



HUMAN RESOURCES

ENVIRONMENTAL HEALTH AND SAFETY

OUTDOOR SPILLS MANAGEMENT PROGRAM

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REVISION HISTORY

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1.0 PURPOSE AND SCOPE

1.1 Purpose

The University will take all actions necessary to fulfill its legal obligations for the protection of the environment. It is committed to the conservation and improvement of the environment by minimizing environmental impacts arising from its activities and promoting and supporting environmental management policies and environmentally responsible practices at every level. The program mitigates risk and establishes a standard of care. This program is written in accordance with the University's Environmental, Health and Safety Policy and to satisfy the general provisions of the Environmental Protection Act (EPA) R.S.O 1990, and applicable regulations.

The purpose of the Outdoor Spills Management Program is to describe the process for safely responding to outdoor spills that may occur at the Guelph and Ridgetown campuses and Research Stations and provide the regulatory reporting requirements.

1.2 Scope

The Outdoor Spills Management Program applies to outdoor spills that could potentially enter the University storm sewer system, local waterways or groundwater. Contractors who conduct work activities at the Guelph and Ridgetown campuses and Research Stations are required to abide by the pertinent requirements of this program.

1.3 Program Elements

The major elements of the Outdoor Spills Management Program are:

- 1) Documentation and communication of roles and responsibilities
- 2) Identification of high probability areas
- 3) Duty to report spills
- 4) Spill reporting exemptions
- 5) Spill management process
- 6) Spill management training
- 7) Spill containment supplies
- 8) Waste management and disposal
- 9) Maintenance contract work
- 10) Program audit and review

2.0 REGULATORY REQUIREMENTS

Specific reporting and cleanup provisions for spills are addressed in EPA Part X (Spills) and Ontario Regulation 675/98 Classification and Exemption of Spills and Reporting of Discharges.

Part X of EPA requires spills to be reported to the Ministry of Environment and Climate Change (MOECC), and also to the municipality in which the spill occurred. O. Reg. 675/98 provides a number of exemptions to the Ministry reporting requirements, however when reporting requirements do apply, O. Reg. 675/98 requires a person to report the spill to the MOECC Spills Action Centre.

Under Part X of the EPA, there is duty to contain and cleanup spills of pollutants that cause or are likely to cause an adverse effect (as defined in Section 1 the EPA). Those who had control

of a spilled material and the owner of a spilled material are both given responsibility to promptly contain, clean up and restore the spill site to essentially pre-spill conditions where this can be reasonably expected. Clean-up and disposal of spilled materials must be done in an environmentally acceptable manner.

3.0 GLOSSARY OF TERMS

The following terms are defined in the Environmental Protection Act, R.S.O 1990 specifically for the purposes of Part X Spills:

Term	Definition
Pollutant	means a contaminant (solid, liquid or gas) other than heat, sound, vibration or radiation, and includes any substance from which a pollutant is derived.
Substance	means any solid, liquid or gas, or any combination of any of them.
Owner of the Pollutant	means the owner of the pollutant immediately before the first discharge of the pollutant, whether into the natural environment or not, in a quantity or with a quality abnormal at the location where the discharge occurs.
Person having Control of a Pollutant	means the person and the person's employee or agent, if any, having the charge, management or control of a pollutant immediately before the first discharge of the pollutant, whether into the natural environment or not, in a quantity or with a quality abnormal at the location where the discharge occurs.
Spill	a direct or indirect discharge of a pollutant made into the natural environment, from or out of a structure, vehicle or other container, that is abnormal in quality or quantity in light of all the circumstances of the discharge.
Adverse Effect	<p>means one or more of:</p> <ul style="list-style-type: none"> • impairment of the quality of the natural environment for any use that can be made of it, • injury or damage to property or to plant or animal life, • harm or material discomfort to any person, • an adverse effect on the health of any person, • impairment of the safety of any person, • rendering any property or plant or animal life unfit for human use, • loss of enjoyment of normal use of property, and • interference with the normal conduct of business.

4.0 RESPONSIBILITIES

This section outlines the roles and responsibilities of those associated with the Outdoor Spills Management Program.

