

MARINE SHORELINE, INLAND WATER AND LAND-BASED SPILL RESPONSE PLAN

DISTRICT OF METCHOSIN

- FINAL 1 -

Prepared for:
District of Metchosin

Prepared by:
Metchosin Emergency Program



August 18, 2015

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LIST OF ACRONYMS – GROUP AND ORGANIZATIONS

EMBC	Emergency Management BC (formerly Provincial Emergency Project)
MVFD	Metchosin Volunteer Fire Department
MEP	Metchosin Emergency Program
EOC	(Metchosin) Emergency Operations Centre
BCMOE	BC Ministry of Environment
DFO	Fisheries and Oceans Canada
BCAS	BC Ambulance Service
WRNBC	Wildlife Rehabilitator’s Network of BC

1. INTRODUCTION

1.1 Use of this Plan

This Shoreline and Inland Spill Response Plan (Plan) is considered to be a ‘living document’ and subject to change and revision as and when deemed appropriate or when new information becomes available. It is intended to provide high-level response guidance to the Metchosin Emergency Program (MEP) and the District of Metchosin (District) in the event of a large spill event within the municipal borders. Depending on the circumstances of the spill, other outside agencies including, but not limited to, Emergency Management BC, BC Ministry of Environment, Fisheries and Oceans Canada, and Coast Guard may be consulted on an appropriate response and to ascertain response responsibilities and cost recovery.

This Plan is generally primarily intended to address spills within the marine foreshore (tidal) areas. However, the intent and recommendations in this plan can also apply to spills in other large waterbodies (i.e. Matheson Lake and Blinkhorn Lake). Some equipment and materials may be specific to use in non-tidal waters (i.e. lakes and ponds) and have been addressed separately where differences occur.

This Plan is not intended to be used as a personnel resource organizational document (i.e. the ICS). Organizational planning is the domain of the larger MEP and MVFD and is fully adopted within those respective groups. Any reference to organizational structure in this Plan (particularly in the appendices) is intended for context and information only.

For the purposes of this Plan, any reference to a ‘spill’, while most likely a hydrocarbon spill, implies any spill of a contaminated substance.

1.2 Integration with other Local Emergency Response Plans

This Plan can be used for guidance independently. However, there may be other emergency response plans within other local agencies and non-governmental organizations operating within the District with a component of shoreline area. These ‘outside’ plans may provide [i] complementary information, [ii] new information not identified in this Plan or [iii] conflicting information. Regardless, it is advised that this Plan be considered in the context of other existing information contained in similar plans (if they exist) to ensure the spill response is appropriate to the event. In doing so, implementation of this and other compatible plans will encourage all responders to work cooperatively to achieve an appropriate response to the event.

Outside plans may exist with the following organizations:

1. Canadian Forces Ammunition Depot – Rocky Point,
2. CFB Esquimalt – Albert Head Military Training Area,
3. William Head Institution minimum-security corrections facility,
4. Pearson College UWC (United World College).

Non-emergency contacts for these organizations is provided in Appendix 1.

1.3 Private Citizen Confidentiality

Remediating spills on private lands are the exclusive responsibility of the landowner. However, where the spill has the potential to cause risk to public and private property, human health

and/or the environment, response to the incident using this Plan may be invoked in consultation with the landowner.

This Plan is not intended for use in formal reporting and documentation of spills on private lands. It is solely intended to provide a mechanism on which to respond to spills of contaminated substances to ameliorate and/or prevent imminent risk to public safety and environmental contamination. Any regulatory reporting requirements will be as per those requirements stipulated in the Spill Reporting Regulation of the *Environmental Management Act* as described in Section 2.2 of this Plan.

1.4 Definition

Hydrocarbons include the following commonly used products:

- Gasoline,
- diesel,
- all oil-based lubricants (e.g. grease, automotive oil, etc.),
- hydraulic fluid,
- paraffin oil (e.g. heating oil),
- propane (i.e. LPG),
- natural gas,
- acetylene.

Hydrocarbon spills are a significant concern in consideration of the sensitivity of the marine and freshwater ecosystems, public health and fire risk. As such, any spill requiring remediation must be addressed immediately, appropriately and aggressively to ensure there are no residual effects from the spilled material.

