SPILL CONTROL PROCEDURE

GAS STATION
40 ARTHUR STREET, THORNBURY, ON

1.0 PURPOSE
- To provide guidelines on how to contain and clean-up spills of flammable and combustible liquids
- To provide safe disposal of these materials
- To provide a list of contacts to notify in the event of a spill

2.0 DEFINITION

i) Minor Spill
A minor spill is small enough to safely cleaned up using the emergency spill kit. For the purpose of this procedure, a minor spill is any spill of less than 10 litres.

ii) Major Spill
A major spill is one that cannot be contained safely with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of the plant to endanger the environment. For the purpose of this procedure, a major spill is any spill of more than 10 litres.

3.0 EMERGENCY SPILL CO-ORDINATORS
One of the following people is to be notified immediately after a spill has occurred and should respond to the spill site to take charge of containing the spill, cleanup and waste disposal.

1) Robert Grin Co-ordinator (647) 894-9580
2) Efraim Yozef Co-ordinator (647) 938-7943

4.0 MATERIAL SAFETY DATA SHEETS (MSDS)
All employees involved in the handling, use and storage of flammable and combustible liquids are required to know the hazard associated with these liquids. MSDS should be readily available for all hazardous materials the employees will be in contact with, including flammable and combustible liquids.

Liquids handled by Thornbury Gas Station personnel include: Gasoline; Diesel; Motor Oil; Ethylene Glycol; Windshield Washer Fluid
5.0 ACTION TO TAKE IN CASE OF SPILL

The following emergency spill procedure shall be posted on all floor areas and shall be followed in case of a spill:

**40 ARTHUR STREET, THORNBURY**

**EMERGENCY SPILL PROCEDURE**

In the event of a spill of gasoline, diesel, motor oil, ethylene glycol or windshield washer fluid, the following procedure should be followed:

1) **REMOVE** all personnel from the immediate vicinity of the spill (to safe distance upwind and upgradient from the spill) while appropriate action alternatives are being evaluated.

2) If it is safe to do so, attempt to **STOP** the source of the spill (e.g. turn off power to the submersible pumps/dispensers, close valves etc.)

3) **WARN** people in adjacent areas and inform your supervisor and one of the emergency spill co-ordinators.

4) Follow the prescribed spill procedures for the liquid involved.

5) Emergency Spill Co-ordinator to assess situation, and collect information re. type/quantity of spill, location/source of spill, potential hazards, affected areas of concern, anticipated movement of spill, actions being taken. **Contact the SPILLS ACTION CENTRE (SAC) EMERGENCY PHONE NUMBER 1-800-268-6060 and follow direction given by SAC Duty Officer. At the same time, report the spill immediately to the Fire Department at 9-1-1. Provide information and assistance to the Fire Department. Follow instructions of the Fire Department.**

6) If it is safe to do so, attempt to **CONTAIN** the spill by using absorbent materials, soil, etc. to build barriers in the flow direction of the spilled material. Identify the direction that the spill is moving and protect catch basins, manholes, drains, waterways, ditches and other sensitive low areas in the path of the spill from migration of the contaminant material. Use rubber mats to cover any drains, manholes and catch basins to prevent infiltration of spilled material.

7) Under the direction of the Emergency Spill Co-ordinator, once the immediate threat of spill migration has been stopped, efforts to **cleanup** the spill material can be commenced.

8) In the event of a Minor Spill, using materials available on-site in the Spill Containment Kits, further containment and removal of the spill material should be undertaken.
9) In the event of a Major Spill, contact Designated Cleanup Contractor (National Energy Equipment 1 866 574 5100) to assist/direct staff in the containment/removal of the spill material

10) All work related to the containment/removal of the spill material to be completed in accordance with the requirements of the federal, provincial and municipal authorities.

5.1 Safety Considerations

Appropriate protective equipment must be worn before a spill can be cleaned up. Rubber gloves, overalls, rubber apron/boots, safety goggles and breathing apparatus are just some of the equipment that may be used, as per the advice outlined in the MSDS required under WHMIS.

All spill material should be considered flammable and hazardous until otherwise proven. The spill should be isolated from any possible ignition sources such as smoking, welding, electrical equipment and grinding.

5.2 Contain the Spill

5.2.1 Where a leak/spill occurs, quickly shut off the source by closing a valve and/or shutting down a pump/dispenser.

5.2.2 Use shovels and absorbent booms or socks to dam the area.

5.2.3 Use absorbent pads, wipes or absorbent material to soak up the liquid.

5.2.4 Prevent the spill from contaminating other materials, entering sewers or traveling off the plant site to endanger the environment.

5.3 Ventilation

A spill of flammable liquids will result in the release of vapours that are usually heavier than air. These vapours tend to settle on the ground or in pits and trenches or other areas below the ground level. These vapours are capable of traveling long distances and may encounter an ignition source at a remote point, ignite and flash back to the original spill area. The removal of these vapours at the ground surface or from other low areas will prevent this from occurring. Personnel should familiarize themselves with the location of potential low areas on the property which could be impacted with vapours from a spill.

Natural and mechanical ventilation are the two basic forms of ventilation. Natural ventilation uses convection currents of heated or normal air diffusion to carry vapours away from the area. Great care should be taken when using mechanical ventilation such as portable fans. Unless these fans are classified as suitable for use in Class 1, Division 1 areas, they may create a source of ignition for these vapours.
5.4 Contact One of the Emergency Spill Co-ordinators

Immediately contact one of the Emergency Spill Co-ordinators, who should respond and take charge of the situation.

If a fire should result, follow plant procedures for Fire.

6.0 OTHER IMPORTANT PHONE NUMBERS

   6.1 Emergency 9-1-1
   6.2 Ministry of Environment 24 Hour Spills Action Centre 1-800-268-6060
   6.3 Designated Cleanup Contractor (National Energy Equipment 1 866 574 5100)
   6.4 Fire Department (24 hour non-emergency) (519) 599-5411

7.0 EMERGENCY SPILL KIT

Wherever flammable/combustible liquids are processed, stored or used an emergency spill kit containing the following items should be readily available. This kit should be customized to each operation and the type of materials and quantities likely to be spilled. Materials assembled in the kit could include the following:

- Granular absorbent material
- Absorbent pads, socks (ULC listed for use on flammable and combustible liquids) for use on floors or ground
- Absorbent for use on surface of water
- Non-spark producing shovels
- 60 L refuse sacks suitable for flammable and combustible waste
- 10 L pails with lids suitable for flammable and combustible waste
- Brooms
- Rubber gloves
- Rubber boots
- Coveralls
- Safety goggles
- Respirator

The emergency spill kit should be checked monthly to ensure that all items are at hand and in a usable condition.

8.0 TRAINING OF PERSONNEL

Personnel should be trained both in preventing and responding to an incident in order to create a risk awareness among the employees. All personnel should have practical training in alarm procedures, fire fighting, life saving, the reduction of environmental damage and on the proper method of handling a minor spill using the emergency spill kit. Quick application of absorbent materials will reduce the rate of vapour generation.
Emergency spill procedures should be reviewed by all personnel at least quarterly.

9.0 DISPOSAL OF WASTE

Storage/disposal of all liquids/solids must occur in accordance with municipal by-law and MOE requirements. Qualified private contractors may be used for larger spills. Absorbent socks or other material used to clean up a spill should be sealed in steel drums that are labeled as containing flammable or combustible waste.