

## **Decommissioning, Demolition and Site Restoration SSB HQ – Southside Road, St. John's, NL**

**EA003-221976/A**

### **AMENDMENT # 5**

\*\*\*\*\*  
THE FOLLOWING AMENDMENT TO THE TENDER DOCUMENTS IS EFFECTIVE IMMEDIATELY.  
THE AMENDMENT SHALL FORM A PART OF THE CONTRACT DOCUMENTS.  
\*\*\*\*\*

### **ADDENDUM NO. 4**

#### **QUESTIONS AND ANSWERS:**

**Question 1:** Can the glass from this demolition project be disposed of at Robin Hood Bay?

**Answer 1:** See Addendum #3.

**Question 2** Can the gyprock (not asbestos contaminated) be removed from the building and disposed of at the Robin Hood Bay?

**Answer 2:** See Addendum #3.

**Question 3:** Can the salvageable material be sold locally?

**Answer 3:** Yes but contractor must remove from premises.

**Question 4:** For any material not identified under this contract, can it be assumed that the material has asbestos concerns? Which is to be removed and disposed of, at the St. John's landfill, Robin Hood Bay, as contaminated material as per specifications.

**Answer 4:** Yes & Refer to Addendum #3.

**Question 5:** If the salvageable material is not all sold upon completion of the demolition of the building, can substantial completion still be given for the project by PSPC? With the understanding, this material will be stored offsite and in the process of being sold. It is anticipated, it will take a longer period of time to resale or recycle this material, then the duration of this project.

**Answer 5:** Yes substantial can be issued but contractor is required to provide way bills, receipts, source destination, etc. for all materials removed no matter where they go in accordance with contract requirements, note the landfilling of furniture, reusable office equipment is prohibited.

**Question 6:** There is a recon wall to be installed, in addendum #2 (question 11) states “ allow for bidding purposes the full length of existing BLD. Max” should this read width instead of length?

**Answer 6:** No this wall will be installed parallel to sidewalk & parking lot pavement will butt up against it.

**Question 7:** What is the thickness and composition of the roof of the building?

**Answer 7:** Original as-built information is included in the contract documents. In all cases, the Contractor remains responsible for determining critical dimensions and features that may impact their Bid.

**Question 8:** Can the contractor remove the interior material that is not environmentally sensitive, prior to performing the environmental abatement? These items would include such material as doors, frames, fixtures, furniture, tables, desk, sinks, miscellaneous machinery and equipment, etc., and any other materials not contaminated or environmentally sensitive. This scope of work is required to optimize maximum workspace to perform environmental abatement.

**Answer 8:** Yes.

**Question 9:** Section 02 41 16 item 3.3.1 indicates to extract piles in their entirety. Our engineers state that these pile are designed against uplift and cannot be extracted. Can this clause be modified to state piles may be cut off at 5' below existing grade?

**Answer 9:** Piles to be fully extracted as noted.

**Question 10:** Please provide the site specific EMP as noted in section 01 1100, 1.3.9

**Answer 10:** See attached, note this is CCG site specific environmental management plan, contractors will be required to develop and submit their own plans as per contract requirements.

**Question 11:** The exterior tar behind the ACM paper does not appear to have been tested, are we to assume it contains and remove all tar or can we remove paper and scrape residual paper off of block/tar?

**Answer 11:** Assume it contains asbestos and remove all tar as asbestos containing or during deconstruction, the Contractor will be permitted to sample this material (at their own cost) to determine alternate disposal options.

**Question 12:** Based on section 6.1.2 of appendix A: we are to assume any drywall joint compound or plaster should be treated as ACMs. Answer #3 in addendum #3 references drywall that does not contain asbestos. This answer contradicts what is written in the spec. There are already a number of drywall samples that came back non-containing yet the report still says to treat any drywall joint compound or plaster as ACMs, further testing wouldn't change the fact that we still have to treat it all as containing. Please clarify.

**Answer 12:** Asbestos is to be assumed in the drywall joint compound and there are areas where vinyl coated gyprock was used for renovations that is edge screwed and covered with batten strips that has no joint compound and can be reused/recycled.

\*\*\*\*\*  
BY SUBMISSION OF ITS TENDER, THE TENDERER CONFIRMS THAT IS HAS READ AND UNDERSTANDS THE REQUIREMENTS EXPRESSED IN ALL ADDENDA AND HAS INCLUDED ALL COSTS OF THESE REQUIREMENTS IN THE TOTAL TENDER AMOUNT.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

\*\*\*\*\*



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

# Site Specific Environmental Management Plan

Real Property, Safety and Security

CG Atlantic Headquarters  
Southside Road, St. John's, NL




Fisheries and Oceans Canada  
Real Property Safety and Security  
Regional Office of Environmental Coordination  
Newfoundland and Labrador Region

Canadian Coast Guard  
Atlantic Region



Canada

	Fisheries and Oceans Canada	Pêches et Océans Canada	NL Region Environmental Management System for Operations and Assets
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## IMPORTANT - HOW TO USE THIS EMP BINDER

This site specific EMP has been broken down into three distinct Sections.

**Part A (Site Characterization)** summarizes site specific information and characterizes the environmental aspects of a site. In addition, Part A outlines key environmental considerations when planning a project and the environmental training available through Regional Office of Environmental Coordination (ROEC).


**Part B (Environmental Procedures)** including Standard Operating Procedures (SOPs) provides requirements and guidance for management of key environmental site specific aspects including:

- Air Emissions (to be developed)
- Climate Change (to be developed)
- Contaminated Sites ( to be developed)
- Fuel Storage Tanks
- Halocarbons
- Hazardous Materials and Hazardous Wastes
- Non-Hazardous Solid Waste
- Environmental Emergency Response
- Water Consumption and Wastewater (to be developed)

**NOTE:** For easy reference each Environmental Aspect (including the associated General Procedure/Overview, Standard Operating Procedures and applicable checklists/ forms) within Part B are identified by colour coded TABS as follows:

Contaminated Sites	Brown
Fuel Storage Tank Management -	Blue
Halocarbons	Yellow
Hazardous Materials and Hazardous Waste	Orange
Non-Hazardous Solid Waste	Green
Environmental Emergency Response Plan/EERP	Red
Environmental Enforcement	Purple

**Part C (Site Roles and Responsibilities)** provides a summary table of key compliance requirements, roles and responsibilities, timelines and associated forms/documents. Part C also requires a regional signoff by relevant DFO employees/senior management.

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## Executive Summary

The Real Property Safety and Security (RPSS) Regional Office of Environmental Coordination (ROEC) has developed this Environmental Management Plan (EMP) to address and manage the environmental aspects and impacts related to all land-based operational activities at the RPSS CG Atlantic Headquarters, St. John's, NL.

By effectively implementing and maintaining this EMP at the site/facility level, the RPSS CG Atlantic Headquarters can expect to realize benefits such as:

- Reduced environmental liability due to improved management of environmental aspects;
- Compliance with Federal and Provincial legislation, regulations, etc. and DFO policy following a documented approach;
- Demonstrated due diligence in the event of an audit, and;
- Owner and Operator acceptance of environmental roles and responsibilities supported through training and awareness.


This site specific EMP has been broken down into three parts.

**Part A (Site Characterization)** is designed to capture site specific information and characterizes the environmental aspects of a site. In addition, Part A outlines key environmental considerations when planning a project and the environmental training available through ROEC.

**Part B (Environmental Procedures (including Standard Operating Procedures (SOPs)))** provides requirements and guidance for management of key environmental site specific aspects including:

- Air Emissions (to be developed)
- Climate Change (to be developed)
- Contaminated Sites ( to be developed)
- Environmental Emergency Response
- Fuel Storage Tanks
- Halocarbons
- Hazardous Materials and Hazardous Wastes
- Non-Hazardous Solid Waste
- Water Consumption and Wastewater (to be developed)

**Part C (Summary Roles and Responsibilities)** provides a summary table of key compliance requirements, roles and responsibilities, timelines and associated forms/documents. Part C also requires a regional signoff by relevant DFO employees/senior management.

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## EMP Summary

### Part A – Site Characterization


- 1.0 Site Details
- 2.0 Environmental Aspect Characterization
- 3.0 Audits, Assessments and Inspections
- 4.0 Historical Summary of on-site Environmental Activities
- 5.0 Environmental Considerations for Planning Projects
- 6.0 Training
- 7.0 Site Plan

### Part B – Environmental Procedures and Associated Standard Operating Procedures (Developed to Date)

- 1.0 Contaminated Sites
- 2.0 Fuel Storage Tank Management
- 3.0 Halocarbons
- 4.0 Hazardous Materials and Hazardous Waste
- 5.0 Non-Hazardous Solid Waste
- 6.0 Environmental Emergency Response Plan/EERP
- 7.0 Responding to Environmental Regulatory Inspections and Enforcement Actions

### Part C –Summary Roles and Responsibilities


- 1.0 Summary Table

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## Acronyms

<b>AC</b>	Air Conditioner
<b>AER</b>	Annual Environmental Reporting
<b>AST</b>	Aboveground Storage Tank
<b>CAR</b>	Corrective Action Report
<b>CCG</b>	Canadian Coast Guard
<b>CEPA</b>	Canadian Environmental Protection Act
<b>CCME</b>	Canadian Council of Ministers of the Environment
<b>CPR</b>	Controlled Products Regulations
<b>DFO</b>	Department of Fisheries and Oceans
<b>DFRP</b>	Directory of Federal Real Property
<b>EA</b>	Environmental Assessment
<b>EC</b>	Environment & Climate Change Canada
<b>EIR</b>	Environmental Incident Report
<b>EMP</b>	Environmental Management Program
<b>EERP</b>	Environmental Emergency Response Plan
<b>ESA</b>	Environmental Site Assessment
<b>FCSAP</b>	Federal Contaminated Sites Action Plan
<b>GWP</b>	Global Warming Potential
<b>HPR</b>	Hazardous Products Regulations
<b>IAA</b>	Impact Assessment Act
<b>ODP</b>	Ozone Depleting Potential
<b>ODS</b>	Ozone Depleting Substance
<b>OEC</b>	National Office of Environmental Coordination
<b>MAP</b>	Management Action Plan
<b>MCTS</b>	Marine Communications and Traffic Services
<b>PCB</b>	Polychlorinated Biphenyl
<b>POL</b>	Petroleum, oils and lubricants
<b>PPE</b>	Personal Protective Equipment
<b>REC</b>	Regional Environmental Coordinator
<b>ROEC</b>	DFO Regional Office of Environmental Coordination
<b>RPSS</b>	Real Property Safety and Security




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<b>SAR</b>	Search and Rescue
<b>SARA</b>	Species at Risk Act
<b>SDS</b>	Safety Data Sheets
<b>SW</b>	Solid Waste
<b>WHMIS</b>	Workplace Hazardous Materials Information System

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## Approval


Version #	Date of Approval	Approved By (Name/Committee)	Title (Branch/Directorate/Sector)
2.0		Major, Shirlene  Digitally signed by Major, Shirlene Date: 2021.05.11 10:14:40 -02'30'	A/Regional Environmental Coordinator

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### Revision History

Version #	Date of Revision	Section Revised	Summary of Change(s) Made
2.0	Feb. 15, 2021	Various	Replacement of the Old Admin Bldg with a new CG Atlantic Headquarters. IAA replaces CEAA, new spill notification map, New fuel storage tanks, new haz mat transporter list. Addition of As Builts into the EERP.

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# **Part A**

## **Site Characterization**

### **Real Property Safety and Security**

**CG Atlantic Headquarters, Southside Road, NL**


**Site Number – NA 00546**

**DFRP Number – 72019**

Fisheries and Oceans Canada  
Real Property Safety and Security  
Regional Office of Environmental Coordination  
Newfoundland and Labrador Region


Canadian Coast Guard  
Atlantic Region




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## 1.0 Site Details – CG Atlantic Headquarters

### 1.1 Location

The Real Property, Safety and Security (RPSS) CG Atlantic Headquarters is situated on the south side of St. John's Harbour, on Southside Road, St. John's, NL. The coordinates for the site are Latitude (N) 47° 33' 24'' and Longitude (W) 52° 42' 25''.


### 1.2 Site Description

The site supports a variety of Coast Guard functions in the region and consists of the following main buildings:

- **Original (old) Administration Building** (scheduled for decommissioning). The operations in this building have ceased but the heating and cooling systems are operational. **The building still contains AC units and fuel storage tanks (with some still in use).** This building is presently being used as a backup center for the Regional Operations Committee (ROC) in case of a COVID outbreak in the CG Atlantic Headquarters Building. The old Administration Building **formerly** housed the CCG office space and various industrial workshops shops such as a marine aids technical maintenance workshop, a welding workshop, an electronics workshops, boardroom area as well as, a search and rescue bay, and various storage areas. **Note: CG Staff have been relocated to the CG Atlantic Headquarters building.**
- **CG Atlantic Headquarters Building** is managed by Brookfield Global Information Systems (BGIS). This building encompasses office space for DFO/Canadian Coast Guard activities and encompasses the Electronic Workshop, Marine Aids Technical Maintenance Workshop, a storage room and SAR Bay.
- The **Buoy Maintenance/Vessel Support Building** has an industrial section used for the washing, sandblasting, painting of marine aids to navigation (buoys) and general maintenance workshop for buoys. There is also a technical stores warehouse and an archived file area located above the warehouse area. Various RPSS related areas utilized for the maintenance of building related equipment (backup generator, etc.) and the heating system for the building are also contained within this building. ( The welding shop was built as an addition to Buoy Maintenance)

In addition, the CG Atlantic Headquarters envelope also includes:

- The **Boat Shed** located across from the Old Administration Building on Southside Road. The Boat Shed functionally carries out Small Vessel maintenance activities for the CG Atlantic, St. John's area. **Note: the Boat Shed is slated to be moved to the Southside Storage facility area in the near future.**
- The **Southside Storage Facility**, located on Southside Road, southwest of the Coast Guard Base. The Southside Storage Facility encompasses a solar charging room (for solar powered


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lights) and general storage and the Yard area encompasses a carpentry shop/garage, an emergency response building, and a storage building currently used for crown asset disposal.

- Within the **Yard and Wharf fenced area** of the CG Atlantic Headquarters there are motive fuel storage tank systems for refueling CG Atlantic yard equipment and small SAR vessels, as well as, two fuel storage tanks which are connected to a heating system for each building and a waste oil tank which is located adjacent to the Administration Building. There are also three small storage buildings present within the yard area: 1) a Flammable Storage Mobile Building (located at the northeast end of the main Admin building); 2) a Hazardous Materials Storage Building located adjacent to the two motive refueling tanks; and a small Flare Storage Shed located at the northeast end of the site next to a Vessel equipment laydown area.

<b>Facility Name:</b>		<b>Custodian:</b>	
CG Atlantic Headquarters (St. John's Base)		Canadian Coast Guard	
<b>Mailing Address:</b>			
Southside Road, St. John's, NL A1C 5X1			
<b>Site Facility Manager:</b>		<b>Phone:</b>	
Brian Cooper (Acting)		709 772-4631 709 690-7372	
<b>Senior Designated Officer:</b>		<b>Phone:</b>	
Assistant Commissioner Gary Ivany		709 772-5150	
<b>Regional Director/Regional Environmental Coordinator - Environmental Issues:</b>		<b>Phone:</b>	
Margo Edison (RD RPSS) Glenn Marshall (REC - ROEC)		709 772- 7795 709 772- 5692	
<b>Approximate Number of Buildings:</b>	<b>Size (m<sup>2</sup>):</b>	<b>Age of Facility:</b>	
9	4,597Um <sup>2</sup> /5,743Rm <sup>2</sup>	55 years - (Old Administration Building and related technical workshops).  1 year - CG Atlantic Headquarters Building	
<b>Number of employees:</b>			
Approximately 200			
<b>Key Activity (e.g. workshops, search and rescue, etc.):</b>			



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Approximately 60% of the building is office space and the remaining 40% is utilized as workshops and building service areas. The two bottom floors contain Tech and Welding workshops and storage facilities that operationally require close proximity to the harbour apron and ships.

**Secondary Activities (include other operations/tenants):**

Administrative Building Support

**Neighbouring Activities (describe industrial and other land uses located within one kilometer of the site):**

The surrounding neighboring activities include the St. John's Sewage Treatment Plant, HMCS Cabot and the Newfoundland Dockyard which are considered an industrial/commercial land use.

**Are there any nature reserves, national parks or specific areas of interest within two kilometres of the site or are species at risk known to frequent the area (please describe):**

**Yes** - Fort Amherst National Historic Site sits at South Head, the entrance to the Narrows of St. John's Harbour in Newfoundland. This is now identified by a Historic Sites and Monuments Board of Canada plaque. The fort was strategically located to provide for the protection of St. John's. Fort Amherst is situated within the boundaries of the Signal Hill National Historic Site of Canada.

**Approximate population near the site (tick for each distance):**

<b>0-1 km</b>	0-100		100-1,000	X	Over 1,000	
<b>1-2 km</b>	0-100		100-5,000		Over 5,000	X
<b>2-5 km</b>	0-100		100-10,000		Over 10,000	X

**Distance to nearest surface water (check one):**

Within site boundary:	X	Adjacent to site:	X	0.5 -1 km:		More than 1 km:	
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Is the facility affected by any recurring natural hazards (earthquakes, flooding, etc.)? Explain.  
N/A

Does the site have a waste generator number?  
Yes. If so, record here: NFG000018

### 1.3 Site Contact Information

Fill out the contact information applicable to your facility/site in the tables below. Any contacts that are not relevant can be deleted.


<i>Internal Contact List</i>	
Position	Contact Information
Facility Manager (On-site)	(709) 772-4631/690-7372
CCG Commissionaire	(709) 772-5197

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	(709) 772-5196
<b>BGIS Facility Manager (CG Atlantic Headquarters Building)</b>	(709) 769-2653
<b>RPSS/ROEC Regional Environmental Coordinator</b>	(709) 772-5692 (709) 728-0558
<b>RPSS/ROEC Environmental Management Program Coordinator (EMS)</b>	(709) 772-3183 (709) 728-0227
<b>RPSS/ROEC Environmental Management Program Coordinator (Plastics)</b>	(709) 772-4459 (709) 730-4591
<b>RPSS/ROEC Environmental Management Program Coordinator (Contaminated Sites)</b>	(709) 772-3685 (709) 728-0197
<b>RPSS/ROEC Environmental Officer (Fuel Storage Tanks/EERP)</b>	(709) 772-7045 (709) 727-4261
<b>RPSS/ROEC Environmental Officer (Halocarbons/Hazardous Materials)</b>	(709) 725-4051 (709) 689-3821
<b>RPSS/ROEC Environmental Officer (Sustainable Development/Energy)</b>	(709) 772-7089 (709) 725-6709
<b>DFO Communications Branch</b>	(709) 772-7631
<b>RPSS Regional Director</b>	(709) 772-3592
<b>RPSS Regional Office of Safety and Security Manager</b>	(709) 772-7795

***External Contact List***

<b>Name</b>	<b>Contact Information</b>
St. John's Regional Fire Department	Emergency: Non-Emergency: (709) 722-1234
Ambulance	Emergency: 9-1-1 Health Sciences Centre: (709) 777-6320
Royal Newfoundland Constabulary	Emergency: 9-1-1 Non-Emergency: (709) 729-8000
Royal Canadian Mounted Police	Emergency: 1 (800) 709-7267
Provincial Emergency Services	(709) 729-3703
Power Outages and Emergencies Newfoundland Power	1 (800) 474-5711 or (709) 737-5711
NL Department of Environment and Conservation	1 (800) 563-6181 or (709) 729-2664
24 Hour Spill Response Number	1 (800) 563-9089 or (709) 772-2083

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Canadian Transport Emergency Centre (CANUTEC)	Emergency: (613) 996-6666 Non-Emergency: (613) 992-4624
Environment & Climate Change Canada Atlantic Region	(902) 426-7231

## 2.0 Key Environmental Aspects

ROEC has identified a number of priority environmental aspects which are representative of departmental facilities. These can include:


- Air Emissions
- Contaminated Sites
- Storage Tanks
- Environmental Emergency Response
- Halocarbons
- Hazardous Materials and Hazardous Wastes
- Solid Waste (non-hazardous)
- Water Consumption and Wastewater
- Climate Change

Please note that the following items are **not managed by ROEC**. If any issues or concerns regarding these items arise, please contact the responsible group:

- *Archaeological* - Provincial Archaeologist: (709) 729-2462
- *Asbestos* - Regional Manager of Safety and Security: (709) 772-7795
- *Environmental Assessments/IAA* - RPSS Project Officer: (709) 772-3194
- *Species at Risk* - Regional Manager, Species at Risk: (709) 772-4088
- *Potable Water* - Regional Manager Safety and Security: (709) 772-7795

## 2.1 Air Emissions

Major Sources	Activities
Boilers in the Administration Building and the Buoy Maintenance Building, the backup generator in the Administration Building, paint booth exhaust, and propane heaters at the Boat Shed and the Southside Storage Building.	Regular planned maintenance activities are conducted on the site's steam boilers.


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## 2.2 Contaminated Sites

Key environmental aspects related to contamination have been identified from various contaminated site investigations (see Section 4.0 for complete list of reports and findings/recommendations).

Following testing, areas with elevated concentrations of metals, hydrocarbons, etc. are retained as an Area of Environmental Concern (AEC) and are managed at the site via remediation or risk management. Outlined below are the AECs that require management at the site.

Area of Environmental Concern (AEC)	Contaminant of Concern	Media of Concern
<i>AEC 1 – North side of the Administration Building:</i>	<i>AEC 1: Petroleum hydrocarbons, polycyclic aromatic hydrocarbons and metals.</i>	<i>AEC 1: Soil and groundwater</i>
<i>AEC 2 – Buoy Maintenance Facility and Berth 28</i>	<i>Petroleum hydrocarbons, polycyclic aromatic hydrocarbons and metals</i>	<i>Soil and groundwater</i>
<i>AEC 3 – Hazardous Material Storage Area</i>	<i>Metals</i>	<i>Groundwater</i>
<i>AEC 4 - Berth 28</i>	<i>Petroleum hydrocarbons, polycyclic aromatic hydrocarbons and metals</i>	<i>Soils (no groundwater information available)</i>
Risk Management Plan has been developed for the site:		<p><b>No</b> - RMP planned for future. A Human Health and Ecological Risk Assessment was completed for the site. Based on the site conditions, the exposure pathways for human health are incomplete due to the following factors:</p> <p>Contaminants were not identified at the ground surface:</p> <ul style="list-style-type: none"> <li>• Ground surface is asphalt covered blocking pathways to human exposure:</li> <li>• Exposure durations are limited:</li> <li>• No evidence indicating groundwater is used for any purpose in the vicinity of the site.</li> </ul>

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## 2.3 Storage Tanks (Fuel or Waste Oil) and Product Transfer Area Operations

### Regulated Tank System

System #s	Product	Tank Volume	Location and Type	Surrounding Area Description
<b>EC ID: 00024153</b>	Furnace Oil	15,500L	AST	Tank is adjacent to the Heating Plant
<b>EC ID: 00038295</b>	Diesel	2,273 L	AST	Tank is located next to Hazmat Shed
<b>EC ID: 00038298</b>	Gasoline	2,273 L	AST	Tank is located next to Hazmat Shed
<b>EC ID: 00042743</b>	Diesel Oil	9,092L and 474L	ASTs	Day Tank (474L) located in the Buoy Maintenance Facility and the 9,092L Tank is adjacent to the Buoy Maintenance Facility.
<b>EC ID: 00018618</b>	Waste Oil	2,273L	AST	Tank recently removed from service, locked and cleaned on September 25 2020. Tank is located adjacent to the Boat Shed. Tank condition, unusable – vacuum gauge was showing no vacuum despite efforts to re-establish a vacuum. Tank is located adjacent to the Boat Shed
<b>EC ID: 00018624</b>	Waste Oil	2,273L	AST	Tank is adjacent to the Old Admin Bldg. Next to the Machine Shop
<b>EC ID: 0048750</b>	Diesel	6,621	AST	Emergency Generator Tank – located adjacent to the new Admin. Bldg.

### Non-Regulated Tank System

System #s	Product	Tank Volume	Location and Type	Surrounding Area Description
<b>No Regulated Requirement</b>	Diesel Oil	960L	AST	CG Atlantic Headquarters Emergency Power Supply (Main Building)
<b>No Regulated Requirement</b>	Diesel Oil	474L	AST	Decommissioned. In storage at CCG Atlantic Headquarters. Former Emergency Power Supply (Main Building, old admin bldg). Tank is in good condition.
<b>No Regulated requirement</b>	Diesel Oil	910L		Non-regulated tank in storage, removed and out of service from Dog Hill (Victoria) VHF station in

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				2018. Stored at the Southside Storage Facility (CN-Yard, 450 Southside Rd). Tank condition is unknown, however it needs to be cleaned and purged, and labelled.
	Diesel Oil	910L		Non-regulated tank in storage, removed and out of service from Long Point-Twillingate VHF station in 2018. Stored at the Southside Storage Facility (CN-Yard, 450 Southside Rd). Tank condition is unknown, however it needs to be cleaned and purged, and labelled
	Diesel Oil	910L		Non-regulated tank in storage, removed and out of service from Cape Pine VHF station in 2019. Stored outside the old tech shop at the old admin bldg. Tank condition is unknown, however it needs to be cleaned and purged, and labelled.




### 2.3.1 Product Transfer Area Operations

Refuelling of fixed storage tanks systems (also known as Product Transfer Area (PTA) operations by fuel delivery truck or vessel are subject to new regulatory requirements associated with product transfer areas. Larger storage tank systems (over 2,500 L (660 gal)) installed after June 12, 2008 require product transfer assessments and a PTA SOP for receiving fuel. After June 12, 2012, this requirement extends to systems installed before June 12, 2008.


The DFO-NL Region completed product transfer assessments on all of its tanks between 2012 and 2014. As a result of these assessments, a subsequent risk screening and decision matrix was developed to provide the risk ranking of each tank within the NL Region. Based on the Decision Matrix it was determined that the storage tank systems at the CG Atlantic Headquarters were deemed to be medium risk and should include basic mitigation measures such as a PTA SOP, Training, Spill Kits, Regular Maintenance, Level Gauges and Overfill Devices. The following table provides a list of the regulated petroleum storage tanks on the site as well as a brief description of the forms of Product Transfer Area protection for each Tank system. **The Waste Oil Tank System is exempt from Product Transfer Area requirements. Please note: The operational procedures for Product Transfer Areas are included within the Storage Tank Fuel Delivery SOP in Part B of this EMP.**

Storage Tank	PTA Description
15,500L AST Heating Plant	There is one 15,500 litre aboveground double walled tank (EC ID: 00024153) for storing furnace oil located adjacent to the Heating Plant on the main level of the Administration Building. This tank supplies furnace oil ( through single walled piping) to the boilers for the building. This tank has PTA protection in the form of a concrete berm with expansion plugs.

