Document No./Name:	Spill Prevention and Contingency Plan	PICTON TERMINALS
Project:	Picton Terminals	

Spill Prevention and Contingency Plan

1	2024-05-14	First Issue	Peter Yagminas		
Rev. No.:	**Date:**	**Reason for Issue**	**Written by:**	**Checked by:**	**Approved by:**

3	
2	
1	First Issue
No.	**Revision Description**

1.0 Administration

1.1 Revision Date

Initial Issue 2024-05-14 by Peter Yagminas

1.2 Statement of Accuracy and Effectiveness

Statement by Officer or Director of Corporation that the Plans are Accurate and Effective

1.3 Purpose of Plan

The primary objective of these Plans is to help prevent or reduce the risk of spills of pollutants and prevent, eliminate or ameliorate any adverse effects that result or may result. These plans provide detailed information and guidance on actions important for the prevention of spills and procedures to detect and respond to them when they occur.

The Ministry has developed, after extensive consultation with stakeholders representing the MISA sectors, the Regulation under the EPA. This Prevention and Contingency plan aims to abide by these Regulations, while providing Training, Information, Procedures, and Documentation for Management and Employees in the development and execution of prevention and contingency plans and thoroughly assess and document the Risk of spills and their overall outcome in the event that they occur.

1.4 Plan Review and Maintenance

This Prevention and Contingency plan is to be reviewed annually at a minimum, or after any reportable spill by members of Management at Picton Terminals, and should be revised and reissued accordingly when changes are made.

1.5 Plan Distribution

Spill Prevention and Contingency plan to be provided to all members of management, and to be accessible to any personnel working in an area in which a spill could occur. Training shall be provided to any Personnel involved in a Spill Response Team.

1.6 Plan Harmonization

Picton Terminals Storm Water Management and Drainage Report 2019-01-24

HRD Environmental Incidents Report (https://portal.doornekamp.ca/forms/environmental_incident)

Marine Spill Prevention and Contingency plan (Sheri Lynn and Amy Lynn D Tug Boats)

Picton Terminals SDS Sheets for Hazardous Materials

Reporting an oil spill (canada.ca) https://tc.canada.ca/en/campaigns/oil-spill-prevention-response-canada/reporting-oil-spill

Green Marine Environmental Program and Certification

1.7 Testing of Plans and Operations

2.0 General Information

2.1 Plan Scope

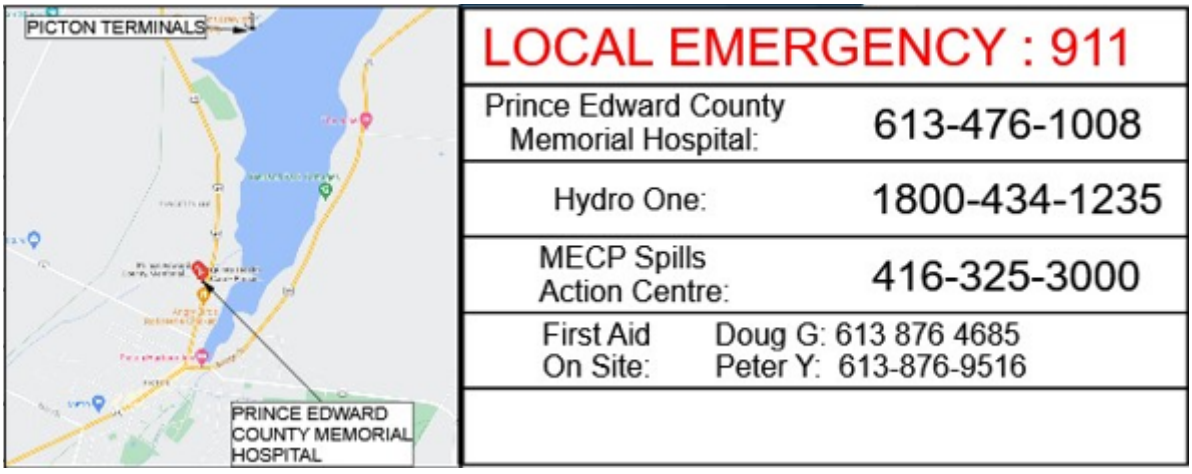
2.2 Contact Information

Peter Yagminas
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H.R. Doornekamp Construction Ltd.
588 Scotland Road. Odessa, Ontario K0H 2H0
Cell: 1-613-876-9516
Office: 1-613-386-3033
peter@doornekamp.ca
www.doornekamp.ca

Graham Seymour
V.P. Marine Logistics
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588 Scotland Road. Odessa, Ontario K0H 2H0
Cell: 1-613-929-4880
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graham@doornekamp.ca
www.pictonterminals.ca

Ceyhan Ozgur
Terminal Supervisor
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588 Scotland Road. Odessa, Ontario K0H 2H0
Cell: 1-613-561-2578
Office: 1-613-471-1112
cozgur@doornekamp.ca
www.doornekamp.ca

- **Eastern Canada Response Corporation Ltd.:**
  1201 - 275 Slater Street
  Ottawa, Ontario
  Telephone: (613) 230-7369
  Fax: (613) 230-7344
  Website: http://www.ecrc.ca



2.3 Plant Access

2.4 Site Drawings

Site Address: 24 White Chapel Rd, Prince Edward, ON K0K 2T0

Site Contact: Ceyhan Ozgur - 613 561 2578

DOORNEKAMP

Not To Scale

Version: 1.0

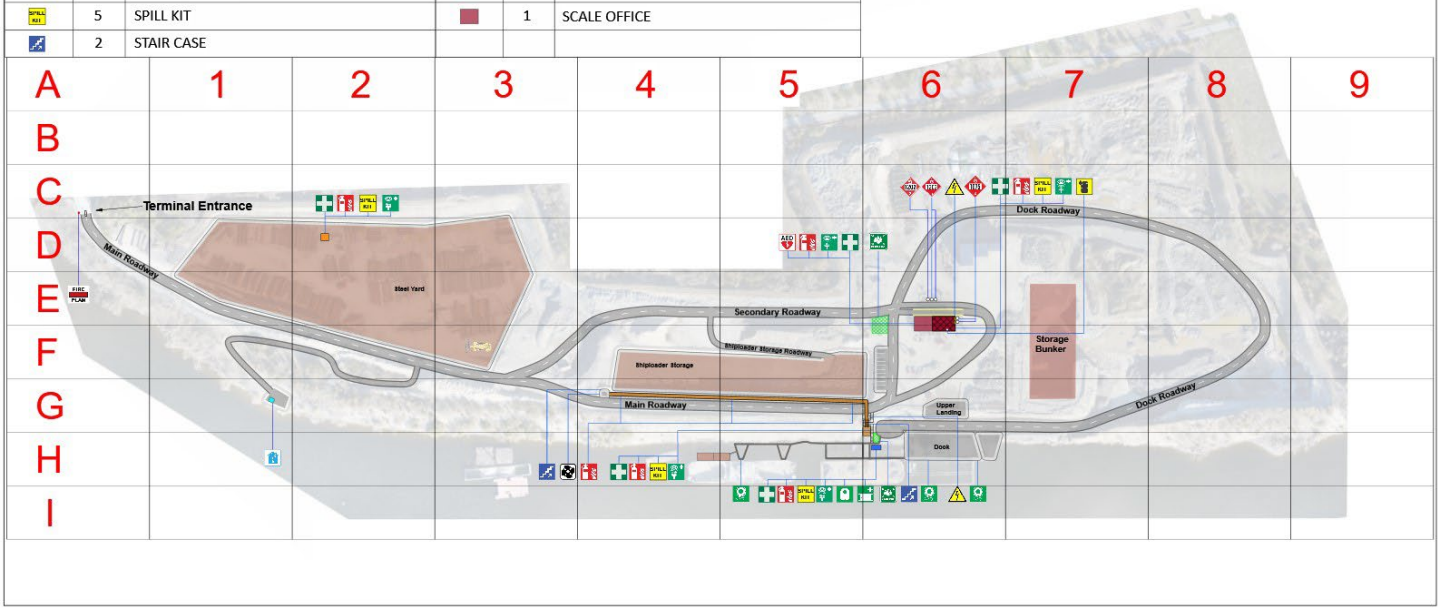
Health and Safety Excellence program Member wsib 2022

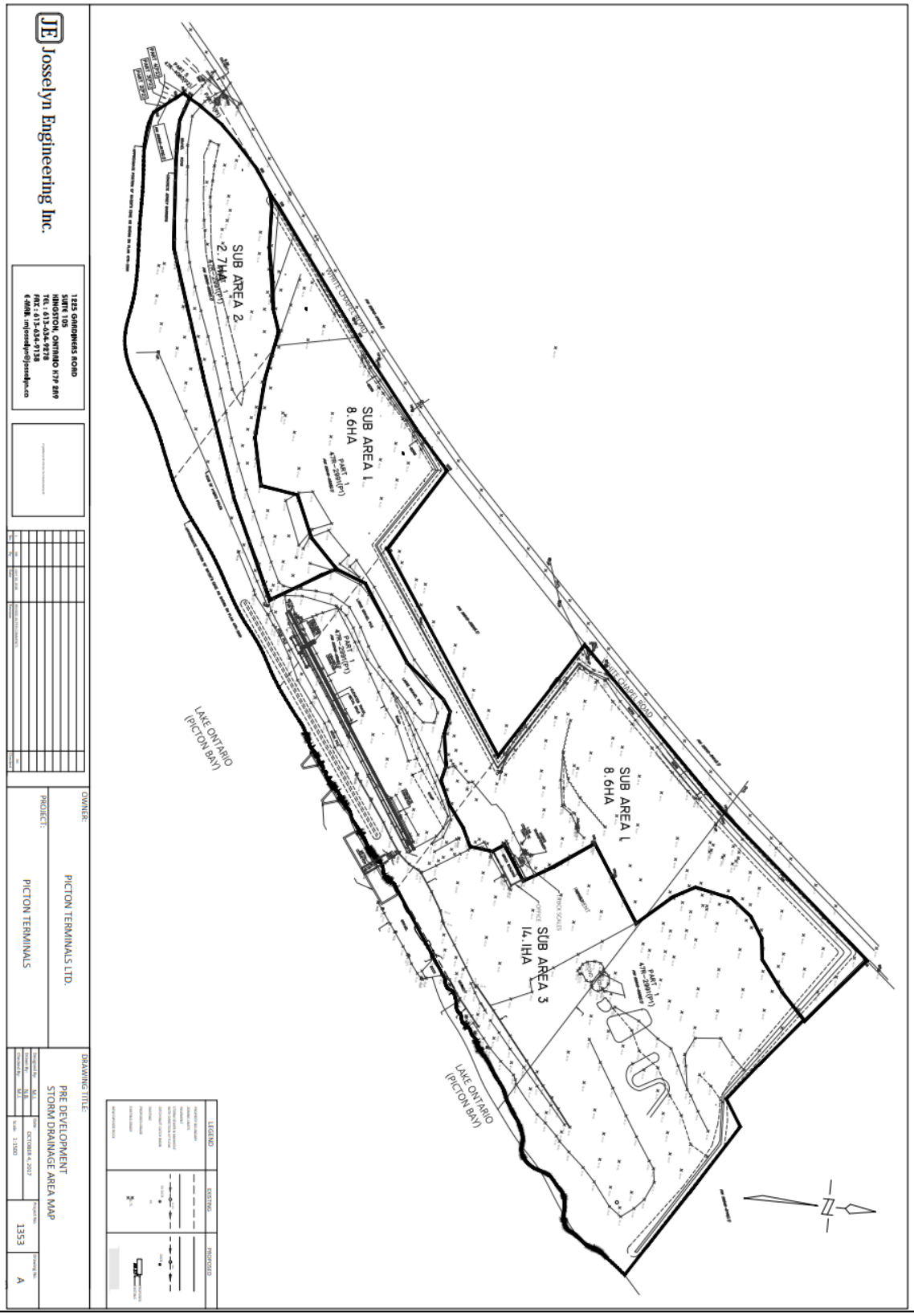
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	1	AUTOMATED EXTERNAL DEFIBRILLATOR		1	TUNNEL EXHAUST FAN
	5	EYE WASH STATION		3	LIFEBUOY WITH LINE
	1	FIRE PLAN		2	STRECHER
	8	FIRE EXTINGUISHER		1	LIFEJACKET
	1	GASOLINE		1	STEEL YARD HUT
	2	DIESEL		1	PUMP HOUSE
	2	PROPANE		1	SHIPLOADER TUNNEL ENTRANCE
	2	ELECTRICAL SHUT OFF		1	DOCK JOB SHACK
	1	WASTE OIL TANK		1	WORKSHOP
	5	SPILL KIT		1	SCALE OFFICE
	2	STAIR CASE			

