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Building *Nunavut* Together
Nunavut liuqatigiingniq
Bâtir le *Nunavut* ensemble

ENVIRONMENTAL GUIDELINE

Spill Contingency Planning and Reporting Regulations



How to Report

Spills must be reported to the **NU Spill Report Line** without delay in one of the following ways:



Calling the NU Spill Line
at (867) 920-8130



Emailing a completed Spill
Report to spills@gov.nt.ca



Faxing a completed Spill
Report to 867-873-6924

This Guideline has been prepared by the Department of Environment's Environmental Protection Division and approved by the Minister of Environment under the authority of Section 2.2 of the Environmental Protection Act.

This Guideline is not an official statement of the law and is provided for guidance only. Its intent is to increase the awareness and understanding of the risks, hazards, and best management practices associated with Contaminant Spills. This Guideline does not replace the need for the owner or person in charge, management, or control of Contaminants to comply with all applicable legislation and to consult with Nunavut's Department of Environment, other regulatory authorities, and qualified persons with expertise in the management of these substances.

Copies of this Guideline are available upon request from:

Department of Environment Government of Nunavut
P.O. Box 1000, Station 1360, Iqaluit, NU, X0A 0H0
867-975-7700

An electronic version of this Guideline is available at www.gov.nu.ca/environment/

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1 Introduction

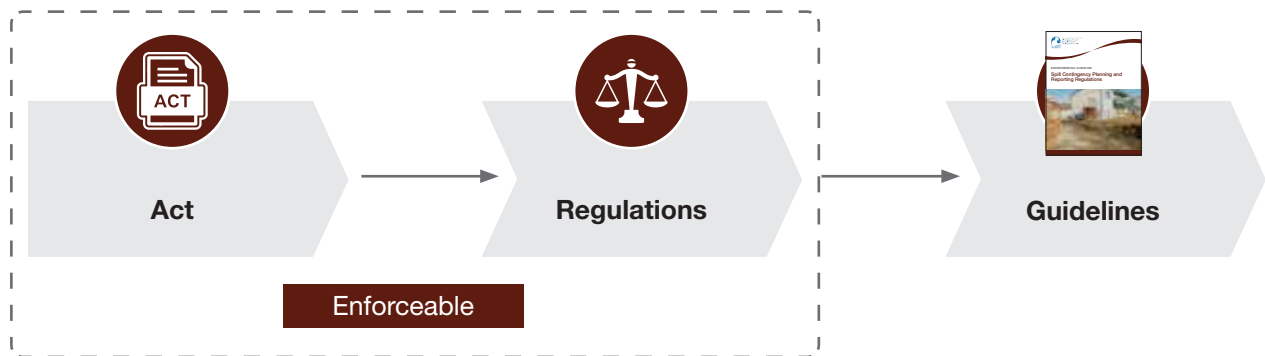
The *Spill Contingency Planning and Reporting Regulations* exist under the *Environmental Protection Act* (1988).

Any person or organization who owns or manages **Contaminants** must report any spills (see [Section 2](#)) that occur.

Any person or organization storing **Contaminants** above designated quantities (see the following page) must prepare a plan in case of a spill.

This guide will explain the requirements of the *Regulations*, beginning with Spill Reporting, then moving on to developing a plan to be followed in case of a spill. This plan is called a **Spill Contingency Plan**.

Regulations are the rules used to carry out the intent of statutes (**Acts**) enacted by the Legislative Assembly of Nunavut. They have more specific guidance than **Acts** do. They have the force of law and therefore have legal penalties if they are not followed.



A **Contaminant** is defined in the *Environmental Protection Act* (1988) as any substance that if discharged into the environment:



Endangers the health, safety or welfare of persons



Endangers the health of animal life



Interferes or is likely to interfere with normal enjoyment of life or property



Causes or is likely to cause damage to plant life or to property



There may be information in the *Spill Contingency Planning and Reporting Regulations* (1993) and *Environmental Protection Act* (1988) that is not in this guide. Reading the *Regulations* and the *Act* is the only way to fully understand the law. If any information in this guide is different from that presented in the *Regulations* or the *Act*, you must follow what is in these laws and not this guide.