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2,273L AST HazMat Shed	<p>There is one 2,273 litre aboveground double walled motive fuel tank (EC ID: 00038295) for storing diesel oil located adjacent to the HazMat Shed on the concrete apron of the wharf. This tank supplies diesel oil for small vessels as well as various activities throughout the yard. PTA protection is in the form of a stainless steel pan located under the tank that will collect any potential spillage.</p> 
2,273 L AST HazMat Shed	<p>There is one 2,273 litre aboveground double walled motive fuel tank (EC ID – 00038298) for storing gasoline located adjacent to the HazMat Shed on the concrete apron of the wharf. This tank supplies gasoline for various activities throughout the yard. PTA protection is in the form of a stainless steel pan located under the tank that will collect any potential spillage.</p> 



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9,092L and 474L ASTs Buoy Maintenance Facility	<p>There is a 9,092 litre diesel AST located adjacent to the Buoy Maintenance Facility and 474 litre diesel Day Tank located in the Buoy Maintenance Facility (EC ID: 00042743). This systems supplies diesel to this building. PTA protection is in the form of a stainless steel pan located under the 9,092 litre tank that will collect any potential spillage and the 474 Day double walled tank is located within the Buoy Maintenance Facility in a room with a concrete floor.</p> <div data-bbox="488 514 844 716" data-label="Image"> </div> <div data-bbox="870 514 1226 716" data-label="Image"> </div>
2,273L AST Boat Shed	<p>There is a 2,273 litre AST located adjacent to the Boat Shed (EC ID: 00018618). This tank is used for storing waste oil from the various activities within the yard. PTA protection is in the form of the spill box which is designed to collect any potential spillage and a concrete transfer area.</p> <div data-bbox="483 915 875 1136" data-label="Image"> </div>
2,273L AST Machine Shop	<p>There is a 2,273 litre aboveground double walled tank (EC00018624) for storing waste oil located adjacent to the Machine Shop. This tank is used for storing waste oil from the various activities occurring within the yard. PTA protection is in the form of the spill box which is designed to collect any potential spillage and a concrete transfer area.</p> <div data-bbox="483 1438 920 1684" data-label="Image"> </div>
6,621L Gen Set Adjacent to the new Admin Bldg.	<p>There is a 6,621 L Emergency Generator (Gen Set) tank (EC0048750) located adjacent to the CG Atlantic Headquarters Building. This tank is used for supplying diesel fuel to the emergency generator. PTA protection is in the form</p>



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of a steel dyke to collect any potential spillage. Note: this tank is managed by BGIS,




## 2.4 Environmental Emergency Response (Spill Response)


Spill Response Plan On Site	Version of Plan	Comments
Yes	2	<i>ROEC provides site specific EERP training as per a three year cyclic program.</i>

## 2.5 Halocarbons

The following table lists the RPSS SSB Halocarbon Containing Large/Mid-Range Cooling Equipment. The Halocarbon containing equipment in the old administration building will be decommissioned and removed from the site prior to the building decommissioning.

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Site	NFL HALOCARBON TAG NUMBER	EQUIPMENT TYPE	EQUIPMENT MAKE	EQUIPMENT MODEL	EQUIPMENT LOCATION	EQUIPMENT SERIAL NUMBER	Size as per FHR	CAPACITY	UNITS	REFRIGERANT TYPE	LIQUID/AIR COOLED	REFRIGERANT QUANTITY IN USE	YEAR INSTALLED	RESPONSIBILITY
SSB - Old	**1646	A/C Unit	Carrier	50PG-C14-M-10-FF	Upper Rooftop	1707G30009	Large	43.96	kW	R-410A	NA	7.7 kg	NA	RPSS
SSB - Old	**1647	A/C Unit	Carrier	50CD009-100	Lower Rooftop	5088G17881	Large	29.9	kW	R-410A	NA	5.6 kg	NA	RPSS
SSB - Old	**1293*	A/C Unit	York	K4EU090A33A	Mezzanine Storage/Crawlspace – 2 <sup>nd</sup> Floor	NAFS000055	Large	26.4	kW	HCFC-R22	NA	NA	NA	RPSS
SSB - Old	*(connected to 1293)	Condenser	York	H4CE090A58B	Adjacent To Boiler Rm- Fenced compound	NAFM001450	Large	*	*	HCFC-R22	NA	NA	NA	RPSS
SSB - Old	**1297	A/C Unit	Trane	WCVE0351	Lunch Room – 2 <sup>nd</sup> Floor	W98E22667	Small Installed	8.78	kW	HCFC-R22	NA	3.35	NA	RPSS
SSB - Old	**1296	A/C Unit	Trane	WCVE0351	Hall – 2 <sup>nd</sup> Floor	W98E22668	Small Installed	8.78	kW	HCFC-R22	NA	3.35	1998	RPSS
SSB - Old	**1295	A/C Unit	Lennox	CB29M-65-1P	Mezzanine Storage – 2 <sup>nd</sup> Floor	5898B09004	Small Installed	17.6	kW	HCFC-R22	NA	NA	NA	RPSS
SSB - Old	**1247	A/C Unit	Lennox	CB29M-46-1P	Mezzanine Storage – 2 <sup>nd</sup> Floor	5802D46715	Small Installed	12.3	kW	HCFC-R22	NA	NA	NA	RPSS
SSB - Old	**1248	A/C Unit	Lennox	CB29M-65-1P	Mezzanine Storage – 2 <sup>nd</sup> Floor	5802D46969	Small Installed	17.6	kW	HCFC-R22	NA	NA	NA	RPSS
SSB - Old	**1249	A/C Unit	Lennox	CB29M-46-1P	Mezzanine Storage – 2 <sup>nd</sup> Floor	5802D86474	Small Installed	12.3	kW	HCFC-R22	NA	NA	NA	RPSS
SSB - Old	**2015	A/C Minisplit	Mitsubishi	PC42GK	CN Building	45A00066C	Small Installed	12.5	kW	HCFC-R22	NA	NA	NA	RPSS
SSB - Old	**2016	A/C Minisplit	Mitsubishi	PC42GK	CN Building	45A000860	Small Installed	12.5	kW	HCFC-R22	NA	NA	NA	RPSS
SSB - Old	**1665	A/C Unit	Comforte Aire	WPOL2	Workshop 2nd level Buoy Maintenance	107A	Small Installed	7.1	kW	NA	NA	26 lb	NA	RPSS
SSB - Old	**2035	A/C Minisplit	Mitsubishi	MSZ-GE15NA-8	RM 403 (Sideroom)	2000431	Small Installed	4.4	kW	R410A	Air	41 oz	N/A	RPSS
SSB - New	2235	Heat Pump Chiller-Heating and Cooling Systems	Multistack	MS040XC2C2H2AAC-410A	Mechanical Room 161	*AH05-149 *AH05-150 *AH05-151 * All a part of the same system and are stacked as one large unit	Large	441	kW	R-410a	Liquid Cooled	24.49	2018	RPSS
SSB - New	2238	A/C Unit	Liebert	DMC040W GPON	Room 165 Computer Room	Y18D30A164	Small Installed	9.2	kW	R-407c	Air Cooled	1.91	2018	RPSS
SSB - New	2237	A/C Unit	Liebert	DMC040W GPON	Room 165 Computer Room	Y18D30A163	Small Installed	9.2	kW	R-407c	Air Cooled	1.91	2018	RPSS
SSB - New	Needs Tag	Water to Air Heat Pump	Carrier	50PCH024P WCCAAJ8	Room 114	2818v82884	Small Installed	7.2	kW	R-410a	Liquid Cooled	0.824	2018	RPSS
SSB - New	Needs Tag	Water to Air Heat Pump	Carrier	50PCH024P WCCAAJ8	Room 114	2818v82885	Small Installed	7.2	kW	R-410a	Liquid Cooled	0.824	2018	RPSS
SSB - New	2236	Screw Compressor	Atlas Copco	G15 FF	Mechanical Room 161	ITJ139523	Small Installed	15	kW	R-134a		0.47	2018	RPSS
SSB - New	Needs Tag	Dehumidifier	EBAC	PD200	Room 120	314000037	Small Installed	1.6	kW	R-407c	Air cooled	1.5	2018	RPSS
SSB - New	2239	Drinking Fountain	Franke Commercial	KEFPRPBCEB F-303	Cooridor 253	1.831E+09	Small Installed	0.187	kW	R-134a	Air cooled	0.13	2018	RPSS
SSB - New	2240	Drinking Fountain	Franke Commercial	KEFPRPBCEB F-303	Cooridor 350	1.831E+09	Small Installed	0.187	kW	R-134a	Air cooled	0.13	2018	RPSS
SSB - New	2241	Drinking Fountain	Franke Commercial	KEFPRPBCEB F-303	Cooridor 451	1.831E+09	Small Installed	0.187	kW	R-134a	Air cooled	0.13	2018	RPSS

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## 2.6 Hazardous Materials, Including Flammable Liquids and Hazardous Wastes

Hazardous materials quantities are constantly changing due to purchasing and disposal activities. Therefore, the following table represents a snapshot of the typical hazardous materials used at the CG Atlantic Headquarters and their relevant storage locations:

Hazmat Storage Location	Product Type	Comments
<b>CG Atlantic Headquarters Building</b>		
<b>Room 114 – MCI Tech Workshop</b>	Paint and paint remover Cleaners Degreasers Pump oil Lubricants	Flammable Storage Cabinets  SDS nearby
<b>Room 117 – Shipping and Receiving</b>	Batteries Paints Cleaners Lubricants Caulking	Flammable Storage Cabinets  Batteries in wooden boxes on pallets.  SDS nearby
<b>Room 120 – SAR Bay</b>	Batteries Paint Rust Protectors Cleaners Lock De-icer Oxygen tanks Nitrous Oxide Tanks	Flammable Storage Cabinets  Compressed gas tanks in wooden shelving by back door.  SDS nearby
<b>Boiler Room -</b>	Propylene Glycol Cleaners	Plastic tubs on floor
<b>Room 163 Recycling Room</b>	Ecopure cleaners and Disinfectant Glass Cleaners	
<b>Room 170 Janitors Closet</b>	Cleaners and Disinfectants	On floor/In use
<b>Room 121 - ITS Storage</b>	Windshield Wash Methyl Alcohol Diesel Oil Diesel Fuel Conditioner Adhesives Batteries	No Flammable Storage Cabinets

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<b>Room 501 – Mech. Penthouse</b>	Sealant Paint and Primer	
<b>Outbuildings</b>		
<b>Buoy Maintenance Facility</b>	Compressed Gas Solvent Paint Degreasers Grease Waste Oil Windshield Wash Oil Hydraulic Batteries	Approximately 5 flammable storage cabinets located in this area  Two cabinets held items not prescribed for the cabinets (Clothes, Gloves, hoisting slings etc.)  SDS nearby
<b>Flammable trailer (Bomb Shelter)</b>	Flares Oxygen Tanks	
<b>Boat Shed</b>	Propane Gasoline (Jerry cans) Antifreeze	Outside in cages and flammable storage cabinets
	Oil (Engine and Hydraulic) Paint and paint thinners Cleaner Lubricants Propane/Butane Batteries Methyl ethyl Ketone (MEK) - Solvent	Flammable Storage Cabinets Corrosive Cabinet Acids Cabinet
<b>CN Storage Yard</b>	General Storage Building -Gasoline (Jerry Cans) -Paint	On pallets scattered throughout building.
	Carpentry workshop -Caulking -Paint -Lubricants -Oil -Propane/Butane -Gasoline (Jerry Cans)	Flammable Storage Cabinet
<b>Flammable and Battery Storage Shed</b>	Halon (3X various sizes) Windshield Wash Motor Oil Nickel-Cadmium Batteries Lead Acid batteries Alkaline batteries Lithium batteries	Approximately 15 buckets of batteries in shed. Located on west side of property.

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Old Administration Building*		
<b>Room 149 - Machine Shop</b>	Oil Oxygen tanks (welding dolly) Lubricants Paint Cleaners	Flammable Storage Cabinet
<b>Room 260 - Storage</b>	Lubricants Paint Cleaners	Flammable Storage Cabinet
<b>Room 112 – Mechanical Room</b>	Wetting agent for asbestos removal Water conditioner Boiler Treatment	
<b>Outside</b>	Oxygen Acetylene Propane	Storage Cages

\* Hazardous Materials in the old Administration building will be removed by a certified contractor prior to decommissioning.

## 2.7 Solid Waste (Non-Hazardous)

Please note: The operational procedures for Solid Waste Management are included within the “Procedure for the Management of Solid Waste” - Part B - Environmental Procedures and Associated Standard Operating Procedures.

Types of non-hazardous materials	Check all that apply
Recycled Paper	<input checked="" type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>
Drink Containers	<input checked="" type="checkbox"/>
Metals	<input type="checkbox"/>
Styrofoam	<input type="checkbox"/>
Wood	<input type="checkbox"/>
Construction Waste	<input type="checkbox"/>
Organic Waste/Compost	<input type="checkbox"/>
Plastic	<input type="checkbox"/>
Glass	<input type="checkbox"/>
Other (Waste Batteries)	<input checked="" type="checkbox"/>


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## 2.8 Water Consumption and Wastewater Management

Type	Location	Comments
Storm and sanitary sewer effluents	Refer to site plan (Appendix A)	<p>Discharge to the City of St. John's Sewer System.</p> <p>Water is provided to the site by the City of St. John's and is used on the site for domestic purposes and to clean buoys at the Buoy Maintenance Building.</p> <p>No potable water wells are on site. Groundwater monitoring wells are located on the site.</p>
Types of Water Supply On-Site:	Check all that apply:	
	Source of Process Water	Source of Potable Water
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Well	<input type="checkbox"/>	<input type="checkbox"/>
River	<input type="checkbox"/>	<input type="checkbox"/>
Groundwater/Surface Aquifer	<input type="checkbox"/>	<input type="checkbox"/>
Is the water metered:	Yes (metered on site)	
Permits:	No	

## 2.9 Climate Change

Regional Utility Monitoring? (Yes / No)	Source (Insert how information is monitored.)
Yes	Nationally Tracked Facility for energy consumption against National Federal Sustainable Development Strategy. Annual data collection of utility monitoring and fuel consumption.

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### 3.0 Audits, Assessments and Inspections

Overall compliance with legal and other environmental requirements (including this EMP) will be evaluated at the site level via the National Environmental Compliance Audit Program (NECAP), ROEC Internal Assessment Program, Environment & Climate Change Canada (ECCC) inspections and other site inspections or studies. Deficiencies will be handled according to the Corrective Action Reporting (CAR) process. A description of each of these audits/assessment and the CAR process is detailed below

#### 3.1 NECAP

NECAP is a national environmental compliance audit program that is administered by the DFO National Office of Environmental Coordination (OEC). Third party certified environmental auditors are hired by OEC to evaluate a site against federal environmental legal requirements, including the *Canadian Environmental Protection Act* (CEPA) and the *Fisheries Act*. However, the audit does consider provincial legislation, municipal by-laws, environmental codes of practice and standard environmental best management practices. Sites are audited every 4-6 years based on the site's risk category.

Sites can prepare for a NECAP audit by ensuring that the EMP has been implemented and maintained including Part B: Environmental Site Procedures.

#### 3.2 National Internal Assessment Program

The In-House Assessment Program (IHA) is a compliance assessment program mandated by OEC and administered by the ROEC. Internal assessments are generally undertaken at sites that do not fall under the NECAP audit program or at high risk sites that require a mid-cycle review between NECAP audits. Areas of focus may include any or all of the aspects identified in Part B (eg. fuel storage, halocarbons, hazardous materials) and will again look at compliance with federal environmental legislation.

#### 3.3 Environment & Climate Change Canada Inspections


Environment & Climate Change Canada (ECCC) is the enforcement organization for environmental legislation. EC regulators have a legal mandate to conduct enforcement site visits. EC inspections cannot be declined or postponed and may result in a corrective action, such as a Warning Letter or a Direction.

The site may be contacted directly by ECCC in regards to a site visit and/or telephone audit interview for enforcement purposes. In the event that notification is received, the site operator is to notify the ROEC, the site owner and the site operator. The ROEC will assist by providing advice and if possible, they will be present during the site visit.

Post-inspection, ROEC will provide guidance with responding to corrective actions (if any) and the development of action plans. This may include consultation with legal services.

##### 3.3.1 What do I do when an ECCC inspector calls/visits my site?

- Document the name of the enforcement officer and the initial conversation.
- Contact ROEC, Glenn Marshall at (709)772-5692 and your supervisor immediately.
- During a visit, do not offer up documents and previous audits that have not been specifically requested.

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For further information on ECCC inspections, refer to Part B of this EMP, Environmental Procedures and Associated Standard Operating Procedures (Procedure for Responding to Environmental Regulatory Inspections and Enforcement Actions)

### 3.4 Other Assessments

Other types of assessments may also periodically occur at a site. These may include, but are not limited to:

- Tank Hardware/Operational Inspections
- Energy Audits or Energy Studies
- Solid Waste Audits
- Contaminated Sites Assessments (Phase 1, 2, 3), Risk Assessments
- Halocarbon Assessments
- CCG Internal Safety Management System Audits

### 3.5 Corrective Actions

Audits, assessments and inspections may identify deficiencies (findings) at a site.

A finding is a problem or issue identified at the time of the audit. Findings include:

- Not complying with a federal environmental law.
- Not following an environmental procedure or best management practice.
- Not having a procedure where one is required.
- Not implementing or maintaining a procedure.
- Incorrect installation or maintenance of equipment that could potentially result in harm to the environment.
- Failure to produce required records and documentation.


Once a finding/non-compliance has been identified, it will be documented by the DFO ROEC in a Corrective Action Report (CAR) and issued to the site or person(s) responsible for correcting the action. Any non-compliances are to be corrected and documented within the Corrective Action Report timeframe. This report must then be signed by the responsible person(s) and submitted to the DFO ROEC.

In some cases, corrective actions cannot be completed within the CAR timeframe for various reasons including:

- The corrective action is complex and circumstances will not allow for correction within the CAR timeframe; or
- Significant additional resources are required to correct the action.

If this is the case, a Management Action Plan (MAP) can be used and submitted to ROEC instead of the completed CAR. The MAP lays out the longer term strategy for correcting the finding, responsibilities, timelines and costs. The MAP will then have to be approved and signed by management.




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#### 4.0 Historical Summary – Audits, Assessments and Reviews

The table below identifies audits, assessments and reviews that this site has undergone:

Type of Report	Completed Y, N or NA	Date and Author	Comment
Phase 1 Environmental Site Assessment (ESA)	N		
Phase 2 ESA	Y	<p>Phase II Environmental Site Assessment at RPSS CG Atlantic Headquarters, Berth 28, Southside, St. John's Harbour, St. John's, NL, MGI Limited, November 2001;</p> <p>Phase II/II Environmental Site Assessment, RPSS South Side Base, Administration Building, Buoy Maintenance Facility, Berth 28 and Hazardous Materials Storage Area, St. John's, NL, AMEC Earth &amp; Environmental, March 2002;</p> <p>Phase II Environmental Site Assessment, Water Lot Sediment Sampling, RPSS CG Atlantic Headquarters, St. John's, NL, AMEC Earth &amp; Environmental, April 2002;</p> <p>Phase II Environmental Site Assessment RPSS CG Atlantic Headquarters, Berth 28 Southside Road St. John's, NL - 2013</p>	
Phase 3 ESA	Y	Phase II/III Environmental Site Assessment RPSS CG Atlantic Headquarters, Administration Building, Buoy Maintenance facility, Berth 28, and Hazardous Material Storage Area - 2002	
Remediation and/or Risk Management	Y	<p>Groundwater Monitoring Program, Canadian RPSS Base, Administration Building, Buoy Maintenance Facility, Berth 28 and Hazardous Materials Storage Area, St. John's, NL, AMEC Earth &amp; Environmental, March 2004.</p> <p>Groundwater Monitoring Program, RPSS CG Atlantic Headquarters, Administration Building, Buoy Maintenance Facility, Berth 28 and Hazardous Materials Storage Area, St. John's, NL, AMEC Earth &amp; Environmental, October 2005.</p>	

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		<p>Groundwater Monitoring Program, RPSS CG Atlantic Headquarters, Administration Building, Buoy Maintenance Facility, Berth 28 and Hazardous Materials Storage Area, St. John's, NL, AMEC Earth &amp; Environmental, March 2007.</p> <p>Review of Analytical Results for Marine Sediment Sampling and Recommendations for Dredge Material – CG Atlantic Headquarters – 2013</p> <p>Hazardous Building Materials Survey RPSS Admin. Bldg. 2013.</p> <p>Hazardous Building Materials Survey Buoy Maintenance Facility. 2013</p> <p>Lead dust post abatement clearance inspections Buoy Maintenance Facility. 2013</p>	
Risk Management Plan	N	<p>Risk management Plan currently under Development. Letter of recommendation – Groundwater Monitoring program – 2013</p> <p>Lead Paint Cleanup - 2002</p>	
NECAP	Y	<p>Confidential Draft Report Environmental Compliance Audit RPSS CG Atlantic Headquarters St. John's, Newfoundland (October 2010 (Stantec))</p>	As of February 2014 all 2010 Audit findings have been addressed.
NECAP	Y	<p>National Environmental Compliance Audit Program (NECAP) – RPSS CG Atlantic Headquarters St. John's, Newfoundland 2014 – December 2014</p>	Final Report received June 2015 (all non compliances closed)
NECAP	Y	<p>National Environmental Compliance Audit Program (NECAP) – RPSS CG Atlantic Headquarters St. John's, Newfoundland 2020 – October 2020</p>	Final Report Received November 2020. All non compliances will be addressed.
In House Assessment	Y	CCG SSB 2013, 2016, 2020	
Gap Analysis – Ship to Shore Operations for Hazardous	Y	Atlantic Environmental Training and On site Services Inc	2017

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Materials Management			
Energy Assessment	Y	Facility Energy Water Audit and Inspection RPSS Base - Buoy Maintenance Building. June 2012 (Amec)	
Drain Characterization	N		
Halocarbon Assessment	Y	Regional Halocarbon Inventory (ROEC)	Ongoing
ECCC Inspection(s)	Y	2014 Inspection of Halocarbon Containing Equipment	Department issued an EPCO
Solid Waste Audit	Y	Solid Waste Management Needs Assessment Department of Fisheries and Oceans. March 2010. AMEC Earth and Environmental	
Hazardous Materials Audit	Y	Chemical Inventory of DFO Facilities. 2008 (Noel Dwyer)	
Provincial Audit	N		

## 5.0 Environmental Considerations for Planning Projects


If you are undertaking a project at your site, consider the environmental aspects of the work prior to starting the project. There are a number of requirements that may apply, depending upon the size and scope of the project. These may include any or all of the following:

### 5.1 Impact Assessment Act 2019

The *Impact Assessment Act* (IAA) came into force on August 28, 2019. The IAA includes requirements for non-designated projects on federal lands and lands outside Canada (sections 81-91). Federal authorities and authorities set out in Schedule 4 of the IAA (“authorities”) have responsibilities in relation to:

- Projects on federal lands (section 82), where the authority is the proponent, or the authority provides financial assistance, provides land (e.g. sell or lease federal land), or exercises any power or performs a duty or function under any Act of Parliament (i.e. issue a permit, authorization, etc.), and
- Projects on lands outside of Canada (section 83), where the authority is the proponent, or the authority provides financial assistance. Note: any project undertaken by the federal government outside of Canada would also need to comply with local environmental laws and regulations (i.e. of the jurisdiction where the project would be carried out). Under local environmental laws, a requirement to assess the "environmental effects" of the project may also apply.

Before taking action or making a decision that would enable a project to proceed, authorities must determine whether the project is likely to cause significant adverse environmental effects.

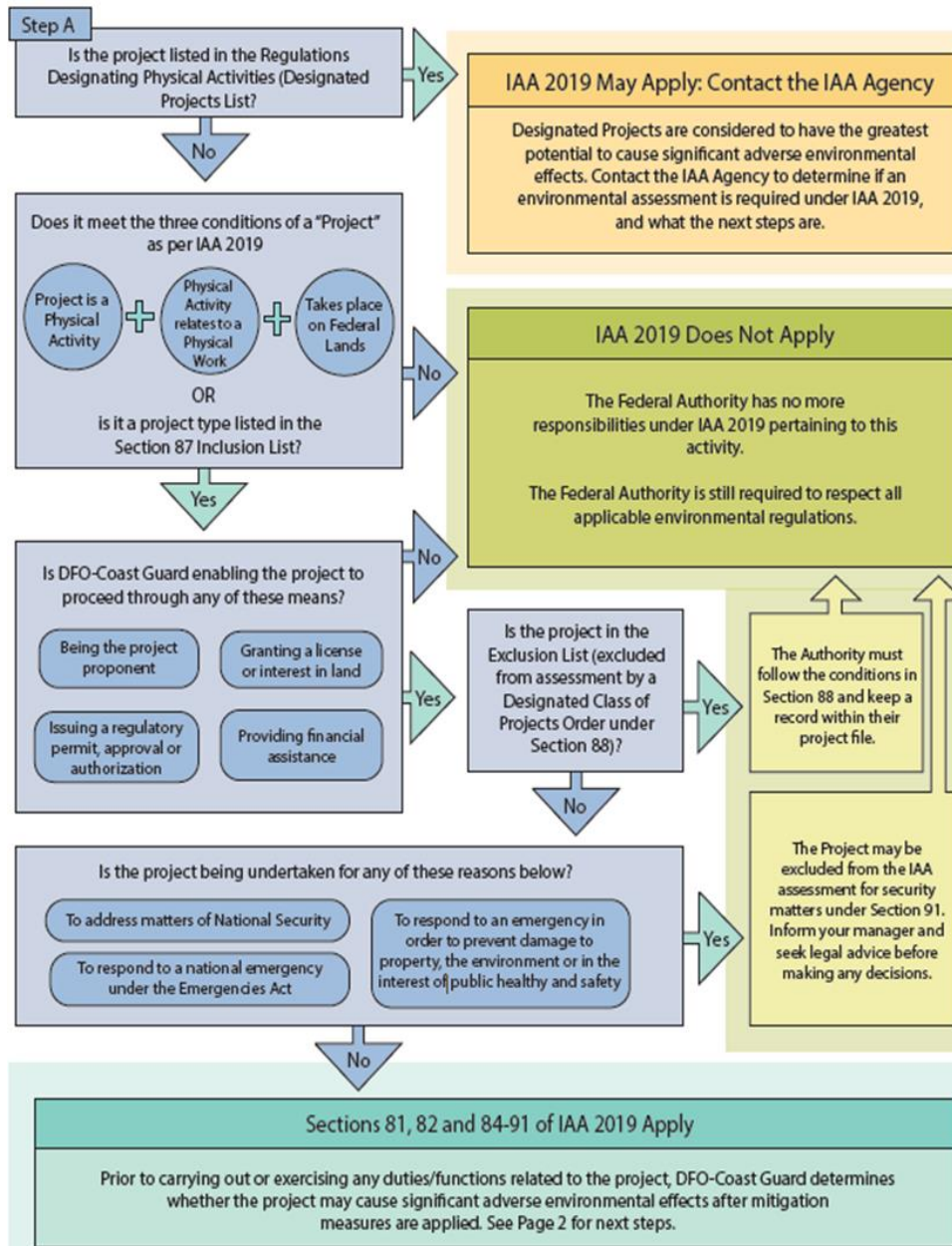
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The process for determining if IAA 2019 (see IAA Flowchart) applies to projects on federal lands is illustrated below. This process only applies when a project on federal lands requires the exercise of a power, or performance of a duty or function permitting a project to proceed, in whole or in part, on federal lands.

