APPENDIX-F

Spill Contingency Plan

Spill Contingency Plan

Hamlet of Hall Beach

2010

Table of Contents

1.0 Introduction

Hamlet of Hall Beach in Nunavut is to prepare a Spill Response Plan (SRP) as a requirement to satisfy the conditions of the Hamlet Water License. This SRP demonstrates the Hamlet's stewardship in environmental management.

The purpose of the SRP is to address potential environmental spill incidents that may occur during the routine operation of the Environmental facilities and during their new construction phase. The SRP is also designed to be protective of the local natural environment and the new aggregate sources.

The SRP includes a review of appropriate government acts and regulations, the identification of foreseeable spill scenarios, spill response procedures and general health, safety and emergency response requirements necessary when conducting activities that may require contact with the subsurface materials. The SRP 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 work that is 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 SRP is prepared to reflect the changing conditions.

It is recommended that all persons involved with on-site operations read the SRP. If there are any questions regarding any aspect to this document, individuals are encouraged to contact **GN-CGS-Pond Inlet Office at 867 899 7314** for additional information or clarification.

2.0 Description of the Facilities:

2.1 Water Truck fills Station (WTFs):

The water truck fill station is located about 3km away from the community and 1km away from the Airport. This plant is operated by electricity. Hamlet has truck water delivery system. They have two water trucks. Total annual water consumption of the community is about 24,954 cubic meters whereas hamlet has an annual permit for 35,000 cubic meters.

The main water source is the lake. During summer, a storage reservoir located next to the lake is filled by the hamlet, sometime in September. The Hamlet is responsible for managing water volume in the reservoir and keeping the entire facility in a good standing order. Hamlet is owner and fully responsible for O&M. The source water is disinfected by chlorine inside the WTFs prior to filling the truck water tanks for delivery.

2.2 Wastewater Treatment- Sewage Lagoon:

The community wastewater is being collected by trucking system and discharged into the lagoon. They have two trucks for sewage collection. Hamlet's sewage Lagoon has two cells and located about 2km away in the opposite direction from the community for treating their wastewater along with a wetland sloping down to the sea. The first cell exfiltrates liquid into the second cell through their common berm. After treatment the liquid exfiltrates out from the second cell into the drainage channel and finally rolls down over the wetlands before entering into the sea.

2.3 Solid wastes management –Land fill site:

The domestic wastes management site is located adjacent to the existing sewage lagoon with one site fenced. This is not an engineered facility and the O&M document does not exist. Following the direction of the CGS comprehensive study of waste management, a new site will be designed and built for managing community wastes to satisfy the requirements of the Water Board. Hamlet is the owner of the facility and fully responsible for keeping it in a good standing order. They have one garbage truck.

2.4 Fuel Storage Facility-Tank Farm

Fuel is stored in the central Tank Farm 1km away from the community. This facility is enclosed with a fence and surrounded by an impervious dyke of sufficient height to contain fuel inside. The site has a good distance from the water body or drainage course. Smoking is prohibited within 7.5m of fuel storage capacity. The site has an appropriate signage.

2.5 Hazardous Material Storage Area

Hazardous waste materials are designated as "hazardous" under Nunavut or Federal legislation; or as "dangerous goods" under the Transportation of Dangerous Goods Act (TDGA). The Canadian Environmental Act (CEPA) regulates material containing PCBs at greater than 50 ppm. Hamlet has a future plan to develop a designated area to store hazardous materials safely away from the community protecting the Environment.

3.0 Regulations

The **Environmental Protection Act (R-068-93)** requires that all spill response plans include:

1. The name, address and job title of the owner or person in charge, management or control of the facility;
2. The name, job title and 24-hour telephone number for the person(s) responsible for activating the spill response plan;
3. A description of the facility, a description of the type and amount of contaminants normally stored at the facility and a site map of the facility;
4. The steps to be taken to report, contain, clean up and dispose of contaminants in the case of a spill;
5. The means by which the spill response plan is activated;
6. A description of the training provided to employees to respond to a spill;
7. An inventory of and the location of response and clean-up equipment available to implement the spill response plan;
8. The date the spill response plan was prepared.

4.0 Contacts & Regulatory Authorities

The following table includes the contact information for the persons responsible for the facilities. The persons listed below should be contacted in the event of a spill at any of the facilities under their supervision.

Table 1: Municipal Contacts

In each instance that a spill is identified, the Hamlet of Hall Beach and the Emergency Spill Hotline should be contacted as soon as possible. A NT-NU Spill Report Form (Appendix B) 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.