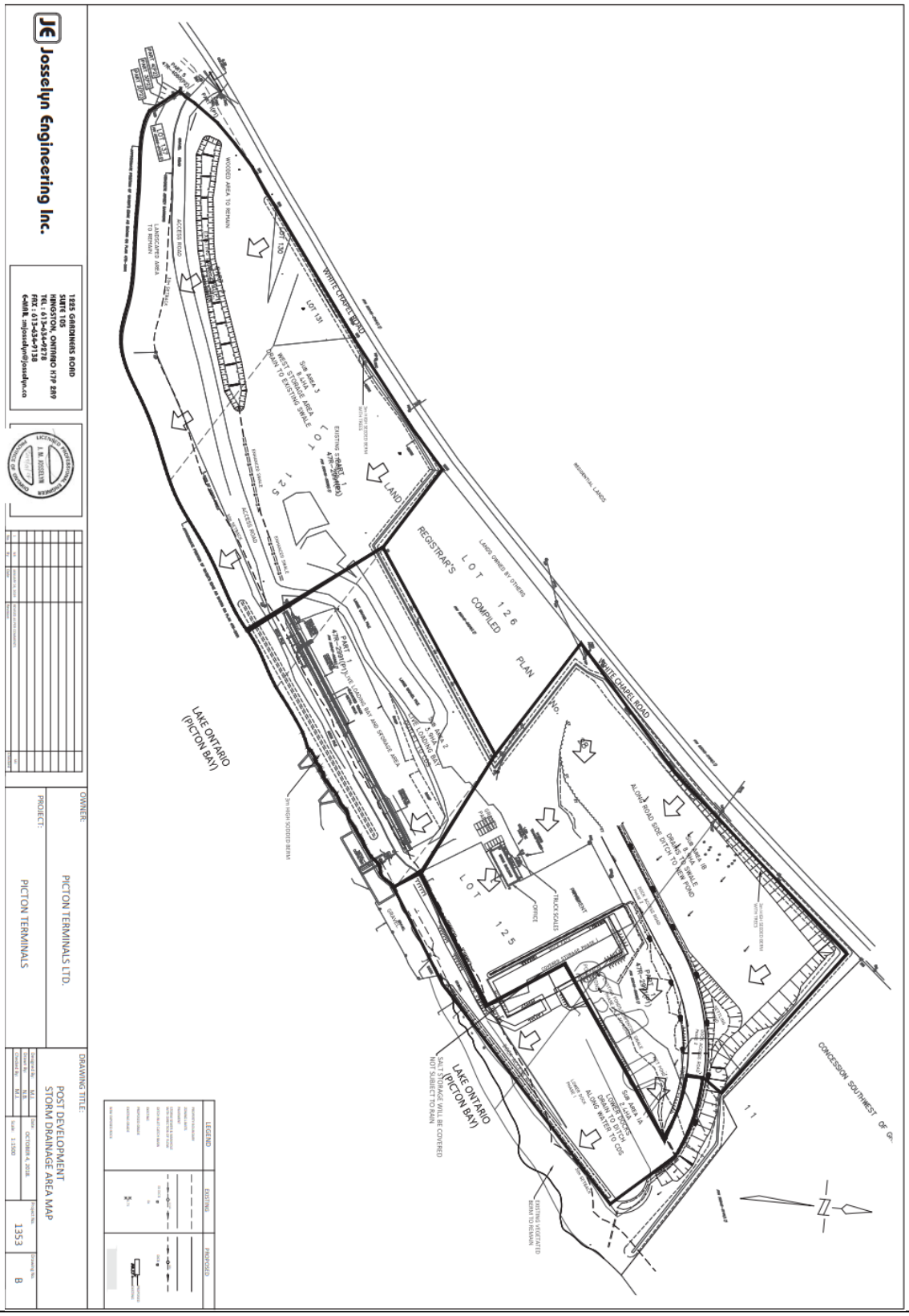


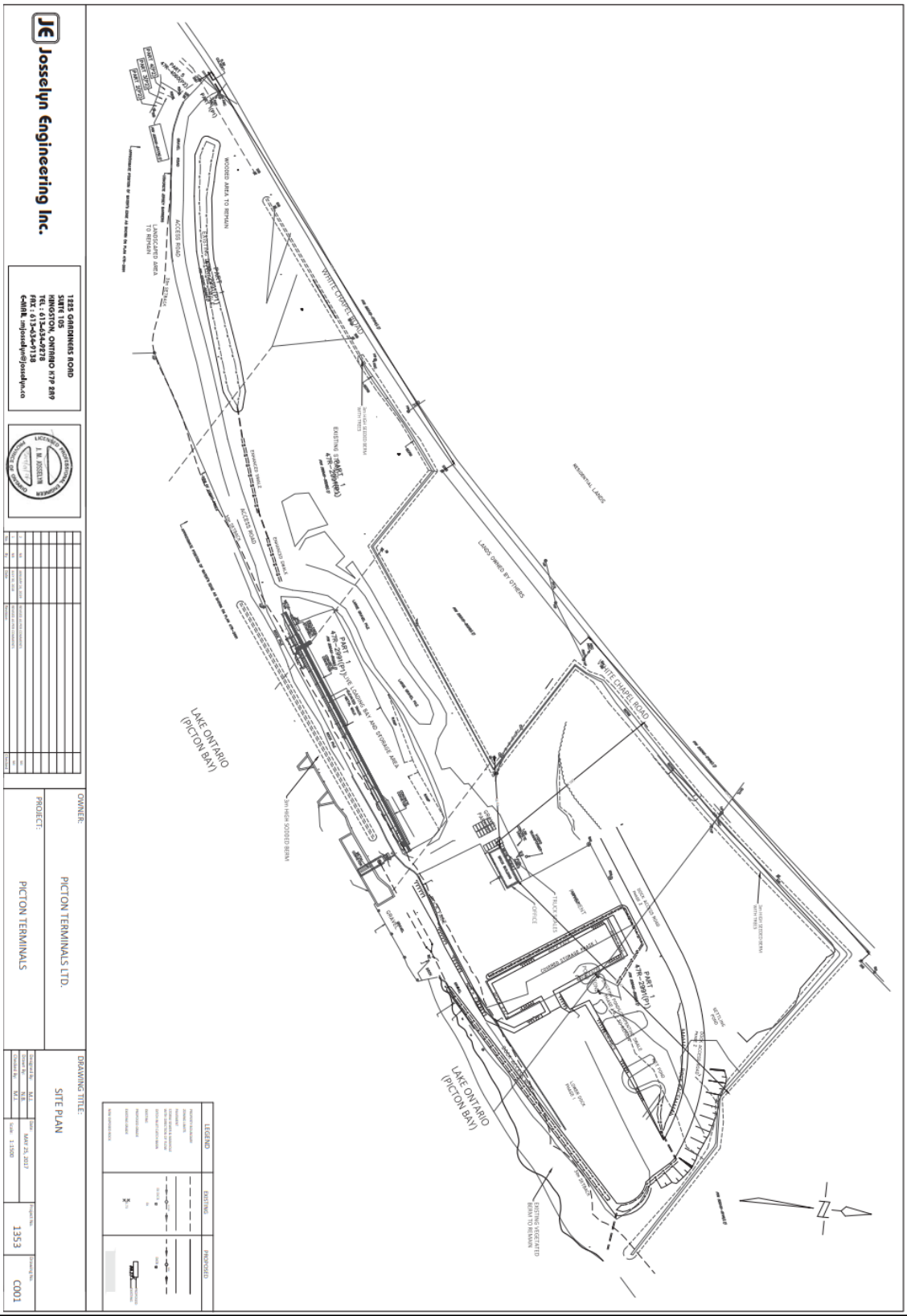
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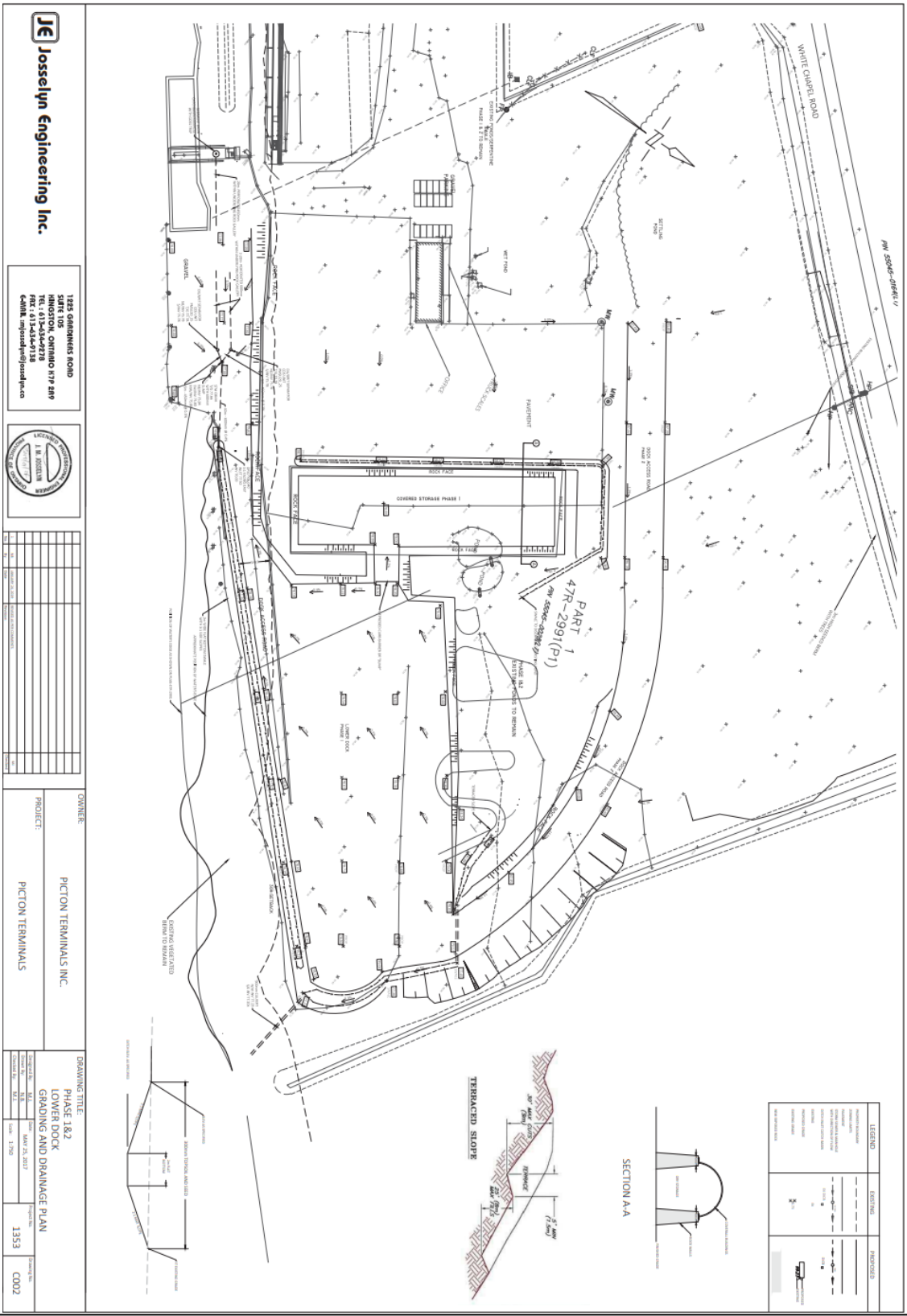
Prince Edward County Memorial Hospital:	613-476-1008
Hydro One:	1800-434-1235
MECP Spills Action Centre:	416-325-3000
First Aid On Site:	Doug G: 613 876 4685 Peter Y: 613-876-9516

