First Nations of Quebec and Labrador
Sustainable Development Institute

What to Do in the Event of a Minor Oil Spill

Spill response guide for First Nations

Emergency numbers

Steps to take for minor oil spills

Response coordinator's guide

Foreword :

This guide is intended for the general public, particularly First Nations communities in Quebec. The instructions in this guide are for informational purposes only. In the event of a pollutant spill, we encourage you to call in professionals who specialize in environmental emergency management. All major spills must be reported immediately to the responsible authorities (local, municipal, regional, provincial, and/or federal). This guide is designed primarily for oil spills of 30 litres or less. Do not use the procedures in this guide for spills involving corrosive or unknown substances.

What to Do in the Event of a Minor Oil Spill was produced by the First Nations of Quebec and Labrador Sustainable Development Institute in collaboration with Environment and Climate Change Canada and several First Nations partners in Quebec.

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What to Do in the Event of a Minor Oil Spill

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This document is available on the website of the First Nations of Quebec and Labrador Sustainable Development Institute.

Également disponible en français.

Emergency numbers

STAY CALM

Emergency numbers

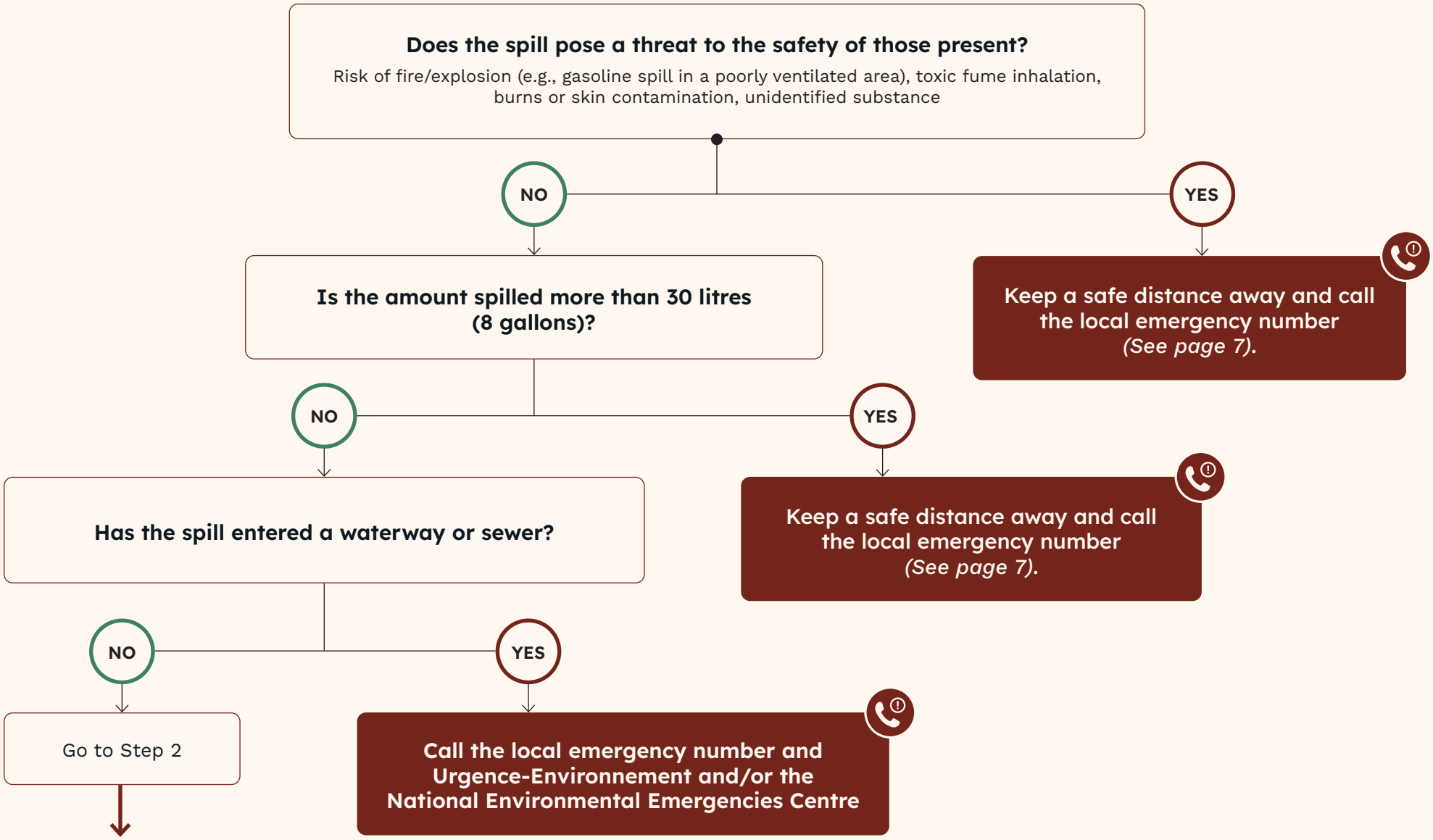
Emergency numbers

Emergency number: 911	Local emergency number:
Environment and Climate Change Canada's National Environmental Emergencies Centre	**1-866-283-2333**
CANUTEC **Canadian Transport Emergency Centre operated by Transport Canada** *For any incident involving the transportation of dangerous goods	**1-888-CAN-UTEC (226-8832) or 613-996-6666**
Quebec's environmental emergency number Urgence-Environnement	**Toll-free: 1-866-694-5454**
Number of the minor-spill response coordinator in your organization or community	

