SCHEDULE 1 CONDITIONS APPLYING TO MODIFICATIONS AND CONSTRUCTION

List of drawing deficiencies identified by BGC for revision and submission.
Please refer to Technical Memorandum "Cape Dorset Sewage lagoon-Review of Final Submissions, January 8, 2008", or the final intervention memo dated January 8, 2008 for further clarification.

The record set of drawings fails to include a signature block for AMEC. It was noted that the original design drawings issued by Dillon in the December 21, 2006 design report, revision 5, marked "Issued for Construction" included a signature block "Reviewed by AMEC" on Drawing 111, which is the equivalent of Drawing 112 of the Record Drawings

1. At a minimum, AMEC is to provide a signature block for the following drawings:
   - Drawing 101- shows location of test pits carried out for geotechnical investigations.
   - Drawing 109- shows longitudinal geological sections along cut-off trench.
   - Drawing 110- shows typical earthworks sections for the access road and berm.
   - Drawing 112- shows lagoon berm sections

2. The as-built drawings must identify the areas where field changes were made from the original design drawings, preferably in the form of a revision bubble and a brief note in the revisions section of the title block.

List of Drawing alterations and request for rationale for the change.

Record drawing 100 – the alignment of the access roads between the East and West Berms, on the north and south sides of the lagoon was changed from the original design. The road berms were originally designed to deflect runoff from entering the lagoon.

3. Explanation is required as to the rationale for changing the alignment of the road berms and how the as-built berm details in the drawing prevents runoff from entering the lagoon.

Record Drawing 109 – there is up to 1m of unfrozen fill used to level the ground surface under both the East and West berms. This leveling course of material has not been shown as a separate zone in the berm sections presented in Record Drawing 112.

4. A description for record drawing 112 is required of the material used including grain size gradation curve.

Record Drawing 109 – shows that the berm contours at the north end of the West Berm have been modified from the original design drawings. Crest widened from 4m to 25m to accommodate what appears to be a vehicle turnaround on the downstream side of the berm.

5. Additional as-built cross-sections of this area are to be provided along with geothermal analysis that there is sufficient fill thickness over the abutment to ensure that the GCL tie-in to the cut-off trench remains frozen.

Record Drawing 110 shows typical road sections. On July 30, 2007, the GN CGS provided a revised ditch detail for the road

6. This revised ditch detail is requested as part of the as-built drawing details for Drawing 110

7. Additional information is requested providing further details as to how seepage through the active zone under the berm will be prevented.

The Hamlet of Cape Dorset noted a problem during the October 1, 2007 Technical Meeting/Pre-Hearing, with seepage into the lagoon through the active zone with the as-constructed detail. Record Drawing 112 indicates that the material used to backfill the cut-off trench is a "Sand", the same material as used for the berm.

8. Further clarification is requested on how the issue of seepage is being resolved.

In the original Design Drawing 111, Detail 4 showed the liner embedment longitudinal section in the abutments. This Detail was absent from Record Drawing 112. The cut-off trench must extend sufficient distance into the abutment so that any "end-run" seepage through the active zone is prevented. It is not clear from the as-built information if the extent of the cut-off trench satisfies this criterion.

9. Therefore the as-built liner embedment details for the abutment areas of the East and West Berms are therefore requested to be included for Record Drawing 112.

In Record Drawing 112, the crest detail of the emergency overflow weir section was changed. This change notice was transmitted to the contractor by Dillon on July 21, 2007. The as-built detail shows the geo-web and the GCL in one layer, with no granular or other material between the two. Dillon initiated this modification to address a previous concern raised by BGC that water could seep under the GCL in the emergency spillway and potentially lift the liner. It is still not clear how the above modification prevents this problem from occurring.

10. Design change rationale is requested that provides an explanation as to the change from the original drawing, change to meet BGC's concern and then further change to what appears to be potentially inadequate construction.