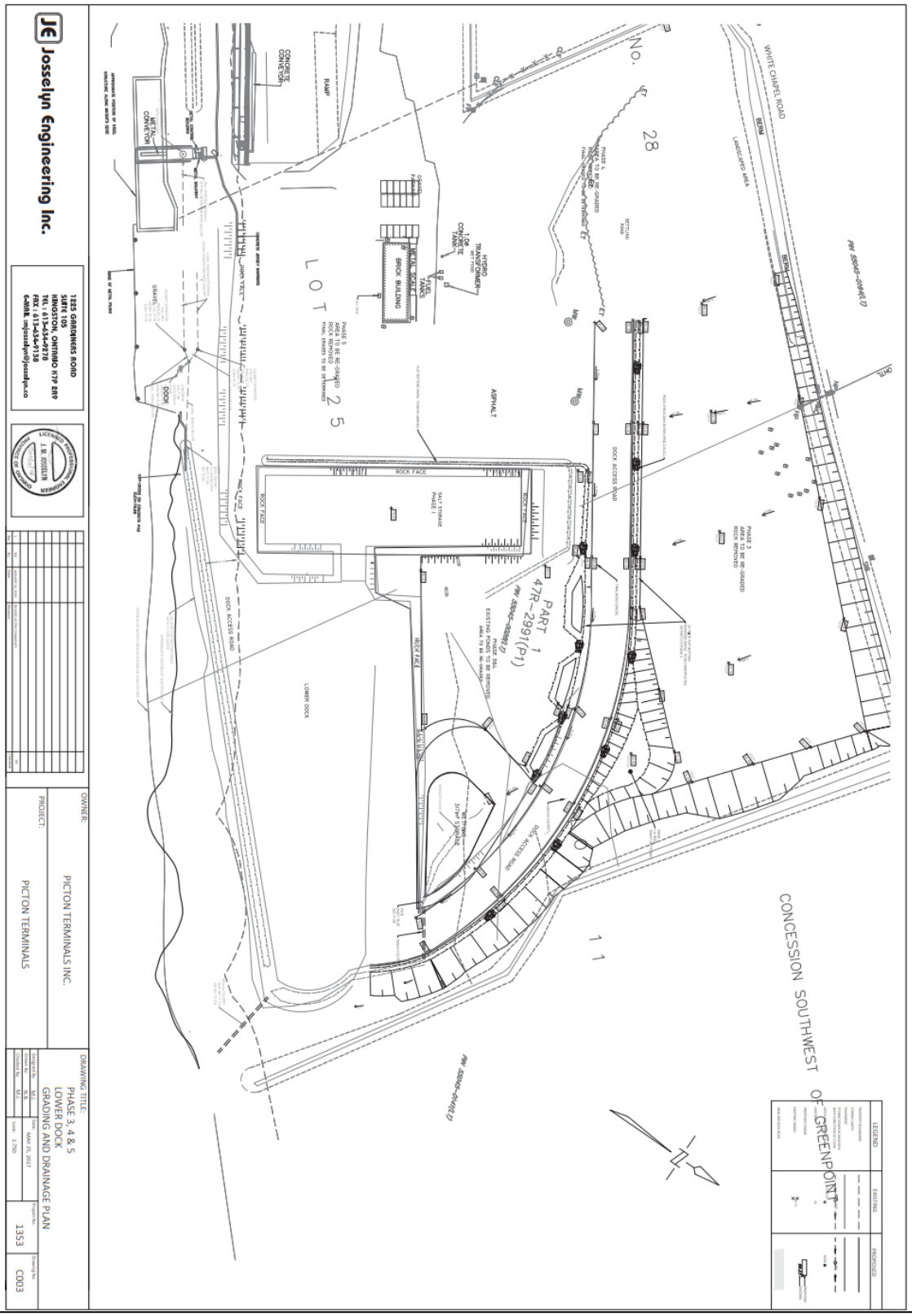



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e-mail: mjosselyn@josseleng.ca
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PICTON TERMINALS LTD.
PROJECT:
PICTON TERMINALS
DRAWING TITLE:
PRE DEVELOPMENT
STORM DRAINAGE AREA MAP
LEGEND
EXISTING
PROPOSED
1353
A
SUB AREA 2
2.7HA
SUB AREA 1
8.6HA
SUB AREA 1
8.6HA
SUB AREA 3
14.1HA
LAKE ONTARIO
(PICTON BAY)
LAKE ONTARIO
(PICTON BAY)
PINNOCK SCALES


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POST DEVELOPMENT
STORM DRAINAGE AREA MAP
LEGEND
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1353
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(PICTON BAY)
WHITE CHAPEL ROAD
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PLAN
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LOT 130
LOT 131
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ACCESS ROAD
TRUCK SCALES
OFFICE
EXISTING VEGETATED BERM TO REMAIN


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SITE PLAN
1353
C001
LEGEND
EXISTING
PROPOSED
WHITE CHAPEL ROAD
LAKE ONTARIO (PICTON BAY)
ACCESS ROAD
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1225 GARDINERS ROAD
SUITE 105
KINGSTON, ONTARIO K7P 2R9
TEL : 613-634-9278
FAX : 613-634-9738
e-MAIL : mjosselyn@josselyn.on
OWNER:
PICTON TERMINALS INC.
PROJECT:
PICTON TERMINALS
DRAWING TITLE:
PHASE 1&2
LOWER DOCK
GRADING AND DRAINAGE PLAN
1353
C002
WHITE CHAPEL ROAD
PART 1
47R-2991(P1)
TERRACED SLOPE
SECTION A-A
LEGEND
EXISTING
PROPOSED


Josselyn Engineering Inc.
1225 GARDINERS ROAD
SUITE 101
KINGSTON, ONTARIO K7P 0B9
TEL: 613-634-9278
FAX: 613-634-9138
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OWNER:
PICTON TERMINALS INC.
PROJECT:
PICTON TERMINALS
DRAWING TITLE:
PHASE 3, 4 & 5
LOWER DOCK
GRADING AND DRAINAGE PLAN
Date: MAY 25, 2017
Scale: 1:750
Project No. 1353
Drawing No. C003
LEGEND
EXISTING
PROPOSED
WHITE CHAPEL ROAD
BERM
No. 28
LOT 25
CONCESSION SOUTHWEST OF GREENPOINT
PART 1
47R-2991(P1)
ROCK FACE
DOCK ACCESS ROAD
ASPHALT
BRICK BUILDING
CONCRETE CONVEYOR
RAMP
LOWER DOCK
PHASE 3 & 4 AREA TO BE RE-GRADED ROCK REMOVED
PHASE 5 AREA TO BE RE-GRADED ROCK REMOVED

Phase 2 – Interim Drainage Plan

Area A – Asphalt Salt Storage Area 2019/2020
Area B – Stormwater Management Area Under Development
Area C – Storage area under development, some stormwater storage and exfiltration will occur during construction.
Area D – Exfiltration area, north to be constructed by blasting, south is existing rubble dock area.
Area E – Exfiltration area, constructed by blasting existing floor of future dry storage structure to final grade.
Notes:

Blue arrows indicate overland flow paths.

Red arrows indicate constructed ditching.



3.0 Spill Prevention Plan

3.1 Hazard Identification

Product	Type	Use	Hazard Potential	Spill Management			Notify
				Land	Water	Large Spill	
CAT HYDRO ADVANCED 10	Oil and Additives	Hydraulic Oil	**LOW -** No Significant Environmental Hazards Ecotoxicity – Not expected to be harmful to Aquatic Organisms	Stop leak if you can do so without risk, Recover by pumping or with suitable absorbent	Stop Leak if you can do so without risk, Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Contact proper local authorities. Dispose of via a licensed waste disposal contractor	Y
GASOLINE ETHANOL E10	Fuel	Gasoline for equipment and vehicles	**HIGH -** Extremely Flammable, may cause cancer, organ damage through prolonged and repeated exposure. Ecotoxicity – Toxic to fish, Aquatic life, Algae and Bacteria.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Soak up with inert absorbent Material. Contact proper local authorities.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants. Soak up with inert absorbent Material. Contact proper local authorities.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Contact proper local authorities. Dispose of via a licensed waste disposal contractor	Y
DIESEL 2 ULTRA LS DYED	Fuel	Diesel for equipment and vehicles	**HIGH –** Flammable, May cause cancer, organ damage through prolonged exposure. Ecotoxicity – Toxic to fish, aquatic life, algae and bacteria.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Soak up with inert absorbent Material. Contact proper local authorities.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants. Soak up with inert absorbent Material. Contact proper local authorities.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Contact proper local authorities. Dispose of via a licensed waste disposal contractor	Y
BLUEWAVE DEF ULTRAPURE UREA SOL 32.5%	Liquid/ Fluid	Industrial Applications. Equipment emissions.	**LOW –** No significant effects or critical hazards or Ecological effects. This product may move with surface or groundwater as its water solubility is HIGH	No action shall be taken involving any personal risk. Evacuate surrounding areas. Keep Unnecessary and unprotected personnel from entering. Do not touch or walk-through spilled material. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform relevant authorities if product has caused environmental pollution.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants. Soak up with inert absorbent Material. Contact proper local authorities.	Stop leak if without risk. Move containers from spill area. Prevent entry into sewers, water courses, basements or confined areas. Wash spillages into an effluent treatment plant or proceed as follows: Contain and collect spillage with non combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations. Dispose of via a licensed waste disposal contractor.	Y

Product	Type	Use	Hazard Potential	Spill Management			
				Land	Water	Large Spill	
GREENPLUS HYDRAULIC FLUID	Fluid/Oil	Hydraulic Oil	**LOW –** Non Toxic, contains NO hazardous ingredients	Stop leak if you can do so without risk, Recover by pumping or with suitable absorbent	Stop Leak if you can do so without risk, Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Dispose of via a licensed waste disposal contractor	N
PENZOIL DEX ATF (AUTOMATIC TRANSMISSION FLUID)	Oil	Transmission Oil	**LOW –** Not classified as an environmental hazard under GHS criteria	Stop leak if you can do so without risk, Recover by pumping or with suitable absorbent	Stop Leak if you can do so without risk, Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Dispose of via a licensed waste disposal contractor	N
ZEREX DEX COOL FORMULA ANTI-FREEZE/ COOLANT	Fluid	Anti-freeze/ Coolant	**MODERATE –** Toxicity to Fish, Vertebrates, Algae.	Use Personal Protective Equipment. Prevent product from entering drains. If the product contaminates rivers and lakes, or drains inform respective authorities. Soak up with absorbent material. Keep in suitable closed containers for disposal.	Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Dispose of via a licensed waste disposal contractor	Y
ENDURATEX SYNTHETIC EP 150	Oil	Gear Oil	**HIGH –** Do not allow uncontrolled discharge of product into environment. Slightly water endangering. Oral, Dermal and Inhalation Toxicity levels.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Soak up with inert absorbent Material. Contact proper local authorities. Prevent product from entering drains, lakes, rivers	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants. Soak up with inert absorbent Material. Contact proper local authorities.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Contact proper local authorities. Dispose of via a licensed waste disposal contractor. Mark contaminated areas with signage and prevent access to unauthorized personnel.	Y
HYDREX XV ALL SEASON HYDRAULIC OIL	Oil	Hydraulic Oil	**LOW -** No Significant Environmental Hazards Ecotoxicity – Not expected to be harmful to Aquatic Organisms	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Soak up with inert absorbent Material. Contact proper local authorities. Prevent product from entering drains, Lakes, Rivers.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants. Soak up with inert absorbent Material. Contact proper local authorities.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Contact proper local authorities. Dispose of via a licensed waste disposal contractor. Mark contaminated areas with signage and prevent access to unauthorized personnel.	Y

Product	Type	Use	Hazard Potential	Spill Management			
				Land	Water	Large Spill	
DURON SHP 10W-30	Oil	Engine Oil	**MODERATE –** Not a Hazardous Mixture. Toxic to wildlife, marine life, algae.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Soak up with inert absorbent Material. Contact proper local authorities. Prevent product from entering drains, Lakes, Rivers.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants. Soak up with inert absorbent Material. Contact proper local authorities.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Contact proper local authorities. Dispose of via a licensed waste disposal contractor. Mark contaminated areas with signage and prevent access to unauthorized personnel.	Y
MOBILGARD 312	Oil	Base oil/ Addatives.	**LOW –** No Significant Environmental Hazards. Minimally toxic. Not expected to be harmful to aquatic organisms.	Stop leak if you can do so without risk. Recover by pumping or with suitable absorbent.	Stop leak if you can do so without risk. Confine the spill immediately with booms. Warn other shipping. Remove from surface by skimming or with suitable absorbents. Seek advice of specialist before using dispersants. Contact appropriate authorities.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements, or confined areas.	Y
LIEBHERR GEAR HYPOID 90 EP	Oil	Gear Oil	**HIGH –** Hazardous for water. Do not allow product to reach ground water, water course of sewer system. Harmful to Fish. Harmful to drinking water, even in small quantities. Harmful to aquatic organisms.	Wear Personal protective equipment, protective clothing. Inform respective authorities in case of seepage into water course or sewage systems. Do not allow to enter sewer, surface or ground water. Prevent from Spreading. Absorb with liquid binding material. Dispose of appropriately.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants. Soak up with inert absorbent Material. Contact proper local authorities.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Contact proper local authorities. Dispose of via a licensed waste disposal contractor. Mark contaminated areas with signage and prevent access to unauthorized personnel.	Y
TRAXON SYNTHETIC 75W-90	Oil	Engine Oil	**MODERATE –** Not a Hazardous Mixture. Toxic to wildlife, marine life, algae.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Soak up with inert absorbent Material. Contact proper local authorities. Prevent product from entering drains, Lakes, Rivers.	Use PPE, Ensure Adequate ventilation, Evacuate Personnel to safe areas. Prevent further leakage or spillage if it is safe to do so. Remove all sources of ignition. Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents. Seek advice of a specialist before using dispersants. Soak up with inert absorbent Material. Contact proper local authorities.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Contact proper local authorities. Dispose of via a licensed waste disposal contractor. Mark contaminated areas with signage and prevent access to unauthorized personnel.	Y