2 Spill Reporting

The owner or person in charge, management, or control of contaminants must report a spill if:

The spill is equal to or larger than the amount in the table below; or

There is a reasonable likelihood that the spill is equal to or larger than the amount in the table below.

 Contaminant	 Quantity
Explosives	Any amount
Compressed gas (flammable)	Any amount of gas from containers with a capacity greater than 100 L
Compressed gas (non-corrosive, non-flammable)	Any amount of gas from containers with a capacity greater than 100 L
Compressed gas (toxic)	Any amount
Compressed gas (corrosive)	Any amount
Flammable liquid	100 L
Flammable solid	25 kg
Spontaneously combustible solids	25 kg
Water reactant solids	25 kg
Oxidizing substances	50 L or 50 kg
Organic peroxides	1 L or 1 kg
Poisonous substances	5 L or 5 kg
Infectious substances	Any amount
Radioactive substances	Any amount
Corrosive substances	5 L or 5 kg
Miscellaneous products or substances, excluding PCB mixtures	50 L or 50 kg
Environmentally hazardous substances	1 L or 1 kg
Dangerous wastes	5 L or 5 kg
PCB mixtures of 5 or more parts per million	0.5 L or 0.5 kg
Other contaminants	100 L or 100 kg

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at (867) 920-8130



Emailing a completed Spill
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Faxing a completed Spill
Report to 867-873-6924

A blank Spill Report form is included as [Appendix B: Spill Report Form](#).



Important

The *Environmental Protection Act* (1988) requires you to clean up any spill and to notify any member of the public who may be affected by the incident, even if the spill is too small to be reportable.



Please note:

Anyone can report a spill or a suspected spill of any size at any time! You may also report activities or dangerous situations that may lead to a spill. The Department of Environment (ENV) encourages you to alert us if you see something that may be harmful to the environment.



3 The Information Needed in a Report

When reporting a spill or a potential spill, you must give as much of the following information as possible:



Location of spill



Type of contaminant and quantity spilled



Whether spill is continuing or has stopped



Date and time of spill



Description of existing containment



Action taken to contain, recover, clean up and dispose of spilled contaminant



Direction spill is moving



Cause of spill



Name and phone number of a contact person close to the location of spill



Name, address and phone number of person reporting spill



Name of owner or person in charge, management, or control of contaminants at time of spill



Important

Spills must be reported without delay. You cannot delay the reporting of a spill because you do not have all of the required information. Failing to report a spill in a timely manner may result in prosecution. It may also lead to further environmental damage or impacts to human health.

Spill Contingency Planning

A **Spill Contingency Plan** must be prepared and filed for facilities where large amounts of **Contaminants** are stored.

The owner or person in charge, management, or control of a facility is responsible for preparing the **Spill Contingency Plan**.

However, as an employee, manager or community member you are encouraged to ask those in control of facilities about spill contingency planning and whether there is a role for you to play in a **Spill Contingency Plan**.



What is a Spill Contingency Plan?

A **Spill Contingency Plan** is a plan to be followed in case of a **Contaminant** spill.

It may also be called an Emergency Response Plan or a Spill Response Plan.

When a spill occurs, we must move fast to limit the risks to health and damage to the environment.

The instructions in a **Spill Contingency Plan** help us know how to react and who to call to respond effectively.

Those working at a facility with a plan can read it before a spill occurs in order to be better prepared.

Going through the process of preparing the plan helps facility managers identify risks and think about ways to prevent and manage these risks.



When is a Plan required?

A **Spill Contingency Plan** is required for facilities that store a quantity of **Contaminants** above or equal to the amount listed in this table:

Above Ground	20,000 L or 20,000 kg
Below Ground	4,000 L or 4,000 kg

In addition, the Department of Environment (ENV) may require a plan be submitted for a facility that does not meet the above requirements or may exempt a facility from the requirements.

An example of this may be a drum cache. Drums are not meant to store **Contaminants** for extended periods outdoors where exposed to rain and snow. The Department of Environment may ask you to prepare a **Spill Contingency Plan** if you are storing **Contaminants** in drums for more than two years.