4.1 Environmental Health and Safety (EHS)

Under the Director Health, Safety and Wellness, Environmental Health and Safety (EHS) have the following roles and responsibilities with respect to this program:

1. Develop, implement, maintain and monitor the effectiveness of the program to meet all applicable legislated requirements.
2. Communicate the provisions of the program to the appropriate stakeholders.
3. Coordinate/provide training on the program to the appropriate stakeholders.
4. Work in close liaison with all stakeholders to obtain adherence to the program.
5. Provide to the Fire Prevention Officers, Campus Community Police, Grounds Crew, and the Campus Police Dispatch Centre the most up-to-date outdoor spill response procedure as outlined in the program.
6. Investigate spills and generate spill event reports, as required.
7. Coordinate spill clean-up with external and/or internal spill responders, as required.
8. Liaise with regulators. When appropriate, notify the local municipality and Ministry of the Environment and Climate Change Spills Action Centre.
9. Arrange for restocking of outdoor spill kit bins, as required.
10. Review the program and audit various components of program on a regular basis.

4.2 Guelph Main Campus

4.2.1 Campus Community Police, Emergency Services and Fire Safety

4.2.1.1 Fire Prevention Officers

Under the Director Campus Community Police, Emergency Services and Fire Safety, the Fire Prevention Officers have the following roles and responsibilities with respect to the program:

During regular work hours from 8:00 AM to 4:00 PM:

1. As internal spill responders, to be first responders to an outdoor spill.
2. As first responders, to be equipped and ready to contain spills at the spill site (individuals shall not put themselves or others at risk when performing containment of the spill).
3. Maintain knowledge and understanding of outdoor spill kit contents, locations and use.
4. After initial containment, to notify EHS of the spill and provide the available information. EHS will notify the City of Guelph and/or the Ministry of Environment and Climate Change, as appropriate
5. Notify the Grounds Crew to clean up small outdoor spills.
6. Have ready access to all spill containment supplies.

4.2.1.2 *Campus Community Police*

Under the Director Campus Community Police Emergency Services and Fire Safety, the Campus Community Police have the following roles and responsibilities with respect to the program:

During off-hours from 4:00 PM to 8:00 AM:

1. As internal spill responders, to be first responders to an outdoor spill.
2. As first responders, to be equipped and ready to contain spills at the spill site (individuals shall not put themselves or others at risk when performing containment of the spill).
3. Maintain knowledge and understanding of spill kits contents, locations and use.
4. After initial containment, to notify EHS of the spill and provide the available information. EHS will notify the Ministry of Environment and Climate Change and/or the City of Guelph, as appropriate.
5. Notify the Grounds Crew to clean up small outdoor spills.
6. Have ready access to all spill containment supplies.

4.2.1.3 *Campus Community Police Dispatch Centre*

Under the Director Campus Community Police, Emergency Services and Fire Safety, the Campus Community Police Dispatch Centre has the following role and responsibilities with respect to the program:

- To receive calls pertinent to outdoor spills and inform the following of a spill:
 - Fire Prevention Officers during regular hours from 8:00 AM to 4:00 PM
 - Campus Community Police during off-hours from 4:00 PM to 8:00 AM
 - Grounds Crew when above are responding to other emergency priority events
 - Environmental Health and Safety

Note: EHS will notify the Ministry of Environment and Climate Change and/or the City of Guelph, as appropriate.

4.2.2 **Physical Resources Directorate – Environmental Services (Grounds Crew)**

Under the Director Environmental Services, the Grounds Crew has the following roles and responsibilities with respect to the program:

1. As internal spill responders are to be first responders to an outdoor spill.
2. As first responders, are to be equipped and ready to contain spills at the spill site. Individuals shall not put themselves or others at risk when performing containment of the spill.
3. After initial containment, to notify Environmental Health and Safety (EHS) of the spill and provide the available information. EHS will notify the City of Guelph and/or the Ministry of Environment and Climate Change, as appropriate.
4. To respond to the clean-up of small outdoor spills.
5. To have ready access to spill containment materials.
6. Contact EHS for disposal instructions after the spill has been cleaned up.