Product	Type	Use	Hazard Potential	Spill Management			
				Land	Water	Large Spill	
UNIVERSAL ANTI-FREEZE/ COOLANT	Fluid	Anti-freeze/ Coolant	**MODERATE –** Toxicity to Fish, Vertebrates, Algae.	Use Personal Protective Equipment. Prevent product from entering drains. If the product contaminates rivers and lakes, or drains inform respective authorities. Soak up with absorbent material. Keep in suitable closed containers for disposal.	Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Dispose of via a licensed waste disposal contractor	Y
HEAVY DUTY DIESEL EXTENDED LIFE ANTI-FREEZE/ COOLANT	Fluid	Anti-freeze/ Coolant	**MODERATE –** Toxicity to Fish, Vertebrates, Algae.	Use Personal Protective Equipment. Prevent product from entering drains. If the product contaminates rivers and lakes, or drains inform respective authorities. Soak up with absorbent material. Keep in suitable closed containers for disposal.	Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Dispose of via a licensed waste disposal contractor	Y
FLO FERM UNIVERSAL PRE MIX 50/50 ANTI-FREEZE/ COOLANT	Fluid	Anti-freeze/ Coolant	**MODERATE –** Toxicity to Fish, Vertebrates, Algae.	Use Personal Protective Equipment. Prevent product from entering drains. If the product contaminates rivers and lakes, or drains inform respective authorities. Soak up with absorbent material. Keep in suitable closed containers for disposal.	Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Dispose of via a licensed waste disposal contractor	Y
ZEREX G-40 ANTI-FREEZE/ COOLANT	Fluid	Anti-freeze/ Coolant	**MODERATE –** Toxicity to Fish, Vertebrates, Algae.	Use Personal Protective Equipment. Prevent product from entering drains. If the product contaminates rivers and lakes, or drains inform respective authorities. Soak up with absorbent material. Keep in suitable closed containers for disposal.	Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents.	Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas. Dispose of via a licensed waste disposal contractor	Y
PROFESSIONAL EXTRA STRENGTH DESCALER	Fluid	Descaling and maintenance of equipment	**MODERATE –** Toxicity to fish, Vertebrates and Algae. Highly Corrosive. Contains Phosphoric and Sulphuric acid.	Immediately evacuate personnel to safe areas. Wear PPE. Do not touch damaged containers or spilled material unless wearing appropriate PPE. Only trained personnel must be involved in clean up operations. Stop Leak if it is safe to do so. Dike Spilled material, absorb with suitable inert dry material, place into closed containers for disposal. Flush area with water.	Confine the spill immediately with booms. Warn other shipping. Remove from the surface by skimming or with suitable absorbents.	Immediately evacuate personnel to safe areas. Wear PPE. Do not touch damaged containers or spilled material unless wearing appropriate PPE. Only trained personnel must be involved in clean up operations. Stop Leak if it is safe to do so. Dike Spilled material, absorb with suitable inert dry material, place into closed containers for disposal. Flush area with water.	Y

3.2 Map of Receptors



Potential Risk Receptors

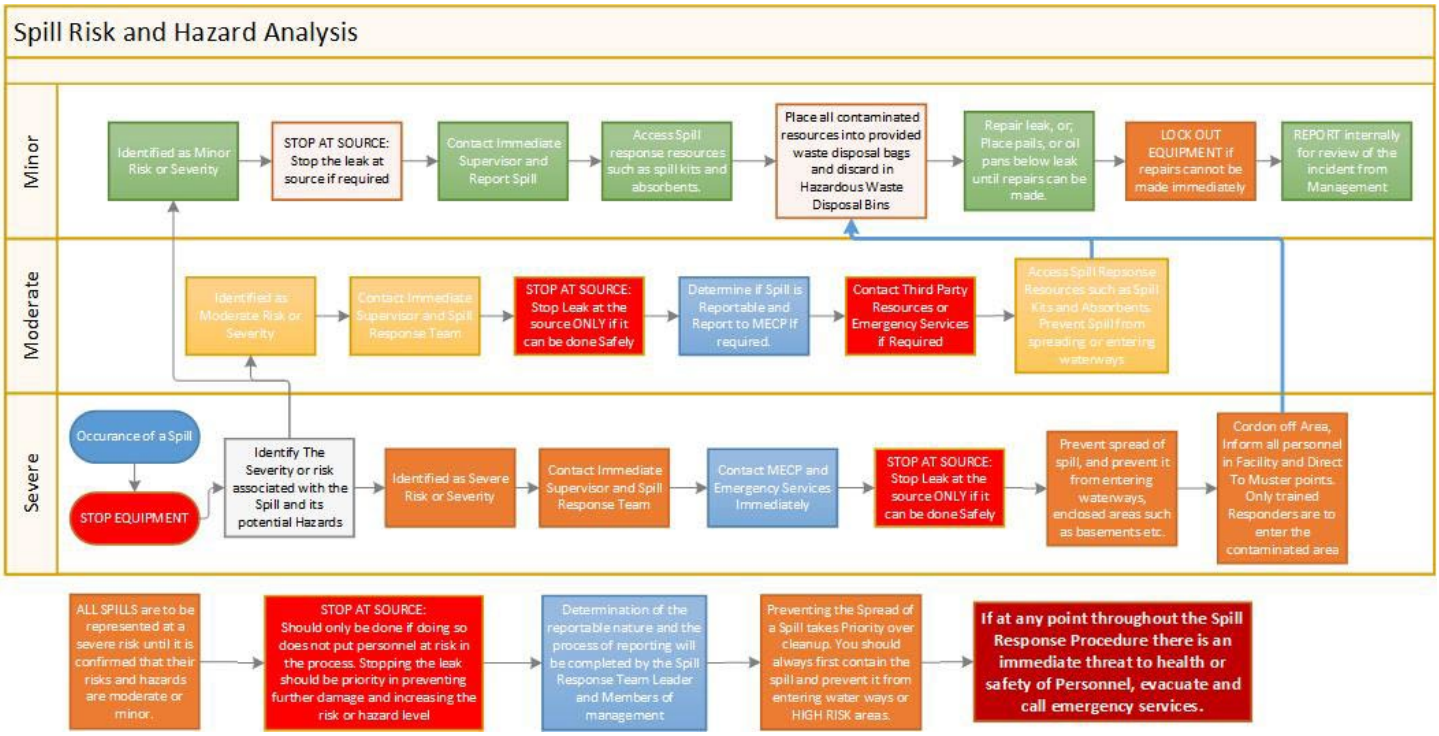
1. Sensitive ground water and surface water features
2. Fish and Wildlife Habitat Areas
3. Wells or Intakes to Drinking Water Systems
4. Places of Business
5. Health Care Facilities
6. Dwellings
7. Educational Facilities
8. Transportation Corridors
9. Vulnerable Areas defined under subsection 2(1) of the *Clean Water Act, 2006*

3.3 Likelihood and Consequence Analysis

Potential Hazard	Description	Hazardous Products	Probability	Spill Severity			Worst Case
				Minor	Moderate	Severe	
Heavy Equipment	Heavy Equipment present on site: Excavators, Loaders, Reach Stacker, Crane, Skid Steer, Trommel. Risks associated with normal every day use from potential collision, mechanical malfunction, wear and tear of equipment through use.	• Oil (Motor and Hydraulic) • Fuel (Diesel and Gas) • DEF • Antifreeze/Coolant • Transmission • Brake Fluid	Certain (1 event per year)	Low – Easily remediated impacts to individual property	Low – Easily Remediated impacts to individual property	Moderate – Material discomfort or localized impacts that can be remediated	Severe – Impacts to health (non-fatal) or widespread injury or damage to the environment that is difficult to remediate
Equipment Maintenance	Work being completed on Equipment on site. Emptying/flushing of fluid systems, repairs to hydraulic and engine systems, Resupply of fluids, oils, fuel to equipment during repairs. Storage of disposed oil and fluids.	• Oil (Motor and Hydraulic) • Fuel (Diesel and Gas) • DEF • Antifreeze/Coolant • Transmission • Brake Fluid • Cleaning Solutions	Certain (1 event per year)	Low – Easily remediated impacts to individual property	Low – Easily remediated impacts to individual property	Moderate – Material discomfort or localized impacts that can be remediated	Severe – Impacts to health (non-fatal) or widespread injury or damage to the environment that is difficult to remediate
Fuel and Oil resupply	Fuel and Oil resupply storage, Fuel tanks, DEF tanks, Oil Barrels and totes. Fluid disposal barrels and totes. Management of Disposed oils and fluids, and the procedure for their disposal.	• Oil (Motor and Hydraulic) • Fuel (Diesel and Gas) • DEF • Antifreeze/Coolant • Transmission • Brake Fluid	Possible (1 event per 5 years)	Low – Easily remediated impacts to individual property	Low – Easily remediated impacts to individual property	Moderate – Material discomfort or localized impacts that can be remediated	Severe – Impacts to health (non-fatal) or widespread injury or damage to the environment that is difficult to remediate
Marine Equipment	Tug boats, barges and Heavy Equipment operating on the water, Refuel and resupply of fluids and oils. Maintenance and repairs to Marine Equipment. Equipment Malfunction due to wear, improper use etc. Storage of Fluids and oils.	• Oil (Motor and Hydraulic) • Fuel (Diesel and Gas) • DEF • Antifreeze/Coolant • Transmission • Brake Fluid • Cleaning Solutions • Waste Management	Possible (1 Event per 5 years)	Low – Easily remediated impacts to individual property	Moderate – Material discomfort or localized impacts that can be remediated	Severe – Impacts to health (non-fatal) or widespread injury or damage to the environment that is difficult to remediate	Catastrophic – May Cause Fatalities, permanent damage to the environment that cannot be remediated.
Marine Operations	Operations Pertaining to marine work, Loading and Discharging of vessels and barges, Barge work, assembly and demob of work barges and FlexiFloats, repairs and maintenance.	• Oil (Motor and Hydraulic) • Fuel (Diesel and Gas) • DEF • Antifreeze/Coolant • Transmission • Brake Fluid	Very Possible (1 event per 2 years)	Low – Easily remediated impacts to individual property	Moderate – Material discomfort or localized impacts that can be remediated	Severe – Impacts to health (non-fatal) or widespread injury or damage to the environment that is difficult to remediate	Catastrophic – May Cause Fatalities, permanent damage to the environment that cannot be remediated.
Small Vehicle	Yard trucks, personnel transport vehicles. Spills due to wear and tear etc.	• Oil • Fuel (Diesel and Gas) • Antifreeze/Coolant • Transmission • Brake Fluid	Very Possible (1 event per 2 years)	Low – Easily remediated impacts to individual property	Low – Easily remediated impacts to individual property	Moderate – Material discomfort or localized impacts that can be remediated	Moderate – Material discomfort or localized impacts that can be remediated