Hamlet of Hall Beach: Phone: 867-928-8829 Fax: 867-928-8871
Emergency Spill Hotline: Phone: 867 920-8130, Fax 867 873-6924

E-mail: spills@gov.nu.ca

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 1

Additional Agencies

Agency	Legislation	Contact Phone #
Nunavut Water Board (NWB)	Nunavut waters and surface right tribunal Act	(867) 360-6338 Fax- (867) 360-6389
Nunavut Impact Review Board (NIRB)	Nunavut Land Claims *Agreement Act*	(867) 983-2593
Environment Canada (EC)	Canadian environmental Protection Act, 1999)	(867) 975-4464
Transport Canada (Coast Guard)	Transportation of Dangerous Good Act	(867) 979-5269 (867)979-5260 Fax-(867)979-4260
Department of Fisheries and Oceans)	Fisheries Act	Ph 519-383-1813 Fax 519-464-5128

5.0 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 SRP, spill sizes are described as small (<10 litres), medium (>10 litres and <100 litres) or large (>100 litres).

The materials (potential contaminants) that are anticipated to be used on the site include gasoline, diesel fuel, hydraulic oil, motor oil and other lubricants, antifreeze and coolants. Spills may be the result of any of the following occurrences:

1. Chlorine spill
2. Diesel spill
3. Sewage spill due to Catastrophic failure of the Lagoon dyke
4. Leaks or ruptures of storage tanks;
2. Valve or line failure in systems, vehicles or operating equipment;
3. Heat expansion due to overfilling;
4. Improper storage;
5. Vehicular accidents;
6. Spill during transfer of liquid; and/or,
7. Vandalism.

6.0 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, wildlife or habitat must be reported. In addition, spills of any quantity that pose an imminent threat to human health or life or 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 2

Reportable Quantities[1]

Item	TDGA2Class	Contaminant	Amount Spilled
1	2	Explosives	Any Amount
2	2.1	Compressed Gas (Flammable)	Any amount of gas from containers with capacity greater than 1000kg
3	2.2	Compressed Gas (Non Corrosive, non flammable)	Any amount of gas from containers with capacity greater than 1000kg
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	100L
7	4.1	Flammable Solids	25kg
8	4.2	Spontaneously flammable Solids	25kg
9	4.3	Water recanting Solids	25kg
10	5.1	Oxidizing substances	50L or 50kg
11	5.2	Organic Peroxides	1L or 1kg
12	6.1	Poisonous Substances	5L or 5kg

Table 2 (Continued)

Item	TDGA	Contaminant	Amount Spilled
13	6.2	Infections Substances	Any Amount
14	7	Radioactive	Any Amount
15	8	Corrosive substances	5L or 5kg
16	9.1 (in Part)	Misc. products or Substances excluding PCB mixtures	50L or 50kg
17	9.2	Environmentally Hazardous	1L or 1kg
18	9.3	Dangerous wastes	5L or 5kg
19	9.1 (in Part)	PCB Mixtures of 5 or More parts per Million	0.5L or 0.5kg
20	None	Other Contaminants	100L or 100kg

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.*

7.0 Spill Response Procedures

7.1 Reporting Procedure:

When reporting a spill to the 24 hour Spill Report Line and completing the Spill Report Form, the following information shall be included:

- Date and Time of the spill
- Location of the spill and direction the spill may be moving
- Name and Phone number of a contact person close to the location of the spill
- Type of contaminant spilled and quantity spilled;
- Cause of the spill
- Whether the spill is continuing or has stopped
- Description of the existing containment
- Action taken to contain, recover, clean up and dispose of spilled material;
- Name , address and phone number of the person reporting the spill; and
- Name of owner or person in charge, management of control of the contaminants at the time of the spill

Also in addition to providing a spill report to the Spill Report Line, a copy of the report is to be submitted to the INAC Water Resources Officer no later than 30 days after initially reporting to the spill report line.

7.2 **Clean up Action Plan**:

The Environmental protection measures outlined the following general clean up procedures for all spill areas by all workers on site to reduce the chance of environmental impairment due to a spill. Contamination of personnel involved in a cleanup is a real possibility, as is contamination of the surrounding workplace and environment. Therefore protection of human health and safety is paramount.

The individual discovering a spill shall first contact emergency line of the hamlet. The hamlet public work supervisor will attend the site and almost immediately conduct the followings:

- Warn the people in the immediate vicinity and evacuate if necessary
- Isolate or remove any ignition sources
- Identify the spilled material, if possible, and take all safety precautions approaching it.
- Locate the source of the spill
- Attempt to stop the leakage and contain the spill, if safe to do so.
- Assess the likely size, extent and condition of the spill
- In the event of shoreline spill, provide beach location, contaminated area and archaeological sites that may be threatened.
- Assess the severity of the spill via direct observation and/ or inform from communications
- Deploy equipment and personnel to initiate and clean up
- Prepare the Spill Report Form
- Notify all other pertinent parties and other government agencies.
- Ensure the site has been completely restored and leave the site only when all work is finalized.