When must my plan be filed?

Owners of new facilities must file a plan with the Department of Environment before the facility is used.

You must review and update the plan annually and report any changes to the ENV.

The most common updates are for telephone numbers, names of response personnel, equipment available, contaminants stored and handled, and emergency services available.



Important

Plan approval by the Department does not constitute a guarantee that the plan is adequate and does not provide a defence against future prosecution under law.



How to prepare a Spill Contingency Plan

Here are some tips for preparing a **Spill Contingency Plan**:

1. Involve operational staff members early on in the creation of the plan. They are familiar with the products stored and layout of the facility.
2. Begin your planning with the product(s) that present the greatest risk. This can be because of their properties (e.g., very flammable) or quantity or location (e.g., stored up-hill from a lake).
3. For each product, think about what would cause a spill or leak, how a spill would spread, and where the product would end up. Consider the impacts of this spill on the people working at the facility, members of the public and the community at large. Look into possible impacts on the environment from such a scenario.
4. For each of your spill scenarios, think of ways to prevent this from occurring. For example, if you identified in Step 3 the possibility that a vehicle could accidentally hit a fuel storage tank, installing a barrier could prevent this from happening.

You can also think of ways of making a spill smaller if it does happen. For example, you can keep less fuel in the tanks that are closer to the road. List the training and tools staff that would need to deal with each scenario. Finally, think of who you could call if your staff are overwhelmed.

5. The *Spill Contingency Planning and Reporting Regulations* (1993) list what is required in a Plan. All of those items are in the template provided as [Appendix A: Spill Contingency Plan Template](#).
6. Remember, this plan is to ensure the safety of your staff, your community and your environment. You can add as much as you need to make it complete.

Acts

Written laws or statutes passed by a legislative body, such as the Legislative Assembly of Nunavut or the Parliament of Canada.

Contaminant:

A substance that has been released into the environment and has the potential to harm people, plants and/or animals.

Defined in the *Environmental Protection Act* (1988) as:

“any noise, heat, vibration or substance and includes such other substance as the Minister may prescribe that, where discharged into the environment,

- endangers the health, safety or welfare of persons,
- interferes or is likely to interfere with normal enjoyment of life or property,
- endangers the health of animal life, or
- causes or is likely to cause damage to plant life or to property;”

NU Spill Report Line:

A 24-hour service for reporting contaminant spills in Nunavut. A call can be made to 867-920-8130 or send an email to spills@gov.nt.ca.

Regulations:

These are the rules used to carry out the intent of statutes (Acts) enacted by the Legislative Assembly of Nunavut. They have more specific guidance than Acts do. They have the force of law and therefore have legal penalties if they are not followed.

Reportable Quantity:

The amount of a given product that when spilled requires a report to be sent to the **NU Spill Report Line**. This amount is shown in [Section 2](#).

Responsible Party:

The person, or organization, that discharged or permitted the discharge of a **Contaminant** into the environment and is thus responsible for repairing or limiting the resulting damage to the environment.

Spill Contingency Plan:

A plan to be followed in case of a **Contaminant** spill. Facilities where large amounts of **Contaminants** are stored must file a Spill Contingency Plan with the ENV

Environmental Protection Act 1988 RSNWT (Nu) c E-7. Available from: <https://canlii.ca/t/8l5s> [Accessed 30 November 2021].

Indian and Northern Affairs Canada, Water Resources Division (WRD) (2007). *Guidelines for Spill Contingency Planning*, Yellowknife: WRD. Available from: https://www.enr.gov.nt.ca/sites/enr/files/guidelines_for_spill_contingency_planning_2007.pdf [Accessed 2 December 2021].

Spill Contingency Planning and Reporting Regulations 2006. NWT Reg (Nu) 068-93. Available from: <https://canlii.ca/t/khb5> [Accessed 30 November 2021].

