Spill Contingency Plan Hamlet of Pangnirtung, Pangnirtung, Nunavut

Type of Document
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Client:
Government of Nunavut
Community and Government Services

Project Number
FRE-00234334-A0

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Date Submitted
August 10, 2017

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1 Introduction

Exp Services Inc. (**exp**) was retained by the Department of Community and Government Services (CGS), Government of Nunavut (GN) to prepare a Spill Contingency Plan (SCP) as part of the operation and maintenance of the public infrastructures and facilities in the Hamlet of Pangnirtung (Hamlet). This SCP also demonstrates the Hamlet's stewardship in environmental management. Under the Spill Contingency Planning and Reporting Regulations, any person storing contaminants in an underground facility with a capacity equal to or greater than 4000 litres or kilograms, or any person storing contaminants in an aboveground storage facility with a capacity equal to or greater than 20,000 litres or kilograms, is required to file a contingency plan.

The purpose of the SCP is to address potential environmental spill incidents that may occur during the routine operation and maintenance activities that take place within public facilities and infrastructures, such as the municipal garage, solid waste landfill including bulky metal / hazardous waste material storage area, water treatment / truck fill station, and wastewater treatment plant in Pangnirtung. In addition, it is also to address potential environmental spill incidents that may occur in private properties, such as sewage holding tank in private homes or institutions. The SCP is designed to be protective of the local natural environment.

The SCP includes a review of appropriate government acts and regulations, the identification of foreseeable spill scenarios, spill contingency procedures and general health, safety and emergency contingency requirements necessary when conducting activities that may require contact with the spilled materials. The SCP does not replace any Health & Safety protocols, procedures, etc., already established by the Hamlet but rather is intended to be complimentary to existing protocols.

Situations may arise during the site operations that are beyond the scope of the safety procedures stated in this document. In such a situation, it may be necessary to stop on-site work until a revised procedure or SCP is prepared to reflect the changing conditions.

It is recommended that all persons involved with Hamlet operations read the SCP. If there are any questions regarding any aspect of this document, individuals are encouraged to contact **exp** for additional information or clarification.

2 Site Description

The Hamlet Pangnirtung is located on Baffin Island, in the Qikiqtaaluk Region of Nunavut. The approximate coordinates of the Hamlet are 66.14778°N, 65.69944°W. It has population of 1,510 according to 2012 Nunavut Bureau of Statistics data. Its areal coverage is approximately 7.54 km^2. The community utilizes trucked water and sewage services. The Hamlet has a Municipal Treatment Plant for wastewater treatment. The locations of various municipal facilities are shown in Figure 1 (below).

Figure 1: Location of Various Facilities, Pangnirtung, NU

The following paragraphs describe the facilities and/or activities which might result in a spill event or an emergency situation that might impair the environmental and/or human health.

Solid Waste Landfill

Solid waste from the Hamlet is currently disposed of in a landfill located approximately 800 m northeast of the Hamlet. The types of solid waste include general waste, scrap metals, white goods (appliances, etc.) from residential, commercial, institutional, and or construction sites and sludge bags from waste treatment plant. Once waste is properly segregated, burnable waste such as domestic waste (e.g., food waste, paper products, paper board/cardboard packaging) and non-treated wood are burned at least once per week, when winds are light and blowing away from the community.

A bulk metal / hazardous waste storage area is used for disposal of bulk metal / hazardous waste materials that cannot be burned. The list of bulk metal materials acceptable for disposal include large metals wastes (i.e., decommissioned fuel tanks, drums, towers, poles/posts, culverts, etc.), tires, appliances, properly abandoned vehicles, snowmobiles, and all-terrain vehicles. Hazardous waste includes waste such as paint, waste fuel, mercury thermometers and switches from household appliances, capacitors, batteries, antifreeze, propane tanks, small flammable or explosive containers, etc.

Water Treatment / Truck Fill Station

The water treatment plant / truck fill station is located along the north side of the existing access road. The community's sole source of water is the Duval River. During the warmer months, water is pumped from the Duval River into the water reservoir to provide sufficient supply to meet demand during the winter months when the Duval River is frozen. The water is filtered then disinfected using calcium hypochlorite at the water treatment plant / truck fill station prior to distribution throughout the Hamlet via water truck.