Steps to take for minor oil spills

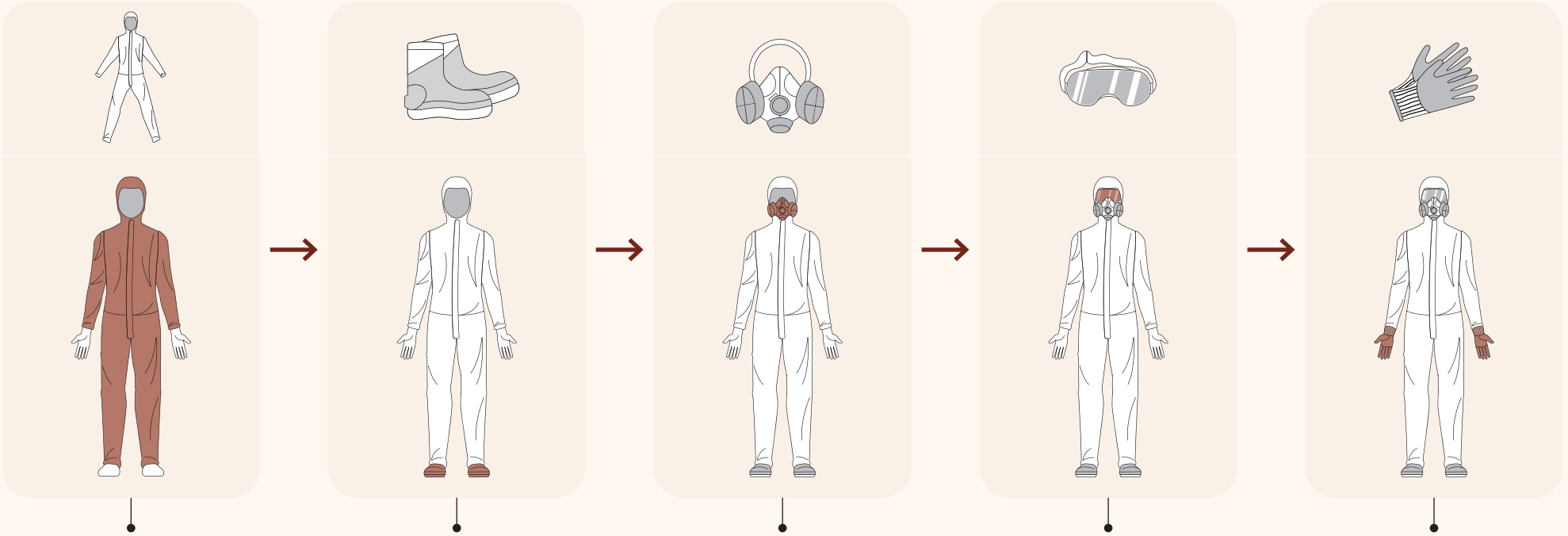
Steps to take for minor oil spills

Step 1: Assess the situation

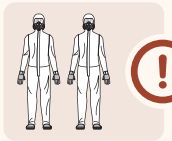


Step 2: Put on PPE

Put on the following personal protective equipment (PPE) in this order:



Protective suit (e.g. Tyvek) → Safety boots → Half-mask respirator with organic-vapour cartridge → Safety goggles → Nitrile gloves



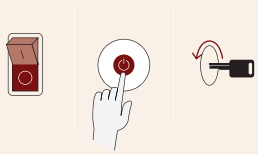
There must always be at least two responders present to carry out these procedures.

If adequate PPE is unavailable, call the local emergency number on page 7.

Step 3: Stop the leak

Safety instructions

Turn off any appliances or machinery that could pose a hazard

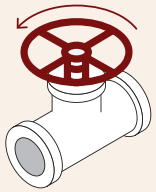


When approaching the leak, make sure the wind is at your back to avoid breathing in vapours

Never lean over the spill

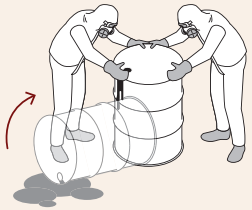
Ways to stop a leak

Close the valve or main supply

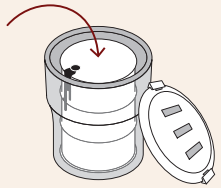


Patch the leak with a sealing product

If the container has fallen over, upright it



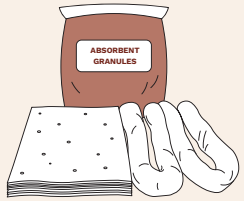
Place the container inside another container



Transfer the contents to a different container

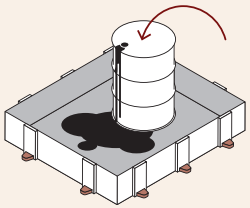
Note: Do not use an electric pump

Use absorbent materials

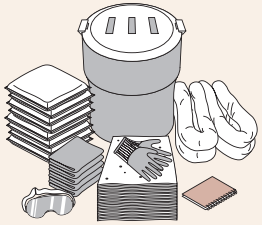


Use containment pools

Note: Roll the container into the pool



Use spill kit supplies to contain the spill



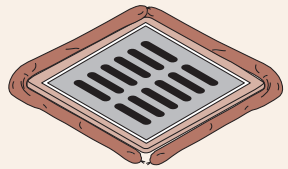
No spill kit? Get creative and use whatever materials are around you, such as sand, soil, plastic bags, paper towels, rags, buckets, shovels, and brooms

Step 4: Contain the spill

1

Cover drains and manholes

Lift the grate and place a tarp or neoprene mat underneath it. Close the grate over the mat or tarp to create a watertight seal. Place absorbent socks or other materials around the mat or tarp.

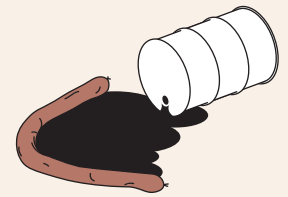


2

Dike the spill to keep it from spreading

Place absorbent socks or granules around the spill as close to the source as possible.

If the spill is flowing toward or into a body of water, create a barrier with absorbent socks and granular absorbent to keep it from spreading further.



3

Block off spill outlets and drainage paths (bottom of doors, slopes, etc.)

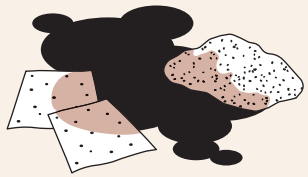
Watch to see which way the spill is flowing, then block off any outlets or drainage paths (bottom of doors, slopes, etc.) in that direction.

4

Soak up the spill

Place absorbent materials such as granules, pads, pillows, and socks on the spill.

Use white sorbents, which are designed for oil-only spills.



No spill kit?

Get creative and use whatever materials are around you: sand, soil, plastic bags, paper towels, rags, buckets, shovels, brooms, etc.

Step 5: Contact the minor-spill response coordinator

1 **Name of response coordinator in your organization or community:**

2 **Response coordinator phone number:**

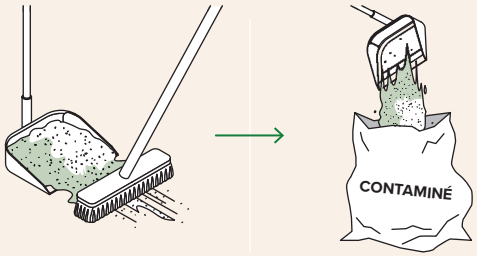
3 **Information to give the response coordinator:**

1. Which emergency services have been called: police, fire department, ambulance, environmental emergency centre
2. What happened: your name, the location, the substance spilled, how much was spilled, any affected sensitive environments, etc.
3. How many people and what kind of equipment are needed to manage the spill: excavator, vacuum truck, etc.

Step 6: Clean up the spill

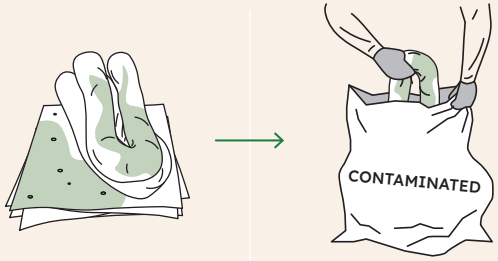
Granular absorbent

- Use a broom to spread the granules evenly over the spill's surface so that they absorb as much liquid as possible.
- When the granules become fully saturated, use a push broom and shovel to remove them.
- Replace the granules with fresh ones as needed.
- Place the soaked granules in an appropriate bag. Use a plastic shovel, as metal ones can generate sparks when scraped against asphalt.
- Keep the contaminated push broom and shovel to clean up other spills.



Absorbent pads and socks

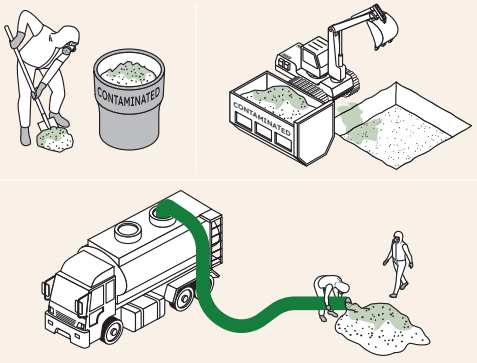
- Handle spill-saturated pads and socks carefully to prevent dripping and splashing.
- Fold up the contaminated pads and socks and place them in an appropriate bag.
- Replace the pads and socks with fresh ones as needed.



