



Manitoba Operations



STANDARD PROCEDURE INSTRUCTION

Title		SPI
Spill reporting		35-3
Department	Supersedes SPI Dated	Effective Date
Safety Health and Environment	February 2007	Nov 14, 2013

Spill Reporting

STANDARD PROCEDURE INSTRUCTION

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1. **SCOPE**

This SPI covers the definition of spills and the actions required to identify the need and the procedure for reporting spills, including allocation of responsibilities.

2. **PURPOSE:**

To define the procedure to be used in the Manitoba Division to ensure that legal requirements are met in reporting spills.

3. **CONTEXT:**

Definition of a Spill Incident

A spill can be defined as any release, leakage or spillage of material which could create a hazard to human life or health or could have a significant adverse impact on the environment.

A legal definition of a spill which must be reported to the Manitoba government is defined as an Environmental Accident in The Dangerous Goods Handling and Transportation Act. The pertinent definitions are as follows.

"Environmental accident" means a release, leakage or spillage of a contaminant into

the environment otherwise than in accordance with the provisions of this Act, its licences, orders and regulations or the Clean Environment Act, its orders and regulations, or an incident which may or is likely to result in such a release, leakage or spillage, which, having regard to the environment in which the release, leakage or spillage takes place, and to the nature of the contaminant, creates or may create a hazard to human life or health, to other living organisms, or to the physical environment.

"Environmental emergency" means an environmental accident which creates an immediate or imminent hazard which requires the taking of prompt emergency measures to protect persons, property and the environment.

"Contaminant" means any solid, liquid, gas, waste, radiation or any combination thereof that is foreign to or in excess of the natural constituents of the environment and

- a) that affects the natural, physical, chemical or biological quality of the environment; or
- b) that is or is likely to be injurious or damaging to the health or safety of a person.

The Environment Act in its definition of a pollutant is similar, but adds the following.

- c) interferes with or is likely to interfere with the comfort, well-being, livelihood or enjoyment of life by a person;

Manitoba Regulation 439/87, the Environmental Accident Reporting Regulation, issued under the Dangerous Goods Handling and Transportation Act defines classifications and quantities of materials that constitute an environmental accident which must be reported to the government. These are based on classifications under the TDG Act and Manitoba Regulations MR 97/88 and MR 103/94 and are shown in appendix 5.1.

It should be noted that a spill of material which is not regulated under the above Acts and Regulations may still be classified as an environmental accident, if the quantities involved and the location of the spill are such that there could be a significant impact on the environment.

When in doubt, an incident must be reported so that an assessment can be made as to its potential impact.

4.0 REPORTING RESPONSIBILITIES AND PROCEDURES

4.1 OPERATING DEPARTMENT

4.1.1 OPERATOR

The operator handling equipment or containers from which material has been spilled must take immediate action to safely contain and control the material. Check containers to see if the material is labelled as dangerous goods (TDG or WHMIS). Report all spills of dangerous goods of any size to your immediate supervisor as soon as possible. Where there is uncertainty, treat as if the material is dangerous goods.

4.1.2 SUPERVISION

On receipt of a report of a spill, immediately check the situation and ensure that the action undertaken is adequate or, if necessary, institute further corrective measures. If the spill might be classifiable as an environmental accident, report as follows (Refer to Appendix 5.1. for reportable quantities).

During day shift notify the Safety Health and Environment (SHE) department directly (see Appendix 5.2). During off shifts notify the On-Call personnel for the above department.

Prepare a report of the incident including: date/time of spill, product name, quantity of product spilled, location of spill, spill containment, did any of the spilled products enter any sewer.

4.1.3 DEPARTMENT HEAD

Ensure that corrective action has been undertaken and that all reporting requirements have been met.

The department head must ensure that all personnel are instructed in the correct procedures for handling and reporting spills.