For additional information about IAA please refer to the IAA website: <http://www.iaac-aeic.gc.ca/>

## IAA 2019

### 1. Do the Impact Assessment Act 2019 (IAA 2019) Federal Land Provisions Apply?



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## 5.2 Species at Risk Act

The *Species at Risk Act* (SARA) is a piece of legislation that is intended to protect wildlife species. The Act aims to prevent wildlife species from becoming extinct and to secure the necessary actions for their recovery. This Act applies to all federal lands and watercourses in Canada.

A Significant Environmental Effects Determination (SEED) will identify if the project falls within SARA. Specific mitigation measures may be required if species at risk, or its critical habitat, is impacted as a result of the project. For general information about SARA, please go to the SARA website: <http://www.sararegistry.gc.ca>.


## 5.3 Changes to a Fuel Storage Tank System

Four main changes that could take place to fuel storage tanks during a project include: permanent withdrawal, temporary withdrawal, installation and relocating the tank. Described below is a brief outline (not inclusive) of some of the activities required under the *Storage Tank Systems for Petroleum and Allied Petroleum Products Regulations* under CEPA.

- 1) The owner/operator of fuel storage tanks that are to be permanently withdrawn from service must notify EC, in writing, within 60 days after the day on which it is permanently withdrawn from service. It must be withdrawn by a provincially approved person. If no such person has been approved in the province where the storage tank system is to be installed, the installation must be supervised by a professional engineer. Records must be kept and a label must be affixed to the fill pipe indicating it's permanently out of service.
- 2) For temporary withdrawal (less than two years) a record must be kept on the date on which it was withdrawn and a label affixed to the system's fill pipe, indicating its temporary out of service. Precision leak tests may be required for some tanks if withdrawn for more than one year.
- 3) Tanks must be installed by a professional engineer or provincially approved person; design plans, drawings and specifications must be stamped by a professional engineer and the tank must bear the EC number before first fill.
- 4) Before moving a tank, the tank must be emptied and purged.

For information on any other changes, guidance on completing the notification for EC or for more details please refer to CEPA, Canadian Council of Ministers of the Environment (CCME) Guidelines, the Fuel Storage Management Procedure and/or contact:

[DFO.RNLRPSSEC-CEBIESSTNLR.MPO@DFO-MPO.GC.CA](mailto:DFO.RNLRPSSEC-CEBIESSTNLR.MPO@DFO-MPO.GC.CA)

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## 5.4 Contaminated Site - Risk Management Plan

As part of the Federal Contaminated Sites Action Plan (FCSAP), the Regional Office of Environmental Coordination (ROEC) has undertaken various levels of environmental assessment and remediation at DFO sites. In cases where contamination exceeds applicable standards/guidelines and the contamination is to be managed in place, a Risk Management Plan (RMP) is typically prepared.

The purpose of the RMP is to provide the site manager with an easy-to-read guide on managing the remaining contamination. The RMP will include a brief description of the contamination as well as a detailed figure (with aerial photograph overlay for easy reference) identifying zones of contamination.

Further, the RMP will include a list of site-specific activities that may trigger the need to contact a ROEC representative (e.g. soil excavation). The figure will also include the list of triggers and contact information for ROEC representatives. When necessary, the ROEC representative will assess the proposed activity and determine whether additional environmental mitigation or personal protection measures should be implemented.

For further information on contaminated sites, please contact:

[DFO.RNLRPSSEC-CEBIESSTNL.R.MPO@DFO-MPO.GC.CA](mailto:DFO.RNLRPSSEC-CEBIESSTNL.R.MPO@DFO-MPO.GC.CA)

## 5.5 Archaeological

The potential of the project to impact an area of archaeological significance will be identified during the IAA review process. A review of existing archaeological assessment reports should be done during the planning phase of the project. Any potential change of physical and/or cultural heritage resulting from a project will require further investigation. An archaeological consultant may be required.

In Newfoundland and Labrador, discovered archaeological artifacts belong to the provincial/territorial Crown or its agents.

In the event of discovery of artifacts not involving human remains, ideally:


- All work that could potentially threaten the site should be halted,
- The site should be secured, and;
- The responsible provincial/territorial archaeological official should be notified by calling (709) 729-2462

In the event of the accidental discovery of human remains, the law specifies that one must:

- Halt activities,
- Secure the area and
- Call the police.

The police will determine whether the site is a possible crime scene, or whether it is "archaeological," whereupon they will contact the relevant authorities accordingly.



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## 6.0 Training

The following training is associated with this Site Specific EMP. The training program is a 1-2 day commitment including both theoretical and practical components applicable to all of the environmental aspects identified. The following topics are all covered under the EMP training

- Environmental Management System/Site Specific EMP Training
- Environmental Emergency Response Planning (EERP)
- Fuel Storage Tank Management
- Halocarbon Management
- Hazardous Materials and Waste
- Solid Waste
- Responding to a Regulator

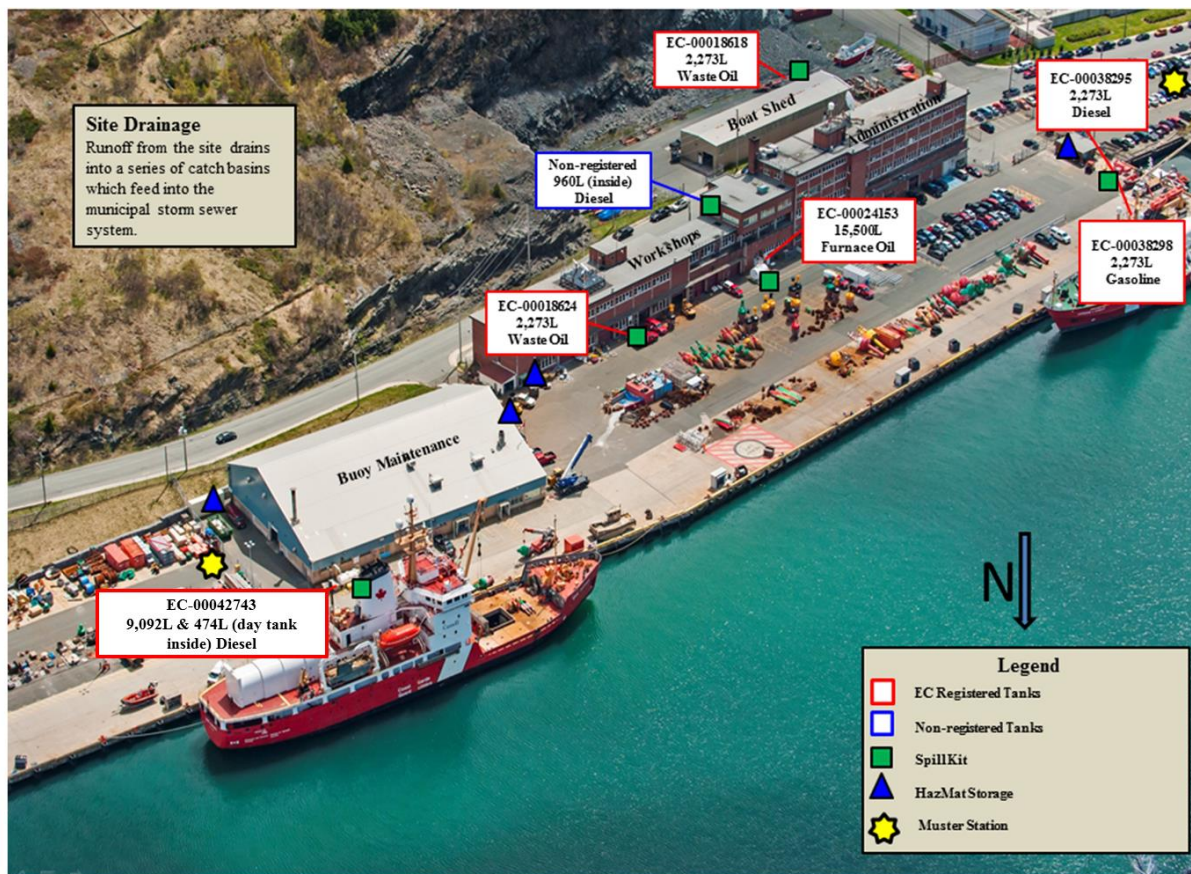
For information and/or individual training modules related to IAA 2019, Contaminated Sites or Energy Conservation (Climate Change), please contact Glenn Marshall at (709) 772-5692.


For all other training information please contact the Regional Office of Environmental Coordination at:  
[DFO.RNLRPSSEC-CEBIESSTNLR.MPO@DFO-MPO.GC.CA](mailto:DFO.RNLRPSSEC-CEBIESSTNLR.MPO@DFO-MPO.GC.CA)



## 7.0 Site Plan

### Site Plan – Former Administration Bldg, Technical Stores/Boat Shed/Buoy Maintenance



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## **Site Plan – CG Atlantic Headquarters Building**





## Site Plan – SSB Storage Facility (CN Yard)



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## **Part B**

# **Environmental Procedures and Associated Standard Operating Procedures**

## **Real Property, Safety and Security**


**CG Atlantic Headquarters  
Southside Road, St. John's, NL**

**Site Number – NA 00546  
DFRP Number - 72019**

Fisheries and Oceans Canada  
Real Property Safety and Security  
Regional Office of Environmental Coordination  
Newfoundland and Labrador Region

Canadian Coast Guard  
Atlantic Region



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# Environmental Emergency Response Plan

Real Property, Safety and Security


CG Atlantic Headquarters  
Southside Road, St. John's, NL



Fisheries and Oceans Canada  
Real Property Safety and Security  
Regional Office of Environmental Coordination  
Newfoundland and Labrador Region


Canadian Coast Guard  
Atlantic Region



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Quick Reference Initial Response Guidance Document	
Typical response steps in the event of a release of hazardous materials:	
Step	Notes
<ul style="list-style-type: none"> <li>• <b>ASSESS THE SITUATION &amp; DEFINE A SAFETY PERIMETER</b></li> </ul>	<ul style="list-style-type: none"> <li>- Identify the product (look at labels, placards or other markings).</li> <li>- Refer to the product's SDS.</li> <li>- Keeping a safe perimeter, carefully locate the source of the release.</li> <li>- Assess the source of the release (i.e. drum, storage tank, etc.) to assist with the approximation of quantity spilled.</li> <li>- If the spill has reached a drain or watercourse, it can no longer be contained and external parties and potentially surrounding communities will have to be immediately notified.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>DETERMINE RESPONSE LEVEL</b></li> </ul>	<ul style="list-style-type: none"> <li>- What's the response level required?</li> </ul> <p>LEVEL 1: You are trained and capable to handle response</p> <p>LEVEL 2: Require additional assistance from internal DFO resources</p> <p>LEVEL 3: External third party assistance required</p>
<ul style="list-style-type: none"> <li>• <b>CAREFULLY STOP OR CONTROL THE RELEASE</b></li> </ul>	<ul style="list-style-type: none"> <li>- Approach the spill site with the wind at your back.</li> <li>- <u>Only if the situation is deemed safe to do so</u> (e.g. eliminate source of leak/spill – i.e. turn off valves or taps).</li> <li>- Cover drains/sewers.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>CONFINE THE SPILL OR CONTAIN THE PRODUCT</b></li> </ul>	<ul style="list-style-type: none"> <li>- Contain the spilled product in the smallest possible space close to the source.</li> <li>- Avoid directing the product toward the sewer system.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>NOTIFY AUTHORITIES AND THE PUBLIC (AS APPROPRIATE)</b></li> </ul>	<ul style="list-style-type: none"> <li>- If the spill is no longer under your control, notify the provincial/territorial authorities, and/or fire/police (emergency response agencies).</li> <li>- If you activate emergency services contact the region Communications Branch.</li> <li>- Notify the public (if necessary)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>RECOVER SPILLED MATERIALS</b></li> </ul>	<ul style="list-style-type: none"> <li>- The product must be recovered quickly to limit its migration or spread, taking into consideration the properties of the product and weather conditions.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>SAFELY DISPOSE OF CONTAMINATED MATERIALS AND WASTE</b></li> </ul>	<ul style="list-style-type: none"> <li>- Store wastes separately from in-use products.</li> <li>- Use an accredited contractor. Obtain a correctly completed waybill (i.e. hazardous waste transportation manifest).</li> </ul>
<ul style="list-style-type: none"> <li>• <b>PREPARE AN INCIDENT REPORT &amp; REPORT TO THE AUTHORITIES AND ROEC</b></li> </ul>	<ul style="list-style-type: none"> <li>- Use Environmental Emergency (Spill Response) Incident Form (<b>Appendix D</b>).</li> <li>- Forward a copy to ROEC.</li> <li>- Site Manager will assume responsibility for informing and reporting to provincial/territorial and/or other authorities as a result of the environmental incident.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>REPLENISH RESPONSE SUPPLIES</b></li> </ul>	<ul style="list-style-type: none"> <li>- Conduct a spill kit inventory check and document (<b>Appendix E (ii)</b>).</li> <li>- Restore spill kit equipment, ensure used PPE is clean or replaced.</li> </ul>




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## DFO and Site Personnel Contact List

<i>Internal Contact List</i>	
Position	Contact Information
Facility Manager (On site)	(709) 772-4631/690-7372
CCG Commissionaire	(709) 772-5197 (709) 772-5196
BGIS Facility Manager (CG Atlantic Headquarters Building)	(709) 769-2653
RPSS/ROEC Regional Environmental Coordinator	(709) 772-5692 (709) 728-0558
RPSS/ROEC Environmental Management Program Coordinator (EMS)	(709) 772-3183 (709) 728-0227
RPSS/ROEC Environmental Management Program Coordinator (Plastics)	(709) 772-4459 (709) 730-4591
RPSS/ROEC Environmental Management Program Coordinator (Contaminated Sites)	(709) 772-3685 (709) 728-0197
RPSS/ROEC Environmental Officer (Fuel Storage Tanks/EERP)	(709) 772-7045 (709) 727-4261
RPSS/ROEC Environmental Officer (Halocarbons/Hazardous Materials)	(709) 725-4051 (709) 689-3821
RPSS/ROEC Environmental Officer (Sustainable Development/Energy)	(709) 772-7089 (709) 725-6709
DFO Communications Branch	(709) 772-7631
RPSS Regional Director	(709) 772-3592
RPSS Regional Office of Safety and Security Manager	(709) 772-7795


## External Contact List

Name	Who Would Contact	When to Call	Contact Number
Fire	Site Manager / On-site personnel	Emergency assistance only	911
Ambulance	Site Manager / On-site personnel	Emergency assistance only	911 or (709) 777-6320
RNC	Site Manager / On-site personnel	Emergency assistance only	911 or (709) 729-8000
RCMP	Site Manager / On-site personnel	Emergency assistance only	911 or 1(800) 709-7267

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<b>Environment &amp; Climate Change Canada Atlantic Region</b>	Site Manager / On-site personnel	Emergency assistance only	1(902) 426-7231
<b>24 Hour Spill Reporting Hotline</b>	Site Manager / On-site personnel	When a spill occurs/is discovered	1(800) 563-9089 or (709) 772-2083
<b>OHS Labour Program Duty Desk</b>	Site Manager / On-site personnel	Industrial Accidents	1 (800) 641-4049
<b>Canadian Transport Emergency Centre (CANUTEC)</b>	Site Manager / On-site personnel	Advisory service; chemists trained in providing emergency response advice	(613) 996-6666
<b>Municipal Authority</b>	Site Manager / On-site personnel	Reporting of spills into municipal sewer infrastructure	(709) 754-2489
<b>Newfoundland Power</b>	Site Manager / On-site personnel	Power Outages and Emergencies	(709)737-5711 or 1(800)474-5711



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## Appendices

Appendix A – Site Plan/As Builts

Appendix B – Quick Reference Initial Response Guide

Appendix C – Environmental Emergency Response Procedures

Appendix D - Environmental Incident Report Form

Appendix E – Forms

- i. EERP Review Log
- ii. Spill Kit Review Log
- iii. Spill Kit Contents
- iv. Test Drills
- v. Drill Example
- vi. Example of Completed Drill/ Test Scenario

Appendix F – Spill Response – Visual Guide

Appendix G – Hazardous Waste Dangerous Goods Transporters NL

## List of Acronyms

<b>CEPA</b>	Canadian Environmental Protection Act
<b>DFO</b>	Fisheries and Oceans Canada
<b>EERP</b>	Environmental Emergency Response Plan
<b>SDS</b>	Safety Data Sheet
<b>OEC</b>	Office of Environmental Coordination
<b>PPE</b>	Personal Protective Equipment
<b>ROEC</b>	Regional Office of Environmental Coordination
<b>WHMIS</b>	Workplace Hazardous Materials Information System

## Definitions


**Allied Petroleum Product** – a product set out in Schedule 1 of the Storage Tank Systems for Petroleum Products and Allied Petroleum Products. The list of substances outlined in Schedule 1 is available on the Environment & Climate Change Canada website here in Section 48 – Schedule 1: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-197/FullText.html>.

**Environmental Emergency**– an uncontrolled, unplanned or accidental release of a substance that has negative impact to the environment.

**Hazardous Materials Spill/Incident** - is a type of incident/spill that involves the uncontrolled release of one or more hazardous materials into an environment in which humans are or could be present or that otherwise holds the potential to put human or environmental safety at risk if not addressed.

**Hazardous Material (Wastes)** – A hazardous material refers to any chemical, radiological or biological material that is potentially hazardous for the health, safety, property and environment.

**Petroleum Product** – other than an allied petroleum product, a single hydrocarbon or a mixture of at least 70% hydrocarbons by volume, refined from crude oil, with or without additives, that is used or could be

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used as a fuel, lubricant or power transmitter, and includes used oil, but does not include propane, paint and solvents.

**Facility Manager** – the person responsible for the site (except the CG Atlantic Headquarters Building).

**Facility Manager (BGIS)** – the person responsible for the CG Atlantic Headquarters Building

**Petroleum Product Spill** – means any loss of a petroleum product or allied petroleum product in liquid form from a storage tank system, including a loss during a transfer of such a product to or from a storage tank system, but not including a loss that does not reach outside the storage tank system's secondary containment.

**Tank** – means a closed container with a capacity of more than 230 L that is designed to be installed in a fixed location.


**Aboveground Tank** – tank that operates at atmospheric pressure and has all of its volume either above grade or encased within an unfilled secondary containment.

**Underground Tank** – tank that operates at atmospheric pressure and that has all of its storage volume below grade and completely surrounded by fill.

**Transfer area** – means that the area around the connection point between a delivery truck, railcar, aircraft or vessel and a storage tank system in which the tanks have an aggregate capacity of more than 2,500 L.

**Used oil** – means oil – other than oils derived from animal or vegetable fats, other than crude oil or recovered fuel oils spilled onto land or into water and other than wastes from petroleum refining operations – that has become unsuitable for its original purpose due to the presence of impurities or the loss of original properties, including

- a) Lubricating oil for use in engines, turbines or gears;
- b) Hydraulic fluid, including transmission fluid; and
- c) Insulating oil.

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## 1.0 Introduction

Environmental preparedness and response is a component of the Environmental Management System, which is developed to be consistent with the ISO 14001:2015 Environmental Management System Standard. Emergency response plans are also legally required by the *Canadian Environmental Protection Act* (CEPA) and associated regulations (i.e. *Environmental Emergency Regulations* and *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulation*), and are an effective tool in protecting personnel, property and the environment.

Fisheries and Oceans Canada (DFO) will assist sites who will develop, implement and maintain Environmental Emergency Response Plans (EERP) where there are environmental hazards to identify potential environmental emergencies and how to prevent, prepare, respond and recover from the associated adverse environmental impacts. The Regional Office of Environmental Coordination (ROEC) will provide the first copy and it is up to the site to implement, maintain and update as required.

An environmental emergency is defined as an uncontrolled, unplanned or accidental release of a substance that has negative impact to the environment. Examples include overfilling of fuel tanks, chemicals knocked off a laboratory bench, leaking containers, spill of electrolyte from a vehicle battery, release of halocarbon into the atmosphere etc...

### 1.1 Purpose

The purpose of the EERP is to eliminate, reduce and/or mitigate the health, safety and environmental impact of an uncontrolled, unplanned or accidental release of a hazardous material into the environment, as a means of meeting regulatory requirements. The EERP addresses requirements for prevention, preparedness, response, recovery and reporting for spills and releases of petroleum products and/or hazardous materials and wastes.


The EERP provides measures covering the following areas of an environmental emergency:

1. **Prevention** – actions taken to reduce or eliminate the probability of an emergency occurring.
2. **Preparedness** – measures taken prior to an emergency to ensure an effective response.
3. **Response** – actions taken to respond to an actual emergency. These actions are aimed at providing a controlled, effective and timely response.
4. **Recovery** – actions taken to recover from an emergency that could be short-term or long-term activities. The aim is to return all systems to normal operations.
5. **Reporting** – provides protocol for notifying the appropriate agencies.

Potential impacts of not planning and preparing for environmental emergencies are threats to the health and safety of workers and the public, air contamination, soil, surface water or groundwater contamination, destruction of wildlife habitat, damage to property, equipment and resources and result in legal infractions and penalties.

The EERP provides CG Atlantic Headquarters personnel with the communication and operational protocol to adhere to during an environmental emergency. The protocols comply with applicable federal, provincial and municipal legislation including but not limited to:

- *Canadian Environmental Protection Act (CEPA) 1999;*
- *Release and Environmental Emergency Notification Regulations, SOR/2011-90;*

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- *Environmental Emergency Regulations, SOR/2003-307;*
- *Storage Tank Systems for Petroleum and Allied Petroleum Products Regulations, SOR/2008-197;*
- *Fisheries Act, R.S.C. 1985, c. F-14; and*
- *Deposit out of the Normal Course of Events Notifications Regulations, SOR/2011-91.*
- *Federal Halocarbon Regulations 2003 (FHR)*

## 1.2 Scope of Environmental Emergency Response Plan

The EERP provides the steps to prevent, prepare, respond and recover from environmental emergencies related to petroleum products and allied petroleum products and other hazardous materials that pose environmental hazards occurring at the CG Atlantic Headquarters.

Protocols related to the prevention, preparedness and response of halocarbons from equipment controlled and/or managed by the CG Atlantic Headquarters are included in the “Procedure for the Management of Halocarbons” (and associated SOPs) in Part B of the CG Atlantic Headquarters Site Specific EMP.

The transportation of dangerous goods outside of the site’s property boundaries are managed in accordance with the Transportation of Dangerous Goods Act and Regulations, including reporting and response to environmental emergencies. All personnel transporting dangerous goods outside the boundaries of the facility by air, rail or road must have the valid Transportation and Dangerous Goods certificate.

When an environmental emergency result in the evacuation of personnel, refer to the CG Atlantic Headquarters Emergency Evacuation Procedures and Emergency Contact #’s posted on each floor that may deal with other situations such as fire, gas leaks, bomb threats, earthquakes, or any other Occupational Health derived plan.

## 2.0 General Site Information

### 2.1 Location


The CG Atlantic Headquarters is located on the Southeastern shore of St John’s Harbour, at 280 Southside Road, St John’s, Newfoundland. GPS coordinates for the location are Latitude (N) 47° 33’ 24’’ and Longitude (W) 52° 42’ 25’’. The base sits adjacent to St John’s Harbour and lies just southwest of the Fort Amherst historical site.

The site can be accessed by following Water Street to the intersection of Water Street and Blackhead Road, follow Blackhead Road for approximately 110m and make a left onto Southside Road. Follow Southside Road for approximately 1.1km, the site will be on the left hand side.

### 2.2 Description

The site supports a variety of Coast Guard functions in the region and consists of the following main buildings:

- **Original (old) Administration Building** (scheduled for decommissioning). The operations in this building have ceased but the heating and cooling systems are operational. **The building still**

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**contains AC units and fuel storage tanks (with some still in use).** This building is presently being used as a backup center for the Regional Operations Committee (ROC) in case of a COVID outbreak in the CG Atlantic Headquarters Building. The old Administration Building **formerly** housed the CG office space and various industrial workshops shops such as a marine aids technical maintenance workshop, a welding workshop, an electronics workshops, boardroom area as well as, a search and rescue bay, and various storage areas. **Note: CG Staff have been relocated to the CG Atlantic Headquarters building.**

- **CG Atlantic Headquarters Building** is managed by Brookfield Global Information Systems (BGIS). This building encompasses office space for DFO/Canadian Coast Guard activities and encompasses the Electronic Workshop, Marine Aids Technical Maintenance Workshop, a storage room and SAR Bay.
- The **Buoy Maintenance/Vessel Support Building** has an industrial section used for the washing, sandblasting, painting of marine aids to navigation (buoys) and general maintenance workshop for buoys. There is also a technical stores warehouse and an archived file area located above the warehouse area. Various RPSS related areas utilized for the maintenance of building related equipment (backup generator, etc.) and the heating system for the building are also contained within this building. ( The welding shop was built as an addition to Buoy Maintenance)

In addition, the CG Atlantic Headquarters envelope also includes:

- The **Boat Shed** located across from the Old Administration Building on Southside Road. The Boat Shed functionally carries out Small Vessel maintenance activities for the CG Atlantic , St. John's area. **Note: the Boat Shed is slated to be moved to the Southside Storage facility area in the near future.**
- The **Southside Storage Facility**, located on Southside Road, southwest of the Coast Guard Base. The Southside Storage Facility encompasses a solar charging room (for solar powered lights) and general storage and the Yard area encompasses a carpentry shop/garage, an emergency response building, and a storage building currently used for crown asset disposal.
- Within the **Yard and Wharf fenced area** of the CG Atlantic Headquarters there are motive fuel storage tank systems for refueling CG Atlantic yard equipment and small SAR vessels, as well as, two fuel storage tanks which are connected to a heating system for each building and a waste oil tank which is located adjacent to the Administration Building. There are also three small storage buildings present within the yard area: 1) a Flammable Storage Mobile Building (located at the northeast end of the main Admin building); 2) a Hazardous Materials Storage Building located adjacent to the two motive refueling tanks; and a small Flare Storage Shed located at the northeast end of the site next to a Vessel equipment laydown area. Please refer to the Site Plan (**Appendix A**)

Commercial and industrial facilities surrounding the SSB include the St. John's Dockyard and the St. John's Sewage Treatment Plant.

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There are no sensitive features or receptors, homes, recreational facilities located in the immediate vicinity of the base. There is, however a national historic site, Fort Amherst which resides approximately 2.5km to the Northeast. The table below represents the population distribution in the immediate vicinity of the facility.

**Table 1: Population Radius**

Approximate population near the site:						
<b>0-1 km</b>	0-100		100-1,000	X	Over 1,000	
<b>1-2 km</b>	0-100		100-5,000		Over 5,000	X
<b>2-5 km</b>	0-100		100-10,000		Over 10,000	X

Onsite there are seven (7) separate storage tank systems containing; Waste Oil, Gasoline, and Diesel. Propane is used to power forklifts at several locations at the CG Atlantic Headquarters, the fuel used can be located in an on-board propane fuel tank. As well, propane is used to provide heat to various portions of the facility. Diesel and Gasoline are used to power various pieces of equipment located on site.