Contaminated soil

- Remove small amounts of contaminated soil with a hand shovel.
- For larger amounts, request an excavator, a vacuum truck, or both. **Note that for spills larger than 30 litres (8 gallons), you must call emergency services (see page 7) to ensure the spill is handled safely.**
- Dig up the contaminated soil to the visible edges of the spill.
- Place the soil in a container or on a tarp.
- Cover the soil with another tarp to keep rain from washing it away until it can be disposed of.

Before digging, make sure there are no underground pipes or cables.



Step 7: Dispose of all contaminated materials

This section outlines how to store and dispose of contaminated soil and absorbent materials.

The response coordinator usually handles this step, with support from the response team if needed.

Hazardous waste management company phone number:

Contaminated materials

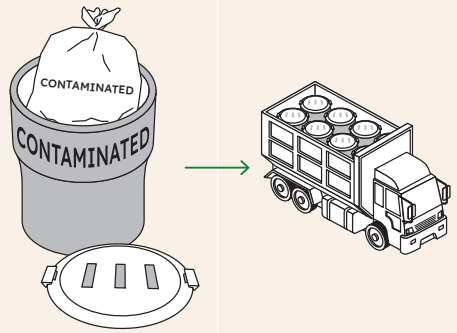
Storage

Store contaminated PPE, absorbent materials, and any other equipment that has come into contact with the spill in a watertight bag or container in a location where it will not be rained on. Label the container “Contaminated” and identify the contaminant.

Disposal

Always hire a certified company to properly remove and dispose of contaminated items. This can be done by most companies that handle used oil and contaminated containers found in garages. Fees may apply.

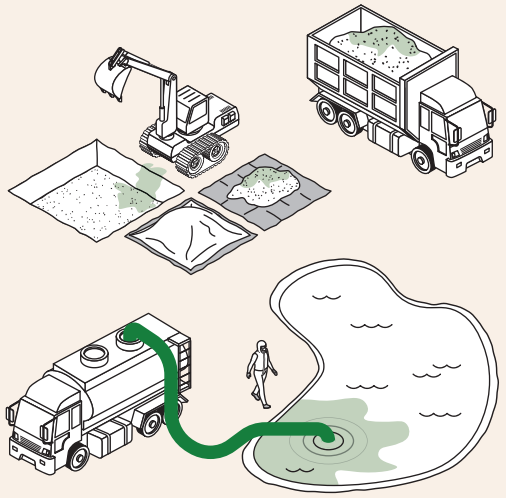
Certified companies may dispose of small amounts of sorbents. Contact those companies for information.



Contaminated soil

Storage

Place contaminated soil on a tarp and cover it with another tarp to keep rain from washing it away and contaminating the surrounding soil.



Disposal

Some hazardous waste management companies will dispose of small amounts of contaminated soil. Contact those companies to see if they provide this service.

For larger amounts of contaminated soil, consult an environmental site management professional to find out the best disposal options.

If your community has a soil treatment facility, you can send the contaminated soil there directly. It's usually best to take soil samples to determine the concentration of contaminants. Contact the facility operators to find out what you need to do.

Step 8: Fill out a minor-spill report form

Here's what should be included in a minor-spill report. You can also use the sample form on the next page.

1. Name, phone number, and email address of the person who filled out the form
2. Name of the community, organization, or site where the spill occurred (if possible) and name of the responder(s) involved
3. Date, time, and location (address or GPS coordinates) of the spill site
4. Type of substance and an estimate of how much was spilled
5. Description and condition of the container in which the substance was stored
6. Distance between the spill site and any nearby buildings, drinking water wells, or waterways or man-made channels (including drains)
7. Cause of the spill and work done to stop it
8. Description of the work to be done to prevent future spills

All forms mentioned in this section are available on our website. Scan this QR code with your cell phone camera or visit www.iddpnql.ca/en/outil/spill-response-guide

Spill report

Response coordinnator:

Organization:

Phone number:

Report number:

Spill information

Who	Responder name:	Site owner/company responsible for the spill:	Name and contact details of the person responsible for the spill:
What	Type of substance:		Amount spilled:
When	Date and time (dd-mm-yyyy and hh:mm):		Start and end of leak/spill (dd-mm-yyyy and hh:mm):
Where	Spill location (address/GPS coordinates):		Type of environment:
How	Steps taken to control the spill:		

Additional information

Spill cause

☐ Leak ☐ Weather ☐ Wildlife ☐ Vandalism ☐ Unkown

☐ Fore ☐ Equipment failure ☐ Explosion ☐ Vehicle collision

☐ Other:

Weather conditions

☐ Sunny ☐ Cloudy ☐ Light rain ☐ Heavy rain ☐ Windy

☐ Snow Temperature: _____ °C ☐ Other:

Sensitive receiving environments affected

☐ Waterway (river, lake, other) ☐ Residential property

☐ Sewer system ☐ Drinking water well

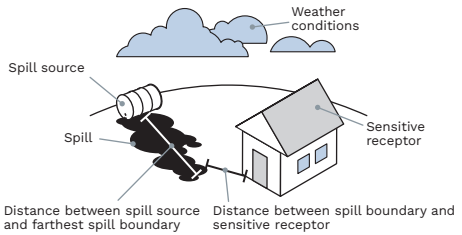
☐ Distance between spill source and farthest spill boundary:

☐ Distance between spill boundary and sensitive receptor(s):

Contaminated environments

☐ Parking lot ☐ Vacant land ☐ Building ☐ Road ☐ Ditch ☐ Yard ☐ Garage

☐ Other:



Draw a diagram on the next page

Other information

Spill containment and cleanup

Container/tank type and capacity:

Has the substance stopped leaking or spilling from the container?	☐ Yes	☐ No	Specify:
Did you contain the spill?	☐ Yes	☐ No	Specify:
Are repairs required?	☐ Yes	☐ No	Specify:

Spill details, cause, and response	Amount	Sampled by (Y or N) / name	Disposed of offsite (Y ou N) / location
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____

Spill supply refill kit ordered ☐ Yes ☐ No

Spill reported to Environment and Climate Change Canada's National Environmental Emergencies Centre: 1-866-283-2333 ☐ Yes ☐ No

Spill reported to provincial environmental emergency centre ☐ Yes ☐ No

Photos and report filing

Device used to take photos:

Computer used and file name:

Report filled out by:

Date:

Response coordinator’s guide

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Table of contents

1. Introduction

This section describes the purpose of the response coordinator's guide and the roles and responsibilities of the people involved in a spill response. It also provides definitions of general terms used in the guide as well as useful forms and information. The response coordinator must be familiar with all the information in the response coordinator's guide.

Purpose

This guide serves as an emergency protocol for minor oil spills. It also outlines the basic procedure for creating a spill management and prevention program.

This guide only covers minor oil spills. It does not cover situations that pose significant health and safety risks to responders. If you encounter such a situation, contact emergency services immediately *(see page 7)*.