3.4 Risk Analysis and Priority Ranking

Hazard Potential	Risk Analysis and Priority			
HIGH			• GASOLINE ETHANOL E10 • DIESEL 2 ULTRA LS DYED • ENDURATEX SYNTHETIC EP 150 • LIEBHERR GEAR HYPOID 90 EP	• ZEREX DEX COOL FORMULA ANTI-FREEZE/COOLANT • DURON SHP 10W-30 • TRAXON SYNTHETIC 75W-90 • UNIVERSAL ANTI-FREEZE/COOLANT • HEAVY DUTY DIESEL EXTENDED LIFE ANTI-FREEZE/COOLANT • FLO FERM UNIVERSAL 50/50 ANTI-FREEZE/COOLANT • ZEREX G-40 ANTI-FREEZE/ COOLANT • PROFESSIONAL EXTRA STRENGTH DESCALER • GASOLINE ETHANOL E10 • DIESEL 2 ULTRA LS DYED • ENDURATEX SYNTHETIC EP 150 • LIEBHERR GEAR HYPOID 90 EP
MODERATE	• GASOLINE ETHANOL E10 • DIESEL 2 ULTRA LS DYED • ENDURATEX SYNTHETIC EP 150 • LIEBHERR GEAR HYPOID 90 EP	• GASOLINE ETHANOL E10 • DIESEL 2 ULTRA LS DYED • ENDURATEX SYNTHETIC EP 150 • LIEBHERR GEAR HYPOID 90 EP	• ZEREX DEX COOL FORMULA ANTI-FREEZE/COOLANT • DURON SHP 10W-30 • TRAXON SYNTHETIC 75W-90 • UNIVERSAL ANTI-FREEZE/COOLANT • HEAVY DUTY DIESEL EXTENDED LIFE ANTI-FREEZE/COOLANT • FLO FERM UNIVERSAL 50/50 ANTI-FREEZE/COOLANT • ZEREX G-40 ANTI-FREEZE/ COOLANT • PROFESSIONAL EXTRA STRENGTH DESCALER	
LOW		• ZEREX DEX COOL FORMULA ANTI-FREEZE/COOLANT • DURON SHP 10W-30 • TRAXON SYNTHETIC 75W-90 • UNIVERSAL ANTI-FREEZE/COOLANT • HEAVY DUTY DIESEL EXTENDED LIFE ANTI-FREEZE/COOLANT • FLO FERM UNIVERSAL 50/50 ANTI-FREEZE/COOLANT • ZEREX G-40 ANTI-FREEZE/ COOLANT • PROFESSIONAL EXTRA STRENGTH DESCALER		• CAT HYDRO ADVANCED 10 • BLUEWAVE DEF ULTRAPURE UREA SOL 32.5% • GREENPLUS HYDRAULIC FLUID • PENZOIL DEX ATF (AUTOMATIC TRANSMISSION FLUID) • HYDREX XV ALL SEASON HYDRAULIC OIL • MOBILGARD 312
MINIMAL	• ZEREX DEX COOL FORMULA ANTI-FREEZE/COOLANT • DURON SHP 10W-30 • TRAXON SYNTHETIC 75W-90 • UNIVERSAL ANTI-FREEZE/COOLANT • HEAVY DUTY DIESEL EXTENDED LIFE ANTI-FREEZE/COOLANT • FLO FERM UNIVERSAL 50/50 ANTI-FREEZE/COOLANT • ZEREX G-40 ANTI-FREEZE/ COOLANT • PROFESSIONAL EXTRA STRENGTH DESCALER	• CAT HYDRO ADVANCED 10 • BLUEWAVE DEF ULTRAPURE UREA SOL 32.5% • GREENPLUS HYDRAULIC FLUID • PENZOIL DEX ATF (AUTOMATIC TRANSMISSION FLUID) • HYDREX XV ALL SEASON HYDRAULIC OIL • MOBILGARD 312	• CAT HYDRO ADVANCED 10 • BLUEWAVE DEF ULTRAPURE UREA SOL 32.5% • GREENPLUS HYDRAULIC FLUID • PENZOIL DEX ATF (AUTOMATIC TRANSMISSION FLUID) • HYDREX XV ALL SEASON HYDRAULIC OIL • MOBILGARD 312	
NONE	• CAT HYDRO ADVANCED 10 • BLUEWAVE DEF ULTRAPURE UREA SOL 32.5% • GREENPLUS HYDRAULIC FLUID • PENZOIL DEX ATF (AUTOMATIC TRANSMISSION FLUID) • HYDREX XV ALL SEASON HYDRAULIC OIL • MOBILGARD 312			
SPILL SEVERITY	MINIMAL	MINOR	MODERATE	SEVERE


Spill Risk and Hazard Analysis
Minor
Identified as Minor Risk or Severity
STOP AT SOURCE: Stop the leak at source if required
Contact Immediate Supervisor and Report Spill
Access Spill response resources such as spill kits and absorbents.
Place all contaminated resources into provided waste disposal bags and discard in Hazardous Waste Disposal Bins
Repair leak, or; Place pails, or oil pans below leak until repairs can be made.
LOCK OUT EQUIPMENT if repairs cannot be made immediately
REPORT internally for review of the incident from Management
Moderate
Identified as Moderate Risk or Severity
Contact Immediate Supervisor and Spill Response Team
STOP AT SOURCE: Stop Leak at the source ONLY if it can be done Safely
Determine if Spill is Reportable and Report to MECP if required.
Contact Third Party Resources or Emergency Services if Required
Access Spill Reponse Resources such as Spill Kits and Absorbents. Prevent Spill from spreading or entering waterways
Severe
Occurance of a Spill
STOP EQUIPMENT
Identify The Severity or risk associated with the Spill and its potential Hazards
Identified as Severe Risk or Severity
Contact Immediate Supervisor and Spill Response Team
Contact MECP and Emergency Services Immediately
STOP AT SOURCE: Stop Leak at the source ONLY if it can be done Safely
Prevent spread of spill, and prevent it from entering waterways, enclosed areas such as basements etc.
Cordon off Area, Inform all personnel in Facility and Direct To Muster points. Only trained Responders are to enter the contaminated area
ALL SPILLS are to be represented at a severe risk until it is confirmed that their risks and hazards are moderate or minor.
STOP AT SOURCE: Should only be done if doing so does not put personnel at risk in the process. Stopping the leak should be priority in preventing further damage and increasing the risk or hazard level
Determination of the reportable nature and the process of reporting will be completed by the Spill Response Team Leader and Members of management
Preventing the Spread of a Spill takes Priority over cleanup. You should always first contain the spill and prevent it from entering water ways or HIGH RISK areas.
If at any point throughout the Spill Response Procedure there is an immediate threat to health or safety of Personnel, evacuate and call emergency services.

3.5 Risk Management

3.5.1 Storm Water Management

Stormwater management for the purpose of quality control is required, to provide an enhanced level of protection as defined by the MOECC Guidelines. An enhanced level of protection requires the removal of 80% of total suspended solids (TSS). It is noted that the quality controls recommended and discussed in this report are limited to the removal of suspended solids. Quantity control is not a requirement as there is adequate capacity for increased flow in the Lake.

The recommended strategy for stormwater management is to provide a treatment train approach. These strategies include best management practises and housekeeping, lot level and conveyance controls and end-of pipe facilitates. Accepted practices are described within both the Stormwater Management Planning and Design Manual (MOE 2003) and the Low Impact Development (LID) Stormwater Management Planning and Design Guide (TRCA/CVC 2012).

Table 4.1: Physical Constraints for SWMP Types

SWMP	Topography	Soils	Bedrock	Groundwater	Area
wet pond	none	none	none	none	> 5 ha
dry pond	none	none	none	none	> 5 ha
wetland	none	none	none	none	> 5 ha
infiltration basin	none	loam (min. inf. rate ≥ 60 mm/h)	> 1 m below bottom	> 1 m below bottom	< 5 ha
infiltration trench	none	loam (min. inf. rate ≥ 15 mm/h)	> 1 m below bottom	> 1 m below bottom	< 2 ha
reduced lot grading	< 5%	loam (min. inf. rate ≥ 15 mm/h)	none	none	none
soakaway pit	none	loam (min. inf. rate ≥ 15 mm/h)	> 1 m below bottom	> 1 m below bottom	< 0.5 ha
rear yard ponding	< 2%	loam (min. inf. rate ≥ 15 mm/h)	> 1 m below bottom	> 1 m below bottom	< 0.5 ha
grassed swales	< 5%	none	none	none	< 2 ha
pervious pipes	none	loam (min. inf. rate ≥ 15 mm/h)	> 1 m below bottom	> 1 m below bottom	none
vegetated filter strips	< 10%	none	none	> 0.5 m below bottom	< 2 ha
sand filters	none	none	none	> 0.5 m below bottom	< 5 ha
oil/grit separators	none	none	none	none	< 2 ha

Best Management Practises and Pollution Prevention

Often, the simplest and most inexpensive way to reduce pollutant loading from industrial areas is implementing best management practices or BMPs at the source. BMPS includes non-structural solutions that reduce pollutant loading by changing site practices. For example, changing the location of product or waste storage from the perimeter of the site to a controlled catchment area or within the building can significantly improve runoff quality. Modifying loading and unloading practices by changing equipment or implementing weather policies can also be extremely effective in reducing the stormwater impact of a site.

Structural practices for these areas can include spill containment structures used to temporarily detain materials or liquids until collection and disposal can occur. Outdoor material and waste storage areas can be upgraded with covered storage bins, tarped, or containers to prevent rain from coming into contact with materials that impact stormwater quality. Establishing buffers around surface conveyance features can also provide significant improvements to runoff quality. These buffers may include physical barriers, such as berms or curbs.

Lot Level Conveyance

Lot level and conveyance controls include those that are applied at the individual lot level, those which form part of the conveyance system.

In areas where soil permeability is low, the opportunities to use infiltration-based controls are limited, and require the exploration of strategies that employ filtration, evapotranspiration and detention as the primary treatment processes. The suitability of the surface soil to support healthy, dense vegetation cover is also an important consideration in the design of specific SWMPs that rely on vegetation as a functional element (e.g., swales, vegetated filter strips). As a minimum, to achieve the enhance level of water quality control, the LID practice must be sized to provide storage for a minimum 5mm of rainfall from the contributing area (TRCA/CVC 2012) which prevents the polluted portion of the rainfall from becoming runoff.

The recommended measures which employ both a vegetative and detention storage elements area listed as follows.

- Grassed swales
- Vegetated filter and buffer strips
- Depression/surface storage
- Dry swales

End of Pipe Facilities

End-of-pipe stormwater management facilities receive stormwater from a conveyance system (ditches, sewers) and discharge the treated water to the receiving waters. Some SWMPs that have been applied as end-of-pipe SWM facilities include:

- Wet ponds
- Wetlands
- Dry ponds
- Infiltration basins
- oil/grit separators.

Wet ponds are the most common end-of-pipe stormwater management facility as they are less land-intensive systems and are normally reliable in operation, especially during adverse conditions (e.g., winter/spring). Wet ponds are also capable of achieving the required enhanced level of protection. Oil/grit separators are typically used for small drainage areas (< 2 hectares).

Due to the proximity of the site activities to the shoreline there is difficultly implementing pond type measures for the purpose of quality control. An oil grit control device is particularly well-suited to conditions where space is constrained.

The drainage from the site can be divided into three catchment areas and are described as follows

Sub Area 1 - 8.6 ha tributary to the roadside ditch located on the south side of White Chapel Road. The area consists of approximately 70% pervious area (landscaped and undeveloped open space) and 30% impervious area (gravel roads, parking, and storage area). This drainage has since been cut off with the implementation of the earthen berms along the perimeter of the property. Runoff pools at the base on the berms within the property.

Sub Area 2 - 2.7 ha tributary to an existing drainage swale located north of the existing site access road. The area consists of approximately 70% pervious area (landscaped and undeveloped open space) and 30% impervious area (gravel road)). The existing drainage swale discharges by means of an existing 300mm culvert which runs south under the access road. There does not appear to be an overland outlet from this area.

Sub Area 3 - 14.1 ha tributary to Picton Bay. The area consists of approximately 55% pervious area (settling ponds landscaped and undeveloped open space) and 45% impervious area (gravel roads, parking, salt storage pad and storage area). The live loading bay is within this area which consists of an area approximately 10m below grade. This area is currently subject to localized flooding as surface flows from above flow into the below grade loading area. It has been observed that trapped runoff within the loading bay is presumed to drain by means of infiltration and evaporation. Occasional runoff from wetted materials and surface runoff makes its way into the underground conveyance system. Excess runoff from the underground conveyance tunnels discharges to the Picton Bay from

the rock face below the loading conveyor. It is noted that quality measures, i.e. silt bag and turbidity curtains are in place to capture this runoff.

SUB AREA 1A

Enhanced Swale

Enhanced swale for 2.4 ha of Sub Area 1A, having a nominal base width of 2 m, average side slopes of 3:1, a minimum depth of 0.5 m with a longitudinal gradient of no more than 0.5%, discharging into the proposed oil/grit separators as described below;

Oil and Grit Separator (CDS)

Two (2) oil and grit separators, installed downstream of the enhanced swale, receiving stormwater from Sub Area 1A (2.4 ha), each having a sediment storage capacity of 1668 L, an oil storage capacity of 439 L and a total storage capacity of 3335 L, discharging to Picton Bay via approximately 20 m long 600 mm diameter perforated pipe;

SUB AREA 1B

Grass Ditch

Grassed ditch for 1.1 ha of a portion of Sub Area 1C, having a nominal base width of 1 m, average side slopes of 3:1, a minimum depth of 0.5 m with a longitudinal gradient of no more than 5.5% and rock check dams, discharging into the proposed settling pond as described below;

Settling Pond

Settling pond for 1.1 ha of a portion of Sub Area 1C, providing sedimentation prior to flows entering the pond, having a depth of 1m and a storage volume 400m², discharging into the proposed new wet pond via approximately 25 m long 450 mm diameter effluent pipe;

Step Pools

Grassed ditch with step pools for 4 ha of a portion of Sub Area 1C, providing scour and channel erosion protection prior to entering the pond, having a nominal base width of 1m, average side slopes of 3:1, a minimum depth of 1 m, discharging into the proposed new wet pond as described below;

Wet Pond

A wet pond providing an Enhanced Level quality control for a total drainage area of approximately 8.9 hectares of Sub Area 1C, having a permanent pool volume of 1,896 cubic metres with a permanent pool depth of 1.5 m and an extended detention storage volume of 413cubic metres, and a total storage volume of approximately 3,171 cubic

metres, including permanent pool volume, at a depth of approximately 2.4 m, discharging to Picton Bay via one (1) 750 mm diameter outlet pipe complete with a 75 mm diameter orifice;

SUB AREA 2

Sediment Basin Structure

one (1) sediment basin, installed under the conveyor system, receiving runoff stormwater from Sub Area 2, having a sediment storage capacity of 1.3m³ a total storage capacity of 1.9m³, sediment to be pumped, overflow discharging to Picton Bay via approximately 20 m long 750 mm diameter perforated pipe with goss trap;

SUB AREA 3

Grassed Swale

Grassed swale for 5.3 ha of Sub Area 3, having a nominal base width of 2 m, average side slopes of 3:1, a maximum depth of 1m with a longitudinal gradient of no more than 0.6%, providing pre-treatment prior to discharging to enhanced swale via approximately 0m long 450 mm diameter effluent pipe

Enhanced Swale

Enhanced swale for 5.3 ha of Sub Area 3, having a nominal base width of 6 m, average side slopes of 3:1, a maximum depth of 3m with a longitudinal gradient of no more than 0.6% and rock check dams, ultimately discharging to Picton Bay via approximately 35 m long 300 mm diameter effluent pipe;

Filter Strip

Vegetated filter strip approximately 30m wide and 500m long a total of 3.1ha, consisting of existing vegetation providing treatment for receiving runoff stormwater from upstream enhanced swale ultimately discharging to Picton Bay;

Storm Water management provides a mitigating factor to minimize and eliminate the risks associate with Spills for hazardous products causing lasting and severe effects as a result. The drainage plan shall ensure that surface drainage does not flow from the site to adjoining properties and shall provide quality treatment of total suspended solids and prevent contaminated runoff from entering Picton Bay.