The locations of maintenance and operational chemicals used on site may be found in *Table 3: List of Hazardous Materials/ Waste Storage Areas*.

There are also Halocarbons found on site in multiple pieces of equipment, including three (3) large capacity (>5.4 RT) Air Conditioning units, nine (9) installed mid-range AC units, many smaller window AC units, and several domestic refrigeration units.

Marine signalling devices are also used at the CG Atlantic Headquarters. These are stored in a metal explosives magazine at the extreme eastern edge of the property. The dimensions of this magazine are three (3) metres length and two and a half (2.5) metres width.


The facility is currently operating at full capacity and is staffed by approximately 200 employees of varying positions and disciplines.

Copy and post the site plan from **Appendix A** beside each storage tank and/or hazardous materials that poses an environmental hazard on-site.

### 3.0 Environmental Emergency Risk Assessment

An Environmental emergency, or high risk areas, are those where the consequences of a spill could be moderate or high, regardless of the frequency or probability that the spill may occur. A risk assessment helps to identify the main hazards. Site Managers or other site personnel should work with the ROEC to determine the potential environmental emergencies that could occur at the site. Once the potential environmental emergencies are identified, the EERP will be used to determine the appropriate emergency prevention, preparedness, response and recovery.



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Areas that are deemed high risk for environmental emergencies can be found below.

### 3.1 Property and Characteristics of Hazardous Materials On-Site

Listed below are some of the general activities occurring at CG Atlantic Headquarters related to petroleum products and allied petroleum products and hazardous materials that pose environmental hazards.

- Fuel/oil storage;
- Fuel deliver/transfer;
- Equipment storage;
- Hazardous material handling; and,
- Hazardous material storage.

Site activities may change in the future and the Site Manager must ensure that the list is kept up-to-date, in order to determine the specific site hazards when responding to an environmental emergency.

To find a description of the properties and characteristics of the hazardous material, petroleum product or allied petroleum product stored in each tank refer to the Safety Data Sheets (SDS). For additional SDS information consult with the products manufacturer. Physical copies can be found in SDS binders placed in locations containing significant quantities of maintenance and operational chemicals.

The following sections outline information on the petroleum products and hazardous materials present at the CG Atlantic Headquarters:




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### 3.1.1 On-Site Petroleum Products and Allied Petroleum Products


*Table 2: List of On-Site Aboveground Storage Tanks*

System/Tank ID	Location	Year Installed	Tank Type	Product	Designed Volume (L)	Secondary Containment	Surrounding Area & Other Notes
<b>EC-00042743</b>	Exterior-Outside the East side of the Buoy Maintenance Building	2016	Aboveground Horizontal Double Walled Steel	Diesel	9,092L	Stainless steel pan located under the tank	Surrounding area asphalt Spill kit located nearby
<b>EC-00042743</b>	Interior- Inside the boiler room, in the buoy maintenance building	2016	Aboveground Horizontal Double Walled Steel	Diesel	474L	None	Day tank Spill kit and fire extinguisher nearby Surrounding area concrete flooring
<b>EC-00038295</b>	South end of yard, approximately 6 metres from wharf  Next to Hazmat Shed	2015	Aboveground Horizontal Double Walled Steel	Diesel	2,273L	Stainless steel pan located under the tank	Surrounding Area asphalt Spill Kit nearby
<b>EC-00038298</b>	South end of yard, approximately 6 metres from wharf, Next to HazMat Shed	2015	Aboveground Horizontal Double Walled Steel	Gasoline	2,273L	Stainless steel pan located under the tank	Surrounding Area asphalt Spill kit is located nearby


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System/Tank ID	Location	Year Installed	Tank Type	Product	Designed Volume (L)	Secondary Containment	Surrounding Area & Other Notes
<b>EC-00024153</b>	West Side of Old Admin. Building, outside of Boiler Room, Next to heating plant	2012	Aboveground Horizontal Double Walled Steel	Furnace Oil	15,500L	Concrete berm with expansion plugs	Surrounding Area asphalt 2 Spill kits are located near the tank system.
<b>EC-00018624</b>	West side of Admin. Building outside of Machine Shop	2011	Aboveground Horizontal Double Walled Steel	Waste Oil	2,273L	Has a spill box which is designed to collect any potential spillage and a concrete transfer area.	Surrounding Area asphalt. Spill kit located nearby
<b>EC-00018618</b>	Southeast corner of the Boat Shed	2011	Aboveground Horizontal Double Walled Steel	Waste Oil	2,273L	Has a spill box which is designed to collect any potential spillage and a concrete transfer area.	Surrounding Area is crushed stone
<b>EC-0048750</b>	Adjacent to the New Admin. Bldg	2018	Aboveground GenSet	Diesel	6,621L		Surrounding area asphalt
<b>Non-regulated</b>	Emergency Generator Room		Aboveground Horizontal Double Walled Steel	Diesel	960L	N/A	CG Atlantic Headquarters Emergency Power Supply Spill kit and fire extinguisher located nearby Concrete flooring Drain nearby
<b>Non regulated</b>	Decommissioned. In storage at CCG Atlantic Headquarters.	2003	AST	Diesel	474L	N/A	Decommissioned. In storage at CCG Atlantic Headquarters.

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							Former Emergency Power Supply (Main Building, old admin bldg). Tank is in good condition.
<b>Non regulated</b>	Stored at the Southside Storage Facility (CN-Yard, 450 Southside Rd). Tank condition is unknown, however it needs to be cleaned and purged, and labelled	2003	AST	Diesel	910L	N/A	Non-regulated tank in storage, removed and out of service from Dog Hill (Victoria) VHF station in 2018. Stored at the Southside Storage Facility (CN-Yard, 450 Southside Rd). Tank condition is unknown, however it needs to be cleaned and purged, and labelled
<b>Non regulated</b>	Stored at the Southside Storage Facility (CN-Yard, 450 Southside Rd).	2004	AST	Diesel	910L	N/A	Non-regulated tank in storage, removed and out of service from Long Point-Twilligate VHF station in 2018. Stored at the Southside Storage Facility (CN-Yard, 450 Southside Rd). Tank condition is unknown, however it needs to be cleaned and purged, and labelled.
<b>Non regulated</b>	Stored outside the old tech shop at the old admin bldg.	2006	AST	Diesel	910L	N/A	Non-regulated tank in storage, removed and out of service from Cape Pine VHF station in 2019. Stored outside the old tech shop at the old admin bldg. Tank condition is unknown, however it needs to be cleaned and purged, and labelled.


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### 3.1.2 Hazardous Materials/Waste Storage Areas


Hazardous material inventories are constantly changing due to purchasing and disposal activities. Therefore, the following table represents a snapshot of the typical hazardous materials used at the CG Atlantic Headquarters and their relevant storage locations

*Table 3: List of Hazardous Materials/Waste Storage Areas*

Hazmat Storage Location	Product Type	Comments
<b>CG Atlantic Headquarters Building</b>		
<b>Room 114 – MCI Tech Workshop</b>	Paint and paint remover Cleaners Degreasers Pump oil Lubricants	Flammable Storage Cabinets  SDS nearby
<b>Room 117 – Shipping and Receiving</b>	Batteries Paints Cleaners Lubricants Caulking	Flammable Storage Cabinets  Batteries in wooden boxes on pallets.  SDS nearby
<b>Room 120 – SAR Bay</b>	Batteries Paint Rust Protectors Cleaners Lock De-icer Oxygen tanks Nitrous Oxide Tanks	Flammable Storage Cabinets  Compressed gas tanks in wooden shelving by back door.  SDS nearby
<b>Boiler Room -</b>	Propylene Glycol Cleaners	Plastic tubs on floor
<b>Room 163 Recycling Room</b>	Ecopure cleaners and Disinfectant Glass Cleaners	
<b>Room 170 Janitors Closet</b>	Cleaners and Disinfectants	On floor/In use

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<b>Room 121 - ITS Storage</b>	Windshield Wash Methyl Alcohol Diesel Oil Diesel Fuel Conditioner Adhesives Batteries	No Flammable Storage Cabinets
<b>Room 501 – Mech. Penthouse</b>	Sealent Paint and Primer	
<b>Outbuildings</b>		
<b>Buoy Maintenance Facility</b>	Compressed Gas Solvent Paint Degreasers Grease Waste Oil Windshield Wash Oil Hydraulic Batteries	Approximately 5 flammable storage cabinets located in this area  Two cabinets held items not prescribed for the cabinets (Clothes, Gloves, hoisting slings etc.)  SDS nearby
<b>Flammable trailer (Bomb Shelter)</b>	Flares Oxygen Tanks	
<b>Boat Shed</b>	Propane Gasoline (Jerry cans) Antifreeze	Outside in cages and flammable storage cabinets
	Oil (Engine and Hydraulic) Paint and paint thinners Cleaner Lubricants Propane/Butane Batteries Methyl ethyl Ketone (MEK) - Solvent	Flammable Storage Cabinets Corrosive Cabinet Acids Cabinet
<b>CN Storage Yard</b>	General Storage Building -Gasoline (Jerry Cans) -Paint	On pallets scattered throughout building.
	Carpentry workshop -Caulking -Paint -Lubricants -Oil -Propane/Butane -Gasoline (Jerry Cans)	Flammable Storage Cabinet


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<b>Flammable and Battery Storage Shed</b>	Halon (3X various sizes) Windshield Wash Motor Oil Nickle-Cadmium Batteries Lead Acid batteries Alkaline batteries Lithium batteries	Approximately 15 buckets of batteries in shed. Located on west side of property.
<b>Old Administration Building*</b>		
<b>Room 149 - Machine Shop</b>	Oil Oxygen tanks (welding dolly) Lubricants Paint Cleaners	Flammable Storage Cabinet
<b>Room 260 - Storage</b>	Lubricants Paint Cleaners	Flammable Storage Cabinet
<b>Room 112 – Mechanical Room</b>	Wetting agent for asbestos removal Water conditioner Boiler Treatment	
<b>Outside</b>	Oxygen Acetylene Propane	Storage Cages

### 3.2 Identification of Potential Environmental Emergencies

Based on the information of the properties and characteristics of hazardous materials, activities on-site may create the potential for the following substances to be released to the different exposure pathways of atmosphere, water body or land:

- Petroleum Products;
  - Fuel Stabilizer;
  - Gasoline;
  - Kerosene;
- Batteries;
- Lubricants;
  - Degreaser;
  - Motor Oil;
  - Used Oil;
  - Lubricant Spray;
  - Transmission Fluid;
- Paint Products;
  - Spray Paint;
  - Paint;

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- Paint/Varnish Remover;
- Operational and Maintenance Chemicals;
  - Electronics Cleaner;
  - Windshield Wash
  - Anti-freeze; and
  - Spray Nine.

The following incident/activities on-site could possibly lead to an environmental emergency of the above mentioned substances:

- Pipe system or mechanical failure;
- Container rupture/puncture;
- Fuel transfer/refuelling;
- Fire;
- Overflow during filling or emptying of portable containers;
- Construction and maintenance practices; and
- Accidental release.

All of the above mentioned release scenarios are of environmental concern and are to be dealt with according to the Environmental Emergency Response Procedure, as outlined in Section 4.3.4.

## 4.0 Environmental Emergency Response Plan

The following sections describe measures to prevent, prepare, respond and recover to the potential environmental emergencies at the CG Atlantic Headquarters.

### 4.1 Prevention


The prevention of an environmental emergency incorporates all those activities which eliminate or reduce the probability of an occurrence on-site. Establishing maintenance procedures, operating procedures, training programs, and reviews and drills will ensure that on-site personnel and other responding personnel are aware of all potential environmental emergency situations.

#### 4.1.1 Maintenance and Operating Procedures

Incorrect or inefficient maintenance and operation of on-site equipment can increase the risk of the occurrence of an environmental emergency, especially equipment relating to petroleum products and allied petroleum products.

In order to ensure that the risk is minimized, the following measures should be employed by all on-site personnel.

- The facility maintains a preventative maintenance program for equipment to prevent environmental emergencies;
- All on-site equipment shall be properly maintained and only used when in good working condition;

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- All equipment maintenance shall be performed in designated areas equipped with the appropriate spill response equipment;
- All on-site equipment shall be operated only according to the manufacturer's specifications;
- When equipment is parked or being stored, a drip pan shall be placed such that it catches all potential leaking grease and oil;
- All maintenance materials such as oils, greases, gasoline and diesel stored on-site shall be stored in compliance with applicable legislation;
- All material storage containers shall be labelled in compliance with the Workplace Hazardous Materials Information System (WHMIS) guidelines;
- Safety Data Sheets (SDS) shall be kept up to date and posted in accordance to WHMIS;
- Materials should only be stored with compatible materials (refer to the Hazardous Material SOP 2.0, Appendix C);
- All petroleum, oil and lubricant products shall be stored in an identified location;
- All drum type storage shall be placed on appropriate spill containment platforms; and
- Proper secondary containment measures are mandatory for hazardous materials that could result in a Level 3 response. Secondary containment shall be in place wherever feasible. For example, hazardous materials storage room or cabinet meets the National Fire Code, and secondary containment (BMP);
- Due to the explosive nature of flares used by the CCG, flares should not be dropped, subject to high temperatures or open flames;
- Care should be taken during refueling activities to ensure no product is released into the environment;
- Propane cylinders should be kept from open flames or high temperatures due to the combustible nature of the product.
- All personnel on site should be equipped with the proper PPE when dealing with all hazardous materials;

#### 4.1.2 Training

Training on how to implement the EERP is important in order to have a common understanding of the responsibilities and procedures of how to respond to an environmental emergency and reduce the impacts of accidental spills.

The training should include familiarization with spill response procedures, spill kits and reporting requirements. Training will be delivered to the site during the initial implementation of the EERP and as requested in the future by the site.


To inquire about Environmental Emergency Response Plan training please contact the ROEC.

It is the supervisor/manager responsibility to ensure that new employees get trained.

#### 4.1.3 Reviews and Drills

The EERP should be reviewed, evaluated and drilled on an annual basis to ensure continued adequacy and suitability. There is an EERP Review Log, Spill Kit Review Log and Test Drill forms that should be completed. Refer to **Appendix E** for forms to document the review and test drill.



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Based on the review, evaluation and practice drill, the EERP template is to be updated and amended, as required. Records of the reviews and drills should be kept on site and in an easily accessible area. Having records of these reviews and drills demonstrate that the site implements environmental emergency response.

## 4.2 Preparedness

### 4.2.1 Health and Safety

The first step to any response procedure is to evaluate the danger to human health. If there is no immediate danger, the responding personnel can begin to address the environmental emergency. However, if imminent danger is detected, personnel must act to protect human life. Refer to the Spill Response Action Plan, situation appropriate SDS sheet.

### 4.2.2 Spill Kits

Spill kits and PPE should be placed at all locations where the potential for a spill exists, such as areas with storage tanks or hazardous materials. Spill kits may be found at the following locations at the CG Atlantic Headquarters, St John's;

- Base building (on dock adjacent to the petroleum tanks at the Storage Shed);
- Base Building Furnace Oil Tank;
- Buoy Maintenance Diesel Tank;
- Administration Building Waste Oil Tank;
- Small Boat Shed; Waste Oil Tank
- Inside Electrical Shed; Non regulated Tank


The location of spill kits can be found on the Site Plan (Appendix A).

Each area should have a spill kit that contains appropriate material to clean up the hazardous product. It is recommended that each spill kit contain a List of Contents to identify the specific materials for that particular spill kit and will help with the spill kit inspections. Another recommendation is that a quick release tab could be used to demonstrate when the spill kits have been opened. Refer to SDS for specific safety concerns. In addition, the site shall be equipped with first aid supplies, such as eye wash stations and first aid kits.

Refer to **Appendix E** for forms regarding Spill Kit Contents (E.iii) and the Spill Kit Review Log (E.ii) that should be reviewed annually, or after an environmental emergency.

Prior to performing any containment or clean-up measures, the health and safety of personnel and the general public must be considered. All responding personnel shall wear appropriate Personal Protective Equipment (PPE) at all times, when required. PPE is used to protect individuals in the work place from known or foreseeable work place hazards. Refer to respective SDS as they describe risks associated with products.

Examples of PPE include:

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- Eye protection: safety glasses, chemical splash goggles
- Skin protection: resistant gloves, nitrile rubber, clothing

PPE shall be worn by those responding to the release/spill as is required. Based on the variety of substances and potential incident scenarios, it is pertinent to ensure that the correct response equipment and PPE is located on-site, in an easily accessible location, adjacent to areas where the potential for incident is high and that staff, with potential to respond to incidents, be familiar with PPE usage. The PPE equipment can often be found in the spill kits located near the storage tank or hazardous material.

Each area where there are fuel storage tanks or other environmental hazards should be assessed on an annual basis to ensure that the associated spill kit is appropriate (contains the materials to clean up the hazardous product) and is located adjacent to the high-risk area.

### 4.3 Response

In the event of an environmental emergency, on-site personnel will need to determine the level of response required (Refer to Section 4.3.2 – 2. (Response Level Flowchart). If the Site Manager is present, they will assume the roles and responsibilities during an emergency.

Measures must be taken to notify members of the public who may be adversely affected by any harm or danger.

#### 4.3.1 Notifications and Contacts


If the environmental emergency causes an immediate threat to the health and safety of personnel or the public, or presents a risk of fire, DIAL 911. After the initial threat has been addressed, a list of individuals responsible for the EERP at the site shall be notified (Table 5), along with the 24 Hour Spill Reporting Hotline, presented in Table 5.

It is recommended that copies of the EERP be provided to your local Fire Department and ensure that they are able to respond to, and are aware of the hazardous materials kept on site.

Site manager should ensure that all personnel who are listed in the Contacts are informed and made aware of their responsibility in case of an environmental emergency. This can be checked as part of the annual review.

**Table 4: Internal Responsible Personnel Contact List**


<b>Facility Manager RPSS (onsite)</b>	(709) 772-4631
	(709) 690-7372
<b>Manager Security Services</b>	(709) 772-7795
<b>Building Commissionaire</b>	(709) 772-5197
	(709) 772-5196

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<b>Facility Manager BGIS (CG Atlantic Headquarters Building</b>	(709) - 769-2653
<b>Chief Emergency Warden</b>	(709) 772-4805
<b>Deputy Emergency Warden</b>	(709) 772-4299
<b>DFO Regional Office of Environmental Coordination</b>	(709) 772-5692

*Table 5: External Contact List*

<b>Name</b>	<b>Who Contact</b>	<b>Would</b>	<b>When to Call</b>	<b>Contact Number</b>
<b>Fire</b>	Site Manager / On-site personnel	Emergency assistance only		911
<b>Ambulance</b>	Site Manager / On-site personnel	Emergency assistance only		911 (709) 777-6320
<b>Police - RNC</b>	Site Manager / On-site personnel	Emergency assistance only		911 (709) 729-8000
<b>CCG Environmental Emergencies 24 Hour Spill Reporting Hotline</b>	Site Manager / On-site personnel	When a spill occurs/is discovered		1(800)563-9089 (709) 772-2083
<b>Canadian Transport Emergency Centre (CANUTEC)</b>	Site Manager / On-site personnel	Advisory service; chemists trained in providing emergency response advice		(613)996-6666
<b>Newfoundland and Labrador Department of Environment and Conservation</b>	Site Manager / On-site personnel	Reporting of spills into municipal sewer infrastructure		1(800)563-9089 (709)772-2083
<b>Municipal Authority</b>	Site Manager / On-site personnel	Reporting of spills into municipal sewer infrastructure		(709) 754-2489
<b>Environment &amp; Climate Change Canada – Halocarbon leak reporting</b>	Site manager / On-site personnel	There is a halocarbon leak that requires reporting		1(800)563-9089 (709) 772-2083

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<b>OHS Labour Program Duty Desk</b>	Site manager / On-site personnel	Industrial Accidents	1 (800) 641-4049
<b>Newfoundland Power</b>	Site manager /  On-site personnel	Power Outages and Emergencies	1(800) 474-5711  (709) 737-5711

### 4.3.2 Roles and Responsibilities

This section explains the typical roles and responsibilities of personnel on-site for everyday responsibilities and in the event of an environmental emergency. For EERP implementation requirements that are **specific to the CG Atlantic Headquarters**, refer to the “Environmental Management Program Summary, Responsibilities and Schedule” in Part C of the Site Specific EMP.

#### Site Manager


##### General

- Ensure that the personnel are aware of and understand the EERP.
- Ensure appropriate personnel have spill response training.
- Ensure the EERP is maintained, implemented and reviewed annually for updates.
- Conduct spill response test drills on an annual basis (desktop or mock).
- Ensure spill kits are complete and inspected annually.
- Ensure that all personnel who are listed in the Contacts are informed and made aware of their responsibility in case of an environmental emergency.
- Ensure all applicable documentation is forwarded to ROEC in a timely manner.
- If there is a spill, verbally notify the affected public (non-media), emergency response agencies, ROEC and authorities, as required.

##### During an Emergency

- Conduct the initial assessment of the emergency situation and gather information about the incident.
- Call upon and direct the deployment of available equipment and human resources to carry out containment, counter-measures, clean-up, disposal, and restoration functions.
- Direct and utilize available resources to reduce fire hazards and minimize the risks to human health, property and the natural environment.
- Notify the appropriate federal, provincial, municipal, and private agencies of the emergency situation.
- Maintain an up-to-date flow of information to organizations, or parties having an interest in the particular incident, including the emergency response team, neighbours, the public and DFO Communications, as required.
- Complete the Environmental Incident Report Form for all aspects of the incident and submit to ROEC, as required.

#### On-Site Personnel/First Responder

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#### General

- Adhere to the procedure as instructed by the Site Manager.
- Participate in required training, provide feedback and complete appropriate documentation, as required.
- Ensure that all hazardous materials are stored, handled, and disposed of in such a manner so as to reduce the potential for spills.

#### During an Emergency

- If appropriately trained and capable, respond to the spill. If it is determined responding to the spill is not within the capability of on-site personnel, the release must be immediately reported to the Site Manager or the designate.
- Ensure the proper verbal notification and written reporting is completed immediately if personnel are responsible for the incident or are the first on the scene.

### On-Site Personnel/First Responder

#### General

- Adhere to the procedure as instructed by the Site Manager.
- Participate in required training, provide feedback and complete appropriate documentation, as required.
- Ensure that all hazardous materials are stored, handled, and disposed of in such a manner so as to reduce the potential for spills.

#### During an Emergency

- If appropriately trained and capable, respond to the spill. If it is determined responding to the spill is not within the capability of on-site personnel, the release must be immediately reported to the Site Manager or the designate.
- Ensure the proper verbal notification and written reporting is completed immediately if personnel are responsible for the incident or are the first on the scene.

### Regional Office of Environmental Coordination

#### General

- Provide the site with the first copy of the EERP template and assist as required to complete the template.
- Provide EERP training to personnel at the site, and advice or guidance when needed.
- Coordinate training opportunities to site personnel.


### EERP Coordinator

#### General

- Coordinate the administration of the EERP.

#### 4.3.3 Initial Response

A Quick Reference Initial Response Guide can be found in **Appendix B**, as well as at the beginning of this document. Consider posting these at high-risk areas. The following coloured sub-headings correspond with

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sections found in the Quick Reference Guide and contain more detailed information in terms of responding to the emergency. In the event of an environmental emergency, the following actions will be initiated:

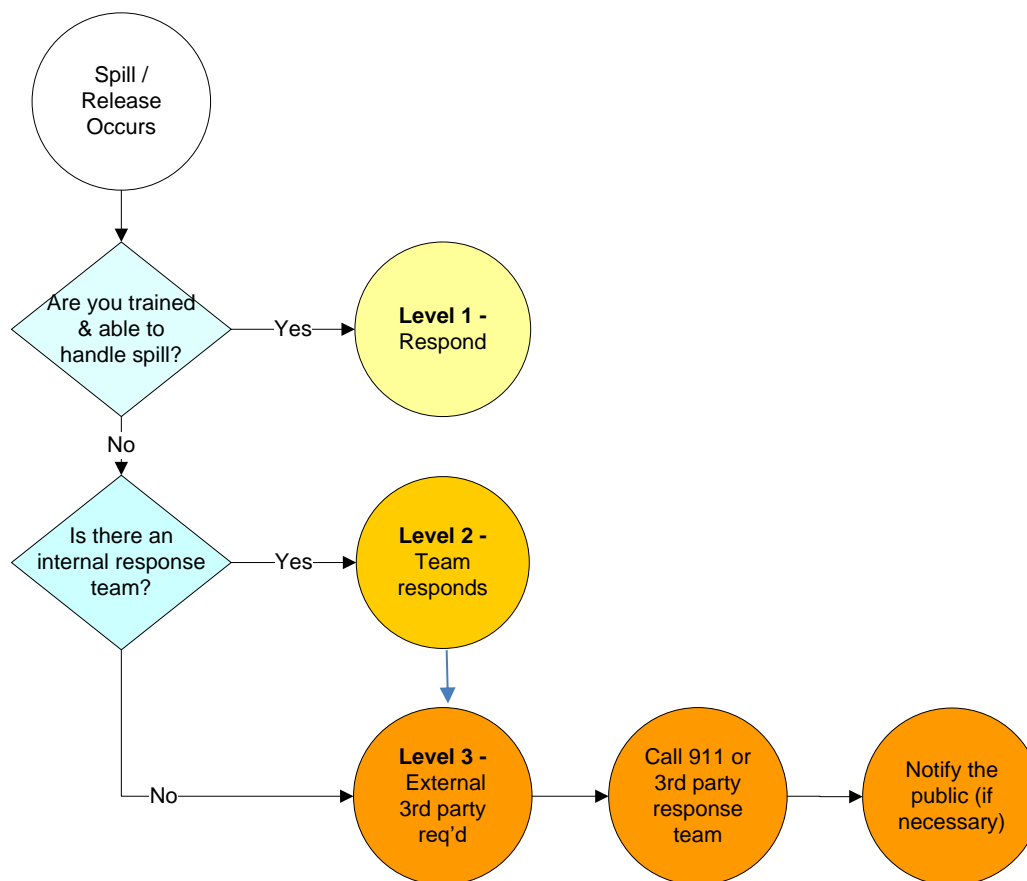
### 1. Assess the Situation

- Identify the products involved in the environmental emergency and verify the nature of the hazard using Safety Data Sheets (SDS) and implement any applicable safety procedures.
- Cut-off or isolate the source of the hazard, if possible, and if safe to do so. Never enter the affected area alone – obtain the assistance of other qualified personnel and contact the Site Manager, who is to use their discretion in determining any further course of action.

### 2. Determine Response Level

- See the flowchart for response levels and decision criteria.


No



**Level 1:** If trained, clean-up the spill.

**Level 2:** Qualified internal response team on-site would respond to the spill (applicable To sites with an internal response team). The qualified person during after-hours or on the weekend would be the person on standby.

**Level 3:** The spill cannot be stopped and controlled safely. Call for outside assistance (i.e. Fire Department).

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All levels should notify authorities, as required (i.e. ROEC, CCG, etc...). In the event that a spill may adversely affect or endanger the public, site personnel will coordinate with the local Fire and Police Department to implement isolation and evacuation zones.

### 3. Carefully Stop or Control the Release


Do not take action if there is imminent danger; wait for emergency response to arrive.