Roles and responsibilities of the response coordinator and responders

During a response, each responder must have a clear, specific role in order to be effective and avoid duplicating tasks. This section provides an example of how roles and responsibilities can be distributed between the coordinator and responders in the event of a spill.

Responder

The person who discovers the spill automatically becomes a responder since they will need to help deal with it. Responders are therefore not identified in advance. Responders must follow the response protocol and call emergency services at the first sign of danger. They must also contact the response coordinator to report the spill and determine what is needed for the response.

Responders are responsible for:

- Calling the emergency number in case of danger
- Following the response protocol
- Protecting themselves from contaminants
- Stopping the leak
- Containing the spill
- Contacting the response coordinator
- Cleaning up the spill and disposing of contaminated materials

Minor-spill response coordinator

The coordinator's main role is to see that the response is carried out properly and that responders can do their work effectively and safely. The coordinator must also fill out the relevant forms and follow up on work required after the response.

The coordinator is responsible for:

- Ensuring that employees are properly trained to respond to minor spills
- Completing page 7 of this guide with local emergency numbers and filling out the spill support resource tables on pages 43–44
- Ensuring that spill kits and personal protective equipment (PPE) are readily available and clearly marked at key locations in the community or near at-risk facilities
- Inventorying potential spill sources
- Coordinating and supporting response teams
- Filling out spill reports and keeping a log of them (see pages 39–41)
- Following up on work required after the response, with the support and expertise of specialized companies
- Restocking spill kits and ordering refill kits when necessary
- Hiring a certified company to dispose of contaminated materials and filling in its phone number on page 18 of this guide
- Maintaining a list of people in the organization and community who are trained to respond to minor spills
- Analyzing the causes of recurring spills and suggesting or making the necessary corrections

Definitions

Safety data sheet (SDS)	A document that contains specified, required information about a hazardous product, including information related to the hazards associated with any use, handling, or storage of the hazardous product (*Termium Plus,* 2023). *See examples of safety data sheets in section 7 of the response coordinator's guide.*
Natural environment	In the context of spill response, this includes unpaved surfaces such as gravel, dirt, and grass; the air; and indoor and outdoor drains that lead to sewers, including floor drains, catch basins, manholes, and ditches. It also includes streams, rivers, and lakes.
Personal protective equipment (PPE)	Equipment that is designed to be worn by individuals to protect them against one or more hazards (*Termium Plus,* 2023).
Spill	The uncontrolled discharge or emission of a substance into the air, water, or soil that can immediately or over time have an adverse effect on the environment and the health of humans and animals (*Termium Plus*, 2023).
Minor spill	A spill of 30 litres or less of an identified pollutant that poses little to no danger to people or property, does not affect the sewer system or any bodies of water, and can be safely cleaned up by local responders wearing appropriate PPE and using a spill kit.

Definitions *(continued)*

Major spill	A spill of more than 30 litres of a pollutant that cannot be safely contained, poses a threat or danger to people or property, enters or threatens to enter a sewer system or body of water, or meets any combination of these criteria.
Non-reportable spill	A spill that occurs inside a building, is contained by an impermeable surface, and does not cause harm to people, property, or the natural environment. This type of spill does not need to be reported to the authorities. However, all spills should still be reported to the minor-spill response coordinator in order to prevent reoccurrence.
Reportable spill	Any spill that occurs indoors or outdoors and that causes or may cause harm to people, property, or the natural environment. This type of spill must be reported to the authorities.

2. Response protocol

This section outlines the four stages involved in responding to a minor spill: response, communication, cleanup and disposal, and reporting.

Response

In the event of a spill, the initial on-site responder must initiate the emergency procedure immediately. This consists of assessing the situation, limiting the spill's impact, and, if dealing with a major spill, calling emergency services. For major spills, the responder must first alert emergency services and then the response coordinator.

Assess the situation

The responder must ensure that no one is injured or in danger, that there's no risk of fire or toxic fumes, and that the spill is not running off into a waterway, drain, or sewer.

If there's immediate danger, the responder must take shelter and contact emergency services. If there's a risk of the spill running off into a waterway or sewer, the responder must try to contain the spill. Then, as soon as possible, the responder must call the environmental emergency contact number for the province in which the spill is located or contact Environment and Climate Change Canada's National Environmental Emergencies Centre *(see page 7)* for immediate assistance.

Put on PPE

The initial on-site responder should always ask another person for help so that they can respond as a team. This way, if one responder is injured, the other can assist them or go for help.

Responders must protect themselves adequately by wearing personal protective equipment (PPE) appropriate for the hazards they may encounter.

Here are some tips for selecting the right pieces of PPE:

Hand protection: Nitrile gloves offer a reliable barrier against oils and commonly used products.

Body protection: White, disposable, splash-protective suits or coveralls will protect the body and clothing.

Respiratory protection: For minor spills, a half-mask respirator with an organic-vapour cartridge will protect the respiratory system. Replace the cartridge as needed based on frequency of use or the indicator on the cartridge. Store the cartridges in a sealed bag to keep them from filtering ambient air when not in use.

Eye protection: Safety goggles should be worn by all responders.

Stop the leak

Responders should attempt to stop the leak only if it's safe to do so and if they can reach the leak site. They should use the spill kit or any other useful materials available. The following methods can be used to stop the leak (see the illustrations on page 10 of this guide):

- Patch the leak with a sealing product
- If the container has fallen over, upright it
- Close the valve or main supply
- Place the container inside another container
- Transfer the contents to a different container
- Use absorbent materials
- Use containment pools
- Use supplies in the spill kit to control the spill

Note that the quantity indicated on the spill kit is the maximum amount of substance the kit supplies can absorb. If the spill volume exceeds the supplies' absorption capacity, call emergency services.

Contain the spill

Responders can take this step even if they cannot stop the leak. Containment measures can significantly limit the spill's spread, even if the leak has not stopped. First, responders must identify the substance type and assess the amount that is likely to spill. Then, they can determine which of the following two actions to take:

1. Limit the spread of the spill by diking it with absorbent materials. Place the materials around the spill area as close as possible to the spill source and along any drainage paths.

2. Cover sewer grates and block off possible spill outlets (bottom of doors) and access to waterways. For larger spills, blocking off spill outlets is more effective than containing the spill at the source.

Communication

At this stage, responders must inform the response coordinator about the situation. The coordinator is then responsible for calling emergency services if necessary and ensuring the situation is under control. Their primary role is to support the response team, even before arriving on site.

Assess the spill's spread and response needs

The responders must provide the response coordinator with a summary of the situation at the spill site and a list of personnel and equipment needed to carry out the response. For instance, if the pollutant spilled onto soil, an excavator can be used to quickly remove the contaminated soil. If the pollutant spilled onto snow or near a waterway, a pump truck can be used to suck up the pollutant from the snow or water surface. If professional assistance is required, the coordinator or a responder must request assistance from local companies working in the field. If the situation is out of control, the coordinator or a responder must immediately call the provincial authority's environmental emergency number or Environment and Climate Change Canada's National Environmental Emergencies Centre *(see page 7)* for immediate assistance.

See page 16 for a list of information to gather when assessing the spill's spread and response needs.