4.3 Ridgetown Campus and Research Stations

4.3.1 Facility Management Contact

Facilities Management Contact has the following roles and responsibilities with respect to the program:

1. Maintain spill kits on hand that are ready to use and have ready access to all spill containment supplies.
2. Maintain an appropriate spill contingency plan outlining steps to be taken in the event of a spill.
3. Maintain suitable containment and/or arrangements to respond appropriately and initiate clean-up of outdoor spills. Individuals shall not put themselves or others at risk when performing spill containment.
4. After initial containment, notify EHS of the spill, directly or through Guelph Campus Community Police Dispatch Centre (ext. 52000). EHS will notify the local municipality and/or the Ministry of Environment and Climate Change, as appropriate.

4.4 Maintenance Contractors

Maintenance contractors have the following roles and responsibilities with respect to the Outdoor Spills Management Program:

1. To prevent the release of contaminants into the sewer systems, groundwater or soil.
2. To guard the safety of their employees, University employees, visitors and students while performing their work and in the event of a spill.
3. To comply with the requirements of site-specific health and safety programs/procedures, and in particular, the pertinent provisions of the Outdoor Spill Management Program.
4. In the event of an outdoor spill and immediately thereafter, to first notify the Campus Community Police Dispatch at extension 52000 if on the Guelph Campus and then their University contact (Contract Authority). If at the Ridgetown Campus or Research Stations, immediately notify their University contact.
5. To be fully responsible and accountable for outdoor spills resulting from their activities and/or caused by their employees and others they supervise.

4.5 External Spill Clean-Up Responder

External Spill Clean-Up Responder has the following roles and responsibilities with respect to the program:

1. To respond, as quickly as possible, to provide clean-up services;
2. To assist with the assessment and decisions regarding the spill clean-up;
3. To complete the appropriate clean-up in a timely manner and in accordance with standard practice;
4. To properly dispose of hazardous waste generated from the spill clean-up in accordance with all regulatory requirements.

4.6 All Other Individuals

All other individuals (faculty, staff, students, and visitors) have the following roles and responsibilities with respect to this program:

1. To prevent the release of contaminants into the sewer systems, groundwater or soil.
2. To notify the Campus Community Police Dispatch at extension 5200 of an outdoor spill if on the Guelph Campus or their University contact/supervisor if at the Ridgeway Campus or Research Stations.

5.0 IDENTIFICATION OF HIGH PROBABILITY AREAS/EQUIPMENT AND SEWER DRAWINGS

1. Parking lots contain a large number of motor vehicles and therefore there is higher probability for spills of engine fluids (gasoline, diesel fuel, coolants, etc.).
2. In addition to diesel fuels and coolants, heavy motor vehicles (snow ploughs, trucks, tractors, etc.) utilize hydraulic systems that contain fluids which can be a source of spills.
3. Aboveground and underground fuel storage tanks can be a source of environmental contamination.
4. Following an outdoor spill, it is necessary that containment occurs as quickly as possible so as to mitigate possible pollutant discharges into groundwater, the sewer system or soil. Consequently, it is essential to have access to the most recent sewer (sanitary and storm) drawings with discharge points to sewers, where applicable, to quickly determine the most direct routes to groundwater.

6.0 DUTY TO REPORT SPILLS AND REPORTING EXEMPTIONS

When a spill of a pollutant into the natural environment occurs (i.e., outside of a building), specific notifications and cleanup provisions are addressed in EPA Part X Spills.

Regulation 675/98 Classification and Exemption of Spills and Reporting Discharges prescribes specific reporting details for EPA Part X Spills as well as a number of exemptions to the reporting provisions.

6.1 Duty to Provide Notice of Spills (s. 92 of EPA)

The reporting provisions of Part X of the EPA are found in Section 92 of the EPA. In general terms, s. 92 of the EPA sets out those who spill, those who cause or permit a spill, and those who had control of the pollutant that spills, are made responsible for reporting the event to the MOECC. Similarly, s. 92 of the EPA states that spill events must also be reported to the municipality in which the spill occurred.

Environmental Health and Safety will notify the Ministry of Environment and Climate Change and/or the municipality, as appropriate.

6.2 When to Report Spills (s. 92 of the EPA)

Section 92 of the EPA requires that notification be made forthwith. Courts have interpreted “forthwith” to mean as quickly as possible under the circumstances”¹.