For additional information on the remediation of contaminant spills, or to obtain a complete listing of guidelines, go to the Department of Environment website or contact the Department at:

Environmental Protection Division
Department of Environment
P.O. Box 1000, Stn. 1360
Iqaluit, Nunavut, X0A 0H0

Phone: (867) 975-7700

Fax: (867) 975-7742

www.gov.nu.ca/environment

Contingency plans are to be submitted to the above address.



Appendix A: Spill Contingency Plan Template

Facility Name	
Address	

This **Spill Contingency Plan** may be activated by the following individuals

Name	Job Title	24-hr Contact Information

Person in Charge, Management, or Control of Facility	
Name	
Address	
Employer	
Employer Address	

In case of Spill larger than _____ Litres OR entering water body

- Our response contractor will be activated:

Name of Contractor	
Business contact information	
24-hr Emergency Contact	

- Spill will be reported to 24-hr Spill Report Line: **867-920-8130**

Appendix A: Spill Contingency Plan Template

Description of Facility	
Site Description	
Activities on Site	
Size	
Storage Capacity	



Map of Facility is attached: Yes No

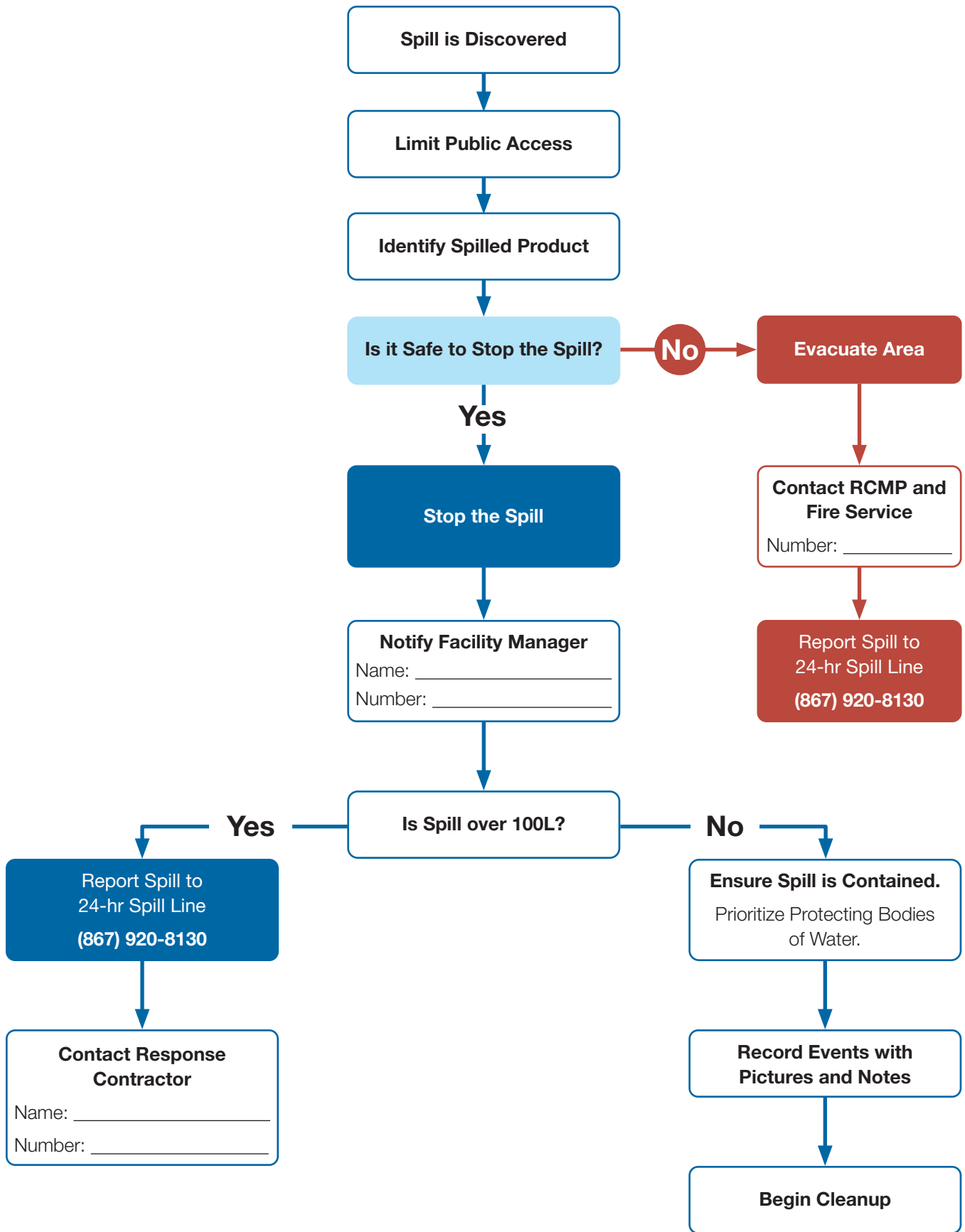


