CITY OF Mount Pearl

Policy Number: IPW-ESR-01
Issued: 2018-Nov-27
Division: Infrastructure and Public Works

Environmental Spill Response Policy

1.0 Policy Statement

The City of Mount Pearl requires that environmental effects are anticipated, and balanced solutions integrated early in the planning stages of any project before decision-making. In compliance with the *NL Environmental Protection Act* and other related federal and provincial regulations, spills of hazardous materials within the City shall be reported to the City and provincial authorities, and they shall be remediated and removed.

City contractors are required to take measures to prevent pollution of air, land and waterways, including the storm water system. If a spill occurs, contractors are required to contact the appropriate regulatory agencies and to take remedial action and properly dispose cleanup materials in accordance with federal, provincial, and municipal requirements.

2.0 Scope

This policy applies to all City of Mount Pearl employees and contractors who may discover a spill in the operations, and or be the initial responder to a complaint of a spill.

3.0 Purpose

The purpose of this policy is to:

- Provide guidelines for prevention, safe response, clean-up, disposal, reporting and documenting of the response process to spills that occur within the City.
- Ensure that environmental spills are handled in a safe manner and properly reported to mitigate risk to the public and the environment.

4.0 Definition

- **Adverse Effect:** The impairment of or damage to the environment, human health or safety or property.

- **Spill:** A spill is a discharge of a pollutant that is abnormal in quantity or quality into the natural environment. A spill can pollute drinking water, streams, soil and can harm humans, and wildlife (i.e., leaking gas or oil, sewage overflow). Although large spills are generally associated with the industrial and commercial sectors, a great number of smaller spills from residents are the result of improper disposal of hazardous materials.

5.0 Spill Guidelines

The Engineering Division is responsible for:

- Site visit to evaluate the situation and determine treatment method of the spill;
- Draft notification information;
- Provide a half way point update.

The actual cleanup must be done by a qualified site professional (engineer or geoscientist). In accordance with the *Contaminated Sites Regulation*s, the cleanup must be done by a qualified site professional (engineer or geoscientist) with appropriate level of experience.

1. Spill Treatment Procedure

The following procedure shall be implemented for a spill treatment:

1. Spill control supplies will be taken to the site of the hazardous leak or spill.
2. Once at the incident site, an assessment will be made of the incident hazard and a remediation plan will be outlined.
3. The installation will be made to minimize, control and contain the spill or leak with the appropriate health and safety standards.
4. The spill or leak will be reported to the Government of Canada's 24-hour Environmental Emergency Line (709) 772-2083 and toll free number 1-800-563-9089

5. An incident report will be prepared including the following information:
    a. Name and contact information of the responder(s)
    b. Incident date and time
    c. Type of hazardous material that was leaked/spilled
    d. Cause and source of leak/spill (tank, line, overfill, etc.)
    e. Incident site, and on-site contact person information including:
        - Name
        - Phone number
        - Email address
        - Address, including City/municipality and nearest intersection and/or GPS coordinates
    f. Estimated volume of fuel lost to the environment
    g. Estimated volume remaining in the tank
    h. Distance to nearest body of water (ditch, creek, river, lake)
    i. Distance to water well
    j. Distance to property line
    k. Fuel system information including the following:
        I. Tank manufacturer
        II. Type of tank (e.g., single wall, double wall, steel, fiberglass)
        III. Tank size
        IV. end outlet or bottom outlet
        V. Tank manufacture date
        VI. Tank serial number (if available)
        VII. Tank service valve location
        VIII. Installation date

l. Fuel distributor and last fill date (if available)
m. Location of the tank

6.0 Contractor Guidelines and Responsibilities

City contractors must take measures to prevent, eliminate, and report pollution of land or waterways including but not limited to the storm water system. The following guidelines shall apply:

i. The owner of the spill shall do everything practicable to: prevent, eliminate, improve the adverse effect, and to restore the natural environment to the way it was before the spill.
ii. If a spill occurs, the contractor shall report the appropriate regulatory agencies and take remedial action.
iii. A substance release that has caused or is causing or may cause and adverse effect on the environment shall be reported at the earliest possible opportunity.
iv. Contractors shall be responsible for properly disposing of cleanup materials in accordance with federal, provincial and municipal requirements.

7.0 Examples of Hazardous Materials

Some examples of hazardous materials that may cause an adverse effect on humans and the environment:

Gasoline/Diesel	Paint	Propane
Antifreeze/glycol	Solvents	Oil containing PCB's
Lubricating oil	Chemicals	Acids or caustics
Hydraulic fluid	Sewage	Fertilizers
Petroleum products and synthetic oils	Erosion and sedimentation materials	Excessive smoke, fumes, odors
Freon/CFC's	Ammonia	Chlorine
Industrial wastes	Hot asphalt	Pesticides and herbicides

This list is not all-inclusive, and other substances may cause an adverse effect on the environment.

8.0 Approvals

Steve Kent, Chief Administrative Officer

November 27, 2018
Date