CFS ALERT

HAZARDOUS MATERIAL MANAGEMENT PLAN

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INTRODUCTION

1. This Hazardous Material Management Plan details the policies, guidelines and procedures of CFS Alert Hazardous Material (HazMat) Management Program and applies to all CFS Alert units, both integral and lodger and all contractors and sub-contractors. This plan is in compliance with both federal and provincial government policies, and it reflects the intent of Canadian Forces Policy documents and the Department's Sustainable Development Strategy (SDS 2000).

PURPOSE

2. The purpose of the Hazardous Material Management Plan is to define "cradle-to-grave" HazMat management and provide direction to all personnel at CFS Alert.

POLICY

As stated in the SDS 2000, the department will "Develop and implement hazardous material management plans at all Bases/Wings by 31 March 2004… Hazardous material management plans facilitate the proper procurement, storage, transportation, use and disposal of hazardous materials. Plans should give due consideration to pollution prevention to ensure responsible management of hazardous materials." Units are responsible to meet the applicable federal legislation, regulations and guidelines, and strive to meet or exceed any applicable provincial and municipal legislation, regulations and guidelines which are more stringent, with respect to the management of hazardous materials. International agreements such as those entered into with the International Civil Aviation Organization (ICAO), International Maritime Organization (IMO), and the North Atlantic Treaty Organization (NATO) Standards Agreements (STANAGs) will also be adhered to, subject to operational requirements, as approved by 1 Canadian Air Division.

APPLICABILITY

3. Annex A states the Department of National Defence Code of Environmental Stewardship. These principles shall be adhered to by all personnel at CFS Alert.

SCOPE

4. This plan is organized in a manner which reflects the complete life cycle of HazMat. The life cycle of HazMat includes: identification of the requirements, acquisition, replacement trails, distribution, use in the workplace, storage, waste collection, and finally disposal, including all the transportation and handling

activities that take place between the various phases. The order in which the following information is presented should not be construed as an order of priority.

5. Background. Over 70,000 chemicals are now available in the market place, either as raw materials or manufactured into products. Over 100 new chemicals are added to the list each year. We are challenged to safely manage these products through their entire life cycle. To meet this challenge, this HazMat management plan must be followed to maintain the health and safety of personnel, protect property and preserve the environment.

6. Civil Legal Liabilities. A person who causes damage to the environment and/or contravenes federal, provincial or municipal law endangers human health, is liable on conviction in court to a fine, imprisonment or both. It is the responsibility of all personnel to meet or exceed all legislated requirements and exercise due diligence in managing HazMat in a responsible manner.

8. Definitions. Several common terms are used throughout this instruction. A list of definitions is provided in Annex B.

HAZMAT MANAGEMENT ORGANIZATION

9. Every supervisor, whether DND or service provider, is responsible for the HazMat used by their employees.

TOTAL QUALITY HAZMAT MANAGEMENT

10. This portion of the Plan is segregated into the key elements of the life cycle management (LCM) of HazMat. The objective of the overall program is to achieve Total Quality HazMat Management (TQHM). The four "R" concept (reduce, reuse, recycle, rethink) of environmental management will be monitored throughout the plan. Each sub-heading will include a specific objective and desired result.

11. Identification of Requirement. Requirements planning is the first element in the TQHM process. Users must identify the desired products, quantity and desired delivery date. Users shall review their product inventory, increase the frequency of ordering and decrease the quantity per order.

12. HazMat Replacement Trials. Users are encouraged to conduct a continuous review of the products in use. The review process should identify products which may be eliminated or replaced with products less harmful to human health or to the environment. The goal of every user is to hold an inventory with a minimum number of total line items and to continuously seek out replacement products which have a reduced potential negative effect on human health and/or the environment.

13. Alternative products which are less harmful to human health and the environment and potentially meet job specifications shall be subjected to a trial by a user and, if found suitable, adopted for use.

14. HazMat replacement trials must be conducted in a controlled, orderly manner. The protocol to track the replacement of "environmentally friendly products" will include:

    a. identification of product intended to be replaced;

    b. identification of possible replacement products;

    c. research of other trials previously conducted by others;

    d. results of the trial and plans for future application of the new products; and,

    e. a report of the final results.

15. Distribution. The TQHM distribution phase addresses both the safe movement of the HazMat and the distribution of Material Safety Data Sheets (MSDS) to the users.

16. It is the user's responsibility to ensure that they receive a MSDS for each line item demanded before they accept it. If there is any doubt as to whether a user has a copy of a MSDS, another copy shall be issued. Updated and received copies of MSDS's shall be distributed with the next shipment delivered to the user or by mail, whichever is faster.