SCHEDULE 2 CONDITIONS APPLYING TO MONITORING AND MAINTENANCE

A revised *Operation and Maintenance Manual, Sewage Treatment System, Hamlet of Cape Dorset, November 7, 2007* shall include the following requirements:

i. Expansion of Section 3.4.5 to include terms and conditions for the disposal of sludge as provided for in the Draft Guidelines for Discharge of Domestic Wastewater in Nunavut, 2000;
ii. Section 3.4.6 should include a description of the installation of thermistors required under Part H, Item 6, including the number, locations and depths of thermistor beads used to monitor the berms, and a description of the method and frequency of monitoring requirements;
iii. Section 3.4.6 should include a description of the installation of monitoring wells required under Part H, Item 7, including the number, locations and depths of thermistor beads used to monitor the berms, and a description of the method and frequency of monitoring requirements
iv. Description of the details of any repairs, upgrades and maintenance required for the use of part or all of the 2001 Sewage Disposal Facility or Emergency Sewage Disposal Facility;
v. Include a contingency plan for the operation of the 2007 Sewage Disposal Facility during periods where accessibility to the facility is limited and alternative measures are required for the handling of sewage. This may include operation and maintenance of any older facility or portion of, that would be retained as the contingency;
vi. Provision for the monitoring of effluent discharges from the 2001 Sewage Disposal Facility and the Emergency Sewage Disposal Facility;
vii. Inspection program for the 2001 Sewage Disposal Facility, the Emergency Sewage Disposal Facility and 2007 Sewage Disposal Facility, detailing the frequency and inspection requirements by the operator(s) of the facility;
viii. Appendix C of the O&M Manual to include forms to document the recommendations and follow up work required as a result of the annual geotechnical inspection.
ix. Section 4 – Spill Contingency Plan be revised to comprehensively address specific recommendations provided during the review process by GN DoE as follows:

    a. The date the contingency plan was prepared.
    b. The name and address of the person in charge, management or control. This is an on-site person responsible for managing the facility. This person would be initially responsible for clean-up activities.
    c. The name and address of the owner if different from the person in charge. This is the person ultimately responsible for the facility, usually the owner.
    d. The name, job title and 24 hour telephone number for the persons responsible for activating the contingency plan. This ensures the employee discovering the spill can activate a response and provides a 24 hour point of contact for the authority

investigating the spill.

e. A description of the facility including the location, size and storage capacity. This is important if persons are unfamiliar with the facility or area. The description could include a map and/or diagrams.

f. A site map that is intended to illustrate the facilities relationship to other areas that may be affected by the spill. The map should be to scale and be large enough to include the location of your facility, nearby buildings or facilities, roads, culverts, drainage patters, and any nearby bodies of water.

g. The steps to be taken to report, contain, and clean up and dispose of a contaminant in the case of a spill.

   1. Reporting: Notification of all parties involved. This can include internal and external reporting procedures as well as a copy of the spill report;
   2. Clean up: Removal of the contaminant from the environment, a detailed of actual containment and clean up techniques. (2 steps: contain and remediate; be aware of fire);
   3. Disposal: Is the treatment of the contaminant such that it is no longer a threat to the environment. Plans may include location of disposal sites approved to accept wastes, means of storage prior to disposal and other approvals required. (Waste Manifest document).

h. The means by which the contingency plan is activated. This should outline internal company procedures to activate appropriate response equipment and personnel.

i. 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.

j. An inventory and the location of response and clean up equipment available to implement the plan. This includes your equipment as well as any to be used by another person responding to the spill on your behalf.

k. SPILL KIT (FUEL)The kit can include but not limited to the following: shovel, pick-axe, drums, booms, absorbent pad/sheet, disposable protective gloves/coveralls, sorbent and containment materials, and disposal bags.

l. A list of local contractors or clean up specialists who may be called upon to assist in responding to spills. A list of emergency numbers such as fire, ambulance and police.

x. Section 4 – describe the measures to be implemented for a spill during the collection and transportation of wastewater. This spill response is to be expanded to include spill scenarios resulting from the leakage or failure of a containment structure for the Sewage Disposal Facilities; and

xi. Appendix B to include specific reference to monitoring stations and required frequency of sampling and the analyses required by the Licence.