Note *For the purposes of this Plan, any reference to ‘fuel’ implies all hydrocarbon products, including those listed above.*

2. RESPONSE, CONTAINMENT AND REPORTING

2.1 Spill Response Containment

On identifying a spill, the District will respond to the spill in the general order described below:

1. Immediately respond and ensure the safety of all workers within the potential impact area of the spill (including the fume dispersal zone),
2. Where possible, take immediate action to stop the spill at the source,
3. Notify EMBC where the spill is considered a reportable (i.e. greater than 100 litres). It is assumed that any tidal spill will be in excess of 100 litres. While notifying EMBC is imperative, an appropriate and urgent response to the spill will generally precede this notification.
4. Assess the area of impact,
5. Immediately implement actions to contain the spill. For on land spills, contain the site to prevent release to sensitive environmental areas by capping storm culvert inlets, installing ditch blocks and other appropriate measures to eliminate the likelihood of discharge to a

sensitive watercourse or waterbody or any conveyance hydraulically connected to a any of these,

6. Once contained, implement an action plan to remediate the spill. This must include immediate excavation of the contaminated material (including soil, fill, or other absorbent substance), and disposal. If temporary contaminated material storage is required (i.e. during the off site hauling procedures), then the contaminated material will be placed in an area sealed from further release or onto a sufficiently robust impervious surface and maintained until which time the material can be removed to a waste disposal site,
7. Dispose of the contaminated material at an approved disposal area, as required.

2.2 Notification and Regulatory Reporting

2.2.1 Municipal and Regulatory

On the identification of a spill of a hazardous substance, regardless of the severity, the Metchosin Volunteer Fire Department (MVFD) will be notified. Regulatory notification will be determined in consultation with the District. Contact information for all applicable agencies is provided in the Emergency Contact List provided in Appendix 1 of this Plan.

The Spill Reporting Regulation (Regulations) of the *Environmental Management Act* provides criteria on what constitutes a “reportable” spill. Under these Regulations, reporting a spill of flammable material (e.g. gasoline, oil etc.) to EMBC is required by law for spills of 100 litres or more. Where reporting to EMBC within a reasonable amount of time is not possible, any spill in this category will be reported to the Westshore detachment of the RCMP.

The MVFD will be immediately notified if the spill causes a fire or poses a threat of fire.

2.2.2 First Nations

In the event a spill occurs on Beecher Bay First Nations lands or within their tidal zone, they will be immediately notified by the District of the spill occurrence and response.

2.2.3 Reporting

Spill reporting will comply, to the extent possible, with the following reporting criteria as required in the Regulations:

- ❖ the reporting person's name and telephone number,
- ❖ the name and telephone number of the person who caused the spill,
- ❖ the location, date and time of the spill,
- ❖ the type and quantity of the substance spilled,
- ❖ the cause and effect of the spill,
- ❖ details of action(s) taken or proposed,
- ❖ a description of the spill location and of the area surrounding the spill,
- ❖ the details of further action(s) contemplated or required,
- ❖ the names of agencies on the scene, and
- ❖ the names of other persons or agencies advised concerning the spill.

Spills less than 100 litres will be managed and reported internally.

A sample of the Hazardous Spill Reporting Form is provided in Appendix 2 of this Plan.

3. **FIRST NATIONS NOTIFICATIONS**

In the event a spill occurs on Beecher Bay First Nations lands or within their tidal zone, they will be immediately notified by the District of the spill occurrence and response. This notification may likely include a request accessing First Nations lands for responders to assist in a collective response to a spill.

4. **FUEL SPILL PREVENTION AND CONTROL**

4.1 **Fuel Spill Control Equipment, Materials and Deployment**

4.1.1 *Spill Kits*

Proprietary spill kits are available from safety supply companies to address various spill volumes and types. Materials that are regularly included in pre-made spill kits are also available in bulk such that spill kits can be customized for the particular anticipated event (i.e. fuel spill). Information provided below is intended to be adapted to the circumstances of the event such that some recommendations may not be required.