17. All material delivered to a user site must be adequately packaged to prevent an uncontrolled release in the event of a spill. Any vehicle which is used to transport HazMat must be equipped with:

    a. equipment to secure the shipment;

    b. a transportation of Dangerous Goods qualified vehicle operator trained in spill response procedures; and,

    c. mobile communication capability.

18. Serviceable Product Storage. The following rules apply to serviceable HazMat storage:
    a. Flammable HazMat (indoors) must be stored in an approved flammable storage cabinet or in a manner approved by the Station Fire Safety and Prevention Section;

b. Refillable compressed gas cylinders must be secured in an upright position;

c. HazMat must be labelled in accordance with the Workplace Hazardous Materials Information System (WHMIS) guidelines;

d. Incompatible classes of hazardous materials must be physically separated. Compatibility charts should be posted in HazMat storage areas.

e. All HazMat storage areas are subject to siting approval by the Station Fire Chief. (Annex C).

19. The secondary containment standard is 110% of the volume of the largest container plus 10% of aggregated capacity of all other containers within the storage area. The goal is to prevent the uncontrolled release of HazMat into the environment.

20. All containers less than 200 liters in volume must be protected from the weather to maintain container integrity.

21. Storage Site Registration. All HazMat storage sites at CFS Alert must be registered. The registration procedure requirements include: completing the form provided at Annex D; obtaining siting recommendations from 8 Wing Env O; siting approval from the Station Fire Chief and the 8 Wing Env O.

22. The HazMat registration program identifies the location of each storage site, storage standards in effect and the responsible person in charge of the HazMat storage area. A HazMat inventory form will be used to record stock numbers (if applicable), properties and quantities of HazMat stored. The inventory must be reviewed and updated regularly by the unit supervisor.

23. Application/Use. The Workplace Hazardous Material Information System (WHMIS) was developed to ensure that employees are aware of the hazardous products used in their workplace. Supervisors must ensure that employees are adequately trained in the use of products and the personal protective equipment (PPE).

24. All employees retain the right to know about the hazardous material used in their workplace and it is the supervisor's responsibility to ensure that they know. Every employee shall have direct access to the MSDS’s for the products in their immediate work area.

25. The appropriate PPE must be worn during the handling, application or clean up of HazMat. Directions supplied by the manufacturer for safe product use and spill response/clean up must be adhered to.

26. HazMat Waste Segregation and Identification. Hazardous wastes, as defined in Annex B, must not be allowed to enter a sanitary sewer, storm drain, or be disposed of in general refuse containers. DND or contractor generated HazMat waste must be identified, collected and disposed of through the HazMat Coordinator/Leader.

27. HazMat wastes must be accurately segregated and identified.

28. All HazMat waste will be labelled in accordance with the Transportation of Dangerous Goods Regulations. In addition to TDGR labelling requirements, a complete DSRO-100(7-90) Hazardous Waste Label, NSN 7690-21-907-5618, shall be applied to any containers used for waste collection at the time of the initial use of the container. A sample DSRO-100 label is provided at Annex F.

29. Wastes that are not regulated by TDGR but meet the definition of hazardous waste in Annex B, only require a completed DSRO-100 Hazardous Waste Label.

30. The goal of waste segregation and identification is to reduce or eliminate disposal costs. If properly segregated, several HazMat waste commodities are recyclable and may have resale or credit value. The cost to identify and dispose of mixed or unknown hazardous waste often exceeds the value of the original product.

31. Empty HazMat Containers Disposal.

    All empty Hazmat containers must meet the "empty container" definition at Annex B.

32. Waste Storage. A minimum quantity of HazMat waste shall be stored at the registered storage sites.

    a. Batteries – All old zinc HADCS batteries have been neutralized and incinerated. The ash from the incineration is currently sealed in 45-gallon drums, identified and placed in the HazMat Barrel Farm until the suitable landfill mentioned above is constructed.
    All other batteries – These are to be properly packaged, sorted and shipped south as they have expended their lifetime. These include the new lead acid gel HADCS batteries.

    b. Glycol – Used and expired Glycol will be burnt in the incinerator. All glycol contained entrapped in spent absorbent material is currently incinerated. Glycol includes all vehicle anti-freeze, SRl from HRS and aircraft de-icing fluid.

c. Waste Oil – Used oil is burnt in the used oil burner located in the SE corner of the Maintenance building (B17). Once empty, BFurnO notifies HazMat Co-ordinator/Leader of the drum waste number so that the HazMat Register can be updated and Trashman can pick up the waste drum for disposal.

d. PCB's – Any PCB's found on the station will be reported to 8Wing Environment once they are put into the PCB Storage Building and then again when they are shipped to 8 Wing Supply in Trenton.