Note: This map should be to scale and be large enough to include the location of your facility, nearby buildings or facilities, roads, culverts, catch basins, drainage patterns, any bodies of water which could be impacted by a spill, and topographic features which could affect access and response.

Contaminant Storage				
Product	Storage Container	Quantity Normally on Site (L)	Maximum Quantity on Site (L)	Storage Location & Uses

Appendix A: Spill Contingency Plan Template

Example Spill Response Chart



Appendix A: Spill Contingency Plan Template

Spill Scenarios

Product (source)	Spill Cause	Volume of Spill	Direction of Spill Movement	Sensitive area(s) in path of spill	Containment Method(s)

Appendix A: Spill Contingency Plan Template

Spill Containment Methods



Determine direction of spill movement



Determine extent of spill
Dig test holes in snow if necessary



Look around to see if there are water bodies or houses in the path of spill movement



Find the best place to prevent the spill from spreading, prioritizing sensitive areas



Create a barrier to stop the spill



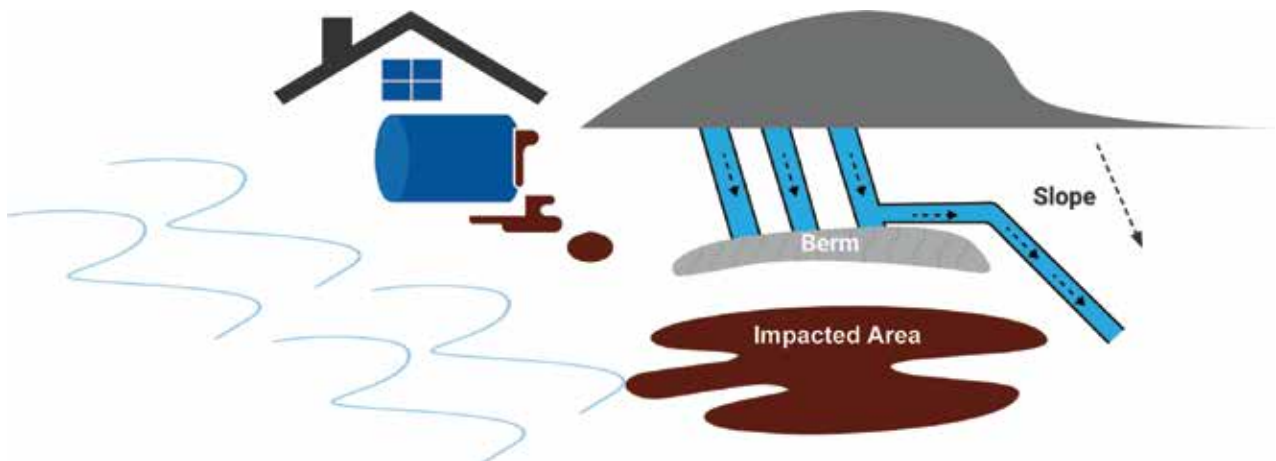
Spills on Land

Spills on land are usually spread by water flowing through the site because of rain, spring melt water or streams.

Creating a berm or trench to divert water before entering the spill area or contain fuel and water on the site.

