

## Corporation and Exploration

# CL 008 – SPILL REPORTING AND RESPONSE CHECKLIST (BAFFIN)

*Refer to OP 031 Spills Procedure for details.*

### 1. Actions to Take

- ☐ Ensure the safety of all persons at all times.
- ☐ Find and identify the spill substance and its source, and, if possible, stop the process or shut off the source.
- ☐ Contain the spill or environmental hazard, as per its nature, and as per the advice of the appropriate regulator authorities and Environmental Management Representative, or other appropriate Environmental Staff.
- ☐ Inform the immediate supervisor or his/her designate at once, so that he/she may take appropriate action and provide assistance if required.
- ☐ Report as per section 2 below (legislative requirements are for reporting “forthwith”, or immediately after scene has been secured). **(When in doubt, report any spill to the appropriate legislative hot line).**  
See Table below for regional “Hot line” telephone numbers.
- ☐ Implement any necessary cleanup or remedial action as per the advice of the appropriate regulator authorities and Environmental Management Representative, or other appropriate Environmental Staff

Record other actions taken:

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### 2. What to Report – External Reporting to Regulatory Agencies

- Reporting of spills differs depending on jurisdictions. See Appendix 1 for a summary of reporting thresholds for Canadian Jurisdictions. This table should be consulted prior to reporting spills to jurisdictional authorities.
- Note that regulatory authorities must be notified **forthwith**, upon discovery of a reportable spill, as required by legislation.

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- If the Responsible Person is unsure about the “reportability” of a spill, the Environmental Management Representative is to be contacted for direction. If you are unable to reach the Environmental Management Representative please err on the side of caution and report the incident.

A sufficiently trained Responsible Person that determines that external reporting is required will provide required information to regulatory authorities. This information may include:

- ☐ Date and time of spill \_\_\_\_\_
- ☐ Location of spill \_\_\_\_\_
- ☐ Name and phone number of a contact person close to the location of spill  
\_\_\_\_\_
- ☐ Type of contaminant spilled and quantity spilled  
\_\_\_\_\_
- ☐ Cause of spill \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Whether spill is continuing or has stopped \_\_\_\_\_
- ☐ Description of existing/planned containment measures  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Actions taken to contain, recover, clean up and dispose of spilled  
contaminant  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Name and phone number of person reporting spill  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Name of owner or person in charge, management or control of  
contaminants at time of spill  
\_\_\_\_\_

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**3. What to Report – Internal Reporting to De Beers Canada Authorities**

- ☐ Report completed through Incident/Accident and Nonconformance reporting system (required as soon as possible, as per DBC System Level Procedure PROC 4.5.2 SYS)
- ☐ Report to Environmental Management Representative if MAJOR spill

**4. Where to report – Regulatory Reporting**

**TELEPHONE NUMBERS**

Spill Reporting (call collect)	1-867-920-8130
Mine Site and Exploration Site Accidents	1-867-873-0123
DIAND Inspector (Iqaluit)	1-867-979-6445
DFO (Iqaluit)	1-867-979-8039
Environment Canada (Iqaluit)	1-867-475-4644
Environment Canada 24 hour pager service	1-867-920-5232
R.C.M.P. (Iqaluit)	1-867-979-0123

**Appendix 1**

**Spill Reporting Thresholds**

Jurisdiction	Compressed Gas	Flammable Liquids	Corrosive Substances	Environmentally Hazardous Substances	Dangerous Wastes	Other Contaminants
Nunavut	***	100 L	5 L/ 5 kg	1 L/ 1 kg	5 L/5 kg	100 L/ 100 kg

All radioactive spills must be immediately reported, however small.

\*\*\* A spill is “any discharge into the natural environment that is abnormal in quality or quantity in light of all the circumstances of the discharge”. ALL spills that are discharged to the environment to be reported.

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