Site Spill Kit

To address a spill of petroleum products that might be used on Municipal projects (gasoline, oil, hydraulic fluid, grease, etc.), it is recommended that a mobile 'spill kit' capable of dealing with a land-based spill of approximately 80-100 litres be readily available for deployment in the event of a land-based spill. The MFD maintains spill response materials within the firehall for immediate use as and when required in the event of a spill of hazardous material. The spill kit (and/or stockpiled materials) will be equipped to deal with spills of any contaminated fluid and other materials considered hazardous or deleterious to the receiving environment that can typically be anticipated.

For information, a spill kit capable of addressing an 80-100 litre spill typically includes the following materials (material quantities and contents will vary based on spill kit manufacturer but will contain similar materials):

Item	Recommended Quantity
Absorbent Pads (oil, gas & diesel)	30
Universal Absorbent Pads (antifreeze)	15
4' Absorbent Socks	3
8' Absorbent Socks	2
Premixed Plugging Compound	1 lb (0.45kg)
Neoprene Drain Cover	1
Hazmat Disposal Bags	1
Nitrile Gloves	2 pairs

Consideration should be given to obtaining a bag of extra coarse, loose vermiculite as an additional spill response material. Vermiculite is a chemically inert, natural absorbent that is ideal to address small spills and clean up.

Individual Vehicle Spill Kit

Spill kits should be maintained on all municipal heavy equipment and/or readily available to all District work forces for immediate deployment as and when required.

4.1.2 Spill Containment Floating Boom and Associated Absorbent Materials, Deployment and Maintenance

Equipment and Materials (Tidal Waters)

In addition to a spill remediation kit(s), oil absorbent spill containment boom material will be retained onsite to contain a potential marine foreshore spill. The boom material will be one specifically prescribed for tidal water use and will be sufficiently long to extend around the entire spill.

Proprietary booms come in a variety of lengths (e.g. 10', 25', 50' and 100') and depths (e.g. 10", 12", 18", 20" and 24") depending on the application. It is anticipated that deeper depth booms would be required for any marine spill in consideration of the wave action, tidal fluctuations and long-shore drift as any spill will be small in volume. Booms are designed to be joined end to end to achieve the desired length. They are connected by snap hooks and rings.

Use of other equipment may be deployed as required and following advice by Provincial and Federal regulators. This may include securing the use of and deploying a skimmer to assist in oil removal from the water surface. This equipment will not be stored or retained by the District.

Equipment and Materials (Lakes and Ponds)

Spill Containment Booms

In addition to a spill remediation kit(s), oil absorbent spill containment boom material will be retained onsite to contain a potential non-tidal spill. The boom material will be one specifically prescribed for non-tidal water use and will be sufficiently long to extend around the entire spill.

Proprietary booms come in a variety of lengths (e.g. 10', 25', 50' and 100') and depths (e.g. 10", 12", 18", 20" and 24") depending on the application. It is anticipated that shallow depth booms would be required for any lake spill as these spills will likely be small in volume. Booms are designed to be joined end to end to achieve the desired length. They are connected by snap hooks and rings.

Booms will be retained and stored by the District for immediate deployment as and when required.

Oil Skimmers

Use of other equipment may be deployed as required and following advice by Provincial and Federal regulators. This may include securing the use of and deploying a skimmer to assist in oil removal from the water surface.

Oil skimmer and other technical equipment will not be stored within, or retained by the District. Depending on the spill severity and response urgency of the spill, deployment and use of skimmer equipment may be requested from a spill response firm.

Floating Boom Deployment and Maintenance

A floating boom may be deployed as required in response to an offshore spill event to ameliorate any continued and chronic dispersal of spilled materials along the marine shoreline. If possible, the boom will enclose the entire spill.

Unless otherwise recommended by the regulatory authorities, and depending on the circumstances and location of the spill, the boom will be attached directly to fixed beach

structures or other secure objects. If independently anchored, some anchoring may be required to maintain the boom orientation around the spill and to prevent the boom from wind drifting into areas where it will be ineffective.

