lid, bolting ring and gasket (spill kit container)
- 10 disposable large 5 mil polyethylene bags (dimensions 65 cm x 100 cm) with ties
- 4 – 12.5 cm x 3 m (5 in. X 10 ft.) sorbent booms
- 10 kg bag of sorbent particulate
- 100 sheets (1 bail) of 50 cm x 50 cm sorbent sheets
- 2 large (5 m x 5 m) plastic tarps
- 1 roll duct tape
- 1 utility knife
- 1 field notebook and pencil
- 1 rake
- 1 pick-axe
- 3 spark-proof shovels
- 4 Tyvex® splash suits



- 4 pairs chemical resistant gloves
- 4 pairs of splash protective goggles
- Instruction binder, including Spill Contingency Plan.

The entire spill kit contents, with the exception of the spark-proof shovels, can be stored within the 205 L drums. The drum will be sealed securely to protect the spill kit contents, though should always be accessible without the use of tools (i.e., finger tight bolt ring). The drum's bolt ring should be inspected regularly during inspections to ensure it turns freely and is lubricated.

Extra spill response materials should also be available for use, in addition to the spill kit contents.

8.0 TRAINING AND EXERCISES

8.1 OUTLINE

The Contractor will be responsible for providing a qualified supervisor and training site workers in spill response. All individuals hired to work on the Project should be familiar with spill response, basic first aid and WHMIS (Workplace Hazardous Materials and Information System) training before working on site.

9.0 REFERENCES

Indian and Northern Affairs Canada (INAC). 2007. Guidelines for Spill Contingency Planning. Water Resources Division, INAC, Yellowknife, NT Available online: <http://www.aadncaandc.gc.ca/eng/1100100024236/1100100024253> (18 September 2014).



ATTACHMENT A
Spill Report Form



Canada

NT-NU SPILL REPORT

OIL, GASOLINE, CHEMICALS AND OTHER HAZARDOUS MATERIALS

NT-NU 24-HOUR SPILL REPORT LINE

TEL: (867) 920-8130

FAX: (867) 873-6924

EMAIL: spills@gov.nt.ca

REPORT LINE USE ONLY

A	REPORT DATE: MONTH – DAY – YEAR		REPORT TIME		<input type="checkbox"/> ORIGINAL SPILL REPORT, OR <input type="checkbox"/> UPDATE # _____ TO THE ORIGINAL SPILL REPORT	<table border="1"> <tr> <td>REPORT NUMBER</td> </tr> </table>	REPORT NUMBER
	REPORT NUMBER						
B	OCCURRENCE DATE: MONTH – DAY – YEAR		OCCURRENCE TIME				
C	LAND USE PERMIT NUMBER (IF APPLICABLE)			WATER LICENCE NUMBER (IF APPLICABLE)			
D	GEOGRAPHIC PLACE NAME OR DISTANCE AND DIRECTION FROM NAMED LOCATION				REGION <input type="checkbox"/> NWT <input type="checkbox"/> NUNAVUT <input type="checkbox"/> ADJACENT JURISDICTION OR OCEAN		
E	LATITUDE			LONGITUDE			
	DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS	
F	RESPONSIBLE PARTY OR VESSEL NAME		RESPONSIBLE PARTY ADDRESS OR OFFICE LOCATION				
G	ANY CONTRACTOR INVOLVED		CONTRACTOR ADDRESS OR OFFICE LOCATION				
H	PRODUCT SPILLED		QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES		U.N. NUMBER		
	SECOND PRODUCT SPILLED (IF APPLICABLE)		QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES		U.N. NUMBER		
I	SPILL SOURCE		SPILL CAUSE		AREA OF CONTAMINATION IN SQUARE METRES		
J	FACTORS AFFECTING SPILL OR RECOVERY		DESCRIBE ANY ASSISTANCE REQUIRED		HAZARDS TO PERSONS, PROPERTY OR EQUIPMENT		
K	ADDITIONAL INFORMATION, COMMENTS, ACTIONS PROPOSED OR TAKEN TO CONTAIN, RECOVER OR DISPOSE OF SPILLED PRODUCT AND CONTAMINATED MATERIALS						
L	REPORTED TO SPILL LINE BY	POSITION	EMPLOYER	LOCATION CALLING FROM	TELEPHONE		
M	ANY ALTERNATE CONTACT	POSITION	EMPLOYER	ALTERNATE CONTACT LOCATION	ALTERNATE TELEPHONE		
REPORT LINE USE ONLY							
N	RECEIVED AT SPILL LINE BY		POSITION		EMPLOYER		
	STATION OPERATOR		LOCATION CALLED		REPORT LINE NUMBER		
				YELLOWKNIFE, NT		(867) 920-8130	
LEAD AGENCY <input type="checkbox"/> EC <input type="checkbox"/> CCG <input type="checkbox"/> GNWT <input type="checkbox"/> GN <input type="checkbox"/> ILA <input type="checkbox"/> INAC <input type="checkbox"/> NEB <input type="checkbox"/> TC			SIGNIFICANCE <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> UNKNOWN		FILE STATUS <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED		
AGENCY	CONTACT NAME		CONTACT TIME		REMARKS		
LEAD AGENCY							
FIRST SUPPORT AGENCY							
SECOND SUPPORT AGENCY							
THIRD SUPPORT AGENCY							