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

7.2.1Spills 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.

7.2.2. 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, downstream 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.

7.2.3. 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.

7.3. Additional Spill Delineation/Monitoring

7.3.1: Large fuel Spill:

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, 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.

7.3.2: Chlorine Spill:

Chlorine is a greenish-yellow gas with a strong, irritating odor which is often used in a solution. It is used in making other chemicals, such as disinfectant, in bleaching, and for purifying water and sewage. Chlorine has three different forms: Gas, Liquid and Solid. In Nunavut hardly the community uses gas or liquid form. All most all the Communities use Calcium hypochlorite in solid state for disinfecting water.

Personal Protective Equipment Guidelines:

- Avoid skin contact with Chlorine. Wear protective gloves and clothing as recommended for your operation.
- Where exposure to cold equipment, vapors or liquid may occur, employees should be provided with special clothing designed to prevent the freezing of body tissues.
- Wear slash-proof chemical goggles and face shield when working with liquid solutions containing chlorine, unless face piece protection is worn. For gaseous chlorine, wear gas-proof goggles and face shield.
- When the potential exists for exposures over 10ppm , use a Nunavut health safety guidelines approved self-containing breathing apparatus with a full face piece operated in pressure demand or other positive pressure mode.

Handling and storage:

Chorine is a corrosive material and considered a hazardous good. Since it is classified as hazardous material, appropriate TDGA documents must be accompanied during shipping. Packaging must follow TDGA regulations and the documents are to state the shipper, the receiver and all carriers involved in the transport of the shipment.

Store chlorine gas in tightly closed containers in a cool, well ventilated area away from heat and sunlight. Chlorine cylinder temperature should not exceed 125^0F or 52^0C. The Solid state must be kept in the tight bag without any air ventilation. The liquid state must be in a tight container.

Spills and Emergencies:

- Chlorine spill is reported to emergency line and considered spills of hazardous material.
- If Chlorine gas or liquid or solid is spilled or leaked, evacuate persons not wearing protective equipment from the area of the spill or leak until the cleanup is complete.
- If gas is leaked, stop the flow of gas. If the source of leak is a cylinder and the leak cannot be stopped in place, move the leaking cylinder to a safe place in the open air, and repair the leak or allow the cylinder to empty.

- If the leak can be stopped in place, bubble chlorine through a sodium sulfide and excess sodium bicarbonate solution, including a trap in the line.
- For liquid spills, ventilate the area and wash down the spill area with water.

Disposal Methods:

Introduce into a large volume and solution of reducing agent (bisulfate, ferrous salts or hypo ,neutralize and flush to the sewer with water. Recovery is an option to disposal for chlorine in the case of gases from aluminum chloride electrolysis and chlorine in waterways.

Fire Extinguishing:

Although chlorine is non-combustible, it is a strong oxidizer and contact with other materials may cause a fire. Extinguish the fire using an agent suitable for the type of surrounding fire. Use water spray to keep fire-exposed containers cool.

Emergency First Aid Measures:

Eye Contact

- Immediately flush with large amounts of water. Continue without stopping for at least 30 minutes, occasionally lifting upper and lower lids. Seek medical attention immediately.

Skin Contact

- Quickly remove contaminated clothing. Immediately wash skin with large amounts of soap and water. Seek medical attention immediately.

Respiratory

- Remove the victim from the site of the release
- Begin rescue breathing if breathing has stopped, and CPR if heart activity has stopped.
- Transfer the victim promptly to a medical facility. Medical observation is recommended for 24-48 hours after breathing overexposure, as pulmonary edema may be delayed.

8.0 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:

a. 1 – 205 litre, open top steel drum with a lid, bolting ring and gasket;
b. 1 Spark proof shovel;
c. 1 package of 10 disposable 5 mil polyethylene bags (approx. 65 cm x 100 cm);
d. 4 – 12.5 cm (approx. 5") x 3 m (approx. 10') sorbent (oil-absorbing) booms;
e. 10 kg bag of sorbent particulate;
f. 1 bail of 50 cm x 50 cm (approx.) sorbent sheet (100 Sheets/bail);
g. 1 x 5m x 5m approx. plastic tarp;
h. 2 pairs of oil resistant gloves; and,
i. 2 pairs of splash protective goggles.