Supporting responders

Once the coordinator is informed of the responders' needs, they must provide the necessary assistance for an effective response:

- If the responders need manpower, the coordinator must deploy an emergency team (public works or trained persons)
- If the responders need equipment to contain the spill, the coordinator must request it from the community (fire department, public works, etc.)
- If the responders need machinery to excavate soil or snow, the coordinator must arrange for it to be brought to the site

Cleanup and disposal

Clean up the spill

Once the spill has been stopped and contained, clean up the site with absorbent materials from the spill kit. Do not rinse the spill with water. A push broom and shovel can be used to collect contaminated absorbent granules and materials, as well as small amounts of contaminated soil.

If a pollutant spilled onto the ground, use a mechanical shovel to excavate the contaminated layer of soil. Place the contaminated soil on a tarp, cover it with another tarp, and secure the tarps with rocks or other heavy objects to keep rain from washing the contaminated soil away until it can be disposed of.

If you decide to excavate the soil, make sure there are no underground pipes or cables. As the response coordinator, you should have up-to-date plans of the community's underground utilities. This will allow you to respond faster and prevent the situation from worsening. To obtain these plans, please contact the community's department of public works or the council. They usually have them.

Store contaminated materials in barrels, bins, sealed containers, garbage bags, or plastic construction cleanup bags. Label the containers or bags "Contaminated" and identify the contaminant.

If necessary, use a vacuum truck to remove any standing liquids from the ground.

Before digging, make sure there are no underground pipes or cables.

Dispose of all contaminated materials

Materials used to clean up spills are considered hazardous waste and must be removed by a certified hazardous waste management company. You must enter into a disposal agreement with one of these companies. Ask local garages to find out which companies operate in the area.

While awaiting disposal, store all materials in a safe place where they won't be rained on until they can be disposed of safely in accordance with the recommendations of a certified environmental management company.

Reporting

Spill report

A spill report contains information about the spill itself, the affected environment, the response efforts, and the cleanup conditions. Include as much information as possible as well as photos and diagrams of the spill. The report will serve as a reference for monitoring the work required (e.g., decontamination) and preventing reoccurrence.

A sample spill report form is available on page 39.

Spill report log

Keep a log of all spill reports so they can be found quickly. Enter each spill report's identifying information, the spill location, a summary of the work performed, and any necessary follow-ups.

A sample spill report log is available on page 41.

Follow-ups

Follow-ups help ensure that the necessary actions are taken after a spill. Actions you may need to follow up on include:

- Repair of the damaged equipment that caused the spill
- Disposal of contaminated waste, soil, or equipment by a certified company
- Characterization and rehabilitation of the contaminated site after cleanup
- Analysis of any bodies of water or drinking water sources near the spill
- Media engagement, if the event was publicized

Minor spill response flowchart

Assess the situation

Does the spill pose a threat to the safety of those present? (Toxic fumes, risk of explosion, large spill, waterway/sewer/drain contamination)

YES

CALL EMERGENCY SERVICES

Fire department, police, ambulance:
9-1-1 Local emergency number:

Environment and Climate Change Canada's National Environmental Emergencies Centre:
1-866-283-2333

CANUTEC

Canadian Transport Emergency Centre operated by Transport Canada 1-888-CAN-UTEC (226-8832) or 613-996-6666

Environmental emergency number for the province of Quebec

Urgence-Environnement
Toll-free: 1-866-694-5454

NO

Put on personal protective equipment (PPE)

Stop the leak
(If the leak cannot be stopped, proceed to the next step)

Turn off appliances, approach the leak with the wind at your back, seal the leak, close the valve, upright the container, and transfer the contents to a larger container.

Contain the spill

1. Place absorbent materials around the spill area as close to the spill source as possible
2. If the spill is large, watch to see which way it's flowing and block off any outlets (bottom of doors, drains/sewers)
3. For minor spills, use supplies from the spill kit or materials available on site (soil, sand, plastic bags, etc.)

Inform the coordinator

1. What emergency services have been called, if any
2. Your name, location, the substance spilled, how much was spilled, and any affected sensitive environments
3. Your personnel and equipment needs

Remove the spilled substance

COMPLEX SITUATION → Contact a local environmental consultant

SIMPLE SITUATION → Use a broom, shovel, and sorbents to remove the spilled substance

Store and dispose of all contaminated materials

1. Store the materials in sealed containers and label them "Contaminated"
2. Contact your certified management company to arrange for removal

Fill out the minor spill report

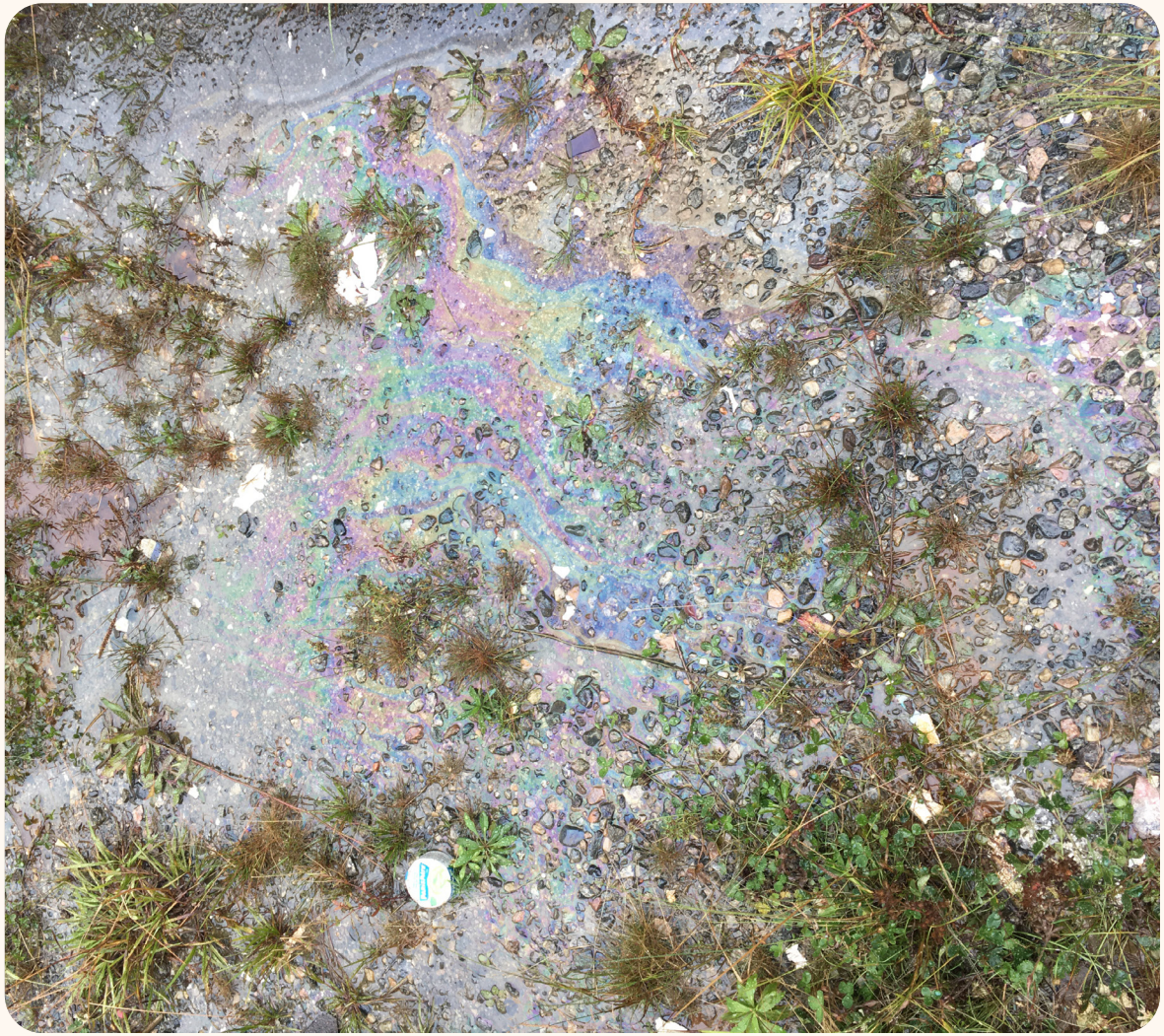
1. Name of the person who filled out the report
2. Spill location
3. Condition of the leaking container
4. Description of the event and cleanup work
5. On-site contact person
6. Name of the substance and amount spilled
7. Distance between the spill site and sensitive environments