e. Fuel – Waste fuel (waste DF8 and gasoline) is used by the contractor personnel to light the burn pit, any bone fires and the incinerator. These locations are permanent to limit any possible contamination from burns.

f. Aerosol Cans – Trashman disposes of these cans. They are punctured then incinerated, to remove residual and then disposed of in the Millionaire's dump. Only Trashman can perform this task as he maintains the proper environmentally friendly disposal unit and has the proper training. Aerosols that are unsafe to dispose of on site are shipped to 8 Wing Supply in Trenton for proper disposal.

g. Waste Glycol and Fuel Drum Disposal – Waste glycol and fuel drums should be opened using a manual drum deheader (barrel opener) and drained completely. They may then be crushed and disposed of at Millionaire's dump.

h. If the proper deheader tool is used, the drums will not require venting or incinerating after being opened and emptied. Absorbent pads should be placed in the bottom of the crusher during the process. The pads may then be incinerated.

i. Waste Oil Drum Disposal – Waste oil drums must be drained, incinerated and crushed before placing them into the Millionaires dump.

j. Paint – Waste paint must be sent south for disposal. Whenever possible, consolidate load by pouring paint into 45 gallon drums. The paint crusher is located at the Incinerator Bldg (B29).

k. Oil Rags, Absorbent Pads & Absorbal – These materials are incinerated with miscellaneous burns and/or dry garbage.

l. Miscellaneous Hazardous Materials – Proper disposal of all items will be under the advice and direction of the HazMat Co-ordinator/Leader. All materials that cannot be disposed of locally will be shipped to 8 Wing Supply for proper disposal.

33. Waste Disposal Documentation. All shipments of HazMat waste destined for the contractor's waste collection sites shall be accompanied by a MSDS and a Hazardous Waste Certification (Annex E) signed by the originator. This form must be completed accurately and in accordance with the TDGR.

34. Manifests for off-base shipments of HazMat waste must conform with TDGR, federal, provincial and municipal regulations. CFS Alert Traffic is responsible for shipping hazardous material.

35. Waste Transportation. The HazMat technician (TrashMan) will ensure that the waste collection process is completed in a safe, efficient manner and in compliance with all applicable regulations. The Hazmat technician is responsible for the waste collection process as well as vehicle operations which include securing the cargo and trailer for safe movement.

HAZMAT WASTE DISPOSAL

36. Waste Transfer Site Management. All HazMat stored at the user level, shall be stored in accordance with DND document A-LM-187-004/JS-001. The primary function of each storage site is to provide safe, temporary storage of HazMat waste. A balance between economical disposal and frequently inventory turn-over is the desire goal.

37. Hazmat waste shall be consolidated to achieve an economy of scale and conform to industry disposal standards and accepted practice. As hazardous material becomes available, contractor will dispose of it as it is identified. A list of barrels at CFS Alert is located in the end month Site Managers report which is located on the S:\Drive.

38. Waste Holding Sites:

    a. HAZMAT Barrel Compound: located approximately 500 m east of the Worm Farm C-Span (B-65). At no time are unauthorized personnel permitted at this location. For access, contact HazMat Coordinator/Leader. The only waste allowed at this site is battery ash, decommissioned fuel tanks awaiting destruction, and the newer drummed waste lead acid gel HADCS batteries which were brought to Alert from the IDA site (these must be in overpacks. Note: "Ida" is the name, designated by the Canadian Forces, for a microwave communication relay tower that forms the High Arctic Data Communication System (HADCS) between CFS Alert and CFS Eureka. There are five (5) towers that form the communications link between CFS Alert and CFS Eureka, called, in sequence from CFS Alert: Grant, Ida, Victor, Yankee, and Whiskey. The five (5) names do not have special meaning and are only place names.

b. Flammable Storage Containers: These two sea containers are located between the HAPS (B-125) and Incinerator Building (B-29). At no time are unauthorized personnel permitted to place waste into these buildings. For access, contact the HazMat Coordinator/Leader.

c. Incinerator Building (B-29): The loading dock located immediately north of this building contains barrels that are being prepared for incineration in the near future. They are processed and controlled by the HazMat Coordinator/Leader.

d. PCB Storage Unit: This sea container is located NE of the Worm Farm (B-65) and is controlled by the contractor. Access to this building is strictly prohibited for health and safety concerns. Only personnel familiar with PCB handling and storage will be permitted to enter under the direction of the HazMat Coordinator/Leader. This building is also registered with Environment Canada and plotted on their database with GPS grids and at no time is to be moved without the consent of the 8Wing Env O.