- a. If possible, approach the spill site with the wind at your back.
- b. Stop operations related to the release of the product and shut off equipment.
  - i. Safely contain and control the spill as soon as possible using appropriate equipment.
- c. Only if the situation is deemed safe to do so (e.g. eliminate source of leak/spill – i.e. turn off valves or taps, etc...).
- d. Cover drains/sewers/oil-water separators.
- e. Refer to Section 4.3.4 for specific emergency containment procedures.

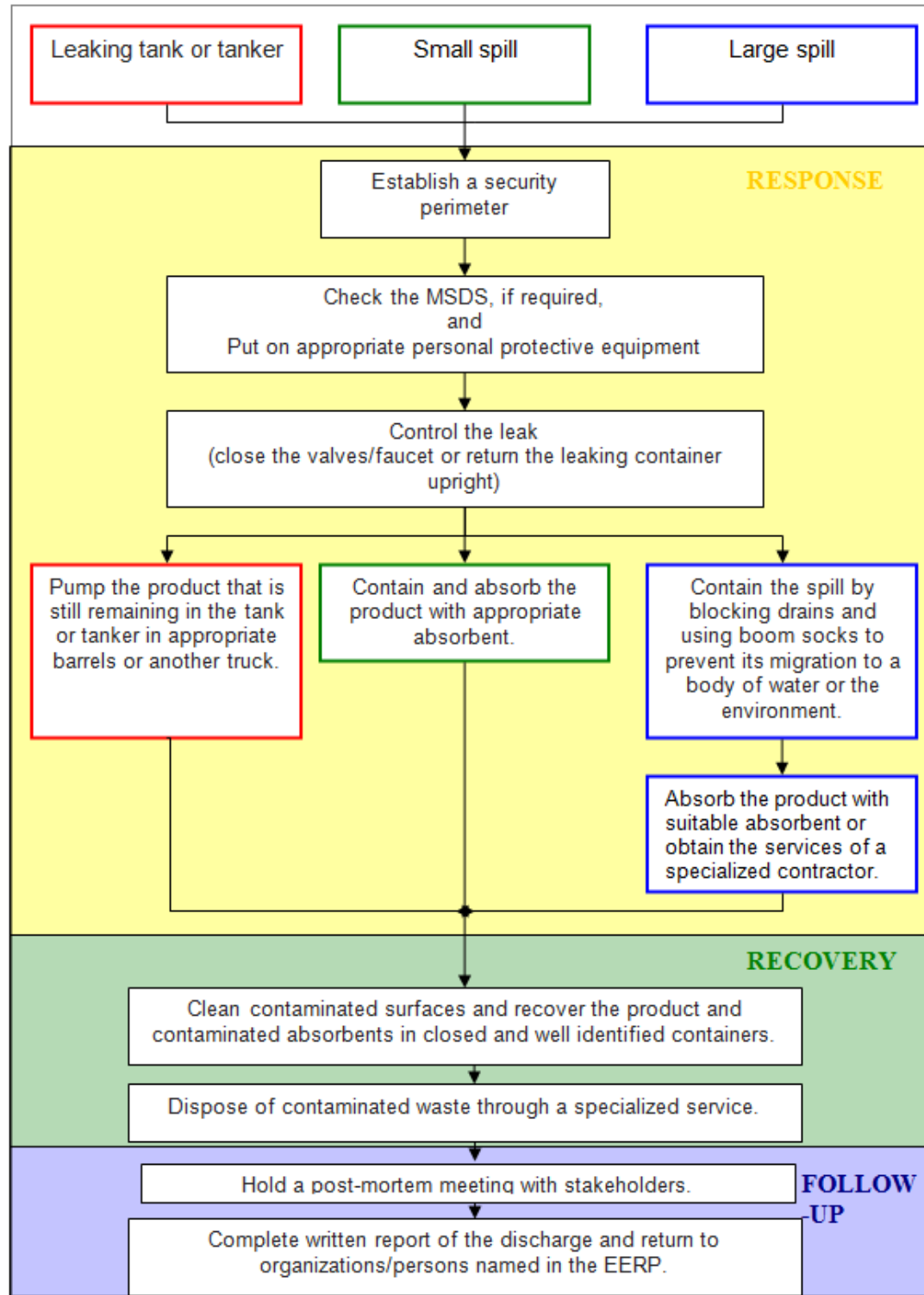
### 4. Confine the Spill or Contain the Product

#### 4.3.4 Environmental Emergency Response Procedures

The following section provides specific procedures for petroleum products and other hazardous materials that could potentially occur at the CG Atlantic Headquarters. These Environmental Emergency Response Procedures can be found in **Appendix C**. Consider printing these procedures and posting them up beside fuel storage tanks or other areas where they can be easily accessible.

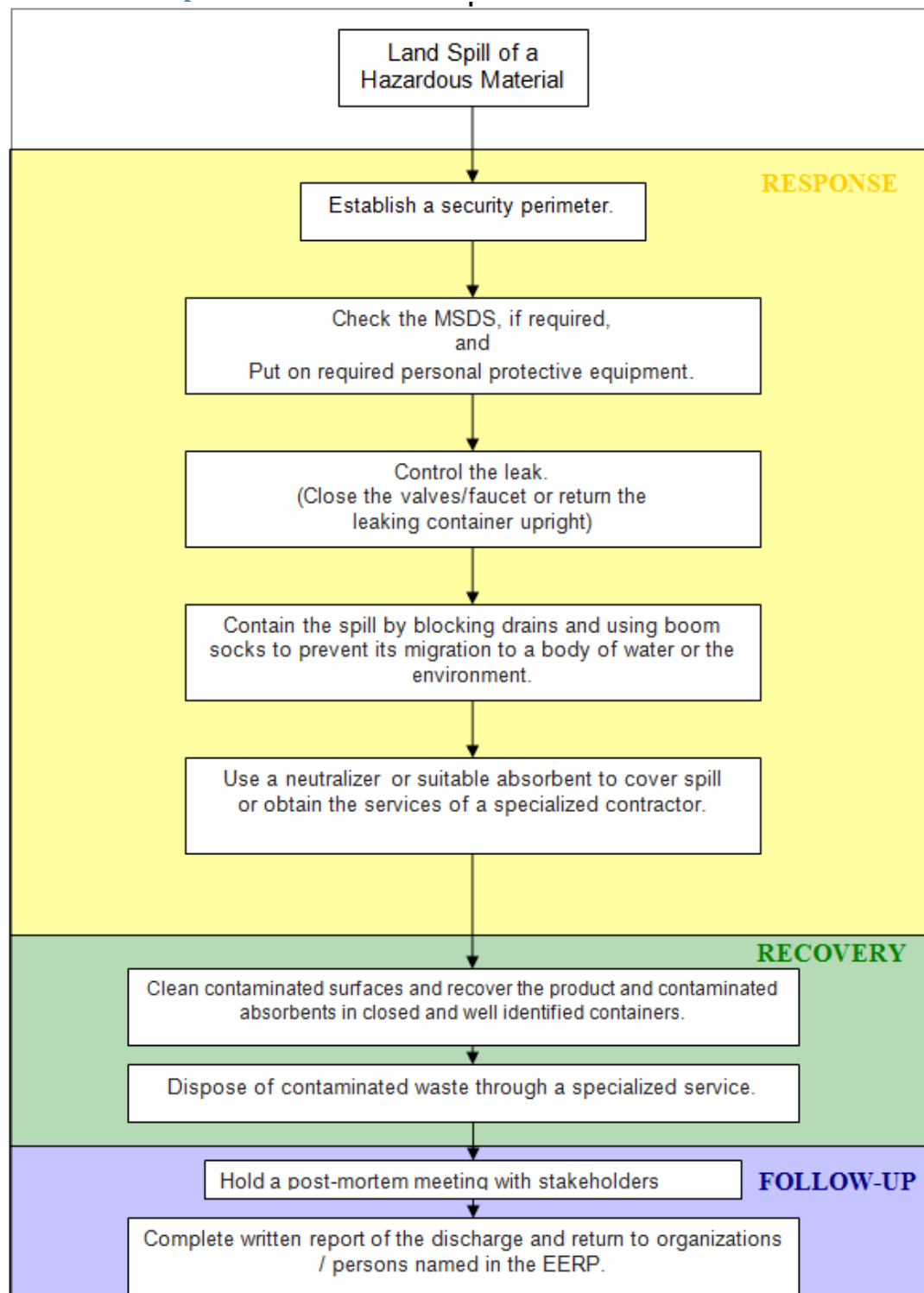
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#### 4.3.4.1 Land Spill of a Petroleum Product





#### 4.3.4.2 Land Spill of a Hazardous Material



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#### 4.3.4.3 Releases to the Atmosphere

If a release to the atmosphere occurs (e.g. leaking compressed gas cylinder, ozone depleting substance release from air conditioning system, asbestos release, a natural gas leak) the following steps shall be taken:

1. Assess the material involved:
  - a. If safe to do so, shut off the source of the leak, contain the material or move the leaking material outdoors.
  - b. If unsafe, evacuate area and call for outside assistance.

Refer to Section 4.5 to report halocarbon releases. .

#### 4.3.4.4 Spills Migrating from Land into Water

- a. When a release has the potential to migrate from land to water (i.e. land to ocean, stream, lake, pond), the most appropriate response will be to estimate the dimensions, rate of water flow and the morphology of the banks.
- b. Avoid directing liquid release/spill towards the drainage system.
  - i. Possible responses are:
    - Construction of retaining dikes
    - Use of natural topography or a ditch
    - Excavation of a trench
    - Floating barriers made of sorbents and/or absorbent socks
    - Booms (logs and planks, drum, etc...)
    - Plywood sheets installed at culverts


### 5. Notify Authorities and the Public

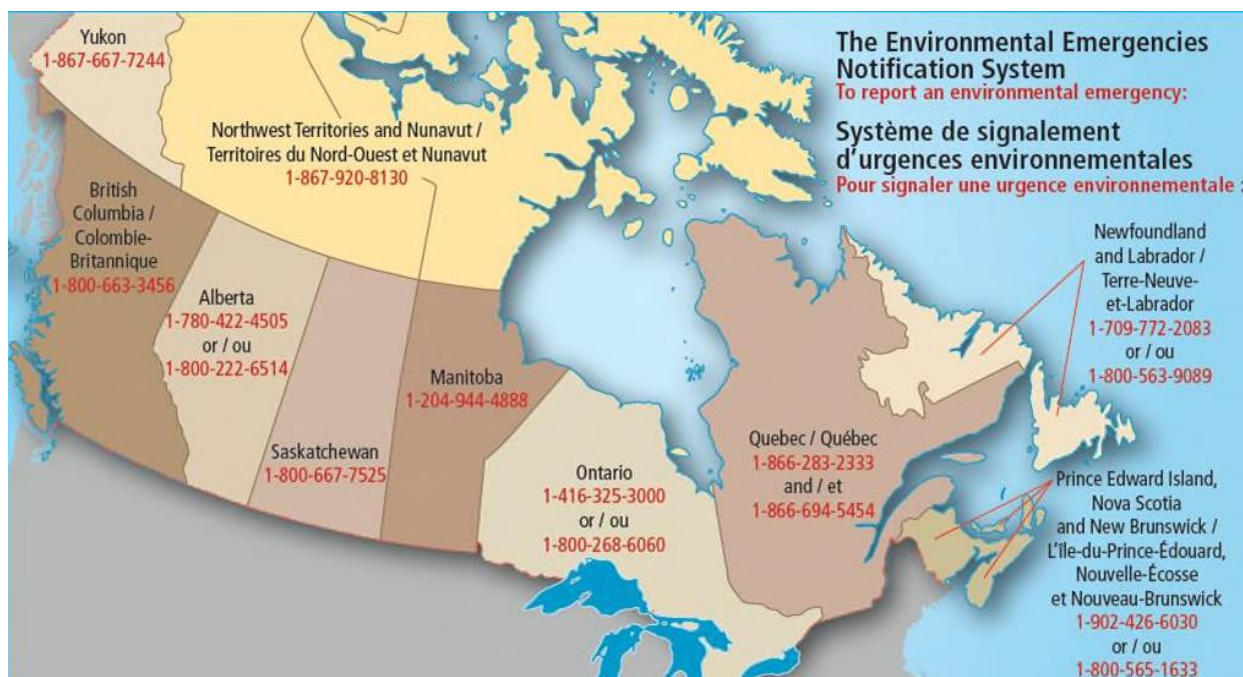
In the event of an environmental emergency notify authorities and the public if the spill is no longer under your control:

1 - Notify the federal and provincial/territorial authorities in order to coordinate an adequate oversight of the response. Since environmental emergencies are often local in nature and in order to reduce notification burden, the Canadian environmental notification system uses the following federal-provincial/territorial 24-hour authorities as the first point of contact.

2 - In turn, these authorities inform Environment & Climate Change Canada of the notifications.

Below is a map outlining the Canadian Environmental Notification System. In the event of an emergency call the 24-hour telephone number below for the region in which the event occurred.

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Notifications of environmental emergencies or occurrences and the transfer of information to the appropriate authorities are essential for timely and effective oversight of the response, as may be warranted.

When a spill or release occurs, notify the province/territory to obtain a reference number that will be used when completing the report.

#### 4.3.5 Verbal Notification

Verbal notifications to the province/territory should be made using the numbers listed above.

The site should also notify the site owner and senior management of the spill/release.


A reference number will be issued to confirm that the report was made. Once notifications have been made, if the spill or release warrants a written report, please refer to Section 4.5.

#### 4.4 Recovery

It is important to clean-up and recover from environmental damage after an emergency. Environmental damage is the impact pollution causes to the bio-physical environment. Any product spilled or released must be recovered quickly to limit its migration or spread, taking into consideration the properties of the product, weather conditions and surrounding terrain.

#### 6. Recover Spilled Materials

Once the release has been contained, recovery operations must be carried out safely, and as quickly as possible. It is important that any products spilled be removed from ground and water to reduce the risk of contaminant migration. The recovery operation involves picking up, cleaning and temporarily storing the spilled substance and any sorbents used (remember that any sorbents used to recover a hazardous material are considered hazardous waste).

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Wastes are to be stored in a safe location designed for storage of hazardous waste. Ensure all waste is stored in such a manner so as to reduce the potential for further spillage and/or impact to the environment, human health and safety. Clean-up materials and storage bags can be found in the spill kits.

## 7. Safely Dispose of Contaminated Materials and Waste

Use an accredited contractor for waste disposal activities and obtain a correctly completed waybill (i.e. hazardous waste transportation manifest).

### 4.4.1 Post-Emergency Procedures

## 8. Prepare an Environmental Incident Report Form and Report to the Authorities and ROEC


- Review/Debrief
  - Upon completion of spill clean-up activities, review the overall effectiveness of response activities. Specifically review:
    - The adequacy and appropriateness of this EERP
    - The adequacy and availability of spill kits
    - Emergency contact numbers
    - Program gaps
    - Lessons learned
  - Forms have been developed to guide and provide a record of these activities. Please refer to **Appendix E** for the EERP Review Log (E.i), Spill Kit Inspection Form (E.ii) and Test Drill (E.iv).
- Update the Response Plan
  - Upon completion of the post-spill review/debrief; update the EERP to address any gaps or deficiencies (as required). Replace existing copies of the EERP on-site with the updated version.
- Clean Response Equipment
  - Ensure all response equipment has been cleaned thoroughly after a spill is cleaned up. Any equipment/supplies that cannot be cleaned are to be disposed of with the contaminated waste from the spill.
- Determine if any other outside agencies should be notified of the incident

## 9. Replenish Response Supplies

- Ensure spill kits used during a spill are replenished prior to putting the spill kits away.

### 4.5 Reporting

**An Environmental Incident Report (EIR) Form must be completed for all releases in order to comply with and support any spills that are exempt from reporting.** The individual present or responsible for the release will complete the Environmental Incident Report Form (Refer to **Appendix D**).

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Refer to the following of when to report a spill:


**Note: ECCC should be notified whenever a spill enters a waterbody.**

Release Location	Quantity Spilled	Reporting Process
Stays inside the secondary containment (i.e. does not reach the surrounding environment)	Any quantity spilled	- Contact your supervisor or manager (No external reporting required)
From a container ( <b>NON-TANK</b> ) outside the secondary containment	Less than 100 L (26 Gal)	- Contact your supervisor or manager - Send EIR Form to ROEC (No external reporting required)
From a <b>FUEL STORAGE TANK</b> outside the secondary containment	Less than 100 L (26 Gal)	- Contact your supervisor or manager - Phone the 24 Hour Spill Line at (1(800)563-9089 or (709)772-2083) to report verbally - Record the file number in the EIR Form - Send EIR Form to ROEC
Outside the secondary containment (i.e. release into the surrounding soil or water)	Greater than 100 L (26 Gal)	- Contact your supervisor or manager - Phone the 24 Hour Spill Line at (1(800)563-9089 or (709)772-2083) to report verbally - Record the file number in the EIR Form - <b>Submit EIR Form to Environment &amp; Climate Change Canada within 14 days</b> - Send EIR Form to ROEC

#### 4.5.1 Written Report

The following information should be included in the written report:

- The names of both the owner and operator of the storage tank system, if applicable;
- The Environment & Climate Change Canada identification number of the storage tank system, if applicable;
- The date of the spill or release;
- The type and quantity of fuel/hazardous material spilled or released;
- A description of the circumstances of the spill and the mitigation measures taken; and
- A description of the measures taken following the spill to prevent any future occurrences.

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## **All Spills and Releases into the Atmosphere**

An Environmental Incident Report Form (refer to **Appendix D**) will be filled out to the best of the responder's knowledge and submitted to the Site Manager and the DFO ROEC. In the event of a halocarbon release, a Halocarbon Release Report will be filled out instead of an Environmental Incident Report Form. When required, the Site Manager will contact the provincial or territorial authorities.

## **Halocarbon Releases**

### Halocarbon Releases – More than 100 kg (220 lbs.)

1. Within 24 hours of the release discovery, verbally report the release to the regional Halocarbon Spill Action Centre at the Environmental Enforcement Division, Environment & Climate Change Canada, 1-800-563-9089
2. Within 14 days after the release is detected, submit the PINK copy of the Halocarbon Release Report to Environment & Climate Change Canada.
3. Send the BLUE copy to the ROEC, Mr. Glenn Marshall.
4. Keep the WHITE copy on site for no less than 5 years.

### Halocarbon Releases – Between 10 kg (22 lbs.) to 100 kg (220 lbs.)

1. Keep the WHITE copy on site for no less than five (5) years.
2. According to the schedule:  
Send the PINK copy to the Environment & Climate Change Canada.  
Send the BLUE copy to ROEC, Mr. Glenn Marshall.
  - If the release occurred between January 1 to June 30; send the copies by July 31.
  - If the release occurred between July 1 to December 31; send the copies by January 31.

### Halocarbon Releases – 10 kg (22 lbs.) or less

1. Keep the WHITE copy on site for no less than five (5) years.
2. According to the following schedule, send the BLUE copy to ROEC, Mr. Glenn Marshall.
  - If the release occurred between January 1 to June 30; send the copies by July 31.
  - If the release occurred between July 1 to December 31; send the copies by January 31.

NOTE: Do not send Halocarbon Release Reports (the PINK copy) to Environment & Climate Change Canada for releases of 10 kg (22 lbs.) or less.


## **Releases from Storage Tanks**

Based on DFO's Petroleum Storage Tank Systems Environmental Management System, the operator will report and document all leaks, spills and overfills, as well as near misses and unsatisfactory conditions, as required in departmental standards and/or site-specific procedures.

The operator will comply with provincial/territorial spill reporting (verbal) and document the verbal report for all spills outside the system's secondary containment.

The operator will comply with the regulatory written reporting requirements for leaks from storage tank systems, spills or overfills outside the secondary containment of the petroleum storage tank system, or any



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spills or overfill that could threaten freshwater supplies, groundwater, spill to water or the health and safety of the public.

## 5.0 Records


Appropriate on-site records are kept to support and demonstrate the on-going results of the facility/site-specific program.

The following records are to be documented, maintained and readily available on-site:

- Environmental Incident Report Form
- Training Records
- Spill Kit Inspection Logs
- Records of Test Drills
- Records of Incident reviews/debriefs

All records shall be kept on-site for at least five (5) years following the date of issue or more as required (e.g. human health exposure records and training records are to remain on-site indefinitely). Records are kept in the Site Manager's office.



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# Appendix A

## Site Plan



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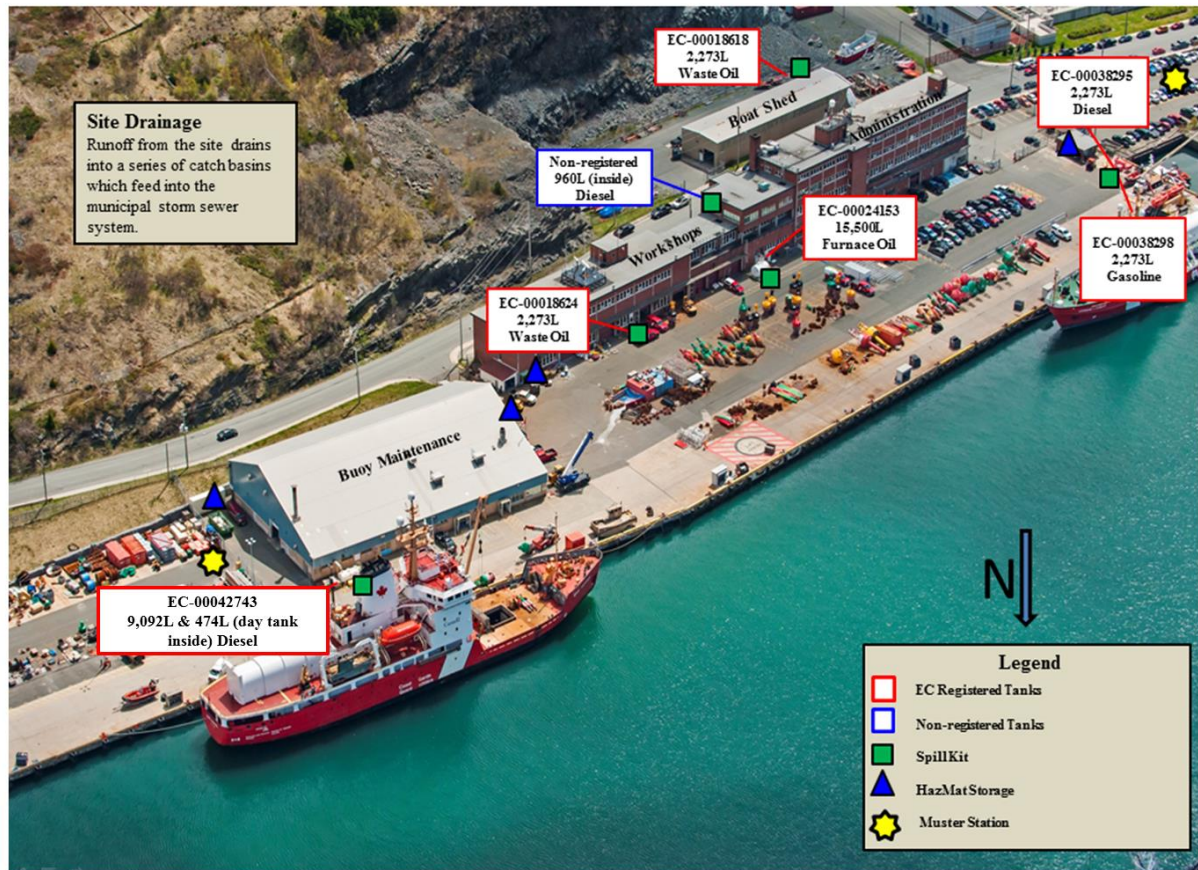
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### Site Plan - Canadian Coast Guard Southside Base




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## Site Plan – CG Atlantic Headquarters Building





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## Site Plan – SSB Storage Facility





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## As Builts SSB

### Upgrades to Fuel and Waste Oil Tanks

## DEPARTMENT OF FISHERIES AND OCEANS



### PROJECT TITLE UPGRADES TO FUEL AND WASTE OIL TANKS - ST. JOHN'S SOUTHSIDE BASE

LOCATION CANADIAN COAST GUARD BASE  
SOUTHSIDE ROAD, ST. JOHN'S, NL

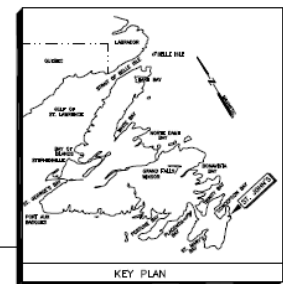
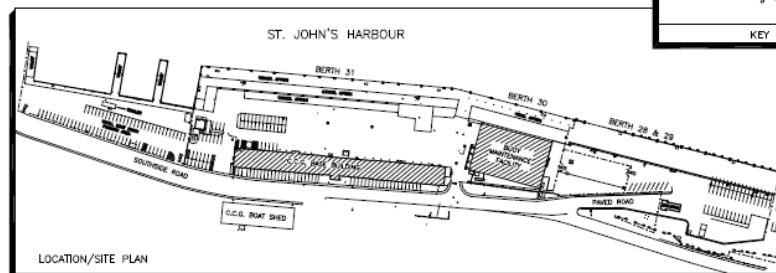
PROJECT NO.: F6879-169205

ISSUED FOR AS-BUILT

DATE: FEBRUARY 24, 2016

#### LEGEND:

---	EXISTING LEVELWATER TUBING TO REMAIN
---	EXISTING FUEL OIL RETURN PIPING TO REMAIN
---	EXISTING FUEL OIL SUPPLY PIPING TO REMAIN
---	EXISTING OVERFLOW PIPING TO REMAIN
---	NEW LEVELWATER TUBING
---	NEW FUEL OIL RETURN PIPING
---	NEW FUEL OIL SUPPLY PIPING
---	NEW OVERFLOW PIPING
---	NEW FILL PIPING
---	NEW VENT PIPING



CLIENT/OWNER:  
DEPARTMENT OF FISHERIES & OCEANS,  
REAL PROPERTY, SAFETY AND SECURITY

MECHANICAL/ELECTRICAL CONSULTANTS: CORE ENGINEERING INC.