Spill containment booms are typically hydrophilic (i.e. they do not absorb water). They are designed to float for many months even when saturated with oil. However, assuming no spill has occurred and depending on other factors that might impede its function, the boom may require replacement when it is no longer effective at containing and absorbing spilled material.

Saturated Boom and Absorbent Sock Disposal

If deployed to address a spill event, the oil-saturated boom and absorbent socks will be considered a hazardous waste. As such, disposal of the saturated boom must meet Municipal and Provincial guidelines for hazardous waste disposal. This will likely require transport to an approved disposal site.

4.1.3 Shoreline Spill Response

On deployment of the spill containment boom around the spill site, any spilled material washing onto the foreshore areas will be further contained as appropriate to facilitate removal of the spilled material. In this eventuality, oil absorbent pads may be immediately deployed onto the water surface in the spill area to absorb the spilled material. Use of other equipment will be determined based on requirement and may not be immediately available onsite. The District may retain the services of a specialty spill response firm (e.g. BC Hazmat Management and/or Burrard Clean) to provide spill response, including the mobilization of a skimmer if required.

5. ECOLOGICAL RESPONSE

5.1 Overview

In the event of a large marine spill along Metchosin's shoreline, it is likely there will be severe impacts to marine birds and shoreline ecosystems. While clean up of oil deposits in shoreline areas will potentially be a long-term process that could extend in to many days or weeks (depending on severity), it is not the intent of this Plan to address the logistics of long-term clean up. Further advice from the CRD, Environment Canada and other agencies will be solicited to meet this objective.

5.2 Wildlife Rehabilitator's Network of BC (WRNBC)

The WRNBC *"is a non-profit, volunteer-run organization whose membership includes licensed rehabilitation facilities and individual rehabilitators, rehabilitation volunteers, wildlife researchers, government and humane association representatives, veterinarians and other animal care personnel, and interested members of the public."*

The WRNBC maintains a list of member rehabilitator organizations that provide specialized skills and responder services to address (in particular) oiled wildlife. This includes the SPCA's Wild ARC Wild Animal Rehabilitation Centre (Wild ARC). There are other member rehabilitator facilities on Vancouver Island and the Lower Mainland that provide similar or complementary responder expertise.

5.3 Oiled Wildlife Awareness Training

Four members of the MEP participated in the *Oiled Wildlife First Responder Training* offered by the WRNBC and held in Victoria on November 5, 2013. These members were provided with an

overview of how to respond to oiled wildlife and can provide critical support in the event of a shoreline spill.

5.4 Oiled Wildlife Response

The following sections, excerpted directly from the WRNBC website¹, provides guidance on the appropriate response to encountering oiled wildlife.

5.4.1 Response Overview

All wildlife require specialized care if they are to successfully recover and be released back into the wild. As well, stress and shock from improper handling are major killers, and some injured and stressed animals can cause injuries to handlers. Survival depends on prompt and knowledgeable response. Contact Wild ARC (contact information provided in Appendix 1).

It is illegal to keep wildlife in your possession longer than 24 hours. Never attempt to treat or raise wildlife.

Personal safety is the first priority when attempting to capture wildlife. First, ask the following questions:

1. How long have you watched it?
2. Does the animal appear to be injured (blood, dragging leg or wing, reluctant to move when approached)?
3. Is it in a dangerous location (driveway or roadway)?
4. Is there a dead adult or sibling nearby?

All juveniles are wild creatures and are best raised by their wild parents.

5.4.2 Birds

1. Young birds:
 - If there are no injuries (and the bird has NOT been caught by a cat), leave it alone. Watch constantly for up to one hour to see if any adults return to the area.
 - If on a roadway or walkway, it can be safely moved 3-6m. Watch for adults.
 - If you see dead or adult siblings – the bird needs care. Contact Wild ARC immediately (contact information provided in Appendix 1).
 - If you find a nestling (no or sparse feathering) – return the bird to its nest immediately (it is a fallacy that bird parents will reject young handled by humans). If the nest has been damaged, make a simple substitute and replace as near as possible to the original site. Watch for adults.
 - If you find a fledgling (mostly feathered but incapable of full flight) – these birds are newly out of their nest and learning to fly. This process can take anywhere from several hours to upwards of 10 days depending on the species. First watch from a distance for up to 1 hour to see if an adult returns; they are often off foraging for food to return to their young.
 - If no adults are seen or there are obvious injuries, the bird will require emergency care. Place in a covered, ventilated box lined with paper towel, in a warm, quiet area and **DO**

¹ <http://www.wrNBC.org/>

NOT FEED (feeding can complicate internal injuries and improper food can be fatal). Contact Wild ARC immediately (contact information provided in Appendix 1).

