



# Spill Contingency Plan for the Wekweètì Winter Road Construction, Operations and Maintenance

Government of the Northwest Territories – Department of Infrastructure





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**ATTACHMENT A .....Northwest 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 the construction, operations and maintenance of the Wekweètì Winter Road. 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 and maintenance. 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 operations and maintenance of Wekweètì Winter Road allow:

- Road improvements along the 60m alignment, camps over 200 person days, fuel storage, potential quarrying, cutting and filling of earth materials to construct the realigned or improved grade or roadway, and the ability to use granular fill from borrow sources adjacent to the road for portage improvements at specific locations along the Wekweètì Winter Road.
- Winter road maintenance and improvement work will be conducted during the normal winter road season and in some cases during the off-season (summer/fall). Off-season work may involve grade improvement work or



short realignments along the existing Wekweètì Winter road and at specific roadway areas.

- No permanent camps will be required. Temporary construction/work camps, and sleeper trailer on skids, may be used during winter as well as off-season operations. Types of camps will vary dependent on the activities. Location of the temporary construction/work camps may vary depending on proximity and/or access to the work area. The spotting of temporary construction/work camps will be subject to approval by the land use inspector. Camps will follow the best practices under the Northern Land Use Guidelines, Camp and Support Facilities, to the extent possible while operating.
- Equipment issued to carry out the permitted activities will vary according to task requirements and is summarized in section 7.

## 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
- Hydraulic oil
- Motor oil
- Lubricating oils and grease
- Antifreeze and other coolants
- Contaminated soil, snow/ice/water

As winter road construction does occur in the winter, contaminant spills may occur on snow or ice or on cleared lands along the highway alignment.

Spills may result from any of the following occurrences:

- Valve or line failure in systems, vehicles or heavy equipment;
- Spill of lubricants during routine maintenance of equipment;



- Vandalism;
- Vehicular accidents;
- Improper storage of contaminants;
- Heat expansion due to overfilling or improper storage;
- Leaks or ruptures of fuel storage drums or tanks.

### 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 Operations and Maintenance Activities for the Wekweètì Winter Road**

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 Wek'eezhii 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](mailto: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 or other vehicles, spilling during fuel transfer, or vehicular accident. During the winter operations, fuel will be delivered to on-site equipment via tidy type tanks and pumped into the equipment as required. All refuel trucks will be equipped with an emergency spill kit to mop up and spillage.

For larger construction/work camps or where larger fuel requirements are necessary, the Department will use enviro-tanks, staged at strategic locations along the Wekweètì Winter Road. These are portable enviro-tank fuel tanks and are transported to and from temporary construction/work camp locations established to carry out the undertakings for the ongoing maintenance and operations of the Wekweètì Winter Road within the permit area as required. Fuel will be delivered by a certified carrier using appropriate sized delivery trucks. Fuel may also be transferred to smaller equipment via smaller portable fuel storage containers (i.e. Jerry Cans, tidy tanks, etc.)

The likelihood of a major spill is negligible as large quantities of contaminants will be stored in enviro-tanks and staged at strategic locations. Where drips or spills occur, they will be cleaned up immediately. Further, spill response kits will be kept in all vehicles, at the staged locations for the enviro-tanks, and at temporary camp locations.

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;
- Completing on-site fuel transfer over spill pads/trays and a minimum of 100 m from the highwater mark;
- Monitoring of tank volume during fuel transfer;
- 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.

### **6.2.3 SPILLS IN WATER**

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, use sorbent booms to contain the spill for recovery. Place sorbent sheets on the water within the boomed area to help contain the contaminant. For narrow



waterways such as streams, place one or more sorbent booms across the waterway, downstream of the spill location, and anchor the booms on each bank.

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 spill contaminant within the boomed area. Store contaminated materials in a secure container for proper disposal.

### **6.3 COMMUNICATIONS PLAN**

Should a spill occur, the Wek'èezhì 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 Community of Wekweètì 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:

**Wek'èezhì Land and Water Board: 713-2500**

**Lands Inspector: 767-9188**

**RCMP: 573-1111**

**Fire Department: 713-2222**

## **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
Tracked Dozers	D3 through D9	Clearing right-of-way, drainage channels and granular borrow site, clearing granular investigation cutlines, pushing roadway construction material on the roadway and in borrow area, pushing borrow materials and leveling stockpiles, etc.
Hydraulic Excavators (Wheeled and Tracked)	E70 through 245B	Excavating drainage channels, excavating at culvert removal and installation sites, excavating at bridge sites, excavating borrow sites and loading haul vehicles, making repairs to roadway embankment, clearing right-of-way, granular investigations (test pitting), etc.
Loaders (Wheeled and Tracked)	Various	For loading haul trucks, moving granular materials at work areas, stockpiling granular materials, feeding crusher and asphalt plants, etc.
Snow Cats or similar types of snow removal equipment	Various	Snow road construction and maintenance.
Motor Graders	Various	For roadway maintenance and road repairs, grading granular surfacing, right-of-way maintenance, snow ploughing, borrow source