Municipal Wastewater Treatment Plant

The wastewater treatment plant receives wastewater from residences and community buildings via sewage trucks. The wastewater undergoes primary treatment, which consists of coarse and fine screening. The screened wastewater then undergoes secondary treatment via a packaged membrane bioreactor system with aeration and anoxic biological treatment tanks.

Tank Farm and Gas Bar

The Petroleum Products Division (PPD) of the Community and Government Services Branch (CGS) of the Government of Nunavut (GN) maintains a petroleum products tank farm in the Hamlet. The primary fuel products stored at the tank farm include diesel, gasoline, and Jet A-1. A vehicular gasoline and diesel filling station is also located at the tank farm. All residences and community buildings in the Hamlet have fuel oil (diesel) storage tanks, since all buildings are heated by fuel oil powered furnaces. Heating oil is distributed via fuel delivery trucks throughout the Hamlet.

Other Spill Scenarios

There are other spill scenarios that are presented in Section 5 (below).

3 Regulations

With respect to spills, the Environmental Protection Act (R-068-93) requires that all Spill Contingency Plans include:

- The name, address and job title of the owner or person in charge, management or control of the various facilities;
- The name, job title and 24-hour telephone number for the person(s) responsible for activating the Spill Contingency Plan;
- A description of each facility, including the location, size, and storage capacity;
- A description of the type and amount of contaminants normally stored at each facility;
- A site map of the location;
- The steps to be taken to report, contain, clean up and dispose of contaminants in the case of a spill;
- The means by which the Spill Contingency Plan is activated;
- A description of the training provided to employees to respond to a spill;
- An inventory of and the location of response and clean-up equipment available to implement the Spill Contingency Plan; and,
- The date the Spill Contingency Plan was prepared.

4 Contacts & Regulatory Authorities

The following table includes the contact information for the persons responsible for the facility. The persons listed below should be contacted in the event of a spill.

Table 4-1 : Contacts

Job Title	24-Hour Telephone #
Municipal Foreman	(867) 473-8986
Chief WWTP Plant Operator	(867) 473-8951
SAO	(867) 473-8953
Municipal Engineer of Baffin Region	(867) 899-7314

In each instance that a spill is identified, the Emergency Spill Hotline and the Indigenous and Northern Affairs Canada (INAC) Water Resources Inspector shall be contacted as soon as possible. A NT-NU Spill Report Form (see Appendix A) should also be completed and faxed to the Emergency Spill Hotline. The necessity to contact the other agencies will be contingent upon direction from the Emergency Spill Hotline.

Emergency Spill Hotline: Phone: (867) 920-8130, Fax (867) 873-6924

INAC Water Resources Inspector: Phone: (867) 975-4295

In addition to the local contacts described above, the following table summarizes the additional regulatory authorities that have a vested interest in the event of a spill.

Table 4-2: Additional Agencies

Agency Name	Regulation	24-Hour Telephone #
Nunavut Water Board	Nunavut Waters and Surface Right Tribunal Act	(867) 360-6338
Nunavut Impact Review Board	Nunavut Land Claims Agreement Act	(866) 233-3033
Transport Canada (Coast Guard)	Transportation of Dangerous Goods Act	(867) 979-5269
Department of Fisheries and Oceans	Fisheries Act	(867) 645-2871

5 Potential Contaminants and Spill Scenarios

Potential spill scenarios are dependent on the types and volumes of materials that are being used on the sites and the activities being carried out. For the purpose of this SCP, spill sizes are described as small (<10 litres), medium (>10 litres and <100 litres) or large (>100 litres).

The primary potential contaminants at the municipal wastewater treatment site include raw sewage and sewage sludge. Raw sewage and sewage sludge can also be present in residential houses, sewage trucks, and institutions. Other materials (potential contaminants) that are anticipated to be present on the sites where the public facilities and infrastructures are located include gasoline, diesel fuel, hydraulic oil, motor oil and other lubricants, antifreeze and coolants from sewage delivery trucks and any heavy equipment in use for maintenance purposes. The known chemicals used at the wastewater treatment plant include: soda ash, citric acid (powder), liquid polymer, sodium hypochlorite, and de-foaming agents.