- Wash your hands with soap and water after handling.

2. Adults Birds

- Birds that are injured or oiled can be picked up by approaching with a towel, blanket or jacket (approach from a direction that corners the animal up against a wall, bush or other large object to prevent escape). Cover the animal's head and use the blanket to scoop the animal up carefully from the sides, supporting the feet from below.
- For adult birds of prey, use heavy gloves in handling and cover the head to minimize movement.
- Place in a covered, ventilated container in a warm location. Contact a wildlife rehabilitator immediately and bring the animal into care. **DO NOT FEED** (feeding will complicate internal injuries and improper food can be fatal). Wash your hands with soap and water after handling.

5.4.3 Mammals

1. Young mammals

- Young mammals are often left alone by their parents for lengthy periods of time. However, the mother is often nearby. Wild rabbits, for example, only return to feed their young once a day!
- Young mammals have little scent to protect them from detection by predators.
- If you find an orphaned mammal that does not appear injured or ill, leave it alone. **DO NOT HANDLE**. Return in several hours or even overnight – usually the young will have been moved.
- If not, what is their overall condition? Are they dehydrated (wrinkled skin, sunken eyes, shrunken belly)? Are they soiled with feces, crying out? If they appear well fed and alert, leave them alone. If not, contact Wild ARC immediately (contact information provided in Appendix 1). **DO NOT FEED**. Young mammals have very specific milk requirements that cannot be met with traditional commercial formulas – most of which will prove fatal or harmful to their digestive tract. If you have already fed the animal, we must then consider them to be injured and their digestive tract compromised – and the animal must be then brought into a licensed rehabilitator for care.

2. Adult mammals

- Same criteria as above. Adult wild animals are likely to be aggressive when handled. Wear gloves and place in a sturdy, secure, well-ventilated container and keep in a warm place until they can be taken to Wild ARC. **DO NOT FEED**.
- If you have been bitten, treat the bite promptly and seek immediate medical attention to prevent infection and possible rabies. Contact your public health office.
- Wash your hands with soap and water after handling.

5.4.4 Reptiles and Amphibians

Reptiles and amphibians can also be victims of vehicle collisions and attacks by domestic pets. It is important that they also receive prompt, professional treatment. Contact Wild ARC immediately (contact information provided in Appendix 1).

- Reptiles can bite – cover the head as soon as possible and handle with gloves.
- Amphibians – keep cool and moist, handle with latex gloves.

5.4.5 Fish

Report fish kills, this is also a danger to other wildlife.

6. REFERENCE INFORMATION

*British Columbia Marine Oil Spill Response Plan*² (MOSRP)

BC MOE has developed this high-level document outlining the province's commitments and responsibilities in the event of a marine spill. The following passage has been excerpted from the preface of the MOSRP.

The BC Marine Oil Spill Response Plan defines the scope and structure of the Government of British Columbia's involvement when responding to a major marine oil spill from a vessel, oil terminal, or any other source. The BC Ministry of Environment is responsible for provincial preparedness and response management for spills. This responsibility is designated under the Emergency Program Act and its Emergency Program Management Regulation.

Provincial involvement may be jointly shared with federal agencies, local government, First Nations and industry, or may be solely a provincial government endeavour. This plan is intended to operate concurrently and in cooperation with the plans of other responding jurisdictions and companies.

The province's role in this plan is consistent with the Provincial Marine Oil Spill Preparedness and Response Strategy. This plan complies with the BC Emergency Response Management System (BCERMS). BCERMS is based on the international Incident Command System (ICS) widely used by industry and government agencies in Canada, as well as in the United States for environmental emergency management at the site (Incident Command Post) level of response (see textbox).