¹ Spills Reporting – A Guide to Reporting Spills and Discharges as required by the (Ontario) Environmental Protection Act (s.92 and s.15) and Ontario Regulation 675/98 Classification and Exemption of Spills and Reporting of Discharges. May 2007. Ontario Ministry of the Environment publication PIBS 6257e.]

6.3 Reporting Exemptions and Classification of Spills (O. Reg. 675/98)

Regulation 675/98 provides a number of exemptions to s. 92 of the EPA. The regulation classifies eleven types of spills and exempts these, under specified conditions, from all or part of the Part X duties and responsibilities to notify the Ministry of Environment and Climate Change. The duty to notify the municipality, the owner of the pollutant, and the person having control of the pollutant remain. All other Part X duties and responsibilities remain unaltered as well by the exemption.

For University operations, the following exemption is noteworthy:

6.3.1 Class VI - Motor Vehicles

A Class VI spill is a discharge of fluids under 100 litres, other than fluid transported as cargo, released from the operating systems of motor vehicles, such as fuels or radiator fluids.

Subject to three conditions, Class VI spills are not required to be reported to the MOECC. The three conditions that must be met for the reporting exemption to apply are:

- The spill of operating system fluids does not enter and is not likely to enter directly or indirectly water or a watercourse, as defined in the Ontario Water Resources Act², directly or through a drainage structure;
- The spill does not cause and is not likely to cause any adverse effects, other than those that are readily remediated through cleanup and restoration of surfaces prepared for vehicular traffic or adjacent paved, graveled, sodded areas; and
- Arrangements for remediation are made and carried out immediately.

7.0 OUTDOOR SPILLS MANAGEMENT PROCESS

Every spill will have its own set of circumstances. It is imperative that all those involved in outdoor spills management follow the process as outlined in this program. Individuals must not put themselves or others at risk when responding to a spill.

Spill response consists of two stages: containment and remediation phases. This two-phase process is documented below for a spill event at the Guelph Campus.

Spill response at the Ridgetown Campus or Research Stations is also discussed below.

7.1 GUELPH CAMPUS

The outdoor spill response procedure at the Guelph Campus is described below. A flowchart providing a visual representation is provided in Appendix A.

7.1.1 Containment Phase – Mitigate Impact

It is essential that containment occurs as quickly as possible so as to mitigate any adverse effects on the natural environment.

7.1.1.1 Internal Spill Responders

In the event of an outdoor spill, the Campus Community Police Dispatch Centre will notify a member or members of the internal spill responders who will take immediate action in order

² In the Ontario Water Resources Act, “waters” means a well, lake, river, pond, spring, stream, reservoir, artificial watercourse, intermittent watercourse, ground water or other water or watercourse.

to provide containment and therefore mitigate the impact of the spill. The internal spill responders include the following:

- Spill Responders:
 - Fire Prevention Officers during regular hours from 8:00 AM to 4:00 PM
 - Campus Community Police during off-hours from 4:00 PM to 8:00 AM
 - Grounds Crew when above are responding to other emergency priority events
- Advisors and Regulatory Liaisons:
 - Environmental Health and Safety

7.1.1.2 *Assessing the Spill*

Those responding to the spill will assess the:

- Scope of the problem (e.g., type and quantity of material, and condition of its container)
- Modifying conditions (e.g., location of drains, soil)
- Time of day and weather conditions (e.g., rain, snow, hot, cold)

7.1.1.3 *Containing the Spill*

Restrict the area and alert other nearby persons of the spill.

Attempt to prevent the spilled material from contaminating groundwater, soil and/ or the sewer systems (sanitary and storm water) by containing the spill rapidly by diking and/or covering with suitable containment supplies and, as necessary, covering drains with appropriately sized mats (see Appendix B).

If safe to do so and where possible, plug the leak or reduce the amount of leakage as much as possible (e.g., close a valve or reposition the container). Go to 7.1.2.1a below.

If those responding to the spill determine/suspect that there has been some contamination of the groundwater and/or sewer systems (inadequate containment) or if the spill is considered too large to be properly contained, go to 7.1.2.1b below.

7.1.2 Remediation Phase – Notifications and Clean-Up

The remediation phase involves notifications and clean-up.