APPENDIX C

GUIDELINES FOR WASTEWATER SAMPLING

Guidelines for Wastewater Sampling

Reference Document

October 24, 2007

Submitted by
Dillon Consulting Limited

TABLE OF CONTENTS

1 INTRODUCTION

The purpose of this document is to provide guidelines when performing sampling of municipal wastewater. Main objectives are to:

1. provide appropriate methods for conducting wastewater sampling
2. describe the appropriate equipment and containers that should be used in sampling
3. describe the sampling procedure to obtain a representative sample

2 BACKGROUND INFORMATION

2.1 Sampling Equipment

2.1.1 Containers and Bottles

There are two types of sample collection. Intermediate collection uses a bucket, ladle or wide mouthed bottle to collect the sample from the effluent pipe whereas final collection involves transferring the sample to an appropriate sample bottle. Where it is impractical or unsafe to sample by hand, a sampling rod, polycarbonate or stainless steel pole with a clamp or cage on one end, can be used to assist with the sampling. The clamp or cage at the end of the rod is designed to securely hold the sample container during the sampling. This provides extra reach and prevents hands from contaminating the sample and contacting wastes.

The type and size of bottle for the final sample are related to the nature of the analyses needed. Typically, the sample bottle is made of plastic or glass. The sample bottle should not be rinsed before use and care should be taken to not contaminant it; do not touch the inside of the bottle or its cover.

Each laboratory has a preference for the type of bottle that is best for the collection of the sample. Contact the specific laboratory prior to sampling to check what type of bottles is acceptable for final sample collection for a specific parameter.

2.1.2 Apparatus

There are two types of apparatus that are used in obtaining waste water samples: manual and automatic.

For manual sampling, it is not necessary for the same person to always collect the samples. However, it is important to ensure that the person collecting the sample is using proper sampling techniques each time. If a team of 2 or more does the sampling, designate one person to collect the sample while the other person assists. This helps to minimize human error associated with the sampling procedure. When using an automatic sampler, ensure that the sampler is working properly, i.e. the samples that are extracted illustrate a representation sample of the actual waste stream.

2.2 Sampling Procedure

2.2.1 Location

The sampling location should provide a good representative sample of the actual discharge from the facility. Once the best location has been chosen for the sampling location, each sample should be collected at this same point during each time of sampling.

Raw wastewater influent samples may be collected at the wet well of the influent pump station or at the inlet control structure (avoid the bottom where solids may settle). Effluent samples should be collected from the outlet control structure after discharge or from a well-mixed point in the outfall channel.

2.2.2 Frequency and Timing

Each time a sample is taken from a site location, it should always be collected at the same time of day in the case of continuous sampling for monitoring purposes.

2.2.3 Method

There are two distinct types of samples: spot (grab) and composite. In the case of spot sampling, the entire sample is taken at one time whereas with composite sampling, the sample is a mixture of grab samples or a collection of fractions of the waste stream samples taken continuously over a certain time frame.

Samples can be directly collected into the sample bottle when it is practical to do so. However, if it is not practical such as is the case when a sample cannot be collected without the loss of the preservative, an intermediate container may be used. For both types of sampling, the intermediate collection container should be rinsed several times, usual three (3) unless it indicates not to do so, with the liquid being sampled before the actual sample is collected. The sample should be constantly stirred to avoid the settling of any suspended solids to the bottom during the time it takes to extract a final sample. When using a sampling rod, the rod and container should be gently but quickly lowered into the sample to minimize the contribution of surface films to the sample.

Prior to taking the final sample, the sample bottle should be rinsed three (3) times with the sample as well. To take the final sample, insert the container into the sample vertically with the neck facing down, then invert the container to allow sample to flow in, always keeping the month of the container faced into the current. This will minimize surface films from forming on the sample. Once the sample bottle is filled to the appropriate level specified, ensure that the cap is tightly sealed and the outside of the bottle is clean of any contaminants by rinsing it with clean water before shipment. When using a sampling rod, the container should be gently but quickly lowered into the sample to minimize the contribution of surface films to the sample.