SPILL RESPONSE PLANNING

39. Planning for a Potential Spill. A chemical spill requires immediate and decisive action. Any user which stores, handles, or uses HazMat requires a spill plan. The spill planning process shall consist of both spill prevention and spill reaction planning.

40. The objective of spill prevention planning is to review current or new work practices. HazMat spills are preventable through detailed work design and education. High risk work practices must be identified and re-designed and have a well defined reaction plan in place to minimize the impact of an uncontrolled release.

41. Reporting Format.

a. All spills are to be reported immediately to the Site Manager, Smokey (Fire Chief), H20, HazMat Coordinator/Leader, SWO and CO through normal Chain of Command.

b. HazMat Coordinator/Leader is to fill out CFS Alert Spill Report for all spills regardless of quantity and forward to Site manager for review then furtherance to CO.

c. Site Manager so ensure CFS Alert Spill Report is completed accurately and forwarded by e-mail within 24 hours to AndrewTam@CFBTrenton WEnv@Trenton

d. Site Manager ensures Spill Report is signed by the CO

e. Spills must be reported to ensure that the appropriate site clean-up is initiated. Spill reports provide an opportunity to learn from the incident and plan to prevent further occurrences.

AUDIT/SELF INSPECTION PROGRAM

42. To ensure that this plan is successfully implemented, elements of this plan must be incorporated into "established inspection checklists". People living or working at CFS Alert must comply with this plan to maintain the health and safety of personnel, protection of property, and the preservation of the environment.

CONCLUSION

43 It is important that personnel responsible for the management of the program monitor progress systematically and conduct spot checks. It is especially important for managers to ensure that existing and new personnel involved in the handling of hazardous materials are fully trained and explicitly briefed on the systems in place at CFS Alert. The program stresses feedback from personnel handling hazardous materials. Increased emphasis must be placed on holding regular work site meetings, and a forum for feedback must be provided concerning the safe handling and disposal of hazardous materials. As hazardous material becomes available, Contractor will dispose of them as they are identified.

ANNEX A

CODE OF ENVIRONMENTAL STEWARDSHIP

The Canadian Forces, and the Department of National Defence, commit to:

Integrate environmental concerns with operational, financial, safety, health, economic development and other relevant concerns in decision making;

Meet or exceed the letter and spirit of all applicable federal environmental laws and where appropriate, to be compatible with provincial and international standards;

Improve the level of awareness within the Canadian Forces and the Department of National Defence for the environmental and health benefits and risks of operational decisions, and to encourage and recognize the actions of personnel;

Apply environmentally responsible management practices to hazardous material used in operations, including biological products with specified regard for acquisition, handling, storage, safety in use, transportation and disposal of such material;

Ensure that environmental considerations are integrated into procurement policies and practices;

Seek cost effective methods of reducing the consumption of raw material, toxic substances, energy, water and other resources, and reducing the generation of waste and noise associated with day-to-day operations; and,

Acquire, manage and dispose of lands in a manner that is environmentally sound, including the protection of ecologically significant areas.

ANNEX B

DEFINITIONS

Act
The Transportation of Dangerous Goods Act (TDGA 1992).

Bulk or In Bulk

Dangerous goods confined only by a large container (more than 454 liters) or a transport unit without intermediate containment or packaging.

Carrier

Any person who engages in transporting dangerous goods, whether or not for pay or reward.

Compatibility Chart

Identifies the classes of hazardous materials that can be transported and stored together without significantly increasing either the probability of an accident or, for a given quantity, the magnitude of the effects of such an accident.

Consignment

Dangerous goods transported in a transport unit from one consignor at one location to one consignee at another location.

Consignee

The person to whom a consignment is being, or is intended to be, transported to usually requiring consignee's signature.

Consignor

The person who offers the shipment for transport (normally the shipper).

Container
Any portable device less than 454 liters in volume in which Hazmat is stored.

Dangerous Good

Materials regulated by TDGA 1992 which may be any of the chemicals identified by name in Schedule II of the TDG regulations or may have chemical properties such that they fall within one of the nine TDG classes.

Documents

The form meeting the requirements of Part IV of the Regulations, describing the dangerous goods contained in a consignment.

Empty Container

A container that contains less than 2.5 centimeters of residue remaining at the bottom of the container or less than 1% of the original contents, whichever is the lesser amount.

HazMat

The abbreviation for hazardous materials, which includes dangerous substances, dangerous goods, hazardous commodities and hazardous products such as poisons, pesticides, corrosive agents, flammable substances, ammunition, explosives, radioactive substances, or any other material that can, if not handled properly, endanger human health/well-being, property or the environment.

