

Appendix 2



March 22nd, 2016

Meeting minutes in regards to spill incident on March 13th, 2016 and process review

Location: Arctic Fuel office in Baker Lake, Nu

Date: March 21st, 2016

Participant: Sylvain Barriault (AEM), Alexandre Arcand (AEM) and Kenny Hachey (Arctic Fuel)

Points of discussion:

1. Explain the reasons for our visits. Discuss with Arctic Fuel owner the last spill that occurred on 2016-03-13. Use the yearly Spill report from Robin Allard as a list of reported spills from 2011 to today and have a discussion with the causes of spills in which they are all tanker compartment overflow.
2. Show Arctic Fuel Owner all reports from our Environment group that has to be created and sent to Nunavut government every time we have a spill above 100 liters.
3. Show Arctic Fuel Owner the video of the Spill sequence starting when the Tanker arrived at the Baker lake tank farm all the way to the end of Spill.
4. Present the owner the Tanker fuel procedure with highlighted phase that have not been done after watching the video. AEM has mentioned Arctic Fuel that a procedure can be adjusted. (Wheel chuck, compartment visual inspection...)
5. Present to Arctic Fuel the March 13th, 2016 work card. Questioning on why Supervisor inspection check list were pre-printed and not manually filled up when inspecting the work area. Arctic Fuel will investigate why this is happening and will make sure inspection phases are done, AEM has offered Supervision formula training. Kenny will get back to Sylvain with the list of people that act as a supervisor at Arctic Fuel.
6. Discussion on how to provide AEM a credit of \$1,100.00 for this spill. Kenny will verify and get back to Sylvain.