3.5.2 Preventative Maintenance and Review

Preventative maintenance program is in place for all heavy equipment, small equipment, personal vehicles, and hazardous goods storage facilities on Picton Terminals Property. This includes daily Equipment Reports to ensure equipment is running without issue, and to identify leaks or potential high-risk areas that should be addressed. Regular review of this maintenance program, with improvements being made regularly is ongoing.

Environmental Incident Reporting additionally provides regular information on improvements to be made, changes to policy or procedures and provides insight on how to avoid, mitigate, reduce or eliminate such hazards. Regular redesign and assessment of procedures in effect, with Bi-Weekly meetings held to observe and review all incident reports among management teams.

Providing information to Personnel on safe handling, operation, and management of all hazardous materials, ensuring each member of our team is trained in the prevention and contingency plan of any spills that occur on Picton Terminals property, or as a result of operations taking place by Picton Terminals.

3.6 Training

Training of personnel and management at Picton Terminals in preventative strategies, contingency plans, hazard and risk assessment is a top priority in reducing the likelihood and effect of unexpected spills. Each team member is responsible for daily equipment inspections and hazard identification, as well as understanding the consequences of adverse effect spills.

Each team member will be expected to complete initiation on managing and preventing spills. Additionally, a Spill Response Team is to be established who is trained and knowledgeable in the management, response, evaluation, clean-up, monitoring, restoration, reporting and disposal of spills that occur on Picton Terminal Property.

Employee training is broken up into the following steps:

PLANNING

Knowing what to do when a spill occurs is essential to employee safety as well as minimizing adverse effects to the environment. Planning, Training and Drilling are the keys to helping everyone know what to do when an emergency does occur.

Even minimal planning for each employee is essential, even if the only action for them to take is to stop the equipment, leave the area, and notify a member of management, a plan needs to exist to ensure personnel safety. In addition this plan needs to be written and maintained and made available to each employee.

TRAINING

Any employees expected to respond to a spill must complete the necessary training in order to do so. Trained personnel must be aware of the dangers present and how to respond in a safe manner. Although spills can be fairly common, no two spills are the same and trained personnel need to be able to properly assess the hazards and effects quickly, and be equipped with the proper means of managing them effectively.

NOTIFY

Personnel must be trained in whom they should contact when they encounter a spill, even if they are unable to identify the spill, so that identification can be made and response can begin.

This notification may be phoning a member of management, using a two-way radio to contact, or sounding an alarm. Notification will occur:

- Any time a spill is seen
- Any time a spill cannot be identified
- When a spill is of significant size
- When the spill Response Team will be needed
- When there is a noticeable smell that is unusual

Notifying the proper people in a timely manner ensures that response can be coordinated and initiated effectively.

PROTECT RESPONDERS

Once a spill has been properly identified, choosing Personal Protective Equipment is simplified, allowing response to begin quickly. If a spill cannot be identified, personnel should be trained to assume the worst and wear the highest level of PPE that would be necessary for the highest level of hazard assessment in the facility.

Even if the acquisition and preparation of PPE may take some time to coordinate, this step is critical to ensuring the safety of the response team and personnel involved is response to a spill. In the event that someone is Injured as the result of a spill, PPE Should still be prepared and worn as responders who rush in without the proper protection can become victims as well.

As part of our response plan, Material Safety Data Sheets (SDSs) are used and readily available to personnel in the facility to help determine what PPS will be necessary in each spill scenario. Planning and training of this ahead of time will save time and improve effectiveness in the event of an actual emergency. Obtain adequate supplies and stock of gear in a location that is accessible to responders is critical.

STOP AT THE SOURCE

The very first step in the event of a spill should be to stop the source of the leak, if it can be done so safely. This could involve things like shutting down a machine, rolling a punctured barrel or container over so the puncture is on the top side, patching over a seam that has a leak, or finding and turning off emergency valves. Often, this can happen while the spill is being contained.

Personnel should be trained in their specific area or piece of equipment what the emergency protocol is for stopping a leak, they should be aware of emergency stop switches, buttons, valves etc.

Having emergency equipment and tools on hand to capture a spill is also critical, whether this be tanks, trays, buckets, or even having a pump readily available to pump out a tank before it completely empties. Any additional mitigation available is capable of reducing adverse effects in an emergency situation.

Train workers to use the tools provided. Check on the availability and condition of this equipment regularly.

DOCUMENT AND ADAPT

Complete all necessary documentation after each spill. Be aware of which spills qualify as reportable and non-reportable. Take time to review incidents, present them or have them available for personnel to be able to learn from past mistakes or successes. Adapt and adjust response plans as necessary.

Determine what supplies were used, restock, or re-assess if any additional materials should be kept on site that may have reduced or prevented adverse effects.

4.0 Spill Contingency plan

Green Marine Environmental Program

Picton Terminals undergoes a Certification process each year for the Green Marine Environmental Program. This process involves both Self Evaluation as well as external verification to ensure that the processes are being followed, reviewed and improved wherever possible. This program includes spill prevention & stormwater management, community impacts, environmental leadership, aquatic ecosystems, waste management, and community relations.



ANNEX 2-A
WATER AND LAND POLLUTION PREVENTION PLAN (LEVEL 3)

This annex provides minimum requirements to develop a Water and Land Pollution Prevention Plan (WLPPP) to fulfil criterion 3.2 of the Spill Prevention & Stormwater & Management Performance Indicator.

OBJECTIVE:

The WLPPP serves to clearly identify potential sources of water and land pollution on all sites operated by the participant (for terminal operators, this plan must cover all terminals participating in the Green Marine program), to list all best practices implemented to prevent such pollution from occurring, as well as response procedures in case of an accidental spill, leak, or discharge.

WATER AND LAND POLLUTION PREVENTION TEAM:

Roles & Responsibilities:

- Employee(s)/title/position/third party responsible for the development, implementation, revision and follow-up of the plan and description of responsibilities.
- Employee(s)/title/position/third party responsible for implementing best practices.
- Employee(s)/title/position/third party responsible for coordination during emergency situations.

SITE MAP

Prepare drawings or plans showing the following items:

- Location of the waterworks, sewerage and waste water treatment system, stormwater conveyances, including storm drains, ditches, pipes and swales;
- Location and name of owner/operator of municipal storm sewer systems (if facilities discharge to them).
- Outline of drainage area for each stormwater outfall;
- Location and name(s) of all surface water bodies that receive discharges from the site
- Locations of all non-stormwater discharges;
- Location of structural measures to reduce pollutants in stormwater runoff (e.g. vegetated buffer, hydrodynamic separators like stormceptor, retention ponds, etc.)
- Location and name(s) of all cargo loading/unloading/handling/storage areas (dry/liquid);
- Location of underground and aboveground container tanks;
- Location of past major spills and that are still relevant to current operation (or any spill that is suspected to have left residual water and/or land contamination). Note that a spill is qualified as major in the present context if it cannot be contained with an on-site emergency spill kit, if it exceeds 20 gallons/75 liters, or if it represents a threat to human health and/or the environment.
- Locations of the following activities: fueling, maintenance, repair and washing of vehicles and equipment, vessel maintenance, repair and washing, painting, sanding, blasting, welding, metal fabrication;
- Location of bulk piles;
- Location(s) of storage areas of cargo residues, spent sandblast grit, or any other industrial waste;
- Location(s) of hazardous materials storage area(s) (e.g., fuels, new and used oils, lubricants, paints, solvents, hazardous waste, antifreeze);
- Location of vehicles, machinery, fixed equipment, as well as storage areas for portable and mobile equipment, that can potentially leak.

INVENTORY OF VEHICLES, MACHINERY, EQUIPMENT, AND POTENTIAL POLLUTANTS

- List of vehicles, machinery, and portable, mobile, and fixed equipment that could potentially leak or discharge pollutants into the environment (e.g., containers, reservoirs, tanks, pumps, pipes, generator sets, loading equipment, conveyors, barriers, elevators, compressors, cranes, gantries, landscaping equipment);
- List and estimated quantity of potential pollutants stored and/or handled on site (e.g., fuels, new and used oils, lubricants, paints, solvents, hazardous waste, antifreeze);
- List of cargo products or categories handled and description of environmental risks.

BEST PRACTICES

- For each source of pollution and associated pollutants, provide a detailed list of pollution prevention best practices (including procedures for handling dry cargo that can generate dust and for abrasive blasting operations). The list must include all applicable best practices implemented at level 2 of the indicator and any additional best practices implemented to reduce or prevent water and land pollution.

ANNEX 2-A (CONTINUED)
WATER AND LAND POLLUTION PREVENTION PLAN (LEVEL 3)

RESPONSE PROCEDURES

- Response procedures in case of a spill, leak or discharge (procedures, equipment and material);
- List of major spills that occurred in the past and that are still relevant to current operations, including a detailed analysis:
  - Parties involved;
  - Description of the spill (date, location referring back to site maps, start and end time);
  - Investigation details and observations (i.e. pollutant involved and quantity discharged and recovered, known hazards, area impacted);
  - Conclusions and identification of root causes;
  - Corrective actions including response and preventive measures;
  - Risk analysis and follow-up measures to avoid any similar accidents;

NOTE: The detailed analysis is the responsibility of the company/organization that caused the spill. However, ports must be able to list all major spill that occurred on their property, regardless of the party responsible for them.

CONTINUAL IMPROVEMENT

- Additional measures that can be taken in order to further reduce or prevent water and land pollution or nuisance arising from dust.

TRAINING

- List, description, and frequency of training received by employees to prevent water and land pollution (e.g., awareness program, emergency response plan and/or exercise, spill and cargo residues prevention and control, fueling procedures).

PLAN REVISION

The WLPPP should be reviewed at least every two years and in the following situations:

- Whenever there is a change in the facility's design, operation or maintenance procedures increasing the risk of pollutant discharges into the environment;
- Whenever a spill, leak or accidental discharge occurs and for which the product and/or volume should trigger a review and/or revision of the prevention and response measures;
- Whenever prevention or response procedures change;
- If the plan proves to be inefficient in preventing water and land pollution.

4.1 Adverse Effect Spills

OBJECTIVE

Prevent spills and leaks of pollutants and manage stormwater to minimize contamination into the environment (water and land).

APPLICABILITY

This indicator is mandatory.

Applicabilité	Justification
☑ Applicable ☐ Non applicable	

LEVEL 1

Criterion		Justification
2.1.1 Monitoring of regulations	☑ Yes ☐ No ☐ N.A.	We have a team who monitor all regulatory agency policies to ensure compliance.

LEVEL 2

Fulfill 60% of the criteria.

Criterion		Justification
2.2.1 Perform vehicle and machinery fueling, lubrication, and maintenance in an adequately equipped designated area and/or at a minimum distance of 30 m (100 ft) from the water and at a minimum distance of 15 m (50 ft) from a tributary (e.g., catch basin, ditch, storm drains) unless the area is covered by or is part of a permitted and properly operating stormwater management system. If these requirements cannot be met, alternative pollution prevention measures must be taken (e.g., watertight lids, rubber rugs, retention pans).	☑ Yes ☐ No ☐ N.A.	Our company performs vehicle and machinery fueling, lubrication and maintenance at a minimum distance of 30 m from the water and at a minimum distance of 15 m from a tributary (catch basin, ditch, etc.). When these requirements cannot be met, alternative pollution prevention measures are taken via watertight lids, rubber rugs, retention pans, etc.). We have an offsite shop and a mobile shop for our fleet and equipment. Whenever practical and possible, refueling etc. occurs away from the dock and shoreline. Spill trays are always used and hazardous products are stored and disposed of properly.
2.2.2 In areas draining to surface water, use, inspect and ensure proper maintenance of secondary containment for stationary devices and equipment that can potentially leak or which need to be resupplied periodically (e.g., generating sets, compressors). Use a risk-based approach to determine the adequate volume of each secondary containment to contain anticipated spills or leaks. All employees using such devices and equipment must be aware of the procedure to follow (what to do, who to contact) in case of a spill or leak (e.g., proper signage visibly posted directly on devices and equipment, internal emergency number, annual employee training).	☑ Yes ☐ No ☐ N.A.	Spill trays are always used and hazardous products are stored and disposed of properly.