The municipal solid waste landfill site may store typical household hazardous wastes including pesticides and herbicides, oil filters, paint, antifreeze, solvents (e.g., paint cleaners), propane tanks and cylinders, flammable liquids, aerosol cans (not empty), empty contaminant containers (e.g., 205 L fuel drums), fluorescent light tubes and compact fluorescent light bulbs, batteries (wet and dry cell), fire extinguishers, used and waste fuel and oil, corrosive cleaners. Other household hazardous waste that can not be stored at the waste facility include: ammunition, flares, and explosives, medications, bio-hazardous waste such as syringes, reactive chemicals such as ammonium nitrate, etc.

Spills may be the result of any of the following occurrences:

- Leaks or ruptures of various storage tanks (e.g., vehicular fuels, fuel oil, hydraulic oil, sewage holding tank, chemical storage containers);
- Spills during transfer of liquids (sewage, vehicular fuels, fuel oil);
- Valve or line failure in systems on vehicles or operating equipment;
- Heat expansion due to overfilling;
- Improper storage;
- Vehicular accidents; and/or,
- Vandalism.

For the water treatment plant / truck fill station, in addition to liquid spills, solid powdered calcium hypochlorite is used on site. A mixing tank, equipped with an electrical mixer, is used to make up a hypochlorite solution from the dry bagged chemical for water disinfection.

The Hamlet presently burns garbage during summer almost every day. Hamlet personnel (e.g., Foreman and crew) typically carry out and control burning of waste at the municipal solid waste disposal area. Controlling the open burn is extremely important to reduce the risk of uncontrolled fire and hazards to the public, employees and the surrounding environment. The potential contaminants associated with solid waste burning process include PCBs, metals in particulate matters, dioxins and furans, polycyclic aromatic hydrocarbons, etc.

6 Reportable Spill Quantities

In the event of a spill, the following table is to be used as a guide to determine if the spill should be reported to the proper authorities. Any spilled quantities that exceed the specified amounts must be reported to the Emergency Spills Hotline. Spills of any quantity that occur near or into fish-bearing waters or sensitive environment, or wildlife habitat must be reported. In addition, spills of any quantity that pose an imminent threat to human health, life, listed species at risk or critical habitat must also be reported. It is recommended that any spill of significant size be reported and the advice received should be followed.

Table 6-1: Reportable Quantities[1]

Item	TDGA[2] Class	Contaminant	Amount Spilled
1	1	Explosives	Any amount
2	2.1	Compressed Gas (flammable)	Any amount of gas from containers with capacity greater than 100 L
3	2.2	Compressed Gas (non-corrosive, non-flammable)	Any amount of gas from containers with capacity greater than 100 L
4	2.3	Compressed Gas (toxic)	Any amount
5	2.4	Compressed Gas (corrosive)	Any amount
6	3.1, 3.2, 3.3	Flammable Liquid	100 L
7	4.1	Flammable Solid	25 kg
8	4.2	Spontaneously Combustible Solids	25 kg
9	4.3	Water Reactant Solids	25 kg
10	5.1	Oxidizing Substances	50 L or 50 kg
11	5.2	Organic Peroxides	1 L or 1 kg
12	6.1	Poisonous Substances	5 L or 5 kg
13	6.2	Infectious Substances	Any amount
14	7	Radioactive	Any amount
15	8	Corrosive Substances	5 L or 5 kg
16	9.1(in part)	Misc. Products or Substances, excluding PCB mixtures	50 L or 50 kg
17	9.2	Environmentally Hazardous	1 L or 1 kg
18	9.3	Dangerous Wastes	5 L or 5 kg
19	9.1 (in part)	PCB mixtures of 5 or more parts per million (ppm)	0.5 L or 0.5 kg
20	None	Other Contaminants	100 L or 100 kg

Notes:

1) *Environmental Protection Act*, Consolidation of Spill Contingency Planning and Reporting Regulations

2) TDGA Class – Transportation of Dangerous Goods Class under the *Transportation of Dangerous Goods Act*.

7 Spill Contingency Procedures

The following section describes the appropriate spill contingency procedures that should be followed in the event of a spill to various media (bedrock, gravel, soil, water, ice or snow).