- Go to 7.1.2.1a if the spill is fully contained.
- Go to 7.1.2.1b if you suspect contamination of any permeable surface (grass/soil) or the sewer system.

7.1.2.1 *Spill is Fully Contained or Suspected Contamination*

- A) As soon as possible after containment and if necessary, notify Environmental Health and Safety (EHS) of the spill and report on the scope of the problem (e.g., type and quantity of material spilled, and condition of its container).
- Note: Under the following circumstances, for fluids spilled from the operating system of a motor vehicle, there is no urgency to notify EHS, if:
 - The spill has been contained with no groundwater and/or sewer system contamination,

- The spill has occurred on a hard surface (i.e., surface meant for traffic).
 - The spill will be cleaned up immediately,
 - The spill is less than 100 Litres of fluid and can be properly contained.
- B) When contamination is suspected or if the spill is considered too large to be properly contained, EHS must be contacted immediately, after attempting containment to minimize further contamination. The internal spill responders must report on the scope of the problem (e.g., type and quantity of material, and condition of its container).

7.1.2.2 *Internal or External Spill Clean-up*

When notified, EHS will determine if the clean-up will be performed by an internal spill responder (the Grounds Crew) or an external spill clean-up responder, and as required, EHS will coordinate the clean-up activity.

As per the “Note” in 7.1.2.1a, under certain circumstances, there is no urgency to contact EHS but those responding to the spill will refer clean-up of the spill to the Grounds Crew.

- Internal Spill Clean-up Responder (Grounds Crew)
 - After clean-up will transport containers of waste to a waste storage site for subsequent disposal as per the University’s Hazardous Waste Management Program.
- External Spill Clean-Up Responder
 - After clean-up will follow appropriate disposal procedures, in conjunction with the University’s Hazardous Waste Management Program

7.1.2.3 *Notifying the Appropriate Regulators*

EHS will notify the appropriate regulator(s), as necessary. When reporting a spill to the City of Guelph, the information required is documented in Appendix C. When reporting a spill to the Ministry of Environment and Climate Change Spills Action Centre, the information required is documented in Appendix D.

7.1.2.4 *Completing a Spill Report*

EHS will complete a spill report, as required. The information required is documented in Appendix E.

7.2 RIDGETOWN CAMPUS AND RESEARCH STATIONS

7.2.1 Facility Management Contact

1. Maintain suitable containment and/or arrangements to respond appropriately and initiate clean-up actions. Individuals shall not put themselves or others at risk when performing containment of the spill.
2. Determine the necessary spill response actions. If safe to do so, take measures to block a spreading spill with absorbents, covering sewer system drains with appropriately sized mats, or deploy a loader with bucket to initiate clean up, consistent with spill containment techniques outlined in Appendix B.
3. Store spill clean-up materials in a suitable spill proof containment until waste removal can be arranged.

4. After initial containment, notify EHS of the spill, directly or through Guelph Campus Community Police Dispatch Centre (ext. 52000). EHS will notify the local municipality and the Ministry of Environment and Climate Change, as appropriate.
5. If the spill is of such a nature that an external clean-up contractor is required to assist in the cleanup of the spill, consult with EHS to initiate clean-up of spill material as appropriate.

8.0 OUTDOOR SPILLS MANAGEMENT TRAINING

The University will provide appropriate training to those involved with outdoor spill management.

1. Training shall commensurate with the level of involvement in the outdoor spill management program.
2. Training shall be developed and delivered by Environmental Health and Safety.
3. Training records shall be maintained by Environmental Health and Safety.

9.0 OUTDOOR SPILLS CONTAINMENT SUPPLIES

Preparedness is a critical component of spill response and those responding to a spill must have ready access to materials needed for containment and clean-up of minor spills.

9.1 Guelph Campus

The requirement for maintaining spill containment supplies at the Guelph campus is provided in detail below.