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Criterion		Justification
2.2.3 Implement inspection and maintenance procedures for all devices and equipment (e.g., tanks, generating sets, compressors, landscaping equipment) that could potentially leak liquid contaminants into the environment (e.g. drainage system, natural receiving environment).	☑ Yes ☐ No ☐ N.A.	All company equipment and fleet is managed by our mechanical team using regular maintenance schedules and within regulatory requirements
2.2.4 Regularly inspect nearshore water and property to identify any illicit discharge. If such a discharge is identified implement corrective measures as soon as possible to stop contamination from the source or inform the entity responsible or any other relevant entity If the contamination is not under the control of the participant.	☑ Yes ☐ No ☐ N.A.	We conduct weekly Environmental/Operations reports which includes regular site/shore inspections when a vessel is in the port. • 2024-03-04 - PT Operations - Environmental Assessment.pdf
2.2.5 Check for visible sheen on, colour and odour of water collected in secondary containments and excavation pits or extracted from monitoring wells. If there is a doubt about its quality, the water must be sampled, analyzed for contaminants of concern, and managed appropriately or treated prior to being discharged into the environment.	☑ Yes ☐ No ☐ N.A.	We hire a 3rd party to conduct quarterly water monitoring via monitoring wells, Picton Bay sampling (Lake Ontario), and near neighbours domestic wells. This is a reported annually to MECP (Ontario Ministry of the Environment) . Additionally, we conduct weekly Environmental/Operations reports (see previous section attachment). We monitor check dams and all stormwater management devices before every large storm event and before spring thaw and autumn storms. We work with our 3rd party water monitoring experts and collect additional water sampling outside of the quarterly monitoring schedule, if we observe unusual conditions.
2.2.6 Always have at key locations a spill kit containing all the necessary material to adequately respond as soon as possible to accidental discharges. Ensure the relevant staff is competent to use these kits (e.g., through appropriate training, an annual refresh of response procedures, various information and communication tools) and that any contaminated material is disposed of by an authorized firm.	☑ Yes ☐ No ☐ N.A.	We have emergency spill kits on site for dealing with minor spills. This past year we have also developed a site plan that identifies all of our spill kits in the event of a spill. In review, we added spill kits to areas where there is higher volumes of traffic. This plan and emergency spill equipment are to be checked monthly. • 2.2.6.jpg
2.2.7 Implement good housekeeping practices to ensure surfaces near storm drains (e.g., wharves, driveways, loading and unloading areas, paint blasting areas and other pathways to surface waters) are clear of pollutants (e.g., solid wastes, grit, dust, paint or paint residues).	☑ Yes ☐ No ☐ N.A.	During weekly environmental reports, storm areas for drains etc are checked to ensure they are free from debris. Surfaces are cleaned up before they are washed away into stormwater runoff. Straw bales are added for extra measure at times of high amount of precipitation.
2.2.8 Prevent the uncontrolled discharge of wash water that could contain oils, chemical products (e.g., detergents, solvents), or residues/suspended solids into the environment via treatment or containment, for example.	☑ Yes ☐ No ☐ N.A.	We clean up surfaces before debris/detergents etc can be washed away into stormwater runoff.

4.2 Incident Evaluation and Level of Response

LEVEL 1: minor spills requiring an on-site worker to respond and take necessary collective actions.

LEVEL II: intermediate level spills requiring a response by on-site or off-site trained staff but posing no danger to the public.

LEVEL III: a major incident beyond the resources of a single facility, where there are subsidiary problems to complicate the situation such as fire, explosion, toxic compounds, and a threat to life, property and the environment. Assistance will be required from local, regional, and/or provincial organizations.

Incident detection, information gathering and action decisions are the first steps in responding to an emergency incident. All these steps may occur over a short or protracted-time period depending on the circumstances and magnitude of the incident. Supervisors and members of management have on-scene authority to evaluate the situation, assess the magnitude of the problem and activate the emergency response plan.

Normally, upon receiving initial notification of an incident involving the release of a hazardous chemical into the environment, the individual having on-scene authority will assess the magnitude of the problem and potential threat to personnel, equipment, and environment. If the situation warrants, the person having the authority to invoke the response plan will activate the plan, notify members of the Incident Management (Response) team. Situations must be assessed on an on-going basis to develop an appropriate response strategy.

For each type of emergency, the action items may include the following:

- identify the nature of the emergency and ascertain if there are casualties
- locate the source, the area of immediate risk and the potential for escalation
- raise the alarm, alert the local, provincial and federal emergency services and activate the appropriate warning system
- mobilize the appropriate resources to isolate the hazard as far as possible and to implement 'first aid' remedial actions
- initiate procedures for the protection of personnel, plant, property and the environment. Consider the need to evacuate non-essential personnel and the need for an emergency shut-down of operations.
- implement procedures for the protection of vital resources, continuity of critical services and security of the property and records
- arrange to account for personnel and to log events
- activate emergency communications links. Notify senior personnel, the appropriate agencies and neighbours where appropriate
- Communicate with officers of the emergency services and with other senior personnel as they arrive on-site, and cooperate as required
- call for further emergency assistance as may be necessary
- keep abreast of developments and ensure that the means of giving and receiving information, advice and assistance are functioning effectively, including that related to public relations
- as appropriate, implement approved procedures for rehabilitation

4.3 Mobilization and Response

Seven Steps for Spill Response are as follows:

1. **Identify the Substance and Determine the Risk**

The Individual in charge should identify (to the best possible extent) the hazardous substance involved in the spill, the current conditions, handling procedures, and potential dangers. The most important consideration should be if the spill is life threatening. If so, call the appropriate authorities with the means to manage the spill safely.

2. **Protect Yourself**

Once it has been determined that the spill is non-life threatening and is manageable, protect the clean up team by properly outfitting them with the necessary PPE. This includes PPE suits, respirators, boots, gloves, and goggles when required.

3. **Stop the Spill**

Stop the spill at its source. This could be done by turning off a valve, powering down equipment, turning over a jug or barrel, or using a leak stopper device or other means to plug a hole to stop a leak.

4. **Contain the Spill**

Limit the spread and exposure of the spill by containing it. This can be done by utilizing spill kits and absorbents like sand or litter, absorbent socks and pads etc. Use materials to dam , dike, or divert the spill for east, manageable clean up. Spill pans and buckets can also be used to catch spills that may drip off equipment, or to contain slower, smaller leaks when plugging them isn't an option.

5. **Minimize the Risk**

When possible, neutralize any acids or bases with the appropriate neutralizer and emulsify any oils with an emulsifier such as a degreaser. If the spill is present on water, do not emulsify until appropriate authorities have been contacted and have been given clearance to do so.

6. **Clean up the Spill**

Using absorbent materials, pads, booms, socks, emulsifiers etc. clean up the spill completely. If the spill occurred on soft/porous ground such as dirt, it may require removal of the area in which the spill occurred, and replaced with clean, non-contaminated material. Dispose of all contaminated material appropriately.

7. **Decontaminate**

Properly clean all equipment and personnel involved in the Spill Response Procedure. Dispose of all contaminated materials.

4.4 Pollutant and Adverse Effect Monitoring

Monitoring the impact of hazardous spills on ecosystems is crucial for assessing environmental damage and implementing effective remediation strategies. After a spill incident, monitoring programs should be initiated promptly for ecological risk assessment, pollution control, and remediation efficacy evaluation. Oil spills have several effects on ecosystems, including harm to marine life, sunlight blockage, ecosystem damage, local impacts, and acid rain damage.

Monitoring procedure begins with proper reporting of the incident to appropriate organizations, Depending on the severity of the spill. Third part organizations may be brought in to initiate chemical and biological techniques to monitor ground water, runoff, nearby marine ecosystems and select appropriate biomarkers to understand the adverse effects from a spill. Researchers use biological-effects techniques, such as bioassays and biomarkers, to evaluate the health of marine ecosystems affected by oil spills. These techniques focus on fish and invertebrates and operate at lower levels of biological organization (in vitro, suborganismal, and individual).

Regular testing of ground water wells and nearby marine ecosystems should take place regardless of the occurrence of spills to assess the ecological risk, control pollution, and monitor the efficacy of remediation efforts.

These processes will be documented and kept on record by Picton Terminals.

4.5 Roles and Responsibilities

This section provides guidelines for Spill Response Team organization. These cover situations up to and including large exploration projects. You should scale duties and responsibilities to the size of the project. Smaller projects will require individuals to cover multiple roles.

- First Person On-Scene,
- Spill Response Team
- Spill Response Team Leader.

You should identify and list those individuals who are designated as potential Team Leaders and members of the Spill Response Team. Their individual responsibilities are outlined below.

First Person on-Scene

If you are the First Person On-Scene, you should take the following steps:

1. Assess the initial severity of the spill and safety and environmental concerns.
2. Identify the source of the spill.
3. Determine the size of the spill and stop or contain it, if possible.
4. Notify the Spill Response Team Leader.
5. Immediately stop work, transfer or fuelling operations, control all sources of ignition.
6. If possible and safe to do so, put out any fire and stop any leak that may be present.
7. Prevent access of spilled material to water.

Team Leader

As Spill Response Team Leader, you should

1. Ensure that all safety measures are taken for the preservation and protection of human life.

2. Identify potential fire hazards and request standby or response from the Fire Response Team.

3. When safe to do so, ensure that the source of the spill is secured.

4. Notify additional trained Spill Response Team personnel, if required.

5. Restrict further operations that may interfere with a sustained response to the spill incident.

6. Evaluate the size of the response to be initiated and make assessments relating to the necessity of calling out response contractors.

7. Implement protective measures and containment procedures to minimize environmental damage.

8. Oversee containment, cleanup and restoration operations.

You should also

1. Establish internal communications (especially with head office).

2. Liaise with other managers, as required.

3. Establish external communications (and act as the company contact on a local level).

4. Report the spill.

5. Document all events.

You should then prepare a written report which will be sent as soon as possible to the appropriate authorities. You should include pertinent information on the spill occurrence in the report as follows:

- Name and phone number of the reporter.
- Time of spill or leak.
- Time of detection of spill or leak.
- Type of product spilled or leaked.
- Amount of product spilled or leaked.
- Location of spill or leak.
- Source of spill or leak.
- Type of accident -rupture, collision, overflow, other.

You should include in this report information on

- The owner of product and their phone number, if known.
- Whether the spill or leak is still occurring.
- Whether the spill or leaked product is contained and, if not, where it is flowing.

Your report should also identify the local climatic and other factors such as:

- Wind velocity and direction.
- Temperature.
- Proximity to water bodies, water intakes and facilities.
- Tidal action (if applicable).
- Snow cover and depth, terrain and soil conditions.

You should ensure that the spill is monitored throughout the spill response process to ensure safety and to direct cleanup efforts. You should also investigate and identify measures to prevent similar spills.

If you are the project's Environment Manager, you should:

- Provide cleanup advice to the Spill Response Team Leader.
- Assist in the preparation of press releases.
- Develop safe and effective spill management and prevention practices.
- Provide advice to the Spill Response Team of storage and disposal options.
- Update and distribute Spill Contingency Plan.
- Ensure that the corporate Environmental Department reports spills to the 24 hour Spill Line (or equivalent) and obtains confirmation of receipt of spill report.

Subsequent to the spill occurrence and cleanup you should:

- Ensure that there are follow-up reports prepared on the spill event, cleanup and environmental impacts.
- Ensure that post-spill reports are completed and take action, as necessary, to prevent a recurrence.

As part of your role, you will also be expected to:

- Ensure that the Spill Response Team is adequately trained in spill response.
- Organize spill response training and exercises.
- Liaise with government agencies as required.

Response Team

The basic premise of spill response is that the Spill Response Team Leader will specifically direct all aspects of any spill incident. The specific duties of the Spill Response Team members will be performed under the direction, and at the discretion, of the Team Leader. The size of the team activated (number of individuals to respond) will be based on the:

- Location of the spill.
- Amount of substance spilled.
- Area over which the spill has spread.
- Environmental sensitivity of the area affected.

The Spill Response Team will consist of individuals drawn from a list of trained personnel. In small companies and organizations, these roles will probably be compressed into fewer people than in larger organizations.

If you are part of the Spill Response Team you should:

1. Stop or reduce the discharge, if safe to do so.

2. Deploy booms, sorbents and other equipment and materials as required to construct snow or earthen barriers or a ditch to contain a spill on land. Deploy solid flotation boom for spills of non-volatile products on water.