3. Spill report and spill report log

This section provides samples of a minor spill report form and a spill report log.

A minor spill report summarizes the facts surrounding a spill. The on-site responders and the response coordinator must fill out a spill report form to the best of their knowledge.

A spill report log is used to file and store all spill reports. It helps track basic information about each spill report for quick reference. It also helps track the work to be done after the spill has been cleaned up.



Spill report

Response coordinnator:

Organization:

Phone number:

Report number:

Spill information

Who	Responder name:	Site owner/company responsible for the spill:	Name and contact details of the person responsible for the spill:
What	Type of substance:		Amount spilled:
When	Date and time (dd-mm-yyyy and hh:mm):		Start and end of leak/spill (dd-mm-yyyy and hh:mm):
Where	Spill location (address/GPS coordinates):		Type of environment:
How	Steps taken to control the spill:		

Additional information

Spill cause

☐ Leak ☐ Weather ☐ Wildlife ☐ Vandalism ☐ Unkown
☐ Fore ☐ Equipment failure ☐ Explosion ☐ Vehicle collision
☐ Other:

Weather conditions

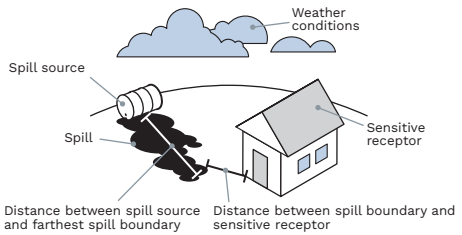
☐ Sunny ☐ Cloudy ☐ Light rain ☐ Heavy rain ☐ Windy
☐ Snow Temperature: _____ °C ☐ Other:

Sensitive receiving environments affected

☐ Waterway (river, lake, other) ☐ Residential property
☐ Sewer system ☐ Drinking water well
☐ Distance between spill source and farthest spill boundary:
☐ Distance between spill boundary and sensitive receptor(s):

Contaminated environments

☐ Parking lot ☐ Vacant land ☐ Building ☐ Road ☐ Ditch ☐ Yard ☐ Garage
☐ Other:



Draw a diagram on the next page

Other information

Spill containment and cleanup

Container/tank type and capacity:

Has the substance stopped leaking or spilling from the container?	☐ Yes	☐ No	Specify:
Did you contain the spill?	☐ Yes	☐ No	Specify:
Are repairs required?	☐ Yes	☐ No	Specify:

Spill details, cause, and response	Amount	Sampled by (Y or N) / name	Disposed of offsite (Y ou N) / location
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____
		☐ Yes ☐ No / _____	☐ Yes ☐ No / _____

Spill supply refill kit ordered ☐ Yes ☐ No

Spill reported to Environment and Climate Change Canada's National Environmental Emergencies Centre: 1-866-283-2333 ☐ Yes ☐ No

Spill reported to provincial environmental emergency centre ☐ Yes ☐ No

Photos and report filing

Device used to take photos:

Computer used and file name:

Report filled out by:

Date:

Diagram of the spill, including distances between different elements

Spill report log

Spill report number	Date	Location	Substance spilled	Amount	Spill reported to National Environmental Emergencies centre[1] (Y or N)	Spill reported to provincial environmental emergency centre (Y or N)	Summary of work done	Follow-ups to be done and explanations
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		
					☐ Yes ☐ No	☐ Yes ☐ No		

[1] Environment and Climate Change Canada

4. Spill support resources

This section contains the names and contact information of emergency resources, companies, and individuals who can provide spill support.

The response coordinator is responsible for keeping the contact information and other details in this section up to date.

Emergency resources may include:

- Contaminated material removal company
- Spill cleanup company
- Suppliers of spill kit supplies
- Trained responders
- Provincial and federal environmental emergency centres

Emergency resources and spill support companies

Here's a sample table of available resources. This table must be updated periodically.

Report an environmental emergency		
Description	**Resource**	**Contact**
You need help	Police, fire department, and ambulance	9-1-1
Community emergency number		
Report an environmental emergency	Environment and Climate Change Canada's National Environmental Emergencies Centre	1-866-283-2333
	Urgence-Environnement	1-866-694-5454
	CANUTEC	1-888-CAN-UTEC (226-8832) or 613-996-6666

Enter the contact information for your organization/community emergency services, public works, environmental office, etc.

Description	Resource	Contact

Suppliers and companies

Enter the contact information for available environmental consultants, decontamination support companies, equipment suppliers, etc.

Description	Resource	Contact
Distributor of personal protective equipment and health and safety equipment		
Spill kit distributor		
Environmental emergency management company		
Hazardous waste management company		
Contamination management consultant		
Heavy equipment rental company		
Band council or local authority		
Recycling centre		
Public works department		

5. Spill kits and personal protective equipment

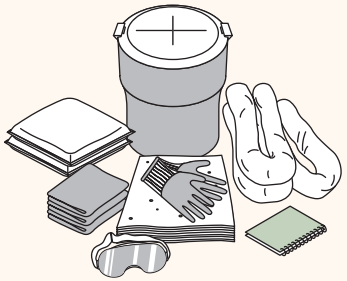
This section presents the materials that can be used to assemble your own spill kits. It also presents personal protective equipment and includes a printable poster (page 48) for indicating where spill kits are located in the community.

Please note that refill kits are available on the market to replenish basic kits, so you don't have to order an entire kit's worth of materials.

Scan this QR code with your cell phone camera to download the poster for showing spill kit locations.

