

### **ATTACHMENT 3**

#### **Contingency Plan Checklist**

## Contingency Planning and Spill Reporting in Nunavut: Contingency Plan Check List

- ❑ ***The date the contingency plan was prepared.***
- ❑ ***The name and address of the person in charge, management or control.*** This is an on-site person responsible for managing the facility. This person would be initially responsible for clean up activities.
- ❑ ***The name and address of the owner if different from the person in charge.*** This is the person ultimately responsible for the facility, usually the owner.
- ❑ ***The name, job title and 24 hour telephone number for the persons responsible for activating the contingency plan.*** This ensures the employee discovering the spill can activate a response and provides a 24 hour point of contact for the authority investigating the spill.
- ❑ ***A description of the facility including the location, size and storage capacity.*** This is important if persons are unfamiliar with the facility or area. The description could include a map and/or diagrams.
- ❑ ***A site map that is intended to illustrate the facilities relationship to other areas that may be affected by the spill.*** The map should be to scale and be large enough to include the location of your facility, nearby buildings or facilities, roads, culverts, drainage patterns, and any nearby bodies of water.
- ❑ ***A description of the type and amount of fuels and chemicals normally stored on site.***

### FUEL STORAGE

-This would include chemical names, volumes, and weights of the contaminants, and storage methods.

- To prevent spreading in the event of a spill, fuel stored in drums should be located, whenever practical, in a natural depression a minimum distance of 90 feet from all streams, preferably in an area of low permeability.

-All fuel storage containers should be situated in a manner that allows easy access and removal of containers in the event of leaks or spills. Large fuel caches in excess of 20 drums should be inspected daily.

### CHEMICAL STORAGE

-All chemicals should be stored in a safe and chemically-compatible manner a minimum of 90 feet from all bodies of water.

-Material safety data sheets (MSDS) should be provided for each chemical and be posted in a central location; accessible by all camp personnel. Camp personnel should be conversant in the handling of these chemicals as well as able to deal with any accidents or spills.

- ❑ ***The steps to be taken to report, contain, and clean up and dispose of a contaminant in the case of a spill.***
  - a) ***Reporting:*** Notification of all parties involved. This can include internal and external reporting procedures as well as a copy of the spill report.
  - b) ***Clean up:*** Removal of the contaminant from the environment, a detailed of actual containment and clean up techniques. (2 steps: contain and remediate; be aware of fire)
  - c) ***Disposal:*** Is the treatment of the contaminant such that it is no longer a threat to the environment. Plans may include location of disposal sites approved to accept wastes, means of storage prior to disposal and other approvals required. (Waste Manifest doc)
  
- ❑ ***The means by which the contingency plan is activated.*** This should outline internal company procedures to activate appropriate response equipment and personnel.
  
- ❑ ***A description of the training provided to employees to respond to a spill.*** A sound training program is necessary when dealing with an emergency situation
  
- ❑ ***An inventory and the location of response and clean up equipment available to implement the plan.*** This includes your equipment as well as any to be used by another person responding to the spill on your behalf.  
SPILL KIT (FUEL)  
 Shovel, pick-axe, drums, booms, absorbent pad/sheet, disposable protective gloves/coveralls, sorbent, containment, disposal bags etc.

**Also:** A list of local contractors or clean up specialists who may be called upon to assist in responding to spills. A list of emergency numbers such as fire, ambulance and police.