7.1 Spills on Land

For spills on land (soil, gravel, sand, rock, and vegetation), the following procedure should be followed;

1. Extinguish all sources of ignition (i.e., shut off engines, no smoking).
2. If possible, identify the spilled material.
3. Make sure the area is safe for entry and the spill does not represent a threat to the health or safety of the responder or others at the spill site.
4. Assess whether the spill can be readily stopped or brought under control and if safe and possible, stop the source of the spill (i.e., plug hole, close valve, install upright container) or place tarp under spill source and build up tarp edges to contain spill.
5. If the spill is sufficiently large that it cannot be controlled with the materials at hand, the spill should be reported immediately.
6. Stop spilled liquids from spreading or entering waterways using absorbent materials or a soil dyke down slope from the spill.
7. Contact facility supervisor and report the spill.
8. If possible with materials at hand, clean up remaining spilled material and store in a secure container for disposal. Do not flush area with water.
9. If possible, pump any contained liquid into drums.
10. Complete a Spill Reporting Sheet.
11. Contact: Emergency Spill Hotline: Phone: (867) 920-8130, Fax (867) 873-6924 for additional advice.
12. Contact: INAC Water Resources Inspector: Phone: (867) 975-4295 to report the spill.
13. Submit to the INAC Water Resources Inspector, a detailed report including the location of the spill (coordinates collected by GPS), no later than thirty (30) days after initially reporting the event.

7.2 Spills on Water

For spills on water, the following procedure should be followed:

1. Extinguish all sources of ignition (i.e., shut off engines, no smoking).
2. If possible, identify the spilled material.
3. Make sure the area is safe for entry and the spill does not represent a threat to the health or safety of the responder or others at the spill site.
4. Assess whether the spill can be readily stopped or brought under control and if safe and possible, stop the source of the spill (i.e., plug hole, close valve, upright container).
5. If the spill is sufficiently large that it cannot be controlled with the materials at hand, spill report the spill immediately.

6. Use sorbent booms to contain spill for recovery, place sorbent sheets on water within boomed perimeter. For narrow waterways, place one or more booms across the waterway, down stream of the spill location and anchor boom ends on each bank. Store saturated sorbent sheets and booms in drums for disposal.
7. Contact facility supervisor and report the spill.
8. If possible with materials at hand, clean up remaining spilled material and store in a secure container.
9. Complete a Spill Reporting Sheet.
10. Contact: Emergency Spill Hotline: Phone: (867) 920-8130, Fax (867) 873-6924 for additional advice.
11. Contact: INAC Water Resources Inspector: Phone: (867) 975-4295 to report the spill.
12. Submit to the INAC Water Resources Inspector, a detailed report including the location of the spill (coordinates collected by GPS), no later than thirty (30) days after initially reporting the event.

7.3 Spills on Snow and Ice

Spills on ice present the potential for immediate access of the contaminants to water, therefore, immediate response to the spill is essential. For spills on snow and ice, the following procedure should be followed:

1. Extinguish all sources of ignition (i.e., shut off engines, no smoking).
2. If possible, identify the spilled material.
3. Make sure the area is safe for entry (i.e., ice thickness) and the spill does not represent a threat to the health or safety of the responder or others at the spill site.
4. If the spill is sufficiently large that it cannot be controlled with the materials at hand, the spill should be reported immediately.
5. Assess whether the spill can be readily stopped or brought under control and if safe and possible, stop the source of the spill (i.e. plug hole, close valve, install upright container) or place tarp under spill source and build up tarp edges to contain spill.
6. Stop spilled liquids from spreading or entering waterways using absorbent materials or a snow/soil dyke.
7. Contact facility supervisor and report the spill.
8. If possible with materials at hand, clean up remaining spilled material and store in a secure container (i.e., drum, polyethylene bags). Store impacted snow in drums for disposal.
9. Contact: Emergency Spill Hotline: Phone: (867) 920-8130, Fax (867) 873-6924 for additional advice.
10. Contact: INAC Water Resources Inspector: Phone: (867) 975-4295 to report the spill.
11. Submit to the INAC Water Resources Inspector, a detailed report including the location of the spill (coordinates collected by GPS), no later than thirty (30) days after initially reporting the event.

7.4 Solid Waste Burning

Burning practices at the municipal solid waste disposal area should include:

1. Confirmation of weather forecasts prior to any burning. If heavy rain is or will be present, burning should not take place as heavy rains may result in incompletion combustion and the generation of harmful chemicals.
2. Confirmation of wind speed and direction prior to any burning. Strong wind can carry loose debris beyond the burning area. Wind direction should be monitored to ensure the generated smoke does not spread towards residences. Dust monitors (particular particulate matter 10 µm in size (PM10)) should be set up at school yards and other public facility open areas to ensure the PM10 concentration in air does not exceed the applicable guideline value.
3. Obtaining a Permit to Burn through the Pangnirtung Fire Department.
4. Burning in the designated burn area only and ensuring burning does not occur in landfill piles.
5. An attendant should be onsite to inspect the burn periodically.
6. Maintaining a minimum of 5 m buffer zone around the burning area and all ensuring attendants or personnel remain upwind of the burn area.
7. Allowing no public access to the facility during the burning period.
8. Confirmation of no live fire present at the end of each burning event or prior to the addition of more waste materials.