HazMat Classifications

There are two sets of classifications within the general definition of HazMat, one under the TDGA 1992, which in turn led to the development of the Workplace Hazardous Materials Information System, 1998, (WHMIS). Although similar in many ways, the differences in definition, application and labelling between these two systems and associated classifications must be understood:

1. TDGA 1992 has nine classes numbered 1 to 9 inclusive, with numbered divisions, eg. Class 3, Division 2 would be listed as 3.2. In shipping and storage (eg. 2nd and 3rd line handling) the TDG class and labelling system is used; and

2. Hazardous Product Act (and WHMIS) has six classes alphabetically identified from A to F inclusive, with numbered divisions, e.g. Class D, Division 1 would be listed as D1. Distribution to users and workplace activities (e.g. first line handling) will use the WHMIS class and labelling system.

Hazardous Wastes

Includes those wastes which are potentially hazardous to human health, property and/or the environment due to their nature and quantity, and which require "special" disposal techniques. They are usually hazardous materials which have no further use or they may be derived from a hazardous material which has become contaminated. The term "special waste" may be used in some provincial and territorial jurisdictions in place of hazardous or HazMat waste and may dictate "special" handling or disposal procedures.

Labels

Small diamond-shaped safety marks placed on packages and small containers to identify the nature of the hazard associated with the product or material.

Lists

List I and List II in Schedule II of the Regulations, listing the proper shipping names and classifications of dangerous goods.

NA

"North American" prefix used in conjunction with a four digit number to identify dangerous goods. NA numbers are in the 9000 series.

Net Explosive Quantity (NEQ)

The actual amount of explosives contained in an explosive device, less the packing.

Material Safety Data Sheet (MSDS):

The MSDS is a supplier-produced document providing detailed technical, hazard and precautionary information with respect to a hazardous (controlled) product and which describes potential health effects of exposure to the product, recommended personal protection for workers, hazard evaluations related to use, storage and handling techniques, first aid and emergency procedures.

Packing Group

Indicates the degree of danger of a product or substance. Group I, greater danger; Group II, moderate danger; Group III, minor danger and Group X, the packing procedures which should be carried out in the interest of the physical or chemical properties of dangerous goods.

Packaging

The appropriate dunnage or container to ensure that dangerous goods can be safely transported.

Placard

Large diamond-shaped safety markers used on a vehicle or large container to identify the hazard associated with dangerous goods.

Plan

Refers to the HazMat Management Plan which is a wing user guide on Hazmat, developed in accordance with ACO 36-55.

Primary Function

The premier classification of a dangerous good that takes precedence over any other classification.

Product Identification Number

A four-digit United Nations or North American number used to identify dangerous goods.

Residue

The film or sludge remaining in a storage or transportation container when hazardous or other material has been removed to the maximum extent possible.

Shelf Life Controlled Product

A product with specific storage standards or limitations (ie light, temperature, time) that demand special storage and has a limited lifetime within which the product maintains its optimum effectiveness for which it was designed.

Shipping Name

The name for a regulated dangerous good as it appears in Lists I and List II of Schedule II of the TDGA 1992 Regulations. It is usually selected by the manufacturer, using the classification process.

Special Provisions

Special provisions listed in Schedule III of the TDGA 1992 Regulations that must be followed when transporting the specific item.

Subsidiary Classification

Other classifications that identify the secondary or tertiary of dangerous goods.

Transportation of Dangerous Goods Act

TDGA 1992 provides extensive guidelines for labelling, packing, shipping, preparation of shipping documents and manifests, emergency response planning, training and certification to anyone who handles, ships or offers for shipment dangerous goods by road, rail, air or marine modes of transport.

UN Number

The "United Nations" product identification prefix used in conjunction with a four-digit number to identify dangerous goods.

Un-rinsed Empty Container

An empty container that has not been rinsed three times using, for each rinse, a clean solvent that is in an amount equal to 10% of the container volume and that is capable of removing the contained HazMat.

Weatherproof Container

A container affixed to the outside of a transport unit, intended to hold dangerous goods documentation if the unit contains dangerous goods and is parked in an unattended area with the tractor removed.

Waste

Any product included in the List II of Schedule II of the TDGA 1992 regulations that is intended to be discarded.

Workplace Hazardous Materials Information System (WHMIS)

Essentially the "worker's right to know" legislation WHMIS is a system of identification of controlled (hazardous) products and delivery of hazard information to every workplace where controlled products are in use. WHMIS specifically requires that suppliers classify their products according to standardized hazard classes and that they provide a Material

Safety Data Sheet (MSDS) for every controlled product sold or imported into a Canadian workplace. In turn, employers are responsible for ensuring that HazMat used at their workplace(s) is properly identified, labelled and accompanied by a MSDS. Employers are also responsible for workers fully understand WHMIS labels and MSDS's and can apply this information to their work practices. Workers must comply with training requirements.