4.2 ENVIRONMENT & HEALTH

4.2.1 IMMEDIATE ACTION

On receipt of a report of a spill, investigate the incident and advise if further corrective action is needed. Assess if a report to Manitoba Environment is required and notify Manitoba Environment (Northern Region or Winnipeg) by telephone (see Appendix 5.2), if necessary.

5.2.1 FOLLOW UP

Review the incident with the operating department and SHE personnel and advise on any further action required. Obtain a copy of the incident report. If Manitoba Environment has been notified, prepare a report and submit it to them with copies to Divisional and Departmental management and the SHE department. If the incident is significant, but does not require notifying Manitoba Environment, circulate the report internally only. Include recommendations for actions to prevent a recurrence where possible.

4.3 SHE DEPARTMENT

4.3.1 IMMEDIATE ACTION

Assess the incident in conjunction with SHE and advise on corrective action. Notify the Workplace Safety and Health Inspector and the Fire Brigade and / or RCMP if necessary.

4.3.1 FOLLOW UP

Assist in the follow up investigation and preparation of the report. Where the above outside agencies have been notified, ensure they receive copies of the final report.

Appendix 5.1 Reportable Quantities

TDG Class	Type of Material	Quantity
1.	Explosives	All
2.1	Compressed Gas (Flammable)	100 Litres *
2.2	Compressed Gas	100 Litres *
2.3	Compressed Gas (Toxic)	All
2.4	Compressed Gas (Corrosive)	All
3	Flammable Liquids	100 Litres
	Gasoline & Associated Products	100 Litres
4	Flammable Solids	1 Kilogram
5.1 Packing Gp.I/II	Oxidizers	1 Kg or 1 L.
5.1 Packing Gp.III	Oxidizers	50 Kg or 50 L.
5.2	Organic Peroxide	1 Kg or 1 L.
6.1 Packing Gp.I	Acute Toxic	1 Kg or 1 L.
6.1 Packing Gp II & III	Acute Toxic	5 Kg or 1 L.
7	Radioactive	**
8	Corrosive	5 Kg or 5 L.
9.1	Misc.(except PCBs)	50 Kg
9.1	PCB mixtures	500 Grams
9.2	Aquatic Toxic	1 Kg or 1 L.
9.3	Wastes (Chronic Toxic)	5 Kg or 5 L.
	Ozone Depleting Substances ***	10 kilograms

* Container Capacity (refers to container water capacity)

** Any discharge or radiation level exceeding 10 mSv/h at package surface & 200
 Sv/h at 1 m from package surface.

*** Refer to Ozone Depleting Substances Regulation MR 103/94 Schedule A for
 Class 1 and Class 2 Ozone Depleting Substances.

Appendix 5.2 Telephone numbers

Safety, Health & Environment	Kirk Regular	204-778-2729
	Dave McDonald	204-778-2724
	Ed Hartigan	204-778-2432
	Rachelle Trottier	204-778-2722
	Paul Bentley (WSR)	204-778-2563
	On Call	204-679-0551
Security	T-1 main gate	204-778-2365
Divisional HSE Chair	Doug Korman	204-677-1705
	After Hours	204-679-5121
Mines Inspector (Thompson)	Joe Dobbin	204-677-6533
Manitoba Environment (Northern Region)		
Thompson	Jeff Fountain	204-670-3857
The Pas		1-204-627-8248
Manitoba Environment (Winnipeg)		1-204-944-4888

Appendix 5.3 Applicable Legislation

1. Manitoba Environment Act
2. Transportation of Dangerous Goods Act (Canada)
3. Manitoba Dangerous Goods Handling and Transportation Act
4. MR 282/87 Classification Criteria for Products etc. Regulation
5. MR 439/87 Environmental Accident Reporting Regulation
6. MR 97/88 Storage and Handling of Gasoline and Associated Products Regulation
7. MR 103/94 Ozone Depleting Substances Regulation

Approved By	Title Vice President, Manitoba Operations
Date	