		maintenance, etc.
Single Axle, Tandem Axle, Tridem Axle Haul Trucks, and similar types of heavy equipment	Various - water tankers, sewage tanks, rock, gravel, sanding trucks and plow trucks, Terra-Gators, Hydrema, etc.	For watering on the road, hauling granular and rock materials to work site, stockpiling granular materials, hauling construction materials, hauling water for work camps, sewage and waste removal, etc.
Tractor Trailers	Various	To move equipment to, from and within work site and borrow areas (low/high boys), etc.
Tractor Mowing Machines	Various	To clear right-of-ways, tow compaction equipment, moving small equipment around on site, etc.
Fuel Tankers	Various to 20,000 litres	To resupply fuel storage tank, to refuel equipment, etc.
Light vehicles, pick-up trucks, ATVs, snowmobiles, Sherps, Side-by-sides, small and large transport trailers, other wheeled and track equipment	Various	Equipment designed for snow removal, roadway watering, and road construction activities
Temporary Construction/Work camp facilities	6 to 20 man camps	To support delivery of the ongoing operation and maintenance of the public highway system, roadways, access roads, short term construction activities, temporary ice/winter road construction.
Tree harvesters/mulchers	Various	For right-of-way clearing, borrow site clearing, etc.
Generators	Various	For temporary camps, lighting units, crusher plants, asphalt plants, to power small tools and equipment, etc.



Various hand tools, water pumps, chainsaws, etc.	Various	Brush clearing
Various; Rock drills, compressors	Various	To develop burrow sites, drills for roadway grade improvements, removal of rocks from roadways, geotechnical investigations, etc.
Various small equipment- rock pickers, soil cultivators, roadway sweepers, post hole drills, post drivers, water pumps, rig mate, patching units, tar pots, tampers, compressors, jack hammers, etc.	Various	To support the delivery of the ongoing operation and maintenance of the public highway system, temporary construction/work camps, temporary ice/winter road construction and maintenance camps, etc.

### 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 are 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	REPORT NUMBER
	B OCCURRENCE DATE: MONTH - DAY - YEAR		B 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	LOCATION CALLED	REPORT LINE NUMBER	
		STATION OPERATOR		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						

**Appendix A**  
**Schedule 1 – Reportable Quantities for NT-NU Spills**

<b>Substance</b>	<b>Reportable Quantity</b>	<b>TDG Class</b>
Explosives	Any amount	1.0
Compressed gas (toxic/corrosive)		2.3/2.4
Infectious substances		6.2
Sewage and wastewater (unless otherwise authorized)		6.2
Radioactive materials		7.0
Unknown substance		None
Compressed gas (Flammable)	Any amount of gas from containers with a capacity greater than 100 L	2.1
Compressed gas (Non-corrosive, non-flammable)		2.2
Flammable liquid	≥ 100 L	3.1/3.2/3.3
Flammable solid	≥ 25 kg	4.1
Substances liable to spontaneous combustion		4.2
Water reactant substances		4.3
Oxidizing substances	≥ 50 L or 50 kg	5.1
Organic peroxides	≥ 1 L or 1 kg	5.2
Environmentally hazardous substances intended for disposal		9.0
Toxic substances	≥ 5 L or 5 kg	6.1
Corrosive substances		8.0
Miscellaneous products, substances or organisms		9.0
PCB mixtures of 5 or more parts per million	≥ 0.5 L or 0.5 kg	9.0
Other contaminants, e.g. crude oil, drilling fluid, produced water, waste or spent chemicals, used or waste oil, vehicle fluids, wastewater, etc.	≥ 100 L or 100 kg	None
Sour natural gas (i.e., contains H <sub>2</sub> S)	Uncontrolled release or sustained flow of 10 minutes or more	None
Sweet natural gas		
Flammable liquid	≥ 20 L	3.1/3.2/3.3
Vehicle fluids	When released on a frozen water body that is being used as a working surface	None
Reported releases or potential releases of any size that: 1. Are near or in an open water body; 2. Are near or in a designated sensitive environment or habitat; 3. Pose an imminent threat to human health or safety; or 4. Pose an imminent threat to a listed species at risk or its critical habitat	Any amount	None

Note: L = litre; kg = kilogram; PCB = Polychlorinated Biphenyls; ppm = parts per million