Implementation of this plan is by an Incident Management Team. Elements of the plan, such as membership of a team, training, notification, and equipment are defined in the ministry's Environmental Emergency Program's policy and procedures. The BC Marine Oil Spill Response Plan is also supported by guidelines and manuals that provide additional information required for effective response.

² http://www.env.gov.bc.ca/eemp/resources/response/pdf/marine_oil_response_plan.pdf

APPENDIX 1

EMERGENCY CONTACT LIST

DISTRICT OF METCHOSIN
SHORELINE & INLAND WATER AND LAND-BASED SPILL RESPONSE
EMERGENCY CONTACT LIST
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DISTRICT OF METCHOSIN

Metchosin Fire Department – Emergency	9-1-1
Metchosin Fire Department - Main Hall	(250) 478-1307
Metchosin Fire Department – 24 Hour Non Emergency Dispatch	(250) 478-7770
Metchosin Fire Chief 24 Hour Contact	(250) 883-4472
Metchosin Public Works	(250) 216-2237
Metchosin Public Works	(250) 216-1679
Metchosin Public Works – via Dispatch	(250) 478-7770

WESTSHORE RCMP

Westshore RCMP – Emergency	9-1-1
Westshore RCMP – Non-Emergency	(250) 474-2264

PROVINCE OF BC

BC Ambulance Service – Medical Emergency	9-1-1
Emergency Coordination Centre Spill Reporting (EMBC – 24 Hour)	1 (800) 663-3456

GOVERNMENT OF CANADA

Canada Coast Guard Marine Pollution Emergency Response (24 hour)	1 (800) 889-8852
Fisheries and Oceans Canada Victoria Field Office – Non-Emergency	(250) 363-0191
Canadian Transport Emergency Centre (CANUTEC – 24 Hour)	(613) 996-6666 or *666 on your cellular phone
Canadian Forces Ammunition Depot – Rocky Point (Non-emergency switchboard)	(250) 363–2000
CFB Esquimalt – Albert Head Military Training Area (Non-emergency switchboard)	(250) 363–2000
William Head Institution (Non-emergency)	(250) 391-7000

FIRST NATIONS

Beecher Bay First Nation	(250) 478-3535
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DISTRICT OF METCHOSIN
SHORELINE & INLAND WATER AND LAND-BASED SPILL RESPONSE
EMERGENCY CONTACT LIST
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NON-GOVERNMENTAL ORGANIZATIONS

Pearson College UWC (250) 391 2411
Pedder Bay RV Resort and Marina (250) 478-1771
Wild ARC Wild Animal Rehabilitation Centre (SPCA) – Emergency and non-emergency (250) 478-9453

SPILL RESPONSE EQUIPMENT AND MATERIALS SUPPLIERS (may not be complete)

Acklands Grainger (Victoria) (250) 384-1111
➤ Absorbent pads
➤ Absorbent booms

BCHAZMAT Management Ltd. (Sidney, BC) (250) 656-3382
Toll Free 1 (877) 326-282
➤ Oil spill absorbent materials
➤ Oil spill equipment rentals
➤ Spill response services

West Coast Spill Supplies (distribution warehouse in Victoria) (250) 652-4549
➤ Oil spill containment booms
➤ Oil sorbents (pads, rolls, linkable booms, socks, sweeps and pillows)

Canadyne Technologies Inc. (Richmond, BC) (604) 247-2297
➤ Oil dispersant equipment
➤ Oil spill containment booms
➤ Oil sorbents (pads, rolls, linkable booms, socks, sweeps and pillows)
➤ Bird rehabilitation pens

EMERGENCY INCIDENT RESPONSE SERVICES

BCHAZMAT Management Ltd. (250) 656-3382
Toll Free 1 (877) 326-282

APPENDIX 2

SPILL REPORTING FORM

HAZARDOUS SPILL REPORT FORM

(ALL SECTIONS MUST BE COMPLETED; IF NOT APPLICABLE, STATE SO)