8.2. Additional Spill Response Supplies

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

a. 10 – 205 litre, open top steel drum with a lid, bolting ring and gasket;
b. 2 Spark proof shovels;
c. 5 packages of 10 disposable 5 mil polyethylene bags (approx. 65 cm x 100 cm);
d. 10 – 12.5 cm x 3 m sorbent (oil-absorbing) booms;
e. 5 x 10 kg bags of sorbent particulate;
f. 5 bails of 50 cm x 50 cm (approx.) sorbent sheet (100 Sheets/bail);

g. 2 pairs of oil resistant gloves; and,

h. 2 pairs of splash protective goggles.

8.3. Spill Kit 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. At least one spill kit should be clearly identified and present on the site when a pit is being actively worked.

8.4 First Aid Equipment

During the heavy machinery used for hauling will be equipped with a standard first aid kit. On site, machinery (excavators, loaders, dump truck, Water Truck, Garbage truck, Water truck, Fire truck) and pick-ups will be equipped with a standard first aid kit. Another first aid kit will be kept in the hamlet office. During the site cleanup operations, a more extensive list of first aid equipment will be available to the onsite medic. An adequate number of staff and local employees will hold valid first-aid certification to comply with the ***Nunavut Safety Act Regulations.*** A complete list of the contents of the Medic's kit is as follows:

Medic's First Aid Equipment

Equipment	Quantity
Trauma kit	1
Oxygen kit	1
Spinal kit	1
Defibrillator	1
Documentation kit	1
Multimedia kit	1
Medication and Supplies kit	1
Intubation kit	1

8.5. Training

To ensure the effectiveness of the SRP the following actions should be followed:

1 The SRP should be up dated as required and reviewed, as a minimum, on an annual basis.

2 The SRP should be distributed to the personnel on the site.

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.

In addition to this training, all site personnel will participate in the Worker Orientation Seminar (WOS). This process will allow the workers to identify the substances of concern on the site, as well as the available protective gear and emergency response equipment. This procedure is applicable for regular operation and for the construction site as well. The followings will the included as part of the WOS:

- Organization of the response procedures
- Lines of authority and communications to follow in a contingency situation
- Specific response procedures to various contingency situations
- Location of the emergency meeting point
- Location of medical equipment and facilities
- Location of spill response and protective equipment
- Location of identification of potential hazardous material on –site
- Procedures for reporting an incident
- Emergency contact list

Hamlet needs to revise the emergency response plan accommodating SRP during their weekly or monthly Health and Safety meetings.

It is noted that **Municipal Training Organization (MTO)** is conducting annual training program to all the municipal staffs on different activities. The Municipal foremen and Operators are having this opportunity to get trained sometimes in their own Region or different Regions within Nunavut. Their Program is attached in **Appendix-C1.**

9.0 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. This would include areas of active excavation.

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:

    1. wind direction in relation to areas of known contamination;
    2. accessibility to equipment and vehicles;
    3. communications; and,
    4. site access.

Table 3

Outside Emergency Contacts

Agency	Function	Phone Number
Ambulance	Medical Emergency	(867) 928-8827
Hospital	Medical emergency	(867) 928-8770
Fire	Fire, accident or rescue	(867) 928-8888
Police	Security, vandalism	(867) 928-1111
Hamlet of Hall Beach	SAO	(867) 928-8829