9.1.1 Physical Resources Stock Room

Spill containment supplies are centrally located and stocked in the Physical Resources Stock Room (lower level, Building #58) and are available 24 hours a day. Stock Room inventory shall contain a minimum of the following:

- Sewer Covers 36"x36"
- 10 Socks/Booms 3"x4' (oil only)
- 10 Socks/Booms 3" x 10' (oil only)
- 10 Socks/Booms 3" x 10' (universal)
- 10 Sewer Pillows 8" x 8" (oil only)
- 20 Sewer Pillows 18" x 18" (oil only)
- 1 Case of Absorbing Pads (oil only) (heavy 15" x18", 100 units/case)
- 1 Case of Absorbing Pads (universal) (heavy 15" x18", 100 units/case)
- 40 Bags of Absorbent Material

9.1.2 Physical Resources Maintenance Building #2

Greater quantities of spill containment supplies are stored in Maintenance Building #2 for rapid response:

- Skid of bags of absorbent material
- Portable spill containment unit/ spill kit bin

9.1.3 Spill Kit Bin Locations

Spill kit bins are located across campus and require a Physical Resources service key or Campus master key to unlock. See map in Appendix F.

- Parking Lot P12 (motorcycle parking pad)
- Between Parking Lots P14 and P15 (on concrete slab at base of stairs)
- Parking Lot P19 (on concrete pad southwest corner of lot)
- Parking Lot P25 (near charging station or voided parking space)
- Parking Lot P30 (near sea container back corner of lot)
- University Centre Bus Loop (near stairs at entrance to bus loop)
- Dairy Barn (between office and ramp)
- Science Complex (east exit near library loading dock)

9.2 Ridgetown Campus and Research Stations

Ridgetown Campus and Research Stations are required to maintain spill containment supplies, appropriate to their operations, to quickly and effectively respond to outdoor spill events.

10.0 WASTE MANAGEMENT AND DISPOSAL

10.1 Internal Spill Clean-up Responder (Grounds Crew)

Following the application of booms, pads, sorbents or neutralizing agents to a spill, the waste generated is transferred to a suitable, sealable, disposal container that is appropriately labelled.

The sealed, labelled container is transported to a waste storage site for subsequent disposal as per the University's Hazardous Waste Management Program.

10.2 External Spill Clean-up Responder

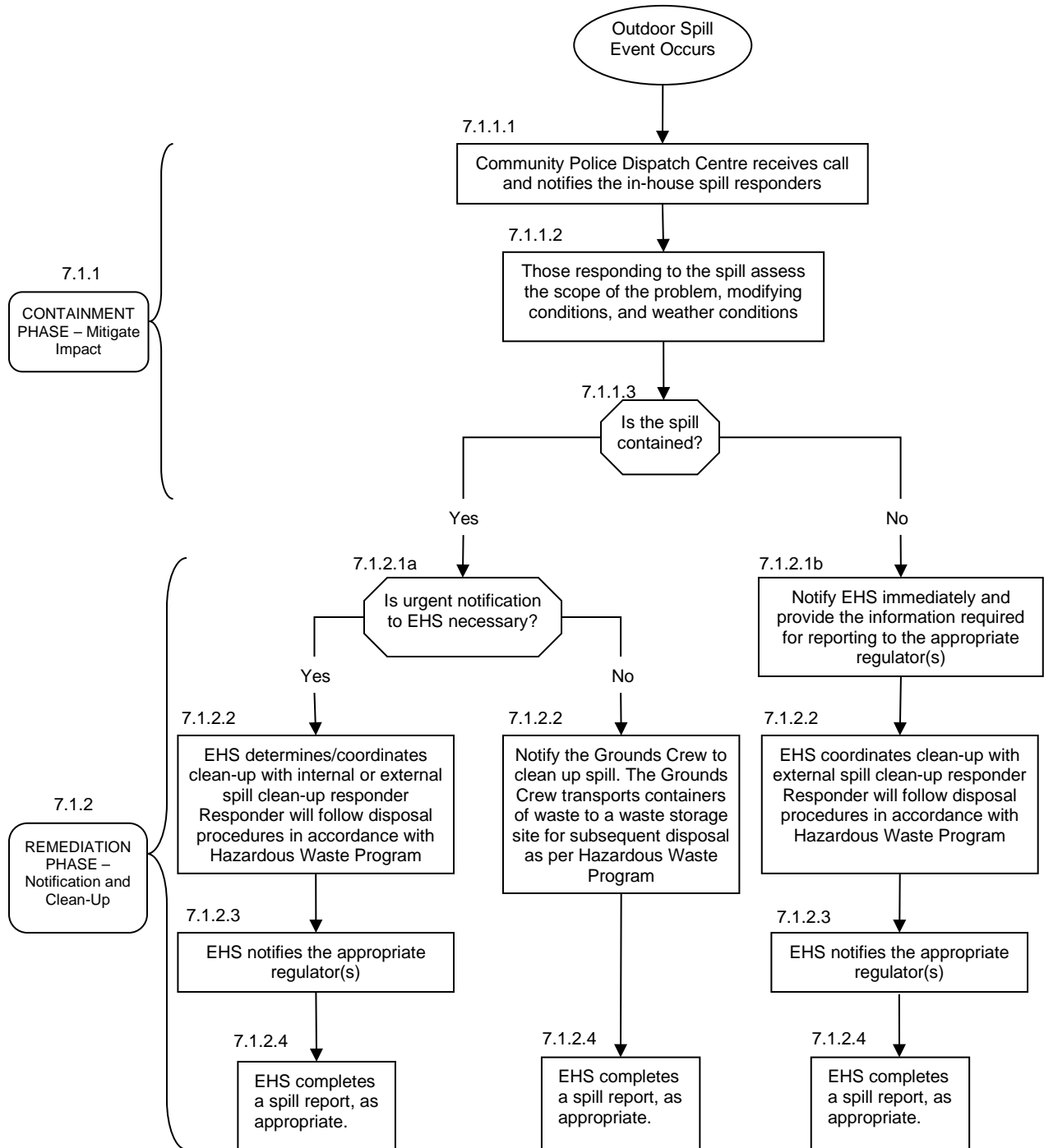
External spill clean-up responders will follow appropriate disposal procedures, in conjunction with the University's Hazardous Waste Management Program.