7.5 Additional Spill Delineation/Monitoring

As a result of a large spill in which not all of the spilled material can be readily recovered as described above, additional delineation in the form of a subsurface investigation (i.e., test pits, boreholes, and monitoring wells) may be required to determine the lateral and vertical extents of the impacts to the subsurface soil and/or groundwater. The additional delineation/monitoring information will be used to develop an appropriate remediation plan. In such cases, a qualified environmental consultant should be retained to provide advice with respect to how to proceed with the additional assessment.

8 Spill Kit and Training Requirements

The following section presents the recommended minimum requirements for the content and number of spill kits that should be present.

8.1 Spill Kit

Each spill kit should be inspected regularly to ensure that it contains, as a minimum, the following:

- 1 – 205 L, open top steel drum with a lid, bolting ring and gasket;
- 1 spark proof shovel;
- 1 package of 10 disposable 5 mil polyethylene bags (approx. 65 cm x 100 cm);
- 2 – 12.5 cm (approx. 5”) x 3 m (approx. 10’) sorbent (oil-absorbing) booms;
- 10 kg bag of sorbent particulate;
- 1 bale of 50 cm x 50 cm (approx.) sorbent sheet (100 Sheets/bale);
- 1 – 5 m x 5 m approx. plastic tarp;
- 2 pairs of oil resistant gloves; and,
- 2 pairs of splash protective goggles.

8.2 Additional Spill Contingency Supplies

In addition to the materials contained in the spill kits, an inventory of the following supplies should be available for use if required.

- 2 – 205 litre, open top steel drums with a lid, bolting ring and gasket;
- 1 spark proof shovel;
- 2 packages of 10 disposable 5 mil polyethylene bags (approx. 65 cm x 100 cm);
- 2 – 12.5 cm x 3 m sorbent (oil-absorbing) booms;
- 5 – 10 kg bags of sorbent particulate;
- 5 bales of 50 cm x 50 cm (approx.) sorbent sheet (100 Sheets/bale);
- 2 pairs of oil resistant gloves; and,
- 2 pairs of splash protective goggles.

8.3 Spill Kit Availability and Storage Locations

The spill kit, with the exception of the shovel, can be contained within the 205 L drum which should be sealed securely to protect the contents. The drum should also be accessible without the use of tools (i.e., bolt ring only finger tight). The bolt ring should be inspected regularly to ensure that it turns freely and lubricated if it does not.

The Hamlet should have several spill kits available at all times. Spill kits should be stored at the municipal garage. Whenever maintenance activities are undertaken at the Wastewater Treatment Plant or other

municipal facility where there is the potential for a spill to occur, at least one spill kit should be brought to the site before the maintenance work commences, to ensure quick availability in the event of a spill.

8.4 Training

To ensure the effectiveness of the SCP, the following actions should be followed:

1. The SCP should be reviewed, as a minimum, on an annual basis and updated as required by changes in operation and/or technology.
2. The SCP should be distributed to the personnel at the various sites.
3. The personnel should be informed of the locations of all potentially hazardous materials and their associated Material Safety Data Sheets (MSDS).
4. The personnel should be trained in the use of the MSDS and the techniques and materials used to contain and remediate spilled materials.
5. The personnel should be informed as to the importance of first response with respect to the protection of human health and safety, the environment, property, wildlife and the ecosystem by reducing the impact of spills.

9 General Safety Practices and Site Rules

The following is a list of site rules that should be followed to maintain safe working conditions during a spill response:

1. Eating, drinking, chewing gum and smoking are prohibited in contaminated or potentially contaminated areas, or where the possibility for the transfer of contamination exists.
2. Personnel who have worked on-site shall wash their hands and face thoroughly with soap and water and remove themselves from the spill area prior to eating, drinking or smoking.
3. All field crew workers should be aware of potentially dangerous situations that they should avoid (i.e., the presence of strong, irritating or nauseating odours). Field crew workers should also be familiar with the physical characteristics of the site including:
   - wind direction in relation to areas of known contamination;
   - accessibility to equipment and vehicles;
   - communications; and,
   - site access.

