

De Beers Canada Inc. – Exploration Division
CL 008 – SPILL REPORTING AND RESPONSE CHECKLIST

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 the SHE Management Representative, or other appropriate SHE 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 the SHE Management Representative, or other appropriate SHE Staff

Record other actions taken:

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

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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

- ☐ information discussed including any direction given _____

- ☐ 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 DBCE System Level Procedure PROC 4.5.3 SYS)
- ☐ Report to SHE Management Representative if MAJOR spill

4. Where to report – Regulatory Reporting

GOVERNMENT SPILLS AGENCY TELEPHONE NUMBERS

Alberta	Alberta Public Safety Services	1-800-272-9600
	Environment Alberta	1-800-222-6514
Manitoba	Hazardous Materials & Environmental Emergencies (call collect)	1-204-944-4888
Saskatchewan	General Environmental Inquiries	1-800-567-4224
	Federal Environmental Inquiries	1-800-668-6767
	Spill Control Centre	1-800-667-7525
Quebec	Environmental Emergency Number	1-866-694-5454
	Energy, Mines Resources Number	1-800-561-1616
Ontario	Spills Action Centre	1-800-268-6060
Northwest Territories & Nunavut	Spill Reporting (call collect)	1-867-920-8130
	Mine Site and Exploration Site Accidents	1-867-873-0123

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Appendix 1

Table of Spill Reporting Thresholds by Canadian Jurisdiction

Jurisdiction	Compressed Gas	Flammable Liquids	Corrosive Substances	Environmentally Hazardous Substances	Dangerous Wastes	Other Contaminants
Alberta	100 L	200 L	<1 kg	<1 kg	>5 L	100 L/ 100 kg
Manitoba	100 L	100 L	5 L/ 5 kg	1 L/ 1 kg	5 L/5 kg	100 L/ 100 kg
NWT	100 L	100 L	5 L/ 5 kg	1 L/ 1 kg	5 L/5 kg	100 L/ 100 kg
Nunavut	100 L	100 L	5 L/ 5 kg	1 L/ 1 kg	5 L/5 kg	100 L/ 100 kg
Ontario	***	***	***	***	***	***
Quebec	***	***	***	***	***	***
Saskatchewan	100 L	50 L * 200 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.

* From containers/tanks off-site

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*** 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.

5. References

5.1 Spill Response and Clean Up Procedure (OP 031)

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