



Government of Northwest Territories
Gouvernement des Territoires du Nord-Ouest

Government of the Northwest Territories
Department of Infrastructure
Whatì Community Access Road Upgrades
Spill Contingency Plan



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Introduction

This Spill Contingency Plan (SCP) has been developed by the Government of the Northwest Territories' Department of Infrastructure (GNWT-INF) for use by GNWT-INF Personnel and its Contractor during operations and maintenance activities at the Whatì Community Access Road Rehabilitation/Maintenance project. To undertake maintenance and to improve safety of the Whatì Community Access Road, the proposed works will be completed within the Whatì community boundary, which does not necessarily require a Land Use Permit; however, the work will include a watercourse crossing, which is 5 meters or wider at ordinary high water mark indicating that a Water Licence is required.

This Spill Contingency Plan (SCP) has been developed by INF for use by project management and contractor staff. 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 ongoing 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 acquainted with their responsibilities and the 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. The Plan will be reviewed and revised at the end each construction period.

Site Description

The water license will consist of watercourse crossing sites and infill requirements for culvert replacements along the Whatì Community Access Road at:

- Kilometer 11 east of the community with 150 m³ of rock going in water/wet area



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 and water

Spills may result from any of the following potential occurrences:

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

Response Organization

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

Table 3-1. Contact information

INF Contact Information	Contractor Contact Information
Mr. Ziaur Rahman Manager, Surface Design and Construction Phone #: (867) 767-9086 Ext. 31117 Email: Ziaur_Rahman@gov.nt.ca	TDB

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 Spill Prevention section for more information on spill response procedures.

Reporting Procedure

All spills or potential spills of contaminants must be reported to the 24-hour Spill Report Line to ensure that an investigation may be undertaken by the appropriate authority. Reporting of any spills associated with the project will be completed by the Contractor or the INF site representative.

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 as possible:

- 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

Action Plans

Spill Prevention

The most likely spill possibilities during the project would be leakage or line failure from heavy equipment or other vehicles, or vehicular accident. No contaminants will be stored onsite. Fuel transfer is not expected on site, but if required will be transferred via a fuel truck. Drip trays will be used during fuel transfer. Where drips or spills occur they will be cleaned up immediately.

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:

- Inspection of fuel and oil lines on all equipment;
- Completing on-site fuel transfer over spill pads/trays
- 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.

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).

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 above 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 above 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.

Spills on Snow and 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 above section 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.

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 above section 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 above section 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.

Communication Plan

In the unlikely event of a large spill that might affect public safety, The Community of Whatì Emergency Services will be notified. In these circumstances the GNWT-INF contacts listed above will have primary responsibility for ensuring communication follows the Department’s policy.

Fire: 867-573-2222

Police: 867-573-1111

Key contact information:

Community of Fort McPherson	(867) 952-2428
Fort McPherson RCMP	(867) 952-1111 or 911
Fort McPherson Fire Response	(867) 952-2222 or 911



Gwich'in Land and Water Board	(867) 777-4954
Environmental Protection Division, Department of Environment and Natural Resources, GNWT	(867) 678-6650
GNWT Lands (Inspector)	(867) 777-8906
Fisheries and Oceans Canada (Yellowknife)	(867) 669-4900
Medivac (Yellowknife)	(867) 669-4115
Environment and Natural Resources (ENR)	(867) 873-7654
Emergency Measures Organization (EMO)	(867) 873-7554
GNWT Environmental Health Office	(867) 669-8979
ECCC Environmental Enforcement	(867) 669-4730
ECCC National Environmental Emergencies Center	1-866-283-2333

Resource Inventory

On Site Resources (Personnel & Equipment)

Personnel: All personnel hired to work on the Project will be familiar with on-site in spill prevention, response and clean-up measures (see sections above)

Equipment: The following is a list of equipment that is typically used for ongoing highway maintenance activities. 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	Proposed use
Tracked dozer (Min D6 Cat or equiv.)	Compact brush windrows, cast brush windrows, make broken brush and timber pieces lay flat on the ground, back fill test pits. Push rock to construct the embankment of the roadway.
Tracked hydraulic excavator (6m digging capacity)	Excavate and backfill test pits, excavate and backfill ground while installing culverts. Compact and chink rock to construct the side slopes of the embankment.
Service Pickups	Transport of personnel and fuel.
chainsaw	Salvage cut, remove leaners, tidy line.
Highway tractor /Lowboy	Movement of equipment along the highway to site access locations.
Tandem/tridum/end dump and belly dump/side dump trucks	Haul gravel from the quarry to construction site to construction of the embankment and installation of culverts.
Motor Graders	Push aggregates/gravel to construct embankment.
Steel drum rollers/Plate packers	Compact aggregates/gravel to construct embankment and install culverts.
Water Trucks	Supply and apply water during culvert installation and compaction of gravel for embankment construction.
Other small equipment	Support of Operations. Eg. Portable power and heat generation.

Spill Kits

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 steel drum that will be located in an identified service truck on site. 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 all of which will be located in an identified service truck on site. All spill kits will be located in an open and easily identifiable area for efficient use in spill circumstances.

Training and Exercises

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.



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

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: MM DD YY	Report Time:	<input type="checkbox"/> Original Spill Report OR <input type="checkbox"/> Update # _____ to the Original Spill Report	Report Number:	
	Occurrence Date: MM DD YY	Occurrence Time:			
C	Land Use Permit Number (if applicable):	Water Licence Number (if applicable):			
D	Geographic Place Name or Distance and Direction from the Named Location:		Region: <input type="checkbox"/> NT <input type="checkbox"/> Nunavut <input type="checkbox"/> Adjacent Jurisdiction or Ocean		
E	Latitude: _____ Degrees _____ Minutes _____ Seconds		Longitude: _____ 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: <input type="checkbox"/> Potential Spill	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 Environment:		
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:
Lead Agency: <input type="checkbox"/> EC <input type="checkbox"/> CCG/TCMSS <input type="checkbox"/> GNWT <input type="checkbox"/> GN <input type="checkbox"/> ILA <input type="checkbox"/> AANDC <input type="checkbox"/> NEB <input type="checkbox"/> Other: _____			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:	
Lead Agency:					
First Support Agency:					
Second Support Agency:					
Third Support Agency:					
Remarks:					