Table 9-1: Outside Emergency Contacts

Agency	Function	Phone Number
Health Centre	Medical Emergency	(867) 473-8977
Fire	Fire, Accident or Rescue	(867) 473-4422
RCMP (Emergencies)	Security, Vandalism	(867) 473-1111
Hamlet of Pangnirtung	Hamlet Office	(867) 473-8953

10 Closure

This Spill Contingency Plan has been prepared for the Department of Community and Government Services, Government of Nunavut, on behalf of the Hamlet of Pangnirtung, as part of the operation and maintenance of the Hamlet's public facilities. It does not replace, nor is intended to replace, the general provision of the applicable Federal and Territorial statutes regarding workplace safety or any protocols previously established by the Hamlet. Instead, it may be used to augment any existing plans.

Appendix A –
NT-NU Spill Report Form

NT-NU SPILL REPORT

OIL, GASOLINE, CHEMICALS AND OTHER HAZARDOUS MATERIALS

NT-NU 24-HOUR SPILL REPORT LINE
TEL: (867) 920-8130
FAX: (867) 873-6924
EMAIL: spills@gov.nt.ca

REPORT LINE USE ONLY

A	REPORT DATE: MONTH – DAY – YEAR	REPORT TIME	☐ ORIGINAL SPILL REPORT, OR ☐ UPDATE # _____ TO THE ORIGINAL SPILL REPORT	REPORT NUMBER ____-_____
B	OCCURRENCE DATE: MONTH – DAY – YEAR	OCCURRENCE TIME		

C	LAND USE PERMIT NUMBER (IF APPLICABLE)	WATER LICENCE NUMBER (IF APPLICABLE)
D	GEOGRAPHIC PLACE NAME OR DISTANCE AND DIRECTION FROM NAMED LOCATION	REGION ☐ NWT ☐ NUNAVUT ☐ ADJACENT JURISDICTION OR OCEAN
E	LATITUDE DEGREES MINUTES SECONDS	LONGITUDE DEGREES MINUTES SECONDS

F	RESPONSIBLE PARTY OR VESSEL NAME	RESPONSIBLE PARTY ADDRESS OR OFFICE LOCATION	
G	ANY CONTRACTOR INVOLVED	CONTRACTOR ADDRESS OR OFFICE LOCATION	
H	PRODUCT SPILLED	QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES	U.N. NUMBER
	SECOND PRODUCT SPILLED (IF APPLICABLE)	QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES	U.N. NUMBER
I	SPILL SOURCE	SPILL CAUSE	AREA OF CONTAMINATION IN SQUARE METRES
J	FACTORS AFFECTING SPILL OR RECOVERY	DESCRIBE ANY ASSISTANCE REQUIRED	HAZARDS TO PERSONS, PROPERTY OR ENVIRONMENT
K	ADDITIONAL INFORMATION, COMMENTS, ACTIONS PROPOSED OR TAKEN TO CONTAIN, RECOVER OR DISPOSE OF SPILLED PRODUCT AND CONTAMINATED MATERIALS		

L	REPORTED TO SPILL LINE BY	POSITION	EMPLOYER	LOCATION CALLING FROM	TELEPHONE
M	ANY ALTERNATE CONTACT	POSITION	EMPLOYER	ALTERNATE CONTACT LOCATION	ALTERNATE TELEPHONE

REPORT LINE USE ONLY

N	RECEIVED AT SPILL LINE BY	POSITION STATION OPERATOR	EMPLOYER	LOCATION CALLED YELLOWKNIFE, NT	REPORT LINE NUMBER (867) 920-8130

LEAD AGENCY ☐ EC ☐ CCG ☐ GNWT ☐ GN ☐ ILA ☐ INAC ☐ NEB ☐ TC | SIGNIFICANCE ☐ MINOR ☐ MAJOR ☐ UNKNOWN | FILE STATUS ☐ OPEN ☐ CLOSED

AGENCY	CONTACT NAME	CONTACT TIME	REMARKS
LEAD AGENCY			
FIRST SUPPORT AGENCY			
SECOND SUPPORT AGENCY			
THIRD SUPPORT AGENCY			