DATE OF SPILL: _____ DATE OF SPILL DISCOVERY: _____

TIME OF SPILL: _____ TIME OF SPILL DISCOVERY: _____

SITE LOCATION (ADDRESS OR LEGAL DESCRIPTION): _____

NAME AND TITLE OF DISCOVERER: _____

TYPE OF MATERIAL SPILLED AND MANUFACTURER'S NAME: _____

*ESTIMATED VOLUME OF SPILL: _____ AREA OF SPILL: _____

WEATHER CONDITIONS: _____

SURFACE OF SPILL SITE (SAND, SOIL, WATER, ETC.): _____

TYPE OF NEAREST WATERCOURSE (DITCH, STREAM, STORM DRAIN, ETC.): _____

DISTANCE FROM NEAREST WATERCOURSE: _____

DID THE SPILL REACH THE WATERCOURSE? _____

DESCRIBE THE CAUSES AND CIRCUMSTANCES RESULTING IN THE SPILL (USE EXTRA PAGE(S) AND DIAGRAM IF REQUIRED):

DESCRIBE THE EXTENT OF THE CONTAMINATION BOTH WIDTH AND DEPTH: _____

DESCRIBE IMMEDIATE SPILL CONTROL AND/OR CLEANUP METHODS EMPLOYED AND SCHEDULE OF IMPLEMENTATION (USE EXTRA PAGE(S) IF REQUIRED):

CURRENT STATUS OF CLEANUP ACTIONS:

DESCRIBE RECOMMENDED FURTHER ACTION REQUIRED (USE EXTRA PAGE(S) IF REQUIRED):

NAME OF COMPANY: _____ PHONE NO. _____

CONSTRUCTION SUPERINTENDENT: _____ PHONE NO. _____

SPILL COORDINATOR: _____ PHONE NO. _____

PERSON REPORTING THE SPILL: _____ PHONE NO. _____

IF OVER 100 LITRES, WAS SPILL REPORTED TO PEP? _____ EMBC PHONE No.: 1-800-663-3456 Yes or No

OTHER ENVIRONMENTAL AGENCIES THAT SPILL WAS REPORTED TO: _____

FORM COMPLETED BY: _____ DATE AND TIME: _____

APPENDIX 3

ENVIRONMENTAL SPILL RESPONSE GENERAL CHECKLIST

ENVIRONMENTAL SPILL RESPONSE GENERAL CHECKLIST

POLICIES

- *Responders* should take a defensive role until product and actions are identified.
- *Spiller* is responsible for clean up and restoration and may be billed for extraordinary expenses incurred by the District.
- The community has a right to know both the hazard and risk.

HAZARD SPECIFIC CHECKLISTS

The Incident Commander will initiate the MEC response and assign roles and responsibilities depending on the severity of the event and available resources.

EOC – Director

- Notify EMBC/PREOC that EOC is activated.
- Assign Incident Commander (if other than Fire Chief or designate). Incident Commander will initiate response and determine the context of other required roles under the Emergency Program.
- Contact CANUTEC – Transport Canada (24 hour) (613) 996-6666 (call collect), if required
- Ensure Ministry of Environment and other appropriate agencies area notified.
- Establish adequate communications and news release systems (Information Officer).
- Establish public inquiry system (Information Officer).
- Request representative from spiller/carrier/owner attend the EOC.
- Staff Liaison Officer, Information Officer, and Risk Management Officer positions

EOC – Operations

- Ensure Public Health Officer is notified.
- Ensure CRD Hazmat Team is notified.
- Provide support to the Incident Commander.
- Confirm Hot/Warm/Cold zones established and communicated to all agencies.
- Coordinate traffic control (Police Branch).
- Coordinate evacuation routes (Police Branch).
- Activate ESS for possible evacuation.

- Coordinate evacuation of high-hazard zones, considering responder safety (Police Branch).
- Notify health centre of casualties (BCAS Branch).
- Supervise ESS accommodation and feeding for clients (ESS Branch).
- Supervise ESS accommodation and feeding for EOC and response personnel (ESS Branch).