Berms

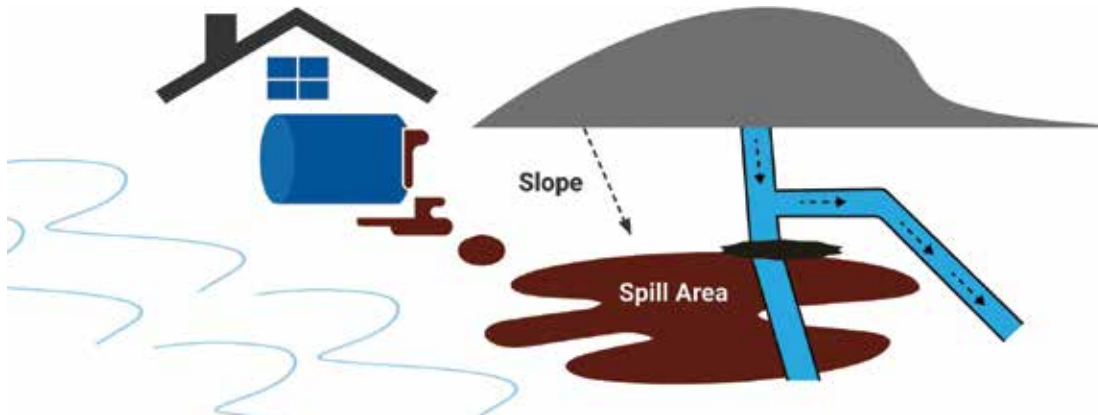
Berms can be created using soil surrounding a spill on land. Use plastic tarps at the base of the berm so fuel can pool and be removed with absorbents or pumped.



Appendix A: Spill Contingency Plan Template

Trenches

Trenches can be dug in soil or ice using shovels and pickaxes. They can be used to divert water away from the spill area or to contain the fuel itself.



Additional Information (can be site specific):



Spills on Water

Spills on water present a great risk of harm to the environment.

A large quantity of fuel entering water is an emergency situation that needs to be contained by a professional response agency. Contact your Spill Response Contractor if this is the case.

Small amounts of fuel on water can be contained with absorbent pads and booms.

Appendix A: Spill Contingency Plan Template



Spills on Snow

Snow will absorb spilled liquids like fuel.

Berms can be used to contain large fuel spills on snow. Compact snow down slope from the spill into a berm and cover it in plastic.



Additional Information (can be site specific):



Spills on Ice

Ice will act as a barrier to fuel entering the ground. For small spills, use absorbent materials to soak up spilled fuel.

If necessary, a berm or trench can be used as described for spills on land and snow.

Additional Information (can be site specific):

Appendix A: Spill Contingency Plan Template



Dealing with Waste

Wastes from any spill will be contained in the following methods:

Waste	Containment Method	Location of Containers

These wastes will then be transferred to the following waste management company for disposal:



Spill Containment Supplies Available:

Item	Quantity	Location	Owner

Appendix A: Spill Contingency Plan Template

Training Program

Type 1: Orientation

Staff are taken on a tour of the facility. They are specifically shown:



Locations and types of products stored



Potential spill scenarios



Risks of each scenario



Location of Spill Response Equipment and PPE



Potential locations for constructing barriers to prevent spill movement if necessary



Verbal instruction on the use of PPE and spill response equipment on site including:

1. _____

2. _____

3. _____

4. _____



Location of Spill Contingency Plan



Spill Contingency Plan is reviewed

Type 2: Mock Spill

Staff are presented with a spill scenario and are expected to:



Assess the spill to determine if it is safe to respond



Stop the Spill



Notify the Facility Manager



Activate the **Spill Contingency Plan**

Appendix A: Spill Contingency Plan Template



Understand/Provide practical instruction on the use of PPE and spill response equipment on site including:

1. _____
2. _____
3. _____
4. _____



Take measures to contain the spill

Type 3:

Training Schedule

Training Course	Course Objective	Provided By	Training Date

This Spill Response Plan was prepared by: _____

And last updated on: _____



Optional Additions:

Material Safety Data Sheets (MSDS) for hazardous materials stored on site

Detailed maps for the facility and surrounding areas

Material Safety Data Sheets (MSDS) for hazardous materials stored on site: Yes No