11.0 PROGRAM AUDIT AND REVIEW

Environmental Health and Safety will review the program and audit various components of the Outdoor Spills Management Program on a regular basis.


APPENDICES

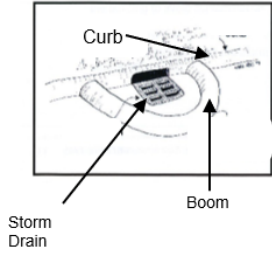
Appendix A: Outdoor Spills Management Process Flow Chart -Guelph Campus




Appendix B: Spill Containment Techniques

Spills may occur as a result of leaks from pipelines, storage or shipping containers, above ground and underground tanks, motor vehicles and during transfer operations. Attempt to prevent the spilled material from contaminating groundwater and the sewer systems (sanitary and storm water). Contain the spill rapidly by diking and/or covering with suitable containment supplies and, as necessary, covering drains with appropriately sized mats.

Technique for Protecting Drains	Image Example
<p>Cover outdoor drains and service chambers with rubber mats or heavy-gauge plastic film as shown on the right.</p>	

Technique for Constructing Barriers (Dikes) for Containment	Image Example
<p>Build the dike or boom some distance in front of the flowing material and/or around the drain cover. When constructing a barrier in close proximity to a drain cover, leave an area between the boom blocking the drain and the primary dike being constructed.</p>	 <p>The diagram illustrates a storm drain with a curb. A boom is positioned to block the drain, and a dike is constructed around it. Labels include 'Curb', 'Storm Drain', and 'Boom'.</p>

Technique for Applying Sorbents	Image Example
<p>Contain the spill with an appropriate sorbent by constructing a dike to contain the liquid in as small an area as possible.</p> <p>Cover the liquid with the sorbent while working towards the centre of the spill.</p> <p>Allow the sorbent to soak up the liquid.</p> <p>Working around the spill area, sweep the sorbent toward the centre, soaking up the liquid. If necessary, utilize additional sorbent.</p> <p>Sweep sorbent onto a shovel and place in a sealable container for disposal.</p>	

Appendix C: Reporting Spills to City of Guelph or Local Municipality

The following information is required when reporting an outdoor spill to the City of Guelph Environmental Services at 519-837-5629 or Local Municipality.