2.2.4 Identification and Reporting

Each sample bottle should be clearly labelled, either by writing on the bottle or on a label with waterproof ink or permenant marker. The label should contain the following information:

- Location and/or point of sampling, including site identifier
- Description of sample and/or site
- Test parameter(s) for analysis (if required)
- Date and time of sampling
- Preservative (if required)

The information presented on the collection sample bottle should match that recorded on the sample submission form. A typical example of a properly identified label is shown below.

SAMPLE I.D.:	WWT-01		
DESCRIPTION:	Lagoon Effluent Discharge		
ANALYSIS:	BOD_5	**DATE:**	08/30/07
PRESERATIVE:	None	**TIME:**	13:00

Sometimes labels do not correspond to items that are required for the sample such as company name or project number. In those cases, these areas could be used to provide additonal information and description of the

Along with the sample, a sampling or field report should accompany each sample set, which can contain all the below information:

- Type of sample taken;
- Sample identification which includes location/point of sampling and site identifier;
- Date and time (start and stop) of sampling;
- Preserative added, if required;
- Duration of sampling period;
- Purpose of sampling;
- Details of sampling method and field testing.

2.2.5 Preservation, Storage and Transportation

After samples are collected and labled, they should be kept cool, between between 0°C to 4°C either by refrigeration or the use of a ice packed cooler. During the winter months, ensure that the sample does not freeze. If the sample is not cooled, this could have an effect on the final results of the analysis. Cooling the samples ensures that the sample will not be changed due to biological activity while it is transported to the lab. The samples should be transported immediately (no more than 24 hours after the time of sampling) to the specified laboratory for analysis as some test parameters are time sensitive (i.e. FC and BOD_5).

2.3 Protection and Safety Measures

2.3.1 Safety Protection

Generally, it is common practice to wear protective gear such as gloves, goggles and waders when taking samples to protect from the contaminants in the sample. The most important piece of protective clothing is gloves, which should be worn at all times. Typical medical and/or surgical gloves (neoprene) seem to work best for this application. Powdered gloves should not be used as they could contaminate the sample. Before and after the sampling, wash hands with soap and water and disinfect with hand sanitizer.

3 REFERENCES

[1] Water Quality - Sampling - Part 10: Guidance on Sampling of Waste Waters. International Standard ISO 5567-10: 1992(E).

[2] The *Handbook for Sampling and Sample Preservation of Water and Wastewater* (Environmental Protection Agency 1982).

[3] EPA Guidelines: Regulatory Monitoring and Testing - Water and Wastewater Sampling. June 2007.

APPENDIX D

O&M LOG SHEETS & SPILL REPORT FORM

Daily Maintenance Log Sheet

ITEM	TASK	DATE CHECKED						
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	Volume of sewage collected from holding tanks been recorded?							
2	Have spills been cleaned up and if appicable, been reported to 24 Hour Spill Line?							
3	Snow clearing of road, truck pad and disposal area (if required)							
4	Daily temperature readings taken for the four thermistors?							
5	Any other comments, observations and/or concerns noted?							
6								
7								
8								
9								
10								
INITIALS/SIGNATURE								

FROM: TO:

THERMISTORS MEASUREMENTS

Date and Time				Borehole #1 N 64013,239' W76033.971'		Borehole #2 N 64013.335' W76033.965'		Borehole #3 N64013.203' W76033.954'		Borehole #4 N64013.283' W76033.763'		INITIALS
DD	MM	YY	TIME	Depth (m)	Temp (^{0}C)	Depth (m)	Temp (^{0}C)	Depth (m)	Temp(^{0}C)	Depth (m)	Temp(^{0}C)	
				1.00		1.00		1.00		1.00		
Notes and observations				-1.60		-1.60		-1.60		-1.60		
				-4.20		-4.20		-4.20		-4.20		
				-6.80		-6.80		-6.80		-6.80		
				-9.40		-9.40		-9.40		-9.40		
				-11.00		-11.00		-11.00		-11.00		
				-14.60		-14.60		-14.60		-14.60		
				-18.80		-18.80		-18.80		-18.80		
Notes and observations				1.00		1.00		1.00		1.00		
				-1.60		-1.60		-1.60		-1.60		
				-4.20		-4.20		-4.20		-4.20		
				-6.80		-6.80		-6.80		-6.80		
				-9.40		-9.40		-9.40		-9.40		
				-11.00		-11.00		-11.00		-11.00		
				-14.60		-14.60		-14.60		-14.60		
				-18.80		-18.80		-18.80		-18.80		
Notes and observations				1.00		1.00		1.00		1.00		
				-1.60		-1.60		-1.60		-1.60		
				-4.20		-4.20		-4.20		-4.20		
				-6.80		-6.80		-6.80		-6.80		
				-9.40		-9.40		-9.40		-9.40		
				-11.00		-11.00		-11.00		-11.00		
				-14.60		-14.60		-14.60		-14.60		
				-18.80		-18.80		-18.80		-18.80		