Detailed maps for the facility and surrounding areas: Yes No

Other: _____ Yes No

Appendix B: Spill Report Form

Fillable form: <https://gov.nu.ca/environment/documents/spill-response>



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 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
			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 B: Spill Report Form

Instructions for Completing the NT-NU Spill Report Form

This form can be filled out electronically and e-mailed as an attachment to spills@gov.nt.ca. Until further notice, please verify receipt of e-mail transmissions with a follow-up telephone call to the spill line. Forms can also be printed and faxed to the spill line at 867-873-6924. Spills can still be phoned in by calling collect at 867-920-8130.

A. Report Date/Time	The actual date and time that the spill was reported to the spill line. If the spill is phoned in, the Spill Line will fill this out. Please do not fill in the Report Number: the spill line will assign a number after the spill is reported.
B. Occurrence Date/Time	Indicate, to the best of your knowledge, the exact date and time that the spill occurred. Not to be confused with the report date and time (see above).
C. Land Use Permit Number /Water Licence Number	This only needs to be filled in if the activity has been licenced by the Nunavut Water Board and/or if a Land Use Permit has been issued. Applies primarily to mines and mineral exploration sites.
D. Geographic Place Name	In most cases, this will be the name of the city or town in which the spill occurred. For remote locations – outside of human habitations – identify the most prominent geographic feature, such as a lake or mountain and/or the distance and direction from the nearest population center. You must include the geographic coordinates (Refer to Section E).
E. Geographic Coordinates	This only needs to be filled out if the spill occurred outside of an established community such as a mine site. Please note that the location should be stated in degrees, minutes and seconds of Latitude and Longitude.
F. Responsible Party Or Vessel Name	This is the person who was in management/control/ownership of the substance at the time that it was spilled. In the case of a spill from a ship/vessel, include the name of the ship/vessel. Please include full address, telephone number and e-mail. Use box K if there is insufficient space. Please note that, the owner of the spilled substance is ultimately responsible for any spills of that substance, regardless of who may have actually caused the spill.
G. Contractor involved?	Were there any other parties/contractors involved? An example would be a construction company who is undertaking work on behalf of the owner of the spilled substance and who may have contributed to, or directly caused the spill and/or is responding to the spill.
H. Product Spilled	Identify the product spilled; most commonly, it is gasoline, diesel fuel or sewage. For other substances, avoid trade names. Wherever possible, use the chemical name of the substance and further, identify the product using the four digit UN number (eg: UN1203 for gasoline; UN1202 for diesel fuel; UN1863 for Jet A & B)
I. Spill Source	Identify the source of the spill: truck, ship, home heating fuel tank and, if known, the cause (eg: fuel tank overflow, leaking tank; ship ran aground; traffic accident, vandalism, storm, etc.). Provide an estimate of the extent of the contaminated/impacted area (eg: 10 m ²)
J. Factors Affecting Spill	Any factors which might make it difficult to clean up the spill: rough terrain, bad weather, remote location, lack of equipment. Do you require advice and/or assistance with the cleanup operation? Identify any hazards to persons, property or environment: for example, a gasoline spill beside a daycare centre would pose a safety hazard to children. Use box K if there is insufficient space.
K. Additional Information	Provide any additional, pertinent details about the spill, such as any peculiar/unique hazards associated with the spilled material. State what action is being taken towards cleaning up the spill; disposal of spilled material; notification of affected parties. If necessary, append additional sheets to the spill report. Number the pages in the same format found in the lower right hand corner of the spill form: eg. "Page 1 of 2", "Page 2 of 2" etc. Please number the pages to ensure that recipients can be certain that they received all pertinent documents. If only the spill report form was filled out, number the form as "Page 1 of 1".
L. Reported to Spill Line by	Include your full name, employer, contact number and the location from which you are reporting the spill. Use box K if there is insufficient space.
M. Alternate Contact	Identify any alternate contacts. This information assists regulatory agencies to obtain additional information if they cannot reach the individual who reported the spill.
N. Report Line Use Only	Leave Blank. This box is for the Spill Line's use only.