Oil spill kit

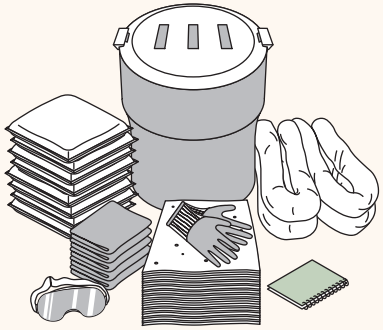
20 gallon/ 75 litre drum



Number	Item
12	15 in. x 19 in. pads
3	3 in. x 12 ft. absorbent socks
3	Disposable bags
2	18 in. x 18 in. pillows
1	Pair of nitrile gloves
1	Emergency response handbook
1	Safety goggles

Oil spill kit

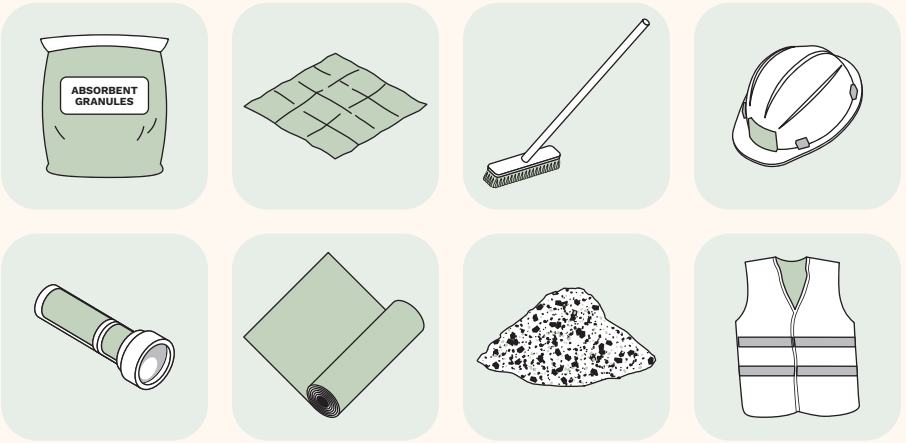
55 gallon/ 208 litre drum



Number	Item
50	15 in. x 19 in. pads
4	3 in. x 12 ft. absorbent socks
5	Disposable bags
8	18 in. x 18 in. pillows
1	Pair of nitrile gloves
1	Emergency response handbook
1	Safety goggles

Additional supplies

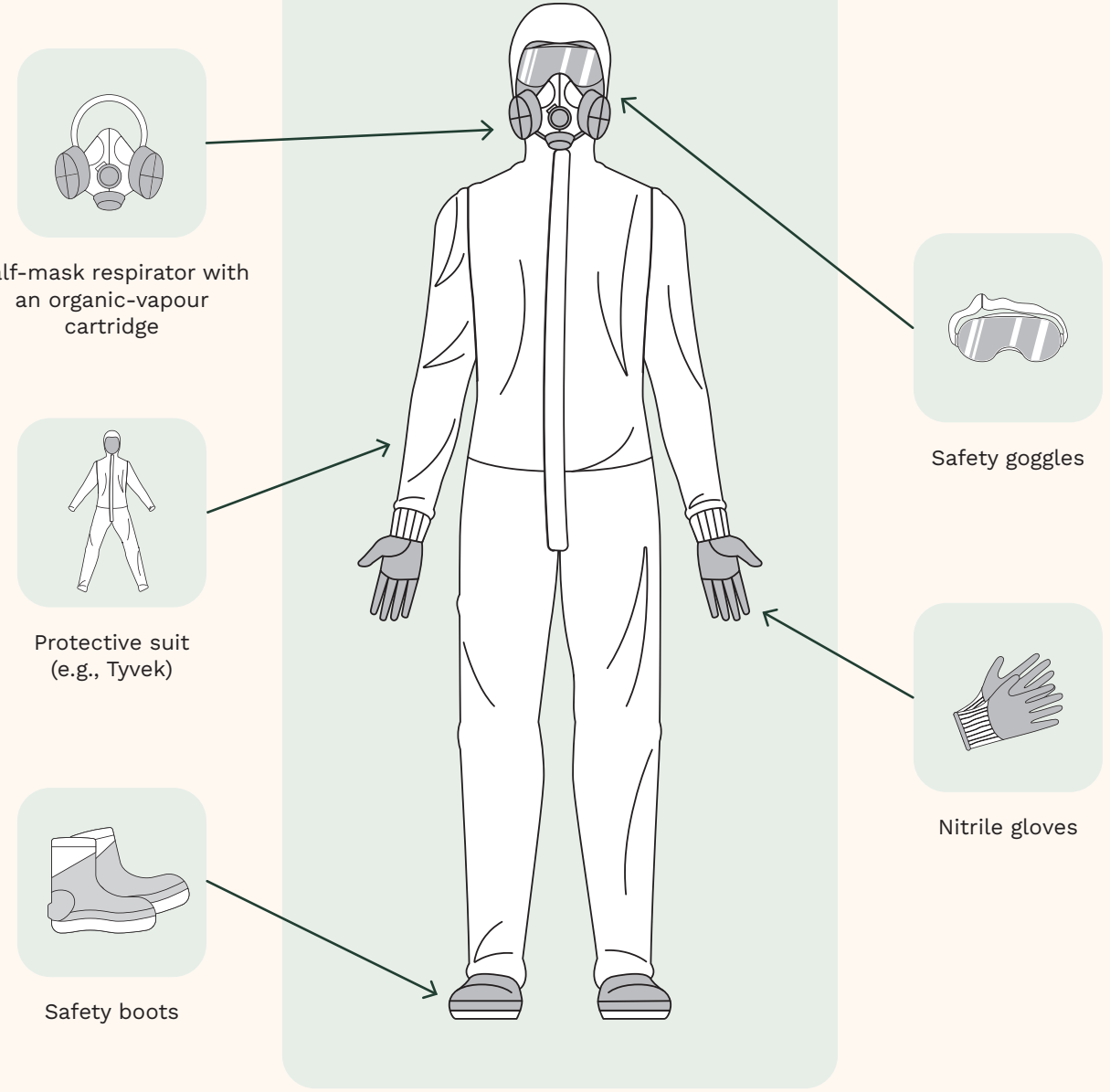
- Extra nitrile gloves
- Hard hat
- Shovel
- Broom
- Tarp
- Absorbent material
- Safety vest
- Garbage bag
- Flashlight
- Neoprene mat
- Absorbent granules
- Sealing paste for oil leaks



This page shows the contents of a spill kit. It's designed to help you keep track of your stock. Refill kits are available on the market to restock your spill kits.

Personal protective equipment

The response coordinator must ensure that a sufficient number of the following pieces of protective equipment are available at all times. They also must ensure that employees have safety boots or that a pair of steel-toed boots is available in the event of a minor spill.



Spill kit

6. Potential spill sources

This section provides a table for documenting potential spill sources in the workplace. The response coordinator must fill out the table and keep it current. They must also inform employees working near these sources that they are in a spill-prone environment.

Potential spill sources

Are your tanks in compliance with the *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations*? Visit the Government of Canada website for more information.

Site	Owner and phone number	Address	Potential spill source and amount	Tank condition and approximate age
Example: Gas station	*Example: Alain Roy - 1-450-123-4567*	*Example: 123 Cartier Blvd. Montreal, Quebec*	*Gasoline (2 tanks of 10,000 L)* *Diesel (1 tank of 10,000 L)*	*Do the tanks comply with the storage tank regulations?*

Continuous improvement

Toward zero spills

List the sources of recurring spills in your area and describe the action plans that will be deployed to prevent them.

Recurring spill source	Action plan

Annual audit

to be carried out by the response coordinator

After completing a task, enter the date and your initials in the corresponding cells.