#### DRAWING LIST:

NO.	TITLE
01N1001AS1000	COVER
01N1001AS1001	SITE PLAN AND BUILDING
01N1001AS1002	SOUTH SIDE FACILITY PART FLOOR
01N1001AS1003	PLUMBING & NEW
01N1001AS1004	MECHANICAL DETAILS



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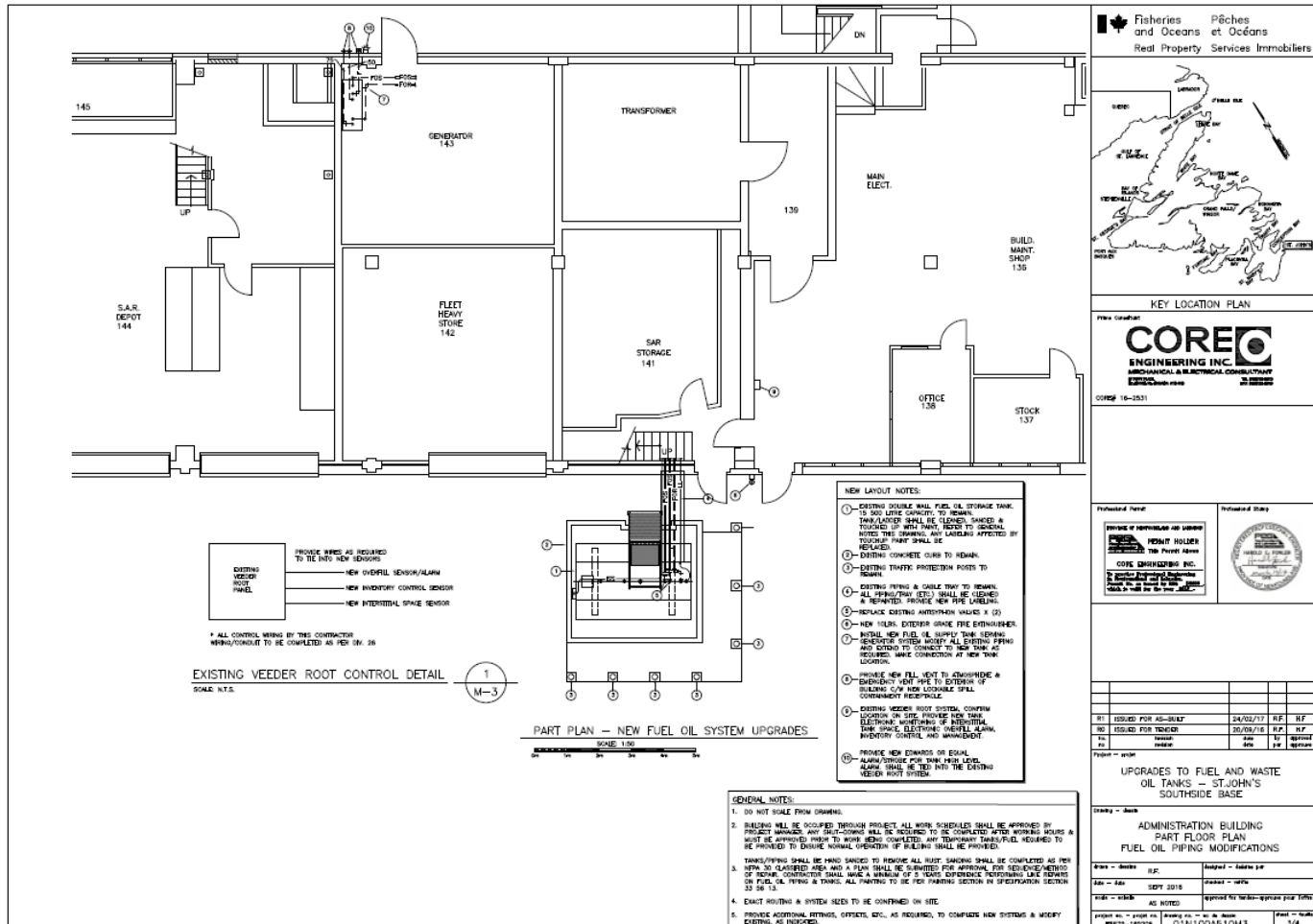
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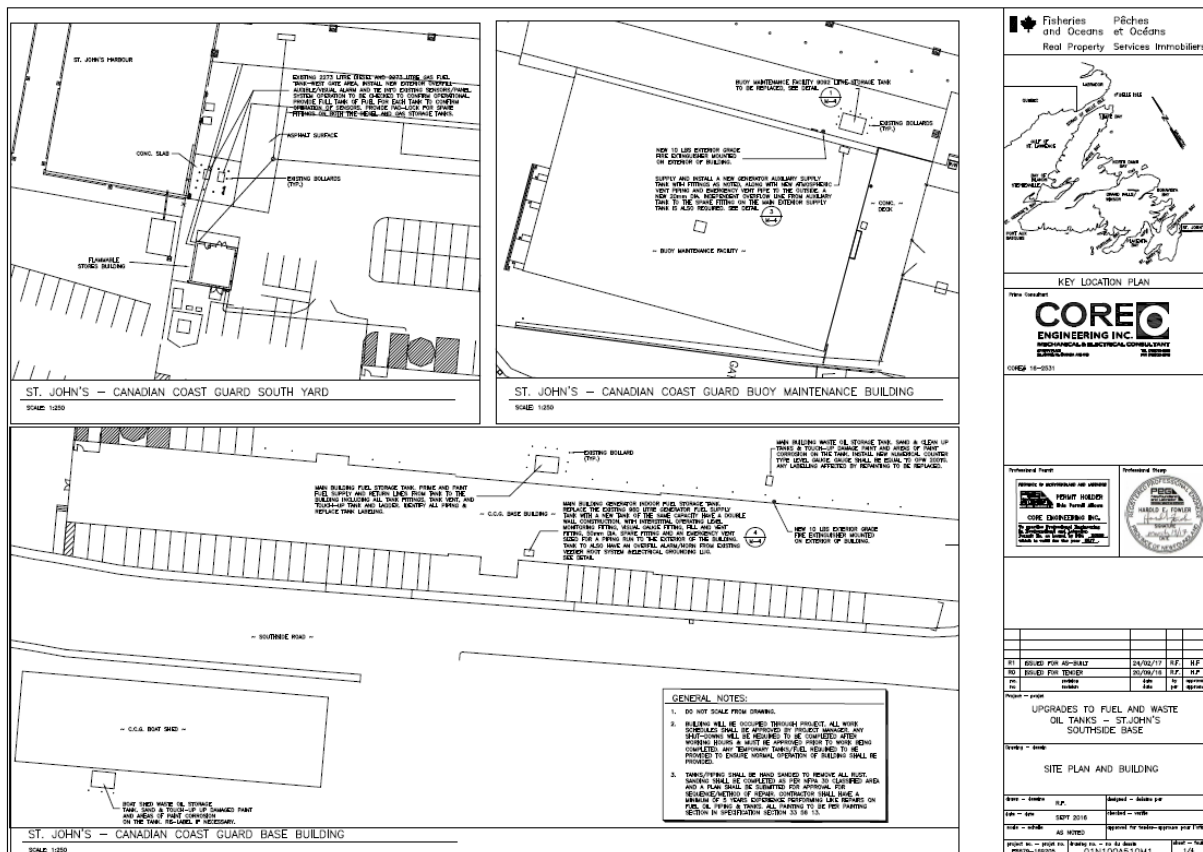
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### Upgrades to Fuel and Waste Oil Tanks



## As Builts SSB

### Upgrades to Fuel and Waste Oil Tanks







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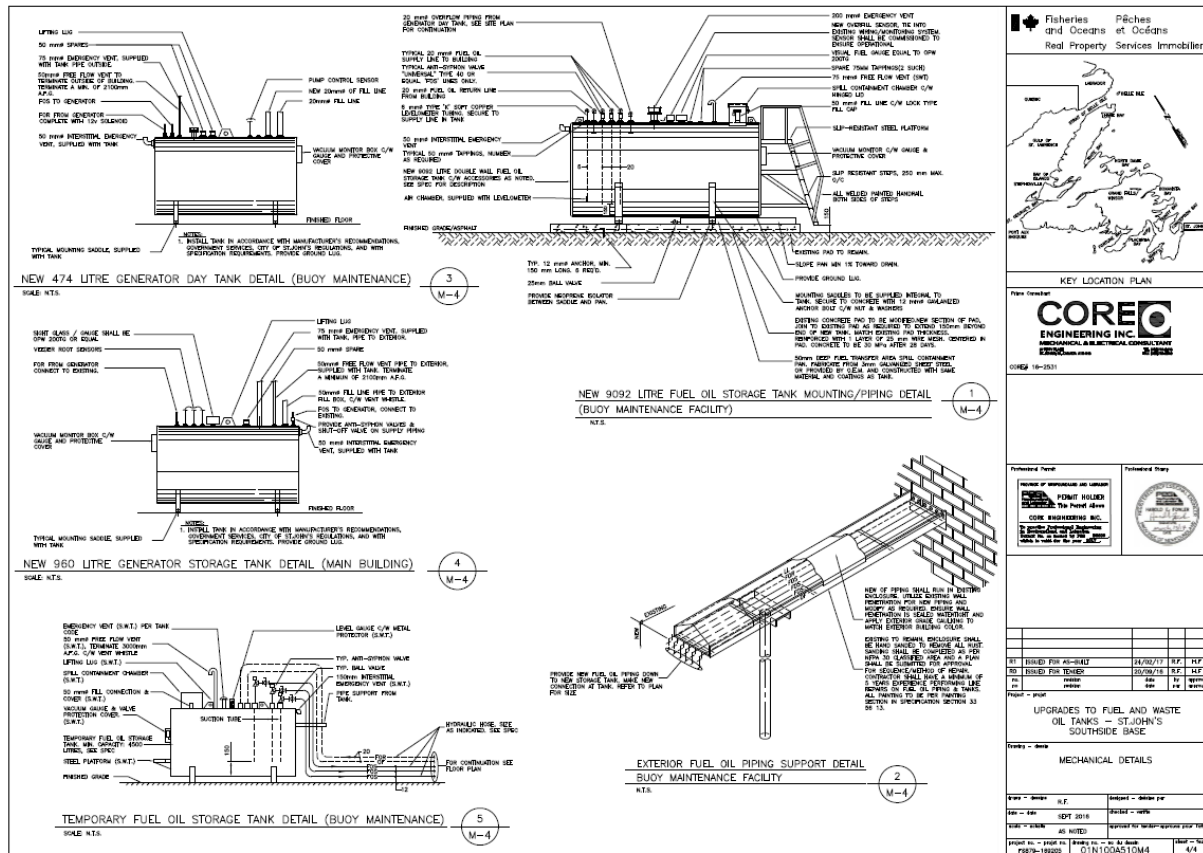
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## SSB Upgrades to Fuel and Waste Oil Tanks – Mechanical Details



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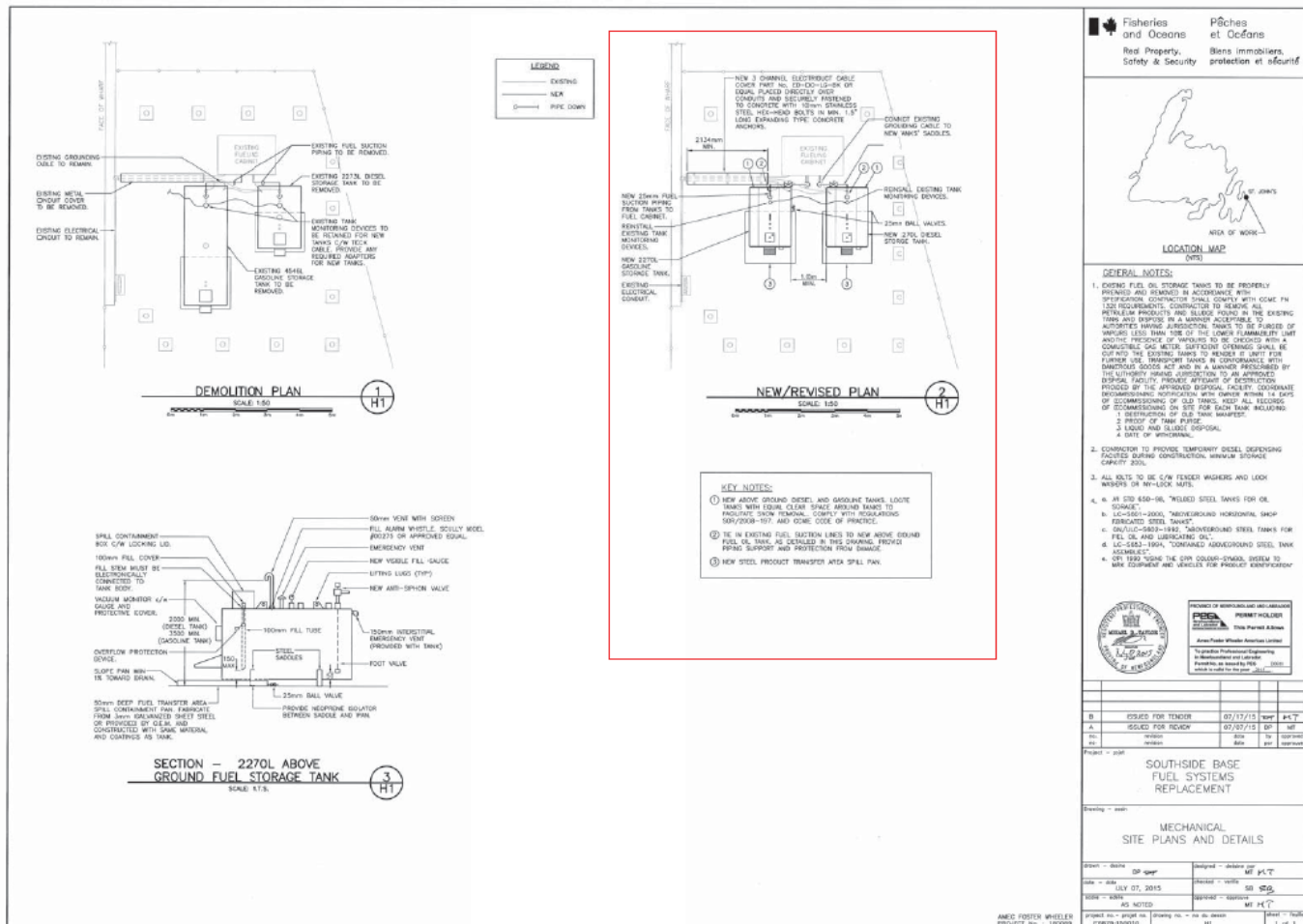
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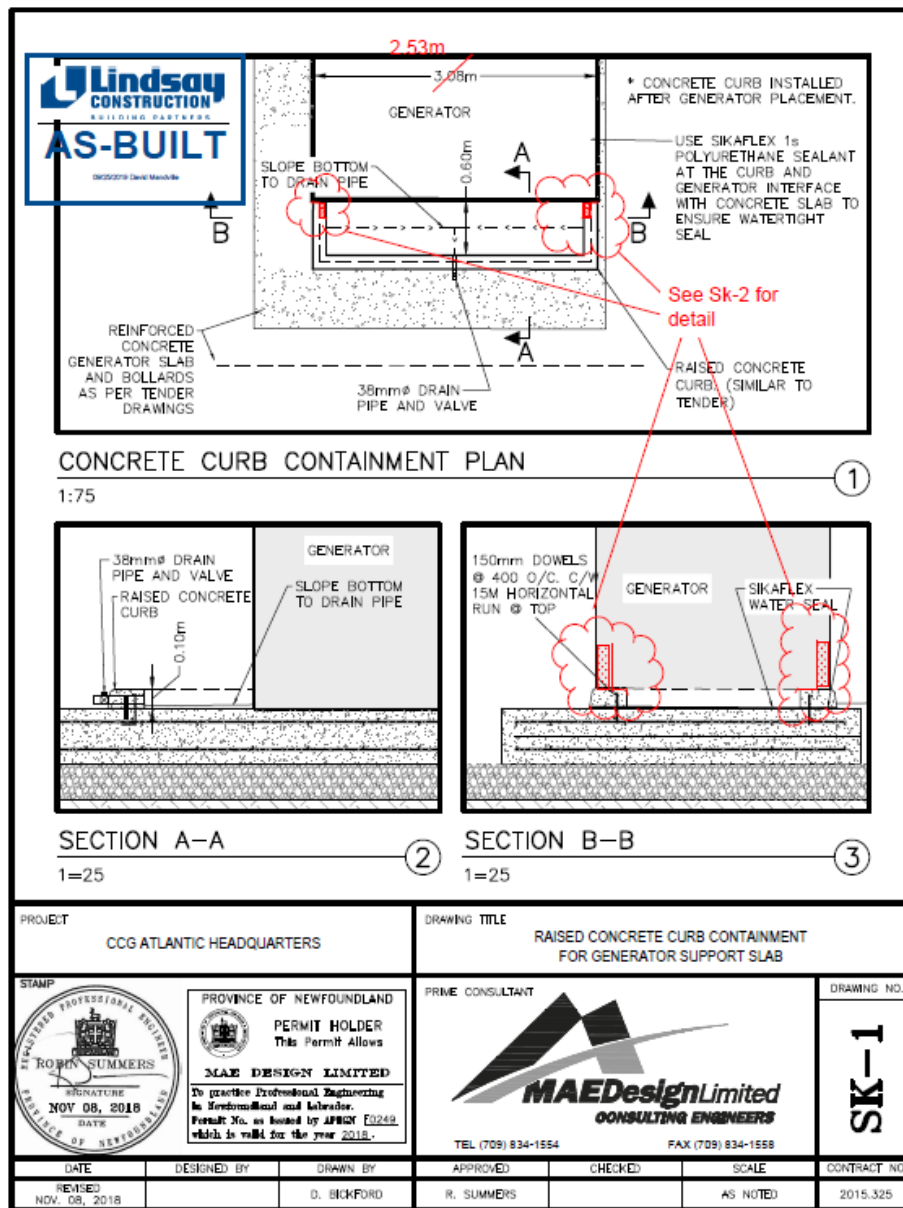
## SSB Upgrades to Fuel and Waste Oil Tanks – Mechanical Details





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## SSB – Genset As Builts





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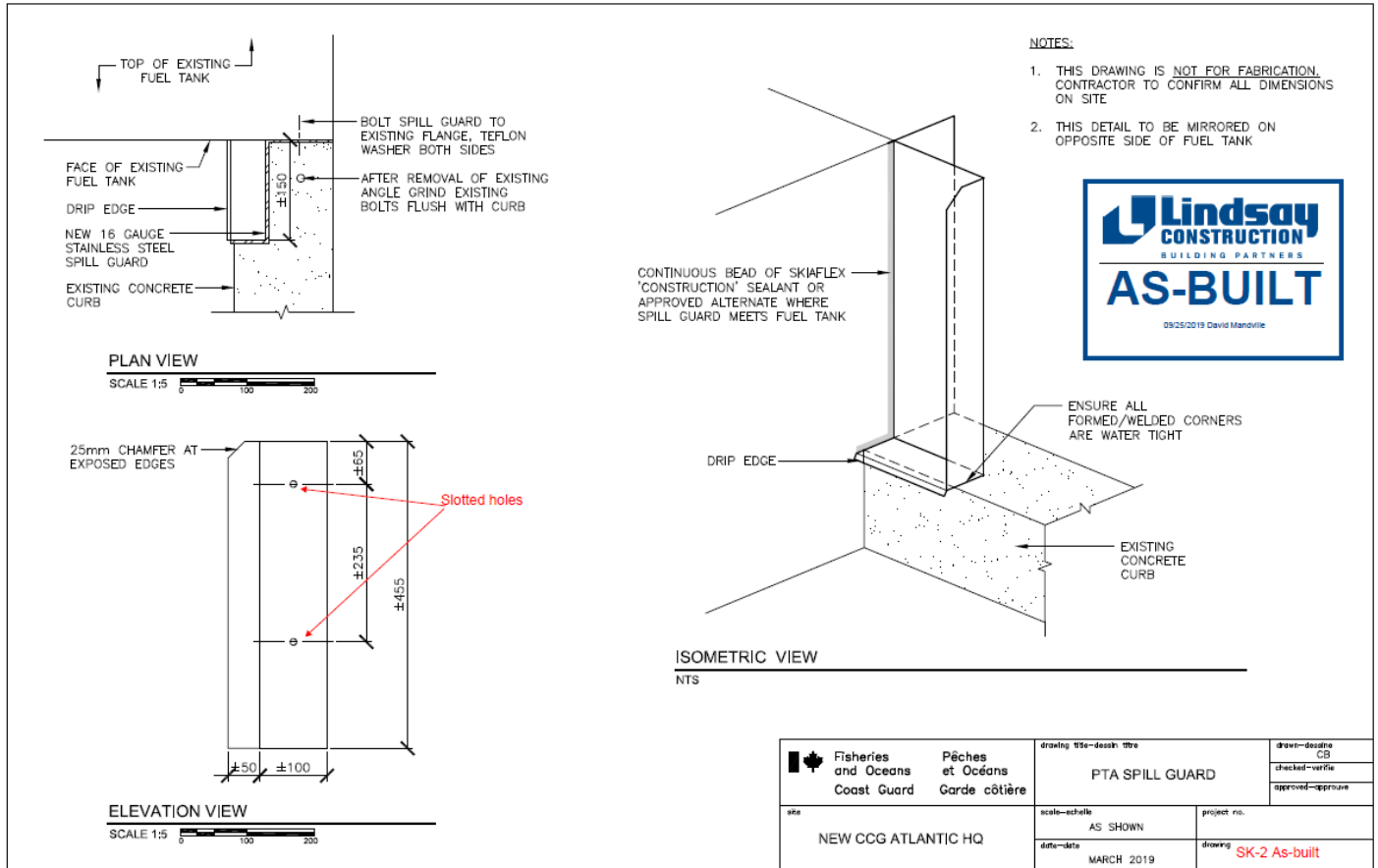
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### SSB – Genset As Builts



Title: **RPSS St. John's Southside Base Site Specific Environmental Management Plan**

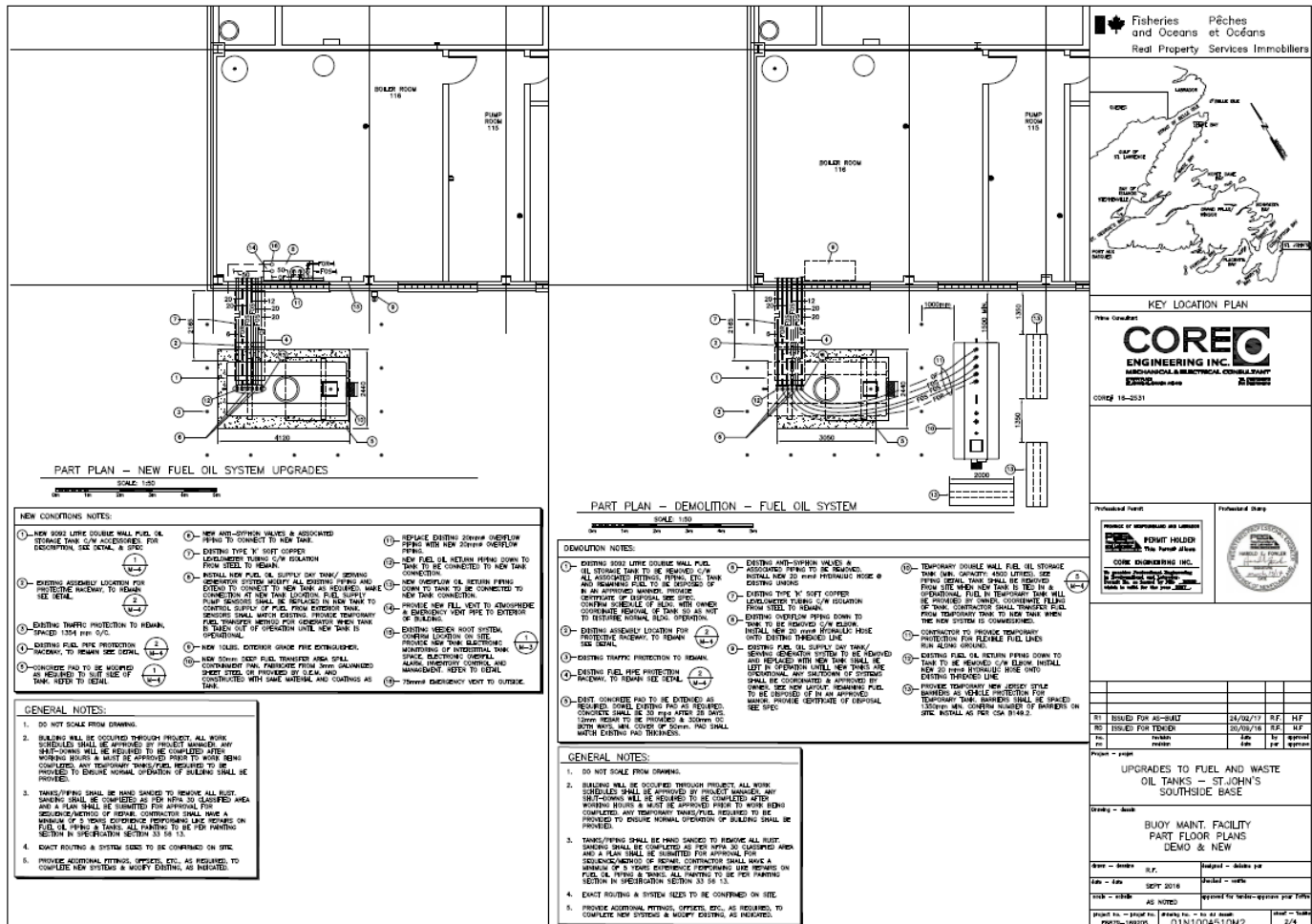
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## Buoy Maintenance Facility - Upgrades to Fuel and Waste Oil Tanks





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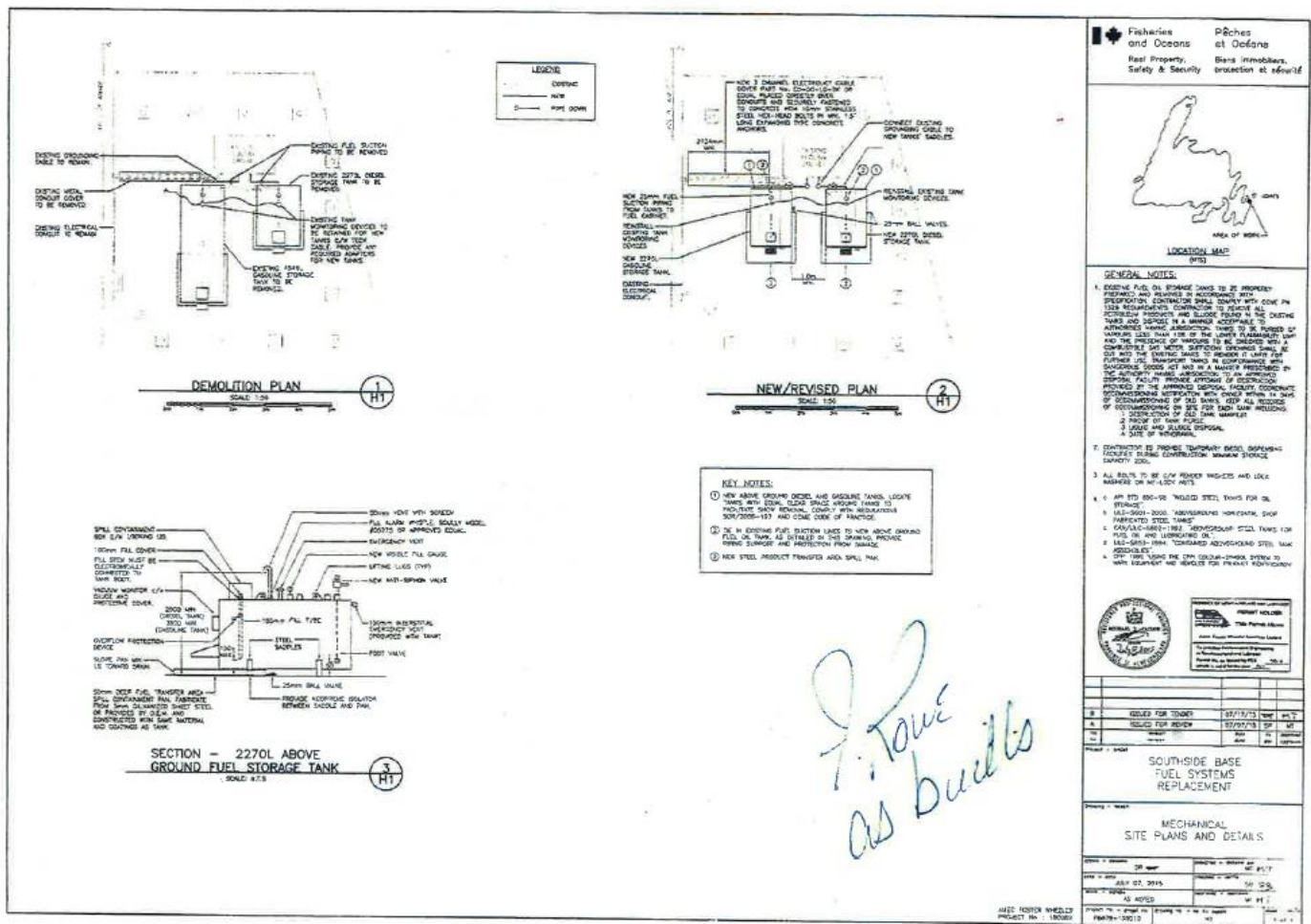
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Effective Date: 4<sup>h</sup> April 2017

