

**“(a) the name, address and job title of the owner or person in charge, management or control;”**

This is the person or company ultimately responsible for the facility, usually the owner.

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**“(b) the name, job title and 24-hour telephone number for the persons responsible for activating the spill contingency plan;”**

This is the on-site person responsible for managing the facility. When a spill occurs or is likely to occur, Section 5.1 of the EPA describes who is responsible for doing what. Included is the person in charge, management or control of the contaminant. It is likely that this person will be initially responsible for clean-up activities. This section could also define the scope of the authority and responsibility designated to this person. Should this person have limited authority, the procedure to activate the higher levels of response should be indicated.

Environmental Mangement (Natural Resources Canada): (613) 995-5719

**“(c) a description of the facility including the location, size and storage capacity;”**

All responders must be familiar with the facility and its contents. This is particularly important if people unfamiliar with the facility are to assist in the planning or undertaking of the clean-up. The description should include a map and/or diagrams.

Fuel is stored in jerry cans and drums at mobile camps.

**“(d) a description of the type and amount of contaminants normally stored at the location described in paragraph (c);”**

This section would include the chemical name(s) and the volumes or weights of the contaminants. Volumes or weights would be the maximum amount of contaminant that may be on-site at anytime. This information is vital, ensuring safety of on-scene response personnel.

Gasoline will be stored on all ice caps (Devon, Melville, Meighen, and Agassiz) in 5 gallon jerry cans.

The Devon summit camp also has stored approximately 2 barrels of heating oil (diesel fuel), 3 barrels of gasoline, and 4 barrels of Jet-B aviation fuel.

**“(e) a site map of the location described in paragraph (c);”**

This map is intended to illustrate the facilities relationship to other areas that may be affected by a spill. The map should be to scale and be large enough to include the location of your facility, nearby buildings or facilities, roads, culverts, catch basins, drainage patterns and any nearby bodies of water which could be impacted by a spill or topographic features which would affect access and response.

See maps and satellite images attached

**“(f) the steps to be taken to report, contain, clean-up and dispose of contaminants in the case of a spill;”**

Reporting is the notification of all parties involved. This can include internal as well as external reporting procedures. A copy of the spill report form can be included and is available from the Environmental Protection Service. As well, a description of a public reporting procedure used to alert anyone who may be affected by the spill is required. **Clean-up** is the removal of the contaminant from the environment. You should consider the possible scenarios or spill incidents that could occur at your facility including a worst case scenario, and describe how you would address those situations. A detailed description of actual containment and clean-up techniques or methods may or may not be included. Remember this is not a training manual. Your methods should already be familiar to your employees.

**Disposal** is treatment of the contaminant such that it is no longer a threat to the environment. **contingency** plans must contain appropriate disposal procedures for the materials stored at the facility. Plans may include locations of disposal sites approved to accept wastes, means of storage prior to disposal and other approvals required. As the disposal techniques can be complex, the disposal of any contaminants including contaminated soil or water must be authorized by the

regulatory agency investigating the incident. However, the regulator is there to ensure clean-up and disposal occurs, not to tell you what to do. Your disposal techniques should already be identified in your plan.

If a spill occurs, the contaminated material (snow) will be transferred to garbage containers and flown back to Resolute Bay for proper disposal.

If the spill poses a threat to the safety of personnel and/or structures, the Polar Continental Shelf Program will be contacted immediately and briefed of the situation.

**(g) the means by which the spill contingency plan is activated;”**

This section should outline internal company procedures to activate appropriate response equipment and personnel.

All people in the vicinity will be notified and involved in containment and cleanup of the spill.

**“(h) a description of the training provided to employees to respond to a spill;”**

A sound training program is necessary when dealing with an emergency situation. The description can include a syllabus or brief outline of any training, whether it is on-the-job or formal courses. Fundamentals should include knowledge and use of any response equipment that may be used as well as knowledge of the hazards from the products that may be encountered. The training should provide for rapid and competent response consistent with company policies and procedures.

Employees are aware of the potential dangers associated with all types of fuel used in the mobile camps.

**“(i) an inventory of and the location of response and clean-up equipment available to implement the spill contingency plan;”**

This includes your equipment as well as any to be used by another person responding to the spill on your behalf. It is imperative, for your protection, that written agreements are made with others who will respond to your spills. This is a commitment made by them to act on your behalf. Another company with a response capability will not necessarily respond on anyone’s behalf at anytime of the day or night.

Cleanup equipment consists of plastic garbage bags and shovels. Both items are a common part of our field camp equipment and supplies.

“(j) the date the contingency plan was prepared.”

January 14, 2009