- 1) Environmental Officer attending the spill event
- 2) Date/Time of Discharge
- 3) EHS caller
- 4) Telephone number
- 5) Employer
- 6) Address
- 7) Date/Time of call
- 8) Location of discharge
- 9) Pollutants discharged
- 10) Quantity
- 11) Known hazards
- 12) Corrective actions being taken to control the discharge prevent or ameliorate adverse effects

Appendix D: Reporting Spills to MOECC Spills Action Centre

[Per O. Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges](#), the following information is required when reporting a spill to the MOECC Spills Action Centre at 1-800-268-6060:

- 1) MOE contact (name)
- 2) Date/Time of call
- 3) EHS caller
- 4) Telephone number
- 5) Job title
- 6) Employer
- 7) Names/Telephone numbers of responders (clean-up vendor, fire/police department or other public authority)
- 8) Person(s) responsible for spill
- 9) Location of discharge
- 10) Date/Time discharge discovered
- 11) Date/Time discharge occurred
- 12) Duration of discharge
- 13) Still discharging (yes/no)
- 14) Pollutants discharged
- 15) Quantity
- 16) Known hazards
- 17) Cause/Circumstances surrounding discharge:
- 18) If cause is not known, assessment of most likely cause
- 19) Adverse effects that occurred or may occur
- 20) Aggravating/Mitigating conditions (weather, e.g., rain, snow, hot, cold, etc.)
- 21) Other pollutants that were or may be discharged as a result of the incident
- 22) Discharge contained on-site (yes/no)
- 23) Discharge released off property (yes/no)
- 24) Owner will provide access to mitigate (yes/no)
- 25) Actions taken and by whom to prevent or ameliorate adverse effects
- 26) Circumstances (e.g. weather, traffic conditions) that may interfere with actions taken to prevent or ameliorate adverse effects

NOTE: If at the time of the notification all the information outlined above is not readily available then the person making the call will take all reasonable steps that the information is ascertained and provided forthwith to the Ministry. Unless it can be demonstrated that the above information is not relevant (given the circumstances of the spill or discharge) then it does not need to be provided. The MOECC will provide direction in this regard.

Appendix E: EHS Spill Report

The following information should be included in a spill report:

- 1) Report Date
- 2) Occurrence
- 3) Date and Time of Occurrence
- 4) Identity and Estimated Quantity of Pollutant Released
- 5) Location
- 6) Circumstances and Cause of the Spill
- 7) Reported by
- 8) Reported to MOE SAC? (yes/no)
- 9) Reported to Local Municipality? (yes/no)
- 10) Distribution
- 11) Summary
- 12) Summary of Events and Cause
- 13) Containment and Remediation Efforts
- 14) Recommendations and Follow-Up

A template is available on the EHS drive: I:\PROGRAMS\AODA Programs\Outdoor Spills Management Program\Spills - Supporting Documents

Appendix F: Spill Kits and Supplies for Guelph Campus

Outdoor Spill Kits can be found at the following locations:

- 1) Bus loop: near stairs at entrance to bus loop
- 2) Science Complex (building 140): east entrance near MacNaughton Building's (building 073) loading dock
- 3) Dairy Barn (building 037): between office and ramp
- 4) Lot P19: on concrete pad southwest corner of lot
- 5) Lot P18: outside pump shed, northwest corner of lot
- 6) Lot P12: motorcycle parking pad
- 7) Between Lot P14 and Lot P15: on concrete slab at base of stairs
- 8) Lot P23: charging station pad
- 9) Lot P30: near sea container back corner of lot

A map of the spill kit bin locations is available with EHS.

Each spill kit bin should typically contain:

- 5 Bags Absorbent Material
- 10 Absorbing Pads (Oil Only)
- 10 Absorbing Pads (Universal)
- Three 3" x 10' Socks/Booms (Oil Only)
- Three 3" x 10' Socks/Booms (Universal)
- 2 Sewer Pillows 18" x 18" (Oil Only)
- 2 Sewer Covers 36"x36"
- Two 5 Gallon Pails with Lids
- 1 Collapsible Shovel
- 1 Roll Caution Tape
- One 18" Pack and Pop Traffic Cone
- 1 Box Nitrile Gloves
- One 20' Length ¼" Rope (Used with Sewer Pillows)

Bulk spill containment supplies are available at:

- 1) Stockroom in Maintenance Building #1
- 2) Stockroom in Maintenance Building #2