Signature:

Weekly Maintenance Log Sheet

ITEM	TASK	DATE CHECKED								
		WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9
1	Completed weekly wastewater sampling for samping stations CAP-3 to CAP-15 during annual decant?									
2	Berms, dykes and drainage courses been inspected?									
3	Non-sewage floating materials been removed from lagoon cell?									
4	Truck and cell discharge locations inspected for significant erosion?									
5	Have thermistors temperature measurements been read and recorded?									
6	Have thermistors strings been visually checked for maintenance problems?									
7	Any other comments, observations and/or concerns noted?									
8										
9										
10										
INITIALS/SIGNATURE										

Monthly Maintenance Log Sheet

ITEM	TASK	DATE CHECKED											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1	Has access road been graded and maintained (if required)?												
2	Signs present and in readable condition?												
3	Monthly monitoring program (if required) been performed?												
4	Have thermistors readings been taken (quarterly) for geothermal monitoring program?												
5	Any other comments, observations and/or concerns noted?												
6													
7													
8													
9													
10													
INITIALS/SIGNATURE													

Annual Maintenance Log Sheet

ITEM	TASK	DATE CHECKED											
		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
1	Has sampling of the monitoring wells (CAP-16, CAP-17, CAP-18) of the Annual Monitoring Program been conducted?												
2	Has annual sampling and acute lethality analysis been performed for sampling stations CAP-3, CAP-4 and CAP-14?												
3	Has annual decanting of the lagoon cell been peformed?												
4	Has geotechnical review of geothermal monitoring program been performed?												
5	Has the access road and truck pad been graded and reshaped?												
6	Has there been a review of O&M records?												
7	Any other comments, observations and/or concerns noted?												
8													
9													
10													
INITIALS/SIGNATURE													

Monthly Sewage Volume Logsheet

MONTH: _____ YEAR: _____

DAY	VOLUME OF SEWAGE COLLECTED & OFFLOADED TO 2001 SEWAGE DISPOSAL FACILITY & EMERGENCY SEWAGE DISPOSAL FACILITY			VOLUME OF SEWAGE COLLECTED & OFFLOADED TO 2007 SEWAGE DISPOSAL FACILITY			COMMENTS
	NO. OF TRIPS	AMOUNT	UNITS (L or gallons or m^3)	NO. OF TRIPS	AMOUNT	UNITS (L or gallons or m^3)	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Total							

INITIALS/SIGNATURE: _____

Annual Sewage Volume Logsheet

YEAR: _____

MONTH	VOLUME OF SEWAGE COLLECTED & OFFLOADED TO 2001 SEWAGE DISPOSAL FACILITY & EMERGENCY SEWAGE DISPOSAL FACILITY			VOLUME OF SEWAGE COLLECTED & OFFLOADED TO 2007 SEWAGE DISPOSAL FACILITY			COMMENTS
	NO. OF TRIPS	AMOUNT	UNITS (L or gallons or m^3)	NO. OF TRIPS	AMOUNT	UNITS (L or gallons or m^3)	
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total							

INITIALS/SIGNATURE: _____

Spill Logsheet

DATE			NO. OF SPILLS	VOLUME OF SPILL		CORRECTIVE ACTIONS	INITIALS
DD	MM	YY		AMOUNT	UNITS (L or gallons or m^3)		