10.0 Disposal

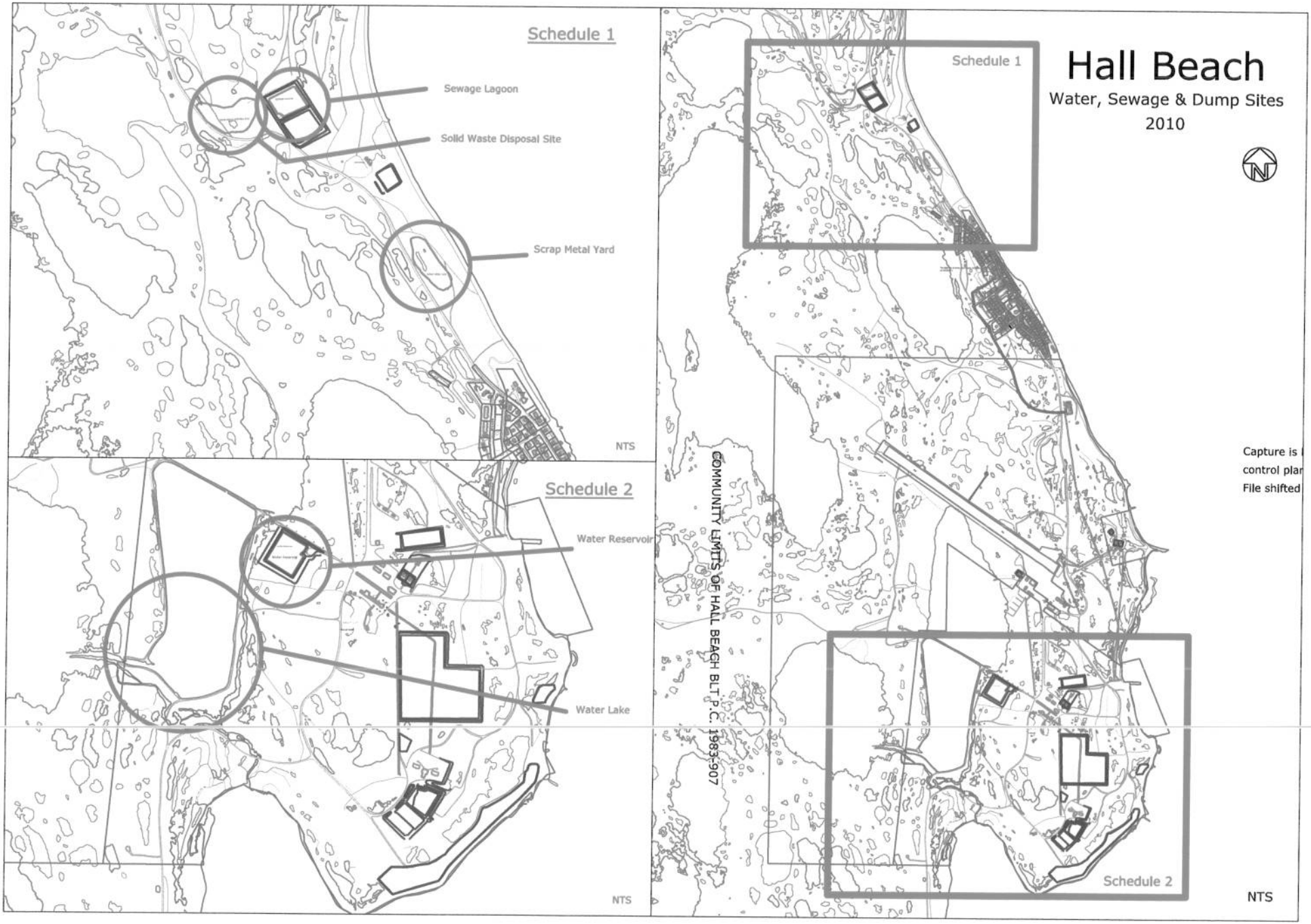
All soil impacted by fuel spill will be treated within land farm which is proposed to be built in future. Detail of the land farm operations will be accommodated in the O&M manual. Any soils impacted by hazardous material will need to be packaged and transported off-site of disposal at a licensed facility. The packaging and shipping requirements for hazardous materials should be followed the direction provided by TDGA. But Soils impacted by sewage effluent will be disposed off to landfill site.

11.0 Closure

This Spill Response Plan has been prepared for information purposes for the use of the Hamlet of Hall Beach during O&M of the Environmental facilities and construction activities scheduled to take place during the construction season. 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 Hamlet of Hall Beach. Instead, it may be used to augment any existing Spill Response Plans.

Appendix –A1

Location Map of the Environmental Facilities


Schedule 1
Sewage Lagoon
Solid Waste Disposal Site
Scrap Metal Yard
NTS
Schedule 2
Water Reservoir
Water Lake
NTS
Schedule 1
Hall Beach
Water, Sewage & Dump Sites
2010
COMMUNITY LIMITS OF HALL BEACH BLT P.C. 1983-907
Capture is
control pla
File shifted
Schedule 2
NTS

Appendix –B1
Spill Contingency Plan
(Report)

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**.

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 THE NAMED LOCATION	REGION ☐ NWT ☐ NUNAVUT ☐ ADJACENT JURISDICTION OR		
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			

Appendix –C1
Program of MTO

The Municipal Government Certificate Program

The Municipal Government Certificate Program will provide education and training opportunities for the management team in the municipalities.

Core Courses - staff in every municipality may take five of the core course delivered in all the communities.

Specialty Courses - in addition to the five core course at home, staff members may take five additional courses.

These courses are delivered in the regional centers. The specialty courses are designed to train people to strengthen the skills and to help them advance in their individual careers in administration or management positions. These specialty courses cover seven streams which are: