



Environmental Programs Branch  
Sample Spill Response Plan

*This plan is provided as a sample only.*

*Applicants should develop a Spill Response Plan unique to their operation.*

The following document outlines some essential elements of a spill response plan for businesses handling special wastes. It is intended to demonstrate the components of an effective emergency spill response plan and assist you in developing your own document when applying for a special waste permit allowing your business to transport these materials. You may refer to the contents and layout of this plan when developing your own, or to one of the many sources for emergency spill response plans available on the Internet. This document is intentionally generic: your plan should be developed with your own operation and employees in mind.

Your Spill Response Plan should be designed for employees to use in emergency situations. In order for the plan to be most effective, all employees handling or working near special wastes should read the plan and be familiar with the procedures contained in the plan. Employees must have ready access to both the plan and a means of reliable two-way communication in an emergency situation.

Please keep in mind that development of a spill response plan does not release you from your responsibilities under the *Environment Act*, the *Spills Regulations*, the *Special Waste Regulations*, or any other applicable legislation. This material is provided as a courtesy only, and should not be viewed as a legally authoritative or comprehensive summary of your legislated responsibilities.

The Spill Response Plan should clearly state the name of the plan, which company the plan is for, and the date of submission to the Environmental Programs Branch. It should also list emergency contacts, reporting procedures, immediate response procedures for each type of special waste handled, and comprehensive clean-up actions.

**Definition of a Spill in the Yukon** (refer to the *Spills Regulations* for more detail online at <http://environmentyukon.gov.yk.ca/monitoringenvironment/regulations.php>)

- For special waste, any release equal to or greater than:
  - within a 24 hour period,
    - 500 grams of solid special waste
    - 500 millilitres of liquid special waste
    - 500 g or 500 mL, whichever is less, of mixed solid and liquid special waste
  - within a 30 day period,
    - 5 kilograms of solid special waste
    - 5 litres of liquid special waste
    - 5 kg or 5 L, whichever is less, of mixed solid and liquid special waste
- For non-waste petroleum products or other flammable liquids, any release equal to or greater than 200L.

### **Emergency contacts**

Create a list of emergency contacts and ensure it is available to all personnel working with or around special wastes or dangerous goods, including;

- Yukon Spills Report Centre:
  - (867) 667-7244 (collect)
- Canadian Transport Emergency Center (CANUTEC) Advisory Centre:
  - (613) 996-6666 (collect)
- Local fire department
- Local police detachment
- Local medical services
- Company supervisor: Name and title, Phone
- Other company contact: Name and title, Phone

## Reporting procedure

**As soon as possible under the circumstances, call the Yukon Spills Report Centre at (867) 667-7244.** The Centre takes calls 24 hours/day, and collect calls are accepted. Be ready to report the following information, if available:

- The location and time of the spill
- A description of the circumstances leading up to the spill
- The type and quantity of substance spilled
- A description of any actions taken at the site of the spill
- A description of the spill site and immediately surrounding area (e.g. terrain, watercourses, development, etc.)

## Being prepared

Choose and list in your plan the supplies that are appropriate for the type of special waste(s) handled, keeping in mind the potential situation and environment that a spill may occur, i.e. on cement, parking lot, truck bed, roadside or in an aquatic setting. These supplies must be available to employees when special wastes are being stored, transported and otherwise handled. You must ensure that they are easily accessible and that staff are trained in the proper use of the supplies and that the supplies are appropriate for the materials being handled and that there is enough to clean up any spill that could occur.

The following is a non-exhaustive list of some spill response supplies that would be appropriate to have at any site or in any vehicle where a spill may occur;

- Sorbent booms to contain petroleum spills in water
- Sorbent pads for soaking up petroleum spills
- Cat litter or other absorbent non-combustible material
- Shovels
- Pails or barrels
- Rubber boots
- Gloves
- Disposable coveralls
- Emergency flagging or triangular reflectors

## Immediate response

List the actions to be undertaken immediately by personnel upon discovering a spill. Steps should be designed to protect the safety of personnel and the environment, such as:

- Assessing the situation. Identify the substance spilled and hazards to human health, if possible.
- Protection for staff and any other people in the vicinity. For example, if it is safe to do so, turn off any potential source of ignition, attend to any injuries, and leave the area if it is not safe to be there.

- If safe to do so:
  - Stop the discharge of the substance. This can include plugging leaks or transferring the substance from a damaged container to a secure container.
  - Containment of the spilled substance. This may include building a simple containment berm out of surrounding soil with a shovel to stop the flow of free material, using absorbent materials in your spill kit to soak up the spill, and placing containment around sensitive areas (e.g. putting some absorbent around a nearby storm drain to prevent the product from entering, or building a soil barrier between the spill and a nearby water body).
- If possible, clean up the spill, making every effort to return the spill site to the condition that existed before the spill occurred.

### **Comprehensive clean-up actions**

If not completed immediately due to the nature of the spill or other restrictions, the following actions must be completed as soon as possible:

- take all reasonable measures to:
  - confine, repair, and remedy the effects of the spill
  - remove the substance spilled in such a manner as to reduce or mitigate any danger to human life, health, and the natural environment
- restore or rehabilitate the site to a condition reasonably equivalent to the condition that existed immediately before the spill occurred.

Some of these actions may require a permit through the Environmental Programs Branch. If you are unsure, call the Branch at (867) 667-5683 or 1-800-661-0408 extension 5683.

### **Substance-specific procedures**

*Suggested sources:* - 2004 Emergency Response Guidebook  
(<http://www.tc.gc.ca/canutec/en/guide/guide.htm>)  
- Material Safety Data Sheets (MSDS)  
- CANUTEC Info Line: (613) 992-4624 (collect)

## **Sample procedures for waste oil and waste antifreeze spills**

### Waste Oil

#### *Land Spill*

- Eliminate sources of ignition.
- Isolate hazardous area and restrict access.
- Avoid direct contact with material. Avoid breathing vapours.
- Prevent additional discharge of material if possible to do so without hazard.
- Prevent spills from entering sewers, waterways or low areas. Contain spilled material with sand or earth. Do not use combustible materials such as sawdust.
- For large spills recover by mechanical means and place in containers.
- Absorb residue or small spills with an inert material and remove to non-leaking containers.

#### *Water Spill*

- Eliminate sources of ignition.
- Avoid direct contact with material.
- Contain by booming, and remove from surface by skimming or with suitable absorbent material.

### Waste Antifreeze (Ethylene glycol):

#### Land Spill

- See Waste Oil above.

#### Water Spill

- Avoid direct contact with material.
- Where possible, remove spilled substance from the waterway with a pump or by hand.

### **Other Information**

Include any additional relevant information, including all special wastes handled, and environmental, operational, seasonal or other factors that may have an effect on emergency spill response.