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## SSB Fuel System Replacements







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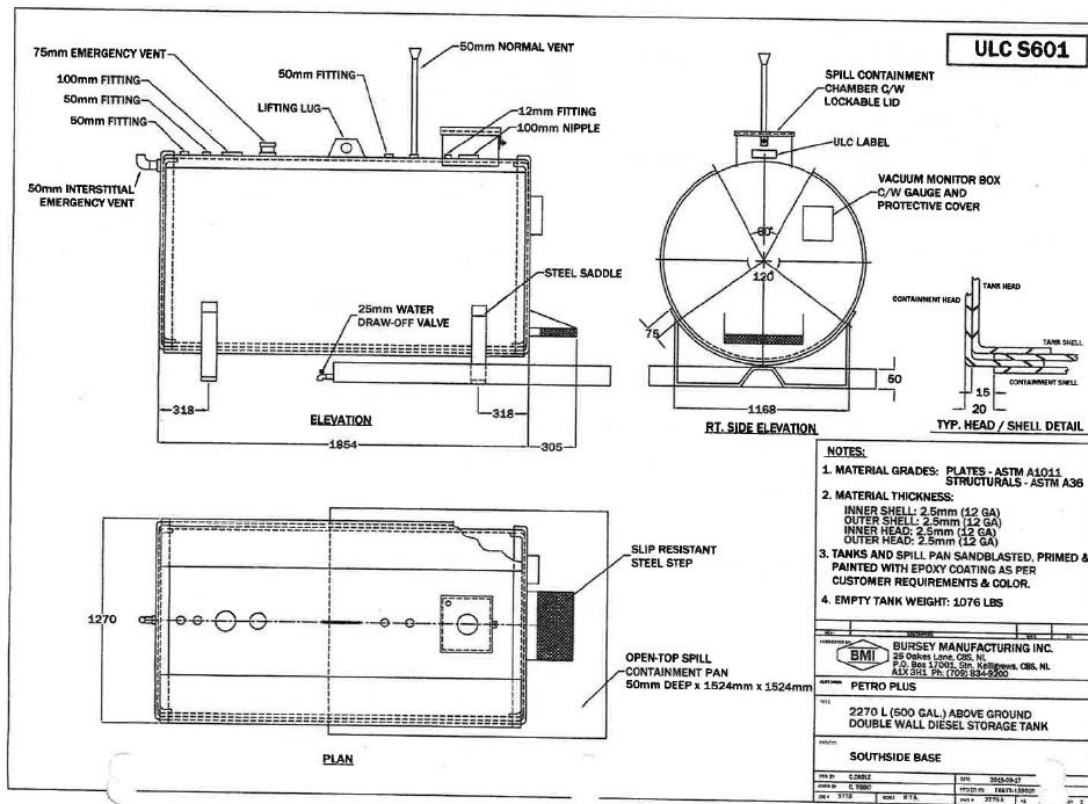
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## SSB Fuel System Replacements




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# Appendix B

## Quick Reference Initial Response Guide

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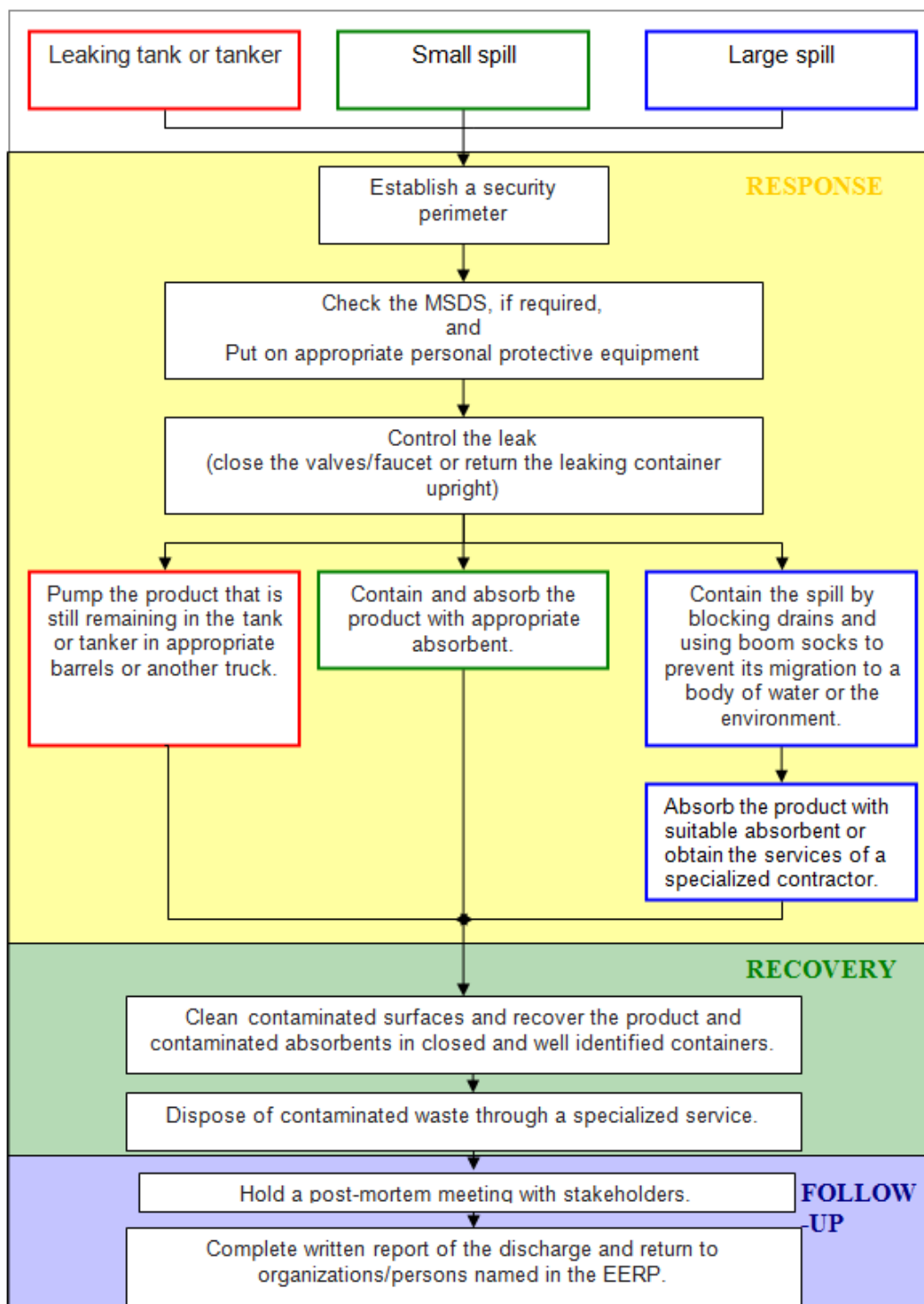
<b>Quick Reference Initial Response Guidance Document</b>	
<b>Typical response steps in the event of a release of hazardous materials:</b>	
<b>Step</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li><b>ASSESS THE SITUATION &amp; DEFINE A SAFETY PERIMETER</b></li> </ul>	<ul style="list-style-type: none"> <li>- Identify the product (look at labels, placards or other markings).</li> <li>- Refer to the product's SDS.</li> <li>- Keeping a safe perimeter, carefully locate the source of the release.</li> <li>- Assess the source of the release (i.e. drum, storage tank, etc.) to assist with the approximation of quantity spilled.</li> <li>- If the spill has reached a drain or watercourse, it can no longer be contained and external parties and potentially surrounding communities will have to be immediately notified.</li> </ul>
<ul style="list-style-type: none"> <li><b>DETERMINE RESPONSE LEVEL</b></li> </ul>	<ul style="list-style-type: none"> <li>- What's the response level required?</li> </ul> <p>LEVEL 1: You are trained and capable to handle response</p> <p>LEVEL 2: Require additional assistance from internal DFO resources</p> <p>LEVEL 3: External third party assistance required</p>
<ul style="list-style-type: none"> <li><b>CAREFULLY STOP OR CONTROL THE RELEASE</b></li> </ul>	<ul style="list-style-type: none"> <li>- Approach the spill site with the wind at your back.</li> <li>- <u>Only if the situation is deemed safe to do so</u> (e.g. eliminate source of leak/spill – i.e. turn off valves or taps).</li> <li>- Cover drains/sewers.</li> </ul>
<ul style="list-style-type: none"> <li><b>CONFINE THE SPILL OR CONTAIN THE PRODUCT</b></li> </ul>	<ul style="list-style-type: none"> <li>- Contain the spilled product in the smallest possible space close to the source.</li> <li>- Avoid directing the product toward the sewer system.</li> </ul>
<ul style="list-style-type: none"> <li><b>NOTIFY AUTHORITIES AND THE PUBLIC (AS APPROPRIATE)</b></li> </ul>	<ul style="list-style-type: none"> <li>- If the spill is no longer under your control, notify the provincial/territorial authorities, and/or fire/police (emergency response agencies).</li> <li>- If you activate emergency services contact the region Communications Branch.</li> <li>- Notify the public (if necessary)</li> </ul>
<ul style="list-style-type: none"> <li><b>RECOVER SPILLED MATERIALS</b></li> </ul>	<ul style="list-style-type: none"> <li>- The product must be recovered quickly to limit its migration or spread, taking into consideration the properties of the product and weather conditions.</li> </ul>
<ul style="list-style-type: none"> <li><b>SAFELY DISPOSE OF CONTAMINATED MATERIALS AND WASTE</b></li> </ul>	<ul style="list-style-type: none"> <li>- Store wastes separately from in-use products.</li> <li>- Use an accredited contractor. Obtain a correctly completed waybill (i.e. hazardous waste transportation manifest).</li> </ul>
<ul style="list-style-type: none"> <li><b>PREPARE AN INCIDENT REPORT &amp; REPORT TO THE AUTHORITIES AND ROEC</b></li> </ul>	<ul style="list-style-type: none"> <li>- Use Environmental Emergency (Spill Response) Incident Form (<b>Appendix D</b>).</li> <li>- Forward a copy to ROEC.</li> <li>- Site Manager will assume responsibility for informing and reporting to provincial/territorial and/or other authorities as a result of the environmental incident.</li> </ul>
<ul style="list-style-type: none"> <li><b>REPLENISH RESPONSE SUPPLIES</b></li> </ul>	<ul style="list-style-type: none"> <li>- Conduct a spill kit inventory check and document (<b>Appendix E (ii)</b>).</li> <li>- Restore spill kit equipment, ensure used PPE is clean or replaced.</li> </ul>

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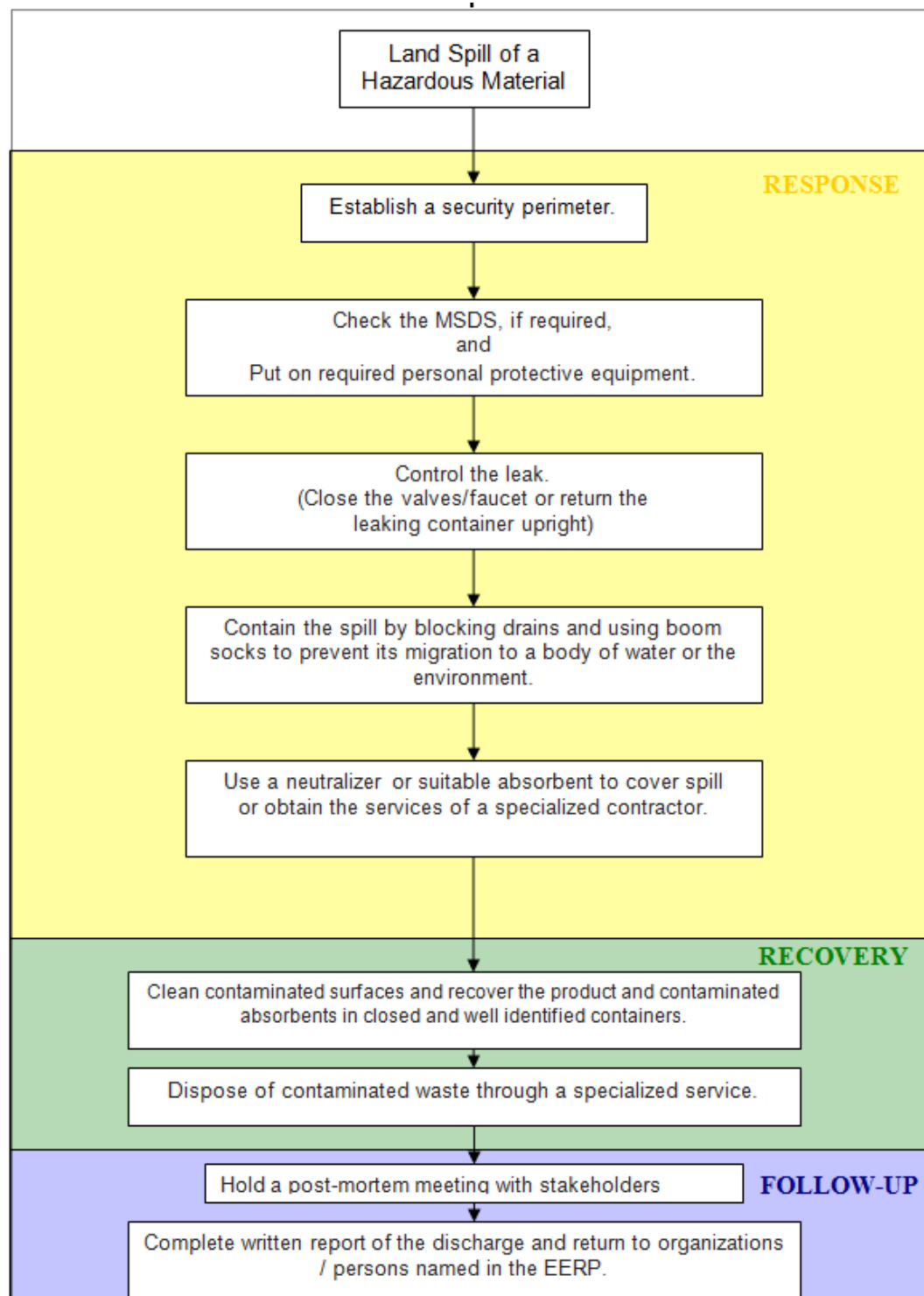
# Appendix C


## Environmental Emergency Response Procedures

## Land Spill of a Petroleum Product



## Land Spill of a Hazardous Material




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# Appendix D

## Environmental Incident Report Form



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## ENVIRONMENTAL INCIDENT REPORT FORM

### GENERAL INFORMATION:

**Department:**

**Contact:**

**Facility Name:**

**Address:**

**File No.** (if applicable):

**Date/Time of Release:**

**Date/Time Detected:**

**Date /Time Response Commenced:**

### DESCRIPTION OF THE INCIDENT & CAUSE OF RELEASE (If Known)

### SOURCES AND QUANTITIES

**Type of  
substance(s)  
spilled:**

**Where was the substance spilled?**


**Affected environment** (tick all that apply)

- |                                |                                |   |                                  |
|--------------------------------|--------------------------------|---|----------------------------------|
| <input type="checkbox"/> Land  | <input type="checkbox"/> Air   | <input type="checkbox"/> Indoors              | <input type="checkbox"/> Outdoor |
| <input type="checkbox"/> Water | <input type="checkbox"/> Drain | <input type="checkbox"/> Oil- Water Separator | <input type="checkbox"/> Other   |

**Capacity of the Equipment:**

**Estimated quantity (L or kg) spilled:**

**Estimated quantity (L or kg) recovered:**

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**Means of Containment:**

Is this spill from a fuel storage tank? Yes ☐ No ☐

If yes, does this tank have an Environment & Climate Change Canada registration number (e.g. EC00000271)?

Yes ☐ No ☐

If tank has an EC number, complete information below:


Name of owner                      Name of operator                      EC Identification number

Release Location	Quantity Spilled	Reporting Process
Stays inside the secondary containment (i.e. does not reach the surrounding environment)	Any quantity spilled	- Contact your supervisor or manager (No external reporting required)
From a container ( <b>NON-TANK</b> ) outside the secondary containment	Less than 100 L (26 Gal)	- Contact your supervisor or manager - Send EIR Form to ROEC (No external reporting required)
From a <b>FUEL STORAGE TANK</b> outside the secondary containment	Less than 100 L (26 Gal)	- Contact your supervisor or manager - Phone the 24 Hour Spill Line at (1(800)563-9089 or (709)772-2083) to report verbally - Record the file number in the EIR Form - Send EIR Form to ROEC
Outside the secondary containment (i.e. release into the surrounding soil or water)	Greater than 100 L (26 Gal)	- Contact your supervisor or manager - Phone the 24 Hour Spill Line at (1(800)563-9089 or (709)772-2083) to report verbally - Record the file number in the EIR Form - <b>Submit EIR Form to Environment &amp; Climate Change Canada within 14 days</b> - Send EIR Form to ROEC

**Note: ECCC should be notified whenever a spill enters a waterbody.**

**TYPE OF ACCIDENT AND RECOVERY**

Root cause of the accident


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**Description of the response activities taken**

**Measures taken to prevent subsequent occurrence**


**Please send completed form to ROEC:**

**Glenn Marshall, Manager, Regional Office of Environmental Coordination**  
 Department of Fisheries & Oceans  
 Northwest Atlantic Fisheries Centre  
 80 East White Hills Road  
 P.O. Box 5667, St. John's, NL A1C 5X1  
 (709) 772-5692 or [DFO.RNLRPSSEC-CEBIESSTNLR.MPO@DFO-MPO.GC.CA](mailto:DFO.RNLRPSSEC-CEBIESSTNLR.MPO@DFO-MPO.GC.CA)

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# Appendix E

## Forms

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## Appendix E (i)

### EERP Review/Incident Evaluation Log

Check one:

☐ **Annual review of your EERP (Including Test Drill)**

☐ **De-brief and review of plan after an environmental incident**

(See EERP "Appendix D: Environmental Incident Report Form" - complete and submit)

**Site:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### Attendees:

_____	_____
_____	_____
_____	_____
_____	_____

**Incident Identification Number (if applicable):** \_\_\_\_\_

**Description of Test Drill or Environmental Incident (if applicable):**

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Topic for Review	Comments/Recommendations	
Is your EERP located in close proximity to your fuel tanks/areas with hazardous materials?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are the emergency contact numbers still valid?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the site map show the correct locations of the spill kits?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are spill kits and response equipment adequate? (see Appendix E (ii) – Table of Spill Kits” to determine existing inventory on site & “Appendix E (iii) – “Spill Kit Contents” to determine what should be in a standard spill kit.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have your fuel tanks changed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there new areas of hazardous materials on-site?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you conducted a Test Drill? (see “Appendix E (iv)-Test Drills” for an explanation on how to perform a test drill).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Lessons Learned	During the test drill/incident were you able to:  <u>Initial Action:</u>  ✓ Identify source(s) of the spill? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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	<p>✓ Reference relevant spill documentation? (i.e. EERP, SOPs, SDSs etc.) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>✓ Identify and report to appropriate personnel? (e.g. report to immediate supervisor) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>Spill Response/Clean Up</u></p> <p>✓ Adequately contain, stop and clean up the spill? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>✓ Ensure appropriate PPE was worn? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>✓ Adequately dispose of used cleanup materials? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>After completing the test drill do you feel you can adequately respond to an environmental emergency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered no to the above question, please discuss with your immediate supervisor to arrange for additional EERP training.</p>
Feedback	

**Keep completed form on-site.**



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## Appendix E (ii) –

### Spill Kit Inspection Log Form


Spill Kit Location, Check and Replenishment – Annual Record

List of Spill Kits	Locations	Replenishment Required?*	Date Completed
EXAMPLE: Acid Spill Kit	Boiler Room	No	

Inspection Completed by: \_\_\_\_\_

(Name & Signature)

**Keep completed form on-site.**

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## Appendix E (iii)

### Spill Kit Contents

#### PETROLEUM STORAGE TANK OIL SPILL KIT CONTENTS


As a minimum, the following supplies should be contained within the Petroleum Storage Tank Oil Spill Kits

Spill Kit Contents	
Quantity	Material
4	Oil Only Socks (3" x 10')
50	Oil Only Pads (17" x 19" x double weight)
1	Drain Cover (36" x 36" x 1/16")
1 lb	Plugging Compound (pre-mixed)
1	Caution Tape
2	Pair Nitrile Gloves
2	Pair Safety Goggles
2	Pair Protective Coveralls
5	Printed Disposal Bags (24" x 48")
1	Instruction Book

#### UNIVERSAL SPILL KIT CONTENTS


As a minimum, the following supplies should be contained within the Universal Spill Kits (45 Gallon Blue Drum)

Spill Kit Contents	
Quantity	Material
50	Sorbent Pads
3	Sorbent Booms – 5" X 10"
5	Sorbent Socks – 3" X 4"
1	Bag of Granular Sorbent
1	Neoprene Drain Cover
5	Disposal Bags
1	Retractable Shovel
2	Pair Safety Goggles
2	Pair of Gloves
2	Tyvek Suits
1	Instruction Book

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## ACID SPILL KIT CONTENTS

Spill Kit Contents	
Quantity	Material
4	4 Kg ACD Power Neutralizer with Colour Indicator
2	Sorbent Socks
35	Sorbent Pads
2	Pair Nitrite Gloves
2	Pair Safety Goggles
5	Disposable Bags 26" X 36"
2	Tyvek Suits
1	20 Gallon Labpack
1	Instruction Book

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## Appendix E (iv)

### Test Drills

#### Purpose:


The drill is a hands-on exercise to verify that site/facility personnel have the adequate knowledge and the appropriate tools to respond to an accidental spill. The table below lists the steps to carry out a drill. The drill will be a good opportunity to determine the site's level of preparedness and identify any gaps in the Environmental Emergency Response Plan (EERP).

#### Site Requirements:


Conduct at least one drill annually at the site. Records of the exercise and post-exercise evaluation should be kept on-site.

### HOW TO CARRY OUT A SPILL RESPONSE DRILL

#	Step	Procedure
1	Test Drill Preparation	a) Pick a date, time and location for the test drill b) Allocate 30 minutes to complete the set-up, drill and evaluation c) Circulate the test drill notice to personnel and ensure key spill response personnel are available to attend d) Define a spill scenario: <ul style="list-style-type: none"> <li>Pick a common activity that is associated with a hazardous material (e.g. dispensing fuel from tank)</li> <li>Pick a location where the mock spill can pose a risk to human health and the environment (e.g. near an ignition source, incompatible products, sewer drain, catch basin)</li> </ul> <p>A fuel spill scenario is provided as an example below:  Determine and gather equipment/supplies required for the mock spill.  Possible materials for the drill are:</p> <ul style="list-style-type: none"> <li>Bucket/drum of water to mimic the spill</li> <li>Shovel</li> <li>Spill kit</li> <li>Environmental Emergency Response Plan (EERP)</li> <li>SDS binder</li> <li>Personal protective equipment</li> <li>Paper and pen</li> </ul>
2	Conduct Drill	a) Explain the purpose of the test drill to the group b) Carry out the prepared drill exercise <ul style="list-style-type: none"> <li>Encourage participation</li> </ul>

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#	Step	Procedure
		<ul style="list-style-type: none"> <li>• Take notes of the spill response performance for the post-exercise review:</li> <li>• Adequacy and appropriateness of the response plan</li> <li>• Adequacy of spill kits</li> <li>• Up-to-date emergency contact numbers</li> <li>• Program gaps</li> <li>• Lessons learned</li> </ul>
3	Complete test drill record and update Environmental Emergency Response Plan	a) The test drill facilitator can complete the test drill record, which is located in the Environmental Emergency Response Plan (EERP) <b>Appendix E (vi)</b> (an example of a completed test drill record is provided below).  b) Based on the review and participant feedback, amend the Environmental Emergency Response Plan (EERP) if required
4	Send test drill record and updated EERP to ROEC	a) Send both the test drill record and updated Environmental Emergency Response Plan (EERP) to ROEC.

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## Appendix E (v)

### Drill Example: Fuel Spill


#### Spill Response Scenario: Diesel Fuel Spill

**Note:** The time spent on Step 1 and Step 2 should be proportional to the quantity spilled and the risk associated with the spill.

#### EXAMPLE OF SPILL RESPONSE DRILL SCENARIO


YOU ARE NOTIFIED BY YOUR FUEL SUPPLIER THAT WHILE REFUELLING THE REGULATED FUEL STORAGE TANK, THE COUPLING LET GO RESULTING IN APPROXIMATELY 30 L OF DIESEL OIL SPILLING ONTO THE GROUND.

#	Suggested Steps	Detailed Drill Response
1	Recognize the problem & evaluate the surrounding hazards	a) Identify type of product spilled & approximate volume. <ul style="list-style-type: none"> <li>Approach the site carefully, downwind or with the wind at your back.</li> <li>Look at the label and placard</li> <li>ID where the spill came from (i.e. drum, storage tank, pail, vehicle, equipment.) to estimate quantity spilled.</li> </ul> b) Contact the supervisor or site manager c) Without risk, carefully locate the source of the release. <ul style="list-style-type: none"> <li>ID how the spill occurred (e.g. fitting on dispensing hose failed, dispensing hose left unattended, perforation on the drum)</li> </ul> d) Identify & evaluate potential problems that may be encountered during the spill response.  Example: Spill close to storm drain, close to the stream close to an ignition source. <ul style="list-style-type: none"> <li>If the spill has reached a sewer drain or watercourse, it can no longer be contained → External parties will have to be immediately notified.</li> <li>Have fire extinguishers available if there is a risk of fire.</li> </ul> e) Refer to the product's SDS for the safe handling procedure.
2	Determine response level	a) Determine the level of response required to respond to the spill. <ul style="list-style-type: none"> <li>Level 1 Respond – Personnel trained and able to handle spill</li> <li>Level 2 Respond – On-site Spill Response Team</li> <li>Level 3 Respond – Spill cannot be contained and outside assistance is required (i.e. Fire Department)</li> </ul>
3	Stop the release	a) Stop operations related to the release & shut off equipment. b) Without risk, remove any sources of spark or flame.