3. If possible, prevent access of spilled material to water.

4. Deploy additional spill response equipment as directed by the Team Leader.

5. Continue cleanup as directed by the Team Leader or until relieved.

6. Restore damaged environment and property as directed.

The feasibility of containing and recovering a spill will largely be determined by its location and the rate of the release, spreading, transport and evaporation. You should compare these rates with the total time needed to deploy response equipment in order to evaluate whether or not containment or sorbent and skimming operations can be effectively implemented.

If you have pre-assembled spill cleanup kits this will expedite response and reduce the total deployment time needed, including:

- Equipment and support material procurement time.
- Personnel mobilization, transit and assembly at spill site time.
- Actual equipment set-up and deployment time.

The Spill Response Team will determine whether or not a spill has entered a waterway and whether or not access by land or water to control points is possible so that booms, absorbents and skimmers or vacuum trucks can be deployed. It will check maps and consult with personnel familiar with the spill area.

SPILL RESPONSE TEAM		
NAME/ROLE	**CONTACT INFORMATION**	**RESPONSIBILITIES**
TERMINAL SUPERVISOR CEYHAN OZGUR	(613) 561-2578	**Training:** Ensure personnel are trained in the procedures involved in spill prevention and contingency **Procedure:** Ensure procedures are in place for spill prevention and contingency **Internal and External Reporting:** Ensure that spills are being documented and reported accordingly, and reporting processes are being followed **External Alarm:** Notifying emergency services or MECP if Necessary
SPILL TEAM LEAD PETER YAGMINAS	(613) 876-9516	**Human Safety:** Ensure all safety measures are taken to protect personnel during a spill incident. **Planning:** Planning of containment, cleanup, removal, transfer and disposal and the procedures involved in spill prevention and contingency plans. **Review:** Review and inspection of procedures as well as materials and equipment required for spill response to ensure preparedness.
SPILL TEAM RESPONDER RYAN SHARPE		**Response:** Be prepared to respond in the event of a spill. **Personal Protective Equipment:** Ensure that any PPE required is being utilized properly
SPILL TEAM RESPONDER SASHA NATARIN		Response: Be prepared to respond in the event of a spill. Personal Protective Equipment: Ensure that any PPE required is being utilized properly

4.6 Resources and Equipment

A number of resources for spill response and management are available to personnel, including tools, equipment, information and references. These are displayed in clearly marked spill response positions and communicated to personnel during training and orientation. They can also be located and identified and located on Site Emergency Response Map. Equipment on site is also to contain a spill response pocket guide for reference on the available resources in the event of a spill occurring.

Spill Response Stations

Spill Response Stations are conspicuously marked throughout the facility and clearly marked on all emergency response site maps. Each one is placed in a strategic area to be readily available to personnel in the event of a spill. They are to be checked at each monthly inspection and inventory taken, as well as replenished whenever necessary. Each Spill Response station contains information pertaining to spills response and severity, as well as tools and equipment for managing spills quickly and effectively. Each Spill Response Station will contain the following:

- ***Spill Kit Barrel*** – Barrel containing absorbent materials as well as PPE which may be required for managing a spill. These are available to quickly put into a facility vehicle for ease of use, contain absorbent socks/pads, waste disposal bags, goggles, gloves. Inventory should be reported at each use during the internal reporting procedure to ensure that materials are replenished as soon as possible.
- ***Additional Absorbent Materials*** – Absorbent materials such as sand, litter, Absorb-All in bags or pails to assist in the confinement and cleanup of spills.
- ***Stop At Source Tools*** – Equipment will be provided at each station for stopping a spill at the source. These items can be any of the following; Rupture Seals for quickly patching punctures and holes in containers, barrels or fuel cans. Heavy bag/plastic and zip ties, plug kits for hydraulic lines, and anything available to be used to stop a leak at the source. Sometimes, improvisation and quick thinking may be required to find a solution to stop a leak at the source as every situation may differ in its root cause.
- ***Containment Equipment*** – Pans, barrels, or pails to be used to catch or contain a spill if it can not be stopped completely, or it is as a result running off of equipment in various locations.
- ***Spill Response Pocket Guides*** – Available for personnel to take and keep for reference on spill response plans.
- ***Site Emergency Response Map*** – Displayed with Emergency contact numbers, routes, First Aid information, as well as other resources such as muster points, first aid kits, electrical shut off locations, hazardous materials locations and disposal, as well as other useful information.
- ***Risk Analysis and Priority Chart*** – Reference to quickly identify the severity and response priority of a spill. When the severity of a spill is in doubt, maximum level of response should be given until it is confirmed to be of a lower severity.
- ***Hazard Identification Chart*** – Reference for all applicable spill hazards, the risks and severity associated and a Worst case response plan.
- ***Spill Response Flow Charts*** – Process charts for quick reference for personnel on the response plan for each level of spill severity.
- ***Spill Response Log*** – Identifying Each spill that has occurred, its severity and type of fluid spilled, Materials used for cleanup response.
- ***Spill Response Team*** – Spill Response Team members, roles, and contact information is posted to inform if required by the spills response plan.

- ***Emergency Contact Information –*** Emergency contact information for all third party spill response resources will be posted.

Spill Processes

This Spill Response SOP is also a resource to personnel who require additional information on the processes involved in spill response on site, such as Risk management, Hazard Identification and spill management procedures and processes. This includes any information from training, planning, or hazard assessments that are completed daily.

Information Resources

Spill Prevention and Regulatory Requirements (O. Reg. 224/07)

Spill Response Pocket Guide

History of spills reported Internally; For Review

Picton Terminals SDS Sheets for Hazardous Materials

Green Marine Information and Guidelines

4.7 Training

All personnel at Picton Terminals undergo appropriate orientation when they begin, and Annual Refresher training to review incidents and make changes to the processes wherever necessary. Part of the training and orientation involves familiarization with the Spill Response Procedures involved in the facility, as well as their responsibilities and requirements in spill prevention and contingency plans.

They are provided with the information required for their position in regards to; Emergency shutoff of equipment they are responsible for, spill kit and emergency response locations, Spill Response Procedures, Risk and Hazard Assessment, and who the Spill Response Team is and how to contact them in the event of an emergency.

WHEN A LIQUID SPILL OCCURS:

- ISOLATE THE AREA
  If there is a fire or medical attention needed, contact your supervisor or call public safety at 911. Warn all nearby people and evacuate area as necessary
- EVALUATE THE SPILL
  For toxicity, flammability, and other hazardous properties of the liquid from a safe distance. If the spill is flammable or volatile, IMMEDITELY warn everyone, control all potential ignition sources and ventilate the area.
- PERSONAL PROTECTIVE EQUIPMENT
  Use proper level of PPE based on the above evaluation.
- CONFINE THE SPILL
  Stop the spill at the source (repair leaks, turn off source, plug or patch source). Contain the runoff liquids to prevent further contamination.
- CLEAN UP THE SPILL
  Follow the procedures to contain and clean up the spilled liquids.

Only properly trained and certified individuals should attempt the cleanup of hazardous, volatile, toxic or unknown liquids

Emergency Numbers:

Fire Department/Ambulance: 911

PEC Memorial Hospital: 613 476-1008

Spill Response Team Members:

Terminal Supervisor
Ceyhan Ozgur: 613 561-2578

Spill Team Lead
Peter Yagminas: 613 876-9516

Spill Team Responder
Ryan Sharpe

Spill Team Responder
Sasha Natarin

MECP Spills Action Center: (416) 325-3000

Hydro One: 1-800-434-1235

First Aid on Site: Doug Gowdy: 613 876-4685
Peter Yagminas: 613 876-9516

Eastern Canada Response Corporation Ltd.:
1201 - 275 Slater Street
Ottawa, Ontario
Telephone: (613) 230-7369
Fax: (613) 230-7344
Website: http://www.ecrc.ca



PICTON TERMINALS

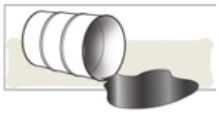
SPILL RESPONSE POCKET GUIDE

CLEAN UP PROCEDURES FOR COMMON SPILLS

STEP 1

ISOLATE THE AREA

Identify the spilled liquid and verify compatibility of spill cleanup material with the liquid to be absorbed.



Universal Spill Kits are safe to use on all liquids except liquids that contain Hydrofluoric Acid (HF)

COMMON LIQUID IDENTIFICATION SOURCES:

- ID Label on container, drum, pipe, truck or tank.
- Shipping of load manifest papers
- Bill of Lading/Packing List
- SDS Sheets
- Visual appearance, colour/odor

Step 2

PROTECT YOURSELF

Open spill Kit and put on appropriate PPE before proceeding. At minimum it is recommended you use Chemical Resistant gloves and goggles.

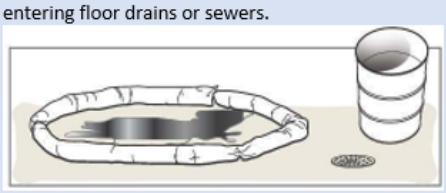
Based on the liquid to be cleaned up, additional PPE might be required, such as:

- Chemical Overalls
- Chemical Resistant Over-boots
- Faceshields
- Respirators
- Hardhat

STEP 3

IMMEDIATELY PLACE SOCKS

Place socks around the spill to contain the liquid from spreading. Liquids must be prevented from entering floor drains or sewers.



STEP 4

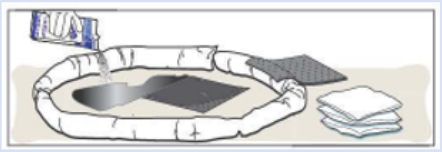
CORDON OFF SPILL AREA

Prevent guests or other employees from slipping on the liquid or spreading it through contact. Caution triangles, warning cones, empty drums or pails, trash cans and caution tape are commonly used to secure and cordon off spills area.

STEP 5

COVER THE SPILL

Cover the spill with absorbent pads, pillows, or absorbent particulate to reduce vapors and soak up the liquid.



STEP 6

REMOVE SATURATED ABSORBENT

Remove absorbent material and place in temporary disposal bags and label

If more liquid remains, place new pads or pillows on the spill to soak up any remaining liquids.

Place all contaminated waste into disposal bags provided in the spill kits.

Step 7

RE-COVER SPILL AREA

With absorbent material and work in with stiff broom. Sweep up absorbent material and place in disposal bags. Floor/ground should be completely dry when cleanup is finished. If any contaminant remains, continue cleanup procedure.

Disposal:

Place all hazardous and contaminate waste aside to be picked up by:

TOMLINSON ENVIRONMENTAL SERVICES KINGSTON
650, FORTUNE CRES., KINGSTON, ONTARIO CA K7P 2T3
PHONE: (613) 634-9274
FAX: (613) 634-9965
TOLL FREE: 1-888-634-9274

PICTON TERMINALS

4.8 Maintenance

All spill response equipment is to be checked monthly during the Facility Health and Safety Inspection. During this report, Inventory will be taken and reported incidents will be reviewed. Any disposed materials required for spill response will be replenished immediately.

4.9 Notification and Alarms

Internal Reporting

All spills of any nature are to be reported to an immediate supervisor for internal reporting and documentation, regardless of their size or severity. Spills of moderate severity or greater should be reported to the Picton Terminals Spill Response Team to assess and manage accordingly.

4.10 Cleanup and Restoration

4.11 Waste Disposal

All Hazardous waste sent to:

TOMLINSON ENVIRONMENTAL SERVICES KINGSTON

650, FORTUNE CRES., KINGSTON, ONTARIO CA K7P 2T3

PHONE: (613) 634-9274

FAX: (613) 634-9965

TOLL FREE: 1-888-634-9274

4.12 Non-Reportable Spills

Under subsection 6(1), paragraph 3 of the regulation, the facility identifies those potential spills that are minor in nature and as a result pose little risk to human health or environment. By identifying these spills in Section 3.1 and considering the circumstance under which they may occur and the quantity and quality of the spilled material, Class X exemption for Non-Reportable spills under the “Classification and Exemption of Spills and Reporting of Discharges Regulation”, O.Reg. 675/98 may be considered.

In order for a spill to be classified as Non-Reportable, it must satisfy ***ALL*** of the following criteria (Subsection 6(2)):

1. The spill is to land or air. All spills that are likely to enter water (Including groundwater) are considered “reportable”.
2. It is determined, based on experience of other information, that the spill (under the specified circumstances, quantity and quality) would not cause any adverse effects other than those that can be easily remediated by cleaning up pavement, soil, etc.
3. That the circumstances of the spill and the quantity and quality of the spilled material were referred to in the plans. For example, if a spill occurs that, although minor in nature, was not included in the plans as non-reportable, it must be reported to the ministry. However, if the plans are updated to include this type of spill, it becomes non-reportable if it recurs. The ministry must be able to confirm at any point in time which spills are non-reportable, and as such, records must be kept of any non-reportable spill for a minimum of 5 years, as per O.Reg 675/98

The Facility must develop written procedures for ensuring that notification is given in accordance to the requirements under O.Reg 224/07

5.0 Appendix A

6.0 Appendix B

7.0 Appendix C