ANNEX C (APPENDIX 1)

INSPECTION AND THE SAFE STORAGE AND HANDLING OF HAZARDOUS MATERIALS

Ref: A-LM-187-004/JS-001

YES	NO	ITEM	COMMENT
		Material Safety Data Sheets (MSDSs) in place and valid?	
		Employees are hazardous trained in handling substances?	
		Emergency procedures known and practiced?	
		Adequate Personal Protective Equipment available and used?	
		Employees familiar with equipment used?	
		Accidents and spills reported promptly?	
		Emergency showers and eye wash facilities available?	
		Section's Standard Operating Procedures (SOPs) in place?	
		Emergency Response Kits with absorbent material, mops, etc., available within the section?	
HOUSEKEEPING			
		Floors and stairways are free from spills (water, oil, chemicals, etc.)?	
		Treads on stairs or floor mats are still effective?	
		Tripping hazards reported or corrected?	

YES	No	ITEM	COMMENT
		Cleanliness and order maintained in the storage areas at all times?	
		Proper disposal of unlabeled, contaminated or used hazardous materials?	
		Hazardous materials and containers inspected on regular basis for defects and leakage?	
		Inspection logs being maintained?	
		Packaging material and empty containers immediately removed from storage area?	
		Waste receptacles properly marked and easily located?	
STORAGE AREAS			
		Storage areas well lit with two clearly marked exits?	
		Hazardous storage areas well ventilated?	
		Hazardous materials that require cool/dehumidified conditions are stored under such conditions?	
		Open flame, smoking or any type of localized heat prohibited in the hazardous area?	
		Mixing or transfer of hazardous materials done outside the storage areas and in authorized "recouping" areas?	
		Authorized specification containers being used?	
		Containers inspected for rust, corrosion and leakage?	
		Damaged containers removed immediately or repackaged properly?	
		Safe tracking heights being observed?	
LABELING OF CONTAINERS			
		Approved hazard labels and identification system used for labelling all hazardous materials?	

YES	NO	ITEM	COMMENT
		All containers clearly and properly labelled as to their contents?	
		Labels firmly attached to the packages?	
GAS CYLINDERS			
		All gas cylinders secured against falling?	
		Gas cylinders stored away from direct localized heat, open flames and sparks?	
		Gas cylinders stored in a cool, dry place away from corrosive materials or highly flammable substances?	
		Empty cylinders marked "empty" and stored separately from full cylinders?	
		Valves of empty cylinders closed?	
		Valves caps securely in place to protect the valve stem and the valve when storing or moving cylinders?	
		Hand truck available or accessible for transporting gas cylinders?	
FIRST AID AND SAFETY EQUIPMENT			
		Adequate eye wash stations available, stocked and inspected?	
		Adequate safety showers available and functional?	
		Adequate spill control equipment available and serviceable?	
		Fire extinguishers at the fire points with properly dated inspection tags?	
		Smoke/fire sensors, automatic alarms and vapour alarms available, working, and properly inspected?	
		Adequate ventilation equipment available and functional?	
		First Aid kits available, stocked and inspected?	

YES	NO	ITEM	COMMENT
		Emergency response numbers posted, telephone location(s) known and telephone(s) working?	
		Hand washing facilities readily available?	
HAZARDOUS MATERIALS STORAGE			
		Hazardous materials stored to prevent exposure to direct sunlight or localized heat?	
		Hazardous materials stored by hazard class?	
		Incompatible materials physically separated from each in accordance with the applicable regulations?	
		MSDS's information on incompatibility of materials available for consultation for safe storage arrangement?	
		Compatibility charts posted?	
ACIDS			
		Large bottles of acid stored on a low shelf or in approved cabinets?	
		Oxidizing acids segregated from organic acids, flammable and combustible materials?	
		Acids kept separate from base and alkaline metals such as sodium or potassium?	
		Spill control plans and equipment available for acid spills?	
BASES			
		Bases stored away from acids?	
		Solutions of inorganic hydroxides stored in polyethylene containers?	
		Spill control plans and equipment available for caustic spills?	