Year	20 __	20 __	20 __	20 __	20 __
Spill kit supplies checked					
Spill kit refill supplies ordered					
PPE checked					
Employees trained					
Emergency numbers confirmed					
Response coordinator's initials					

7. Hazardous product information and hazard identification

The response coordinator must collect safety data sheets for all chemicals present in the workplace and ensure they're always available. These sheets can be obtained from the organization's product suppliers.

The procedures outlined in the safety data sheets in this section are taken from the 2024 Emergency Response Guidebook published by Transport Canada. These procedures should only be performed by properly trained and equipped personnel. These are general procedures that can serve as temporary guidelines until the product suppliers' safety data sheets are obtained.

Note:
The latest version of the Emergency Response Guidebook is available on the Transport Canada website.

GUIDE 128 Flammable Liquids (Water-Immiscible)

POTENTIAL HAZARDS

FIRE OR EXPLOSION

- **HIGHLY FLAMMABLE: Will be easily ignited by heat, sparks or flames.**
- Vapors may form explosive mixtures with air.
- Vapors may travel to source of ignition and flash back.
- Most vapors are heavier than air. They will spread along the ground and collect in low or confined areas (sewers, basements, tanks, etc.).
- Vapor explosion hazard indoors, outdoors or in sewers.
- Those substances designated with a **(P)** may polymerize explosively when heated or involved in a fire.
- Runoff to sewer may create fire or explosion hazard.
- Containers may explode when heated.
- Many liquids will float on water.
- Substance may be transported hot.
- For hybrid vehicles, GUIDE 147 (lithium ion or sodium ion batteries) or GUIDE 138 (sodium batteries) should also be consulted.
- **If molten aluminum is involved, refer to GUIDE 169.**

HEALTH

CAUTION: Petroleum crude oil (UN1267) may contain **TOXIC** hydrogen sulphide gas.

- Inhalation or contact with material may irritate or burn skin and eyes.
- Fire may produce irritating, corrosive and/or toxic gases.
- Vapors may cause dizziness or asphyxiation, especially when in closed or confined areas.
- Runoff from fire control or dilution water may cause environmental contamination.

PUBLIC SAFETY

- **CALL 911. Then call emergency response telephone number on shipping paper.** If shipping paper not available or no answer, refer to appropriate telephone number listed on the inside back cover.
- Keep unauthorized personnel away.
- Stay upwind, uphill and/or upstream.
- Ventilate closed spaces before entering, but only if properly trained and equipped.

PROTECTIVE CLOTHING

- Wear positive pressure self-contained breathing apparatus (SCBA).
- Structural firefighters' protective clothing provides thermal protection **but only limited chemical protection**.

EVACUATION

Immediate precautionary measure

- Isolate spill or leak area for at least 50 meters (150 feet) in all directions.

Large Spill

- Consider initial downwind evacuation for at least 300 meters (1000 feet).

Fire

- If tank, rail tank car or highway tank is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.

EMERGENCY RESPONSE

FIRE

CAUTION: The majority of these products have a very low flash point. Use of water spray when fighting fire may be inefficient.

CAUTION: For mixtures containing alcohol or polar solvent, alcohol-resistant foam may be more effective.

Small Fire

- Dry chemical, CO_2, water spray or regular foam. If regular foam is ineffective or unavailable, use alcohol-resistant foam.

Large Fire

- Water spray, fog or regular foam. If regular foam is ineffective or unavailable, use alcohol-resistant foam.
- Avoid aiming straight or solid streams directly onto the product.
- If it can be done safely, move undamaged containers away from the area around the fire.

Fire Involving Tanks, Rail Tank Cars or Highway Tanks

- Fight fire from maximum distance or use unmanned master stream devices or monitor nozzles.
- Cool containers with flooding quantities of water until well after fire is out.
- For petroleum crude oil, do not spray water directly into a breached tank car. This can lead to a dangerous boil over.
- Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank.
- ALWAYS stay away from tanks in direct contact with flames.
- For massive fire, use unmanned master stream devices or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

SPILL OR LEAK

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames) from immediate area.
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material.
- Stop leak if you can do it without risk.
- Prevent entry into waterways, sewers, basements or confined areas.
- A vapor-suppressing foam may be used to reduce vapors.
- Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers.
- Use clean, non-sparking tools to collect absorbed material.

Large Spill

- Dike far ahead of liquid spill for later disposal.
- Water spray may reduce vapor, but may not prevent ignition in closed spaces.

FIRST AID

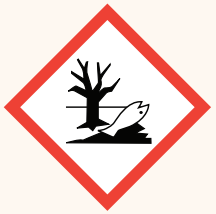
Refer to the "General First Aid" section.

Specific First Aid:

- Wash skin with soap and water.
- In case of burns, immediately cool affected skin for as long as possible with cold water.Do not remove clothing if adhering to skin.

In Canada, an Emergency Response Assistance Plan (ERAP) may be required for this product. Please consult the shipping paper and/or the "ERAP" section.

Health and safety pictograms (WHMIS 2015)

	**Exploding Bomb** (for explosion or reactivity hazards)		**Flame** (for fire hazards)		**Flame over Circle** (for oxidizing hazards)
	**Gas Cylinder** (for gases under pressure)		**Corrosion** (for corrosive damage to metals, as well as skin, eyes)		**Skull and Crossbones** (can cause death or toxicity with short exposure to small amounts)
	**Health Hazard** (may cause or suspected of causing serious health effects)		**Exclamation Mark** (may cause less serious health effects or damage the ozone layer*)		**Environment*** (may cause damage to the aquatic environment)
	**Biohazardous Infectious Materials** (for organisms or toxins that can cause diseases in people or animals)				

** The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.*

Marks for dangerous goods (Transport Canada)

Category	Examples of marks
Class 1 - Explosives	
Class 2 - Gases	 2.1 Flammable gases 2.2 Non-flammable and non-toxic gases 2.3 Toxic gases 2.2 (5.1) Oxygen and oxidizing gases
Class 3 - Flammable liquids	
Class 4 - Flammable solids, substances liable to spontaneous combustion and substances that on contact with water emit flammable gases (water-reactive substances)	 4.1 Flammable solids
Class 5 - Oxidizing substances and organic peroxides	 5.1 Oxidizing substance

Category	Examples of marks
Class 6 - Toxic and infectious substances	  6.1 Toxic substances 6.2 Infectious substances
Class 7 - Radioactive materials **Category I – White** **Category II – Yellow** **Category III – Yellow** **Fissile material**	 Class 7 – Radioactive materials, Category I – White
Class 8 - Corrosives	
Class 9 - Miscellaneous products, substances or organisms	  Class 9 – Miscellaneous products, substances or organisms Lithium battery mark

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Other references

Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations: https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-197/FullText.html

Environmental emergencies: https://www.canada.ca/en/environment-climate-change/services/environmental-emergencies-program.html

National Pollutant Release Inventory (NPRI): https://www.canada.ca/en/services/environment/pollution-waste-management/national-pollutant-release-inventory.html

Canadian Environmental Protection Act Registry: https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry.html

Fisheries Act: https://laws-lois.justice.gc.ca/eng/acts/f-14/

Transportation of dangerous goods in Canada (CANUTEC): https://tc.canada.ca/en/dangerous-goods/transportation-dangerous-goods-canada

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Canada

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Photo credit: Nancy Dea

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