Northwest Territories | Nunavut | Canada

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	REPORT NUMBER ____-_____
B	OCCURRENCE DATE: MONTH – DAY – YEAR	OCCURRENCE TIME	☐ UPDATE # _____ TO THE ORIGINAL SPILL REPORT	
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 EQUIPMENT	
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			
ST SUPPORT AGENCY			
SECOND SUPPORT AGENCY			
THIRD SUPPORT AGENCY			

Instructions for Completing the NT-NU Spill Report Form

This form can be filled out electronically and e-mailed as an attachment to spills@gov.nt.ca. Until further notice, please verify receipt of e-mail transmissions with a follow-up telephone call to the spill line. Forms can also be printed and faxed to the spill line at 867-873-6924. Spills can still be phoned in by calling collect at 867-920-8130.

A. Report Date/Time	The actual date and time that the spill was reported to the spill line. If the spill is phoned in, the Spill Line will fill this out. **Please do not fill in the Report Number**: the spill line will assign a number after the spill is reported.
B. Occurrence Date/Time	Indicate, to the best of your knowledge, the exact date and time that the spill occurred. Not to be confused with the report date and time (see above).
C. Land Use Permit Number /Water Licence Number	This only needs to be filled in if the activity has been licenced by the Nunavut Water Board and/or if a Land Use Permit has been issued. Applies primarily to mines and mineral exploration sites.
D. Geographic Place Name	In most cases, this will be the name of the city or town in which the spill occurred. For remote locations – outside of human habitations – identify the most prominent geographic feature, such as a lake or mountain and/or the distance and direction from the nearest population center. **You must include the geographic coordinates** (Refer to Section E).
E. Geographic Coordinates	This only needs to be filled out if the spill occurred outside of an established community such as a mine site. Please note that the location should be stated in degrees, minutes and seconds of Latitude and Longitude.
F. Responsible Party Or Vessel Name	This is the person who was in management/control/ownership of the substance at the time that it was spilled. In the case of a spill from a ship/vessel, include the name of the ship/vessel. Please include full address, telephone number and e-mail. Use box K if there is insufficient space. **Please note that, the owner of the spilled substance is ultimately responsible for any spills of that substance, regardless of who may have actually caused the spill.**
G. Contractor involved?	Were there any other parties/contractors involved? An example would be a construction company who is undertaking work on behalf of the owner of the spilled substance and who may have contributed to, or directly caused the spill and/or is responding to the spill.
H. Product Spilled	Identify the product spilled; most commonly, it is gasoline, diesel fuel or sewage. For other substances, avoid trade names. Wherever possible, use the chemical name of the substance and further, identify the product using the four digit UN number (eg: UN1203 for gasoline; UN1202 for diesel fuel; UN1863 for Jet A & B)
I. Spill Source	Identify the source of the spill: truck, ship, home heating fuel tank and, if known, the cause (eg: fuel tank overfill, leaking tank; ship ran aground; traffic accident, vandalism, storm, etc.). Provide an estimate of the extent of the contaminated/impacted area (eg: 10 m^2)
J. Factors Affecting Spill	Any factors which might make it difficult to clean up the spill: rough terrain, bad weather, remote location, lack of equipment. Do you require advice and/or assistance with the cleanup operation? Identify any hazards to persons, property or environment: for example, a gasoline spill beside a daycare centre would pose a safety hazard to children. Use box K if there is insufficient space.
K. Additional Information	Provide any additional, pertinent details about the spill, such as any peculiar/unique hazards associated with the spilled material. State what action is being taken towards cleaning up the spill; disposal of spilled material; notification of affected parties. If necessary, append additional sheets to the spill report. Number the pages in the same format found in the lower right hand corner of the spill form: eg. "Page 1 of 2", "Page 2 of 2" etc. **Please number the pages to ensure that recipients can be certain that they received all pertinent documents.** If only the spill report form was filled out, number the form as "Page 1 of 1".
L. Reported to Spill Line by	Include your full name, employer, contact number and the location from which you are reporting the spill. Use box K if there is insufficient space.
M. Alternate Contact	Identify any alternate contacts. This information assists regulatory agencies to obtain additional information if they cannot reach the individual who reported the spill.
N. Report Line Use Only	**Leave Blank**. This box is for the **Spill Line's use only**.