YES	NO	ITEM	COMMENT
OXIDIZERS			
		Oxidizers stored away from flammable and combustible materials and reducing agents such as zinc, alkaline metals and formic acid.	
WATER REACTIVE MATERIALS			
		Dry chemical fire extinguisher system used?	
		Materials kept in a cool, dry place?	
FLAMMABLES			
		All flammable liquids kept in approved storage areas in approved containers?	
		Flammables kept away from any source of ignition, flames, heat or spark?	
		All electrical service equipment explosion-proof?	
		Fire fighting equipment readily available?	
		A static bonding line used to connect the drum and receptacle (decanting) when dispensing flammable liquids into a metal container?	
		All storage containers greater than 5 gallons properly grounded to an approved grounding point?	
		Toxic material, carcinogens and teratogens kept in a secure area accessible only to authorized personnel?	
		Emergency response actions posted?	
SPECIAL IN HOUSE PROBLEMS			
		Identify protective requirements and add to this list?	
MATERIAL HANDLING EQUIPMENT (MHE)			

		Material handling equipment grounded?	
		Material handling equipment checked daily for defective operation?	

YES	NO	ITEM	COMMENT
		The right type of material handling equipment being used around hazardous materials?	
		Moving (electrical) parts guarded?	
		Wiring, switches and fuses free of defects?	
STORAGE AREA			
		Hazardous storage areas properly and prominently marked or identified?	
		Hazardous areas secured at all times when not in use, with access only to authorized personnel	
		Emergency response drills known and practiced by all?	

ANNEX C
HAZMAT STORAGE SITE REGISTRATION PROGRAM

1. Each HazMat storage site must be registered with the Environmental Officer (EnvO). The following information on this form must be completed and all guidelines for safe storage of HazMat must be met.

2. After meeting the pre-approval requirements, the supervisor must request an inspection by the Fire Safety and Prevention Section.

3. A copy of the completed form, together with the Fire Inspector's approval, will be forwarded to the CONTRACTOR Hazardous Materials Coordinator. A site visit will be arranged to inspect the storage facility. If all storage conditions are met, the form will be forwarded to the EnvO to receive an approval signature on the registration certificate. A sample registration certificate is provided below.

Section Contact
Squadron/Section/Unit:_____

Primary Contact Name:_____ Telephone:_____

Alternate Contact Name:_____ Telephone:_____

Location of Serviceable/Waste HazMat Storage Areas
Serviceable HazMat Storage: The location of each serviceable HazMat storage unit(s) must be shown on an appropriate floor plan of a scale showing required detail.

Waste HazMat Storage: All waste HazMat site(s) must also be identified on a similar drawing.

Inspection Certification and Recommendation (signatures)

Section Contact:_____ Date: _____

CONTRACTOR Fire Inspector:_____
Date:_____

CONTRACTOR HazMat Coordinator: _____
Date:_____

Registration Approval

WEnvO:_____ Date:_____

ANNEX D

RETURN OF HAZARDOUS MATERIAL/WASTE FOR DISPOSAL

The following outlines details and procedures for preparation and return of hazardous material/waste for disposal.

Prior to collection for disposal of hazardous material/waste the generator will ensure:

- that each container is clearly labelled or marked to identify contents and if requested, a current Material Data Safety Sheet (MSDS) be made available. If wastes are unknown, the generator will make every attempt possible to identify waste such as questioning others in the workplace, checking the outside of container for any descriptive markings, manufacture name, stock no., etc.

- that containers used are in good condition with proper lids, caps, bungs, etc., and do not leak.

- that containers/drums, when filled, allow a space equal to 5% of the container volume to allow for expansion.

- ensure that containers are in a secure location away from high traffic areas to prevent damage to containers causing accidental spills.

PROCEDURES FOR RETURN AND DISPOSAL OF HAZARDOUS MATERIAL/WASTE

Once wastes are ready for return, as outlined above, the generator will contact the CONTRACTOR Hazardous Material Coordinator with the following information:

- section or unit and building number
- contact person and telephone number
- waste description
- volume of container
- number of containers

They will then coordinate a pick up or drop off time and if necessary, a special purpose vehicle (SPV), e.g. forklift. The contact person must be available at pick up to certify waste and answer any questions which might arise prior to removal of the HazMat.

ANNEX D
MINIMUM INFORMATION REQUIRED RECORD KEEPING
WASTE TRANSFERS

IT IS HEREBY CERTIFIED THAT CONTAINER SERIAL NO._____ CONTAINS:

DESCRIPTION:_____

STATE:_____

CLASS:_____

PIN (UN or NA): _____

NO. OF CONTAINERS: _____

CONTAINER VOLUME: _____

TOTAL VOLUME: _____

NAME: _____

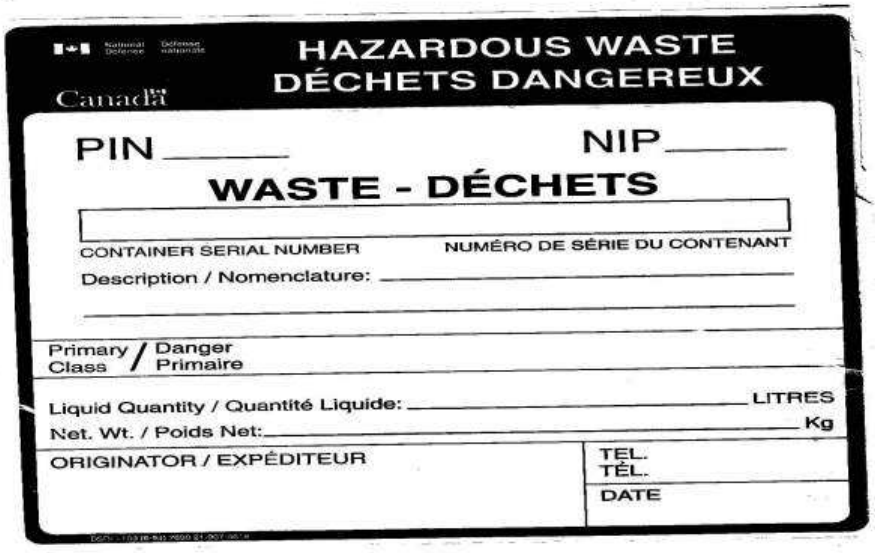
POSITION:_____

UNIT:_____

DATE:_____

SIGNATURE:_____

ANNEX E


National Defence
Défense nationale
Canada
HAZARDOUS WASTE
DÉCHETS DANGEREUX
PIN
NIP
WASTE - DÉCHETS
CONTAINER SERIAL NUMBER
NUMÉRO DE SÉRIE DU CONTENANT
Description / Nomenclature:
Primary Class / Danger Primaire
Liquid Quantity / Quantité Liquide:
LITRES
Net. Wt. / Poids Net:
Kg
ORIGINATOR / EXPÉDITEUR
TEL.
TÉL.
DATE

ANNEX F

CFS ALERT
WEEKLY SAFETY & HAZMAT CHECKLIST

Section :

Date :

ITEM	REMARKS / ACTION TAKEN
GENERAL WORK PLACE CONDITIONS	
FLOORS(SURFACES)	
WORK AREA(CLEANLINESS)	
AISLES/PASSAGEWAYS	
PLATFORMS/SCAFFOLDING	
LADDERS	
STAIRS	
EXITS/EGRESS	
ROADWAYS	
ENVIRONMENTAL	
VENTILATION	
LIGHTING	
NOISE CONTROL	
ERGONOMICS	
FUMES/DUST	
TEMPERATURE	
RESTROOM FACILITIES	
EQUIPMENT	
HAND/PORTABLE TOOLS	
MACHINE TOOLS/GUARDING	
MOBILE EQUIPMENT	
LIFTING GEAR/EQUIPMENT	
MATERIAL HANDLING EQUIPMENT	
PRESSURE VESSELS	
HYDRAULIC POWER SYSTEMS	
PNEUMATIC POWER SYSTEMS	
ELECTRICAL POWER SYSTEMS	
MECHANICAL POWER TOOLS	
HAZARD CONTROLS	
LOCK OUT SYSTEMS	
SIGNS/TAGS	
COLOUR CODING	
MATERIAL LABELING	
MSDS/HMGS	
WARNING SYSTEMS	

ITEM	REMARKS / ACTION TAKEN
EMERGENCY SYSTEMS	
EMERGENCY INSTRUCTIONS	
FIRE PROTECTION	
EYE BATHS/SHOWERS	
FIRST AID STATIONS/KITS	
EMERGENCY RESCUE EQUIPMENT	
PERSONAL PROTECTIVE EQUIPMENT	
EYE PROTECTION	
EAR PROTECTION	
RESPIRATORY PROTECTION	
HEAD PROTECTION	
HAND PROTECTION	
FOOT PROTECTION	
BODY PROTECTION	
FALL PROTECTION	
OFFICE	
FILING CABINETS	
ELECTRICAL CORDS/OUTLETS/LAMPS	
WALL/CEILING FIXTURES	
DESK/FILE DRAWERS	
TRAINING	
INDOCTRINATION	
WHMIS	
PERSONAL PROTECTIVE EQUIPMENT	
FIVE MINUTE SAFETY TALKS	
FIVE MINUTE VIDEOS	
EMERGENCY PROCEDURES FOR AREA	
MATERIALS	
STACKING/STORAGE	
CHEMICALS/FUELS	
COMPRESSED GASES	
WASTE DISPOSAL	

INSPECTOR'S SIGNATURE:

SECTION HEAD'S SIGNATURE _____