EOC – Planning

- Ensure appropriate technical specialists contacted and available (Technical Specialists Unit).
- Determine nature of substance spilled and possible effects and inform Operations Section Chief, EOC Director and Incident Commander (Situation Unit).
- Define the area of risk.
- Commence evacuation planning, if required and warn adjacent areas.
- Advise adjacent communities that may be affected by the spill, if required.
- Establish identification of spiller for cost recovery purposes (Recovery Unit).
- Consider possible major effects (Advance Planning Unit):
 1. Injuries and fatalities
 2. Tendency of people to disperse
 3. Damage to property
 4. Disruption of traffic
 5. Need to decontaminate site responders, equipment, and vehicles
 6. Contamination of normal water supplies
 7. Need to evacuate population
 8. Dangers to public health and livestock
 9. Disruption of business and industrial activities
 10. Convergence of media, photographers, politicians

EOC – Logistics

- Check on availability of specialized hazardous material supplies and consultants (Supply Unit).
- Consider equipment needs and sources (Supply Unit):
 1. District of Metchosin
 - Fire and rescue equipment
 - Communication equipment
 - Amateur radio equipment

- Mobile public address equipment
 - Barricades
 - Spill response equipment and materials
2. Ambulances – BCAS
 3. Westshore RCMP
 - Mobile public address equipment
 4. Outside Resources
 - Heavy equipment from private contractors (e.g. excavator, backhoe, loader, etc.)
 5. CRD
 - HAZMAT response equipment and materials

APPENDIX 4

GUIDELINES FOR USE OF GAS AND DIESEL POWERED EQUIPMENT

Guidelines for Use of Gas and Diesel Powered Equipment

Recommendations provided in this guideline are intended for information only. The implementation of all or part of these guidelines must be undertaken within the context of the incident to which a response is required AND in consideration of urgency, practicality, safety, risk and the availability of specialized equipment.

1. Gas and/or Diesel Generator Containment

A generator may be required onsite to power specialized equipment. Situating a generator within the foreshore area should ensure any potential spill from this equipment is either [i] isolated from risk of release, and/or [ii] fully contained and/or not released to ground or the foreshore area. This may include placing the generator within a portable rigid walled, frame-supported berm or similar impervious facility that is appropriately sized to ensure containment of the full capacity of the fuel tank and other materials (i.e. hydraulic fluid, lubricant etc).

2. Heavy Equipment Condition and Cleaning

Petroleum products (oil, gas, hydraulic fluid, grease etc.) leaked and spilled can easily contaminate water quality. These products are extremely toxic to aquatic organisms. Release of these contaminants to the aquatic environment can result in chronic and long-lasting impacts on water quality. Further, spills to ground can absorb into and become sequestered in, underlying soils and continuously releasing hydrocarbons. For this reason, any heavy equipment entering the construction zone must be in good repair and free of major oil, hydraulic, grease and fuel leaks.

Equipment must not be maintained (including power washed) within the foreshore area to avoid risk of release of contaminants to ground, the foreshore areas or any other conveyance hydraulically connected to any of these.

3. Equipment Refueling

All equipment requiring refueling, oiling, greasing, etc. must be moved to a safe location away from the tidal areas and/or other infrastructure (where there is no risk of accidental spills discharging to any of these or other conveyance hydraulically connected to them). This includes heavy equipment, portable gas-driven pumps and generators, hydraulic equipment, etc.

4. Onsite Fuel Storage

It is likely that all heavy equipment refueling will be completed using trucked fuel and as such, no fuel will be stored onsite. In the unlikely event that onsite fuel storage is required for spill responses that extend into multiple days, fuel will be stored within a fully contained area with a robust impervious floor and integral rigid sidewalls as described above to eliminate the likelihood of release to ground or water in the event of a leak or spill.

5. Commitment of Equipment and Other Resources

In addition to the materials contained in spill kits that may be utilized, the District may be required to immediately and urgently mobilize other available municipal and outside personnel (including volunteer worker support), equipment and materials to address a spill of hazardous materials. This may include excavators, trucks, shovels, sandbags, vacuum equipment, etc. Any equipment required to remediate a spill that is not on site will be mobilized to the site as soon as possible.