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#	Suggested Steps	Detailed Drill Response
		c) Ensure the appropriate personal protective equipment (PPE) is worn. d) Safely stop the release. <ul style="list-style-type: none"> <li>• Close taps and valves</li> <li>• Block flow with sorbent pads, bucket, and spill kit container.</li> <li>• Make temporary repairs to the container and temporarily seal all cracks.</li> <li>• Reposition the drum so that the perforation causing the leak is at the top</li> </ul> e) Define a safety perimeter.  Refer to <b>Appendix F</b> for illustrations.
4	Contain the spill	a) Contain spill in a small space close to the source. b) If spill is migrating to water: <ul style="list-style-type: none"> <li>• Construct retaining dikes and install plywood sheets along entrance of any culverts.</li> <li>• Use floating barriers made of sorbents, booms, plywood.</li> </ul> c) If spill is on land: <ul style="list-style-type: none"> <li>• Dig pits, soil trenches, retaining dikes</li> <li>• Block the migration of the spill using sorbents</li> <li>• Isolate all water sources from the spill using sorbent pads, drain covers and plywood sheets</li> <li>• Avoid directing the product toward drains, access shafts, manholes, ditches or sewer system.</li> <li>• Ensure catch basin has the capability to contain the spill, if not, block and cover the catch basin</li> </ul> Refer to <b>Appendix F</b> for illustrations.
5	Commence recovery of the spilled product	a) Consider elements that may affect spill migration: <ul style="list-style-type: none"> <li>• Product properties (refer to MSD)</li> <li>• Weather conditions (i.e. wind, rain, snow, sun)</li> </ul> b) Remove product spilled from ground and water <ul style="list-style-type: none"> <li>• It is preferred to pump a spilled substance directly into the temporary hazardous waste drum</li> <li>• Soak up all free product with available materials</li> <li>• Mix stained soil with loose absorbents.</li> </ul> c) Contain spill from the outer edge and work inwards. d) Temporarily store the spilled substance and used sorbents. <ul style="list-style-type: none"> <li>• The waste bags are to be properly labelled prior to filling. Waste labels should include the following:               <ul style="list-style-type: none"> <li>○ Name of the lead responder</li> <li>○ The product spilled, i.e. "Diesel Fuel"</li> </ul> </li> </ul>



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#	Suggested Steps	Detailed Drill Response
		<ul style="list-style-type: none"> <li>○ The date</li> <li>○ The contact number</li> <li>• Wastes are to be stored in a safe location designed for storage of hazardous waste. Ensure all waste is stored in such a manner as to reduce the potential for further spillage.</li> <li>• Sorbents used to recover hazardous material are considered hazardous waste.</li> </ul> <p>Refer to <b>Appendix F</b> for illustrations.</p>
6	Dispose of contaminated materials and waste	<ul style="list-style-type: none"> <li>a) Contact the certified hazardous waste disposal contractor.</li> <li>b) Coordinated through the site manager or superintendent</li> <li>c) Contact information stored in the EERP (Spill Response) Binder.</li> </ul>
7	Call and report the spill	<ul style="list-style-type: none"> <li>a) For the purpose of the exercise, review who should be contacted:               <ul style="list-style-type: none"> <li>• The Provincial/Territorial authority [insert the proper contact name].</li> <li>• The Regional Office of Environmental Coordination (ROEC)</li> </ul> </li> </ul>
8	Complete an incident report	<p>For the purpose of the exercise, only review the incident reporting form. Pay particular attention to the Type of Accident and Recovery section, for lessons learned.</p>
9	Replenish the spill kit	<p>For the purpose of the exercise, discuss what will need to be replaced in the spill kit.</p>

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## Appendix E (vi)

### Example of Completed Drill Record:

EERP Review/Incident Evaluation Log

**Check one:**  
☒ Annual review of your EERP  
☐ De-brief and review of plan after an environmental incident  
(See EERP "Annex D: Environmental Incident Report Form" - complete and submit)


Site: Sample Site Date: May 23 / 2015

**Attendees:**  
Gerald Hynes  
Roger Gosse  
Sam Fitzgerald  
Art Murphy

Incident Identification Number (if applicable): N/A


Description of Test Drill or Environmental Incident (if applicable):  
we enacted a site spill

Topic for Review	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comments/Recommendations
Is your EERP located in close proximity to your fuel tanks/areas with hazardous materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The EERP was located in the red Document Storage Container by the tank.
Are the emergency contact numbers still valid?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Checked Contact numbers in the Contact list & they were correct.
Does the site map show the correct locations of the spill kits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Site Map was missing the portable spill kit located in the Lunch Hall. Need to update Site Map.
Are spill kits and response equipment adequate? (see Annex E (ii) - Table of Spill Kits to determine existing inventory on site & "Annex E (iii) - "Spill Kit Contents" to determine what should be in the spill kits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Spill Kits had required contents.
Have your fuel tanks changed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are there new areas of hazardous materials on-site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Have you conducted a Test Drill? (see "Annex E (iv)-Test Drills" for an explanation on how to perform a test drill).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, See below.
<b>Lessons Learned</b> During the test drill/incident were you able to: <b>Initial Action:</b> <input checked="" type="checkbox"/> Identify source(s) of the spill? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> Reference relevant spill documentation? (i.e. EERP, SOPs, SDSs etc.) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> Identify and report to appropriate personnel? (e.g. report to immediate supervisor) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Spill Response/Clean Up</b> <input checked="" type="checkbox"/> Adequately contain, stop and clean up the spill? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> Ensure appropriate PPE was worn? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> * <input checked="" type="checkbox"/> Adequately dispose of used cleanup materials? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> After completing the test drill do you feel you can adequately respond to an environmental emergency? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If you answered no to the above question, please discuss with your immediate supervisor to arrange for additional EERP training.			
<b>Feedback</b>			* PPE was present but staff forget to wear it. * Placed used materials in regular garbage bin but not sure if this is the proper procedure.

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## Test Scenario

Your fuel supplier for your emergency generator is on-site filling the bulk diesel fuel tank. You go outside to check on the situation and find approximately 40 L of diesel fuel pooled below the fill pipe along the building wall. The fuel is slowly migrating away from the building on the paved surface towards a storm drain located 10 m away.

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# Appendix F

## Spill Response – Visual Guide



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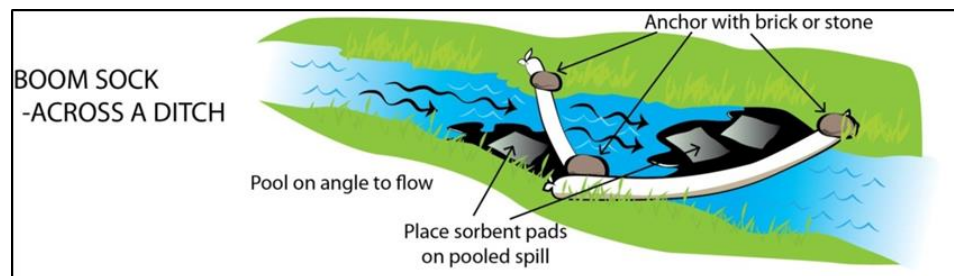
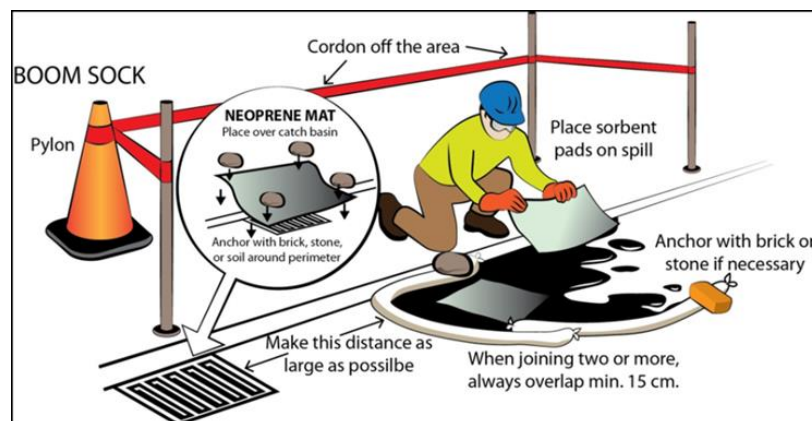
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## Spill Response – Visual Guide



### Spill in a Ditch or Low Flow Narrow Water Course]

#### PADS



Place  
under  
drips



Place on oil  
on water



Use as a  
final  
wipe-down



# Appendix G

## Hazardous Waste Dangerous Goods Transporters



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<u><b>Company</b></u>	<u><b>Address</b></u>	<u><b>Contact</b></u>	<u><b>Phone</b></u>	<u><b>C of A</b></u>	<u><b>Expires (y/m/d)</b></u>	<u><b>Comments</b></u>
<b>Capital Crane Ltd.</b>	20 Sagona Avenue, Mount Pearl NL	<b>Kayla Monks</b>	<b>709-770-0254</b>	<b>WMS18- 09-002</b>	<b>2022.09.11</b>	-
<b>Clean Harbors and Affiliates</b>	500 13 Avenue, Nisku, AB T9E7P6	<b>Keesha Heil</b>	<b>780-9730249</b>	<b>WMS08- 03-003</b>	<b>2023.05.07</b>	
<b>Daniels Sharpsmart Canada Ltd</b>	. 52 Bramsteele Road, Unit 8-10 Brampton, Ontario, L6W 3M5	<b>David Prince</b>	<b>1-905-793-2966</b>	<b>WMS11- 10-007</b>	<b>2022.12.22</b>	





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<b>Envirosystems Inc.</b>	Envirosystems Inc. NL Division P.O. Box 8338 St. John's, NL	<b>Roy Baker -</b> <i>rbaker@envirosystems.ca</i>	Tel: 722-8212	WMS09- 06-005	2023.06.12	-
<b>Harold Marcus Limited</b>	15124 Longwoods Road Bothwell, ON , NOP 1CO	<b>Ms Marcus</b>	519-695-3734	WMS07- 02004 - renewal	2021.04.25	
<b>OCEANEX</b>	Baine Johnston Centre, 701-10 Fort William Place, St. John's ,NL A1C 1K4	<b>Hussam Labib</b> <i>hlabib@oceanex.com</i>	709-758-0382	WMS19- 02-001	2023.02.12	
<b>Laidlaw Carriers Bulk GP Inc.</b>	PO Box 1669, 1179 Ridgeway Road, Woodstock, Ont. N4S OA9	<b>Bill Preece</b> <i>bpreece@contrans.ca</i>	519-421-3300 ext. 244	WMS08- 10-015	2021.04.19	



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<b>Revolution Environmental Solutions LP (Terrapure)</b>	<b>PO Box16004, Stn Foxtrap, Conception Bay South, NL, A1X 2E2</b>	<b>Jasna Krstic</b>	<b>902-332-3328 ext7350</b>	<b>WMS06- 09-015</b>	<b>2024.02.28</b>	
<b>Pardy's Waste ManagementIndustrial Services</b>	<b>30 Kyle Avenue, Mt Pearl, A1N 4R5</b>	<b>Warren Pardy</b>	<b>709-368-4350</b>	<b>WMS13- 010-005</b>	<b>2022.09.28</b>	
<b>Seaboard Liquid Carriers</b>	<b>4 Vidito Drive Dartmouth, Nova Scotia B3B 1P9</b>	<b>Ryan Conrod</b>	<b>(902) 468-8659</b>	<b>WMS09- 004-03</b>	<b>2023.04.20</b>	
<b>GFL Environmental Inc., GFL Environmental Inc, DBA as Services Environnementaux GFL</b>	<b>8381, place Marien, Montreal- East, PQ, H1B 5W6</b>	<b>Allan Desgroseilliers</b>	<b>514-348-8421</b>	<b>WMS07- 01-002</b>	<b>2023.08.28</b>	



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<b>Stericycle ULC</b>	19 Armthorpe Road, Brampton, ON L6T 5M4.	<b>Jean-Pierre Pépin</b>	Tele - 819-246-4516	WMS10-10-19	2022.09.14	
<b>Transport Rollex Ltee</b>	910 Boul,Lionel Boule Varennes, Qu, J3X 1P7	<b>Louis LaFontaine</b>	1-888-283-5359	WMS06-12-021 Renewal	2022.12.21	
<b>Transport TFI 4 S.E.C. (Kingsway Bulk)</b>	140 rue des Grands Lacs St.-Augustin-de-Desmaures QC G3A 2k1, Canada	<b>Edith Pelletier</b>	Tel: 418-834-5454 ext:264	WMS07-05-006	2022.08.17	
<b>Veolia ES Canada Industrial Services Inc</b>	1705 3rd avenue Montreal, Quebec, H1B 5M9	<b>Julie Tremblay</b> e-mail : <a href="mailto:julie.tremblay@veolia.com">julie.tremblay@veolia.com</a>	514 645 1045 ext. 354	WMS10-12-021	2023.02.28	

	Fisheries and Oceans Canada	Pêches et Océans Canada	NL Region Environmental Management System for Operations and Assets			
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<b>Trans2D Logistics Inc.</b> (previous name Service Matrec Inc. )	8801 TCH Suite 500, Saint- Laurent, Quebec H4S 1Z6	<b>Daniel Pariseau</b> <i>Daniel.pariseau@matrec.ca</i>	450-434-2499	<b>WMS08- 10-016</b>	<b>2022.11.23</b>	
<b>Solva-Rec</b> <b>Environnement Inc</b>	Solva Rec Environnement Inc. 795 Lucien- Beaudin, St. Jean-sur- Richelieu J2X 5M3	<b>Hugues Lamer</b>	450-347-3008 hugues.lamer@solva- rec.com	<b>wms14-06- 006</b>	<b>2022.08.29</b>	

#### Codes

- 1 Polychlorinated biphenyls (PCB's)
- 2 Biomedical waste
- 3 Special / hazardous waste (excluding PCB's)
- 4 Sewage/sludge- liquid waste
- 5 Waste oil (may include other hydrocarbons)
- 6 HW general (excluding biomedical and asbestos)
- 7 Asbestos
- 8 Soils contaminated with heavy metals
- 9 Asbestos and lead waste only
- 10 Waste batteries only
- 11 International waste from airport



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

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## **Part C**

# **Site Specific Environmental Management Plan**

## **St. John's, NL - CG Atlantic Headquarters**

### **Summary of Roles/Responsibilities and Schedule**

Fisheries and Oceans Canada  
Real Property Safety and Security  
Regional Office of Environmental Coordination  
Newfoundland and Labrador Region

Canadian Coast Guard  
Atlantic Region





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## Environmental Management Plan Summary, Responsibilities and Schedule

Roles and Responsibilities are provided in Section B (Standard Operating Procedures). However, the following table provides an overview of program implementation requirements that are **specific to the St. John's CG Atlantic Headquarters.**

Program /Environmental Aspect	Activity	Position(s) Responsible	Associated Forms/Documents	Frequency	Comments
<b>General</b>	– Participation in NECAP and In House audits (IHA) or inspections.	<b>RPSS Facility Manager/Maintenance Technician</b>  Lead of each ITS Operational Activity: * <b>MCI</b> - Buoy Maintenance and Technical Support * <b>E&amp;I</b> - Electronics Workshops * <b>ILS</b> - Technical Stores  Workshop Supervisor of Marine Engineering: * <b>Boat Shed</b>  <b>ROEC</b>  CG Atlantic Safety Compliance Officer	NECAP Pre-visit survey (to be sent to site prior to scheduled audit)	NECAP – External – four year cycle – IHA – three year cycle	Provide at least 2 weeks notification to RPSS Facility Manager prior to site visit.  Complete NECAP pre-visit survey prior to audit.  Provide documentation as requested.



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Program /Environmental Aspect	Activity	Position(s) Responsible	Associated Forms/Documents	Frequency	Comments
		<b>Note: Any staff member on site should be prepared and know to contact their supervisor or manager.</b>			
	– Ensure audit findings are corrected or managed	Whatever position the Corrective Action is assigned to.  CCG related findings copy to: Associated CCG Supervisors.  RPSS related findings copy to: RPSS Regional Property Manager	Corrective Action Reports (CARs) and/or Management Action Planning Forms	90 Days to Correct Action or 90 Days to develop Management Action Plan	Send completed and Signed CARs or MAPs to ROEC.
	– Participation in scheduled Environmental (EC) Inspections	<b>RPSS Facility Manager/Maintenance Technician</b>  Lead of each ITS Operational Activity: * <b>MCI</b> - Buoy Maintenance and Technical Support * <b>E&amp;I</b> - Electronics Workshops	– Environmental aspect specific documentation, (e.g. halocarbon inventory, fuel tank documentation, training records, etc.) - Part B - Procedure for Responding to	As required	





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Program /Environmental Aspect	Activity	Position(s) Responsible	Associated Forms/Documents	Frequency	Comments
	– Participation in unscheduled Environmental (EC) Inspections	<p><b>*ILS - Technical Stores</b></p> <p>Workshop Supervisor of Marine Engineering: <b>*Boat Shed</b></p> <p><b>ROEC</b></p> <p><b>RPSS Facility</b> Manager/Maintenance Technician, if available</p> <p>Lead of each ITS Operational Activity: <b>*MCI - Buoy</b> Maintenance and Technical Support <b>*E&amp;I - Electronics</b> Workshops <b>*ILS - Technical Stores</b></p> <p>Workshop Supervisor of Marine Engineering: <b>*Boat Shed</b></p>	Environmental Enforcement Actions		



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		<b>ROEC, if available</b>  <b>Note: Any staff member on site should be prepared and know to contact their supervisor or manager.</b>			
	– Update Part A of the EMP with site specific information as site information changes.	<b>ROEC</b> will lead via updated information provided by:  <b>RPSS Facility Manager/Regional Property Manager</b>  Workshop Supervisor <b>(Boat Shed)</b>	Part A – Site Characterization template	Minimum once a year or when information changes.	Send updated Part A to ROEC.
	– Maintain records for each procedure as per EMP Part B requirements	<b>ROEC</b> will lead via updated information provided by:  <b>RPSS Facility Manager/Regional Property Manager</b>  Lead of each ITS Operational Activity:	Inventory Records Site Procedures SOPs	Ongoing	Most environmental records are to be retained on site for a minimum of 5 years.



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Program /Environmental Aspect	Activity	Position(s) Responsible	Associated Forms/Documents	Frequency	Comments
		* <b>MCI</b> - Buoy Maintenance and Technical Support * <b>E&amp;I</b> - Electronics Workshops * <b>ILS</b> – Technical Stores  Workshop Supervisor ( <b>Boat Shed</b> )			
	– Update Part C of the EMP with site contact information as site information changes.	<b>ROEC</b> will lead via updated information provided by:  <b>RPSS</b> Facility Manager  Lead of each ITS Operational Activity: * <b>MCI</b> - Buoy Maintenance and Technical Support * <b>E&amp;I</b> - Electronics Workshops * <b>ILS</b> – Technical Stores  Workshop Supervisor ( <b>Boat Shed</b> )	Part C – EMP Summary Tables, Roles and Responsibilities	Update if site information changes	



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Program /Environmental Aspect	Activity	Position(s) Responsible	Associated Forms/Documents	Frequency	Comments
	– Ensure staff are adequately trained in how to follow the procedures of the EMP (as outlined in Part A & B)	<b>All Managers</b>  <b>ROEC</b>	Training certificates	3 years (recommended)	Refresher training is recommended every three years. Specific training aspect requirements can be found in the site procedures of EMP.
	– Maintain staff training records on site.	<b>All Managers</b>  <b>Individual employees</b>  CCG – <b>IBMS</b> Training Officer	Training certificates	Ongoing	Maintain records on site indefinitely.
	- Respond to the ROEC “Annual Environmental Reporting” request.	<b>RPSS</b> Facility Manager  Workshop Supervisor <b>(Boat Shed)</b>	Email - “Annual Environmental Reporting” request	Annually	A consolidation of EERP, Halocarbon and Fuel Tank reporting requirements (below). Send reports to ROEC by January 31 <sup>st</sup> (an email reminder will be sent once a year).



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Program /Environmental Aspect	Activity	Position(s) Responsible	Associated Forms/Documents	Frequency	Comments
Air Emissions	No requirements or records at this time.				
<b>Contaminated Sites</b>	- Contact ROEC if suspect or known contamination exists.	Any employee who suspects or knows of a source of contamination.		As Required	
<b>Environmental Emergency Response (EERP)</b>	- Annual EERP review and update	<b>ROEC</b> will lead via updated information provided by:  <b>RPSS</b> Facility Manager with ROEC assistance  Workshop Supervisor ( <b>Boat Shed</b> )	- EERP Review Log - EERP Spill Response Plan	Annually or as required (e.g. changes to operational activities)	Send annual EERP review to ROEC by January 31 <sup>st</sup> as part of the Annual Environmental Report. Replace older versions and replace all posted outdated copies around site.
	- Conduct Annual EERP Test Drill	<b>ROEC will conduct first test drill</b> with site staff. All remaining annual test drills will be completed by RPSS Facility Manager/Maintenance Technician, MCI Buoy Maintenance and Workshop Supervisor ( <b>Boat Shed</b> ) and any	Test Drill Form	Annually	Send Annual EERP test Drill exercise to ROEC by January 31 <sup>st</sup> as part of the Annual Environmental report. Retain on site for 5 years.



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		other applicable CCG Managers/Employees.			
	– Spill Reporting	<b>RPSS</b> Facility Manager/Maintenance Technician and or CG Atlantic relevant personnel	Environmental Incident Report Form	As required	Send copy of all spill reports to ROEC by January 31 <sup>st</sup> as part of the Annual Environmental Report. Or immediately after an Environmental incident.  Retain on site for 5 years.
	– Spill Kit Inspections	<b>RPSS</b> Maintenance Technician  Workshop Supervisor <b>(Boat Shed)</b>	Spill kit Inspection log  Spill kit inspection log	Annual  Annual	Send Spill Kit Inspection to ROEC by January 31 <sup>st</sup> as part of the Annual Environmental Report.  Retain on site for 5 years.



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Program /Environmental Aspect	Activity	Position(s) Responsible	Associated Forms/Documents	Frequency	Comments
<b>Climate Change</b>	– Annual data energy collection for buildings (i.e. diesel, electricity, propane, natural gas, etc.)	<b>ROEC</b> will lead via updated information provided by:  <b>RPSS</b> Facility Manager	Fuel Data Spreadsheet provided by ROEC	Annual	Send to ROEC by August 1 <sup>st</sup> annually (an email reminder will be sent once a year).
<b>Halocarbons</b>	– Update Halocarbon Inventories	<b>ROEC</b> will lead via updated information provided by:  <b>RPSS</b> Facility Manager	Halocarbon Management Site Procedure and associated Standard Operating Procedures  SOP 1 - Management of Halocarbon Inventory	Annual or more frequently if changes occur.	Send updated halocarbon inventory to ROEC by January 31 <sup>st</sup> as part of the Annual Environmental Report.  Provide Halocarbon Inventory tags
	– Tag Halocarbon Containing Equipment	<b>ROEC</b> will lead via updated information provided by:  <b>RPSS</b> Facility Manager	SOP 1 - Management of Halocarbon Inventory  Inventory Tags	As required	Manage and request additional tags through ROEC.
	– Leak Testing	<b>RPSS</b> Facility Manager/Maintenance Technician/Regional Property Manager	SOP 2 – Installation, Servicing, Leak testing of Halocarbon Equipment.	Large Systems (>19kW) a minimum of once every 12 months.	Retain on site for 5 years.





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			Service Notice (Included in Blue Halocarbon Inventory Binder)		Ensure a copy of technician's certificates is on file.  Note: Small Systems do not require leak test.
	<ul style="list-style-type: none"><li>– Release Reporting</li><li>– Bi-Annual Halocarbon Release Reporting</li></ul>	<b>RPSS</b> Facility Manager/Regional Property Manager          <b>ROEC</b>  <b>RPSS</b> Facility Manager	SOP 3 – Release reporting          Bi-Annual Halocarbon Release Reporting Form (Releases(> 10 kgs and < 100 kgs))	As required          Bi-annual – January 31 and July 31	Releases > 100 kg, verbal report within 24 hours to Environment & Climate Change Canada (EC) and ROEC as per SOP3. Written report within 14 days of release.          Releases < 100 kg send Release documentation to ROEC by January 31 and July 31. ROEC will report to EC   <b><u>All Releases</u></b> – send information to ROEC



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					by January 31 <sup>st</sup> as part of the Annual Environmental Report.  Keep copy on site for 5 years.
	– Disposal and Decommissioning of Halocarbon Containing Equipment	<b>RPSS</b> Facility Manager/Maintenance Technician/Project Officer	SOP 4 - Decommissioning and Disposal of Halocarbon Equipment  Disposal and Decommissioning Form (Included in Service Log Book) (Blue Binder)	As required	Have a certified technician remove the refrigerant.  Affix form to equipment. Dispose of equipment.  Retain copy on site for 5 years.
	– Establish the Service Contract for Maintenance and Servicing of Halocarbon Containing Equipment	<b>RPSS</b> Facility Manager	RPSS Service Contract	Annually	



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Program /Environmental Aspect	Activity	Position(s) Responsible	Associated Forms/Documents	Frequency	Comments
	– Notify ROEC of training requirements for Consultants related to the CEPA legislated document management of servicing of Halocarbon Containing equipment	RPSS Facility Manager	Halocarbon Reporting Journal  ROEC Consultant Training Program	Based upon the Service Contract. (Annually)	Notification to ROEC on award of Service Contract. RPSS to facilitate training of Consultant staff.
	– Facilitate the onsite logging of Refrigeration Technician Maintenance/Repairs to Halocarbon Equipment	RPSS Facility Manager/Maintenance Technician	Halocarbon Reporting Journal	As required	
<b>Non Hazardous Solid Waste</b>	– Owner -On-shore Management – ensure municipal by-laws regarding waste, sorting and disposal are followed.	<b>MCI</b>  RPSS Facility Manager (Inside)	Contract for Solid Waste Disposal (garbage/cardboard dumpsters)  Contract for janitorial services and paper recycling	As Required	Solid Waste Infrastructure requirements are based on Provincial Waste Management Strategy



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			Solid Waste SOPs		
	– Operator - Solid Waste Responsibilities	CCG employees: dumpsters – outside (garbage & cardboard)	Solid Waste SOPs	As Required	Follow guidelines of Solid Waste SOPs.
<b>Hazardous Materials and Waste</b>	– Conduct on-site inspections and verify Inventory	Lead of each ITS Operational Activity: * <b>MCI</b> - Buoy Maintenance and Technical Support * <b>E&amp;I</b> - Electronics Workshops * <b>ILS</b> – Technical Stores  Workshop Supervisor (Boat Shed)  <b>RPSS</b> Facility Manager/Maintenance Manager	Hazmat Inspection Form/Checklist  <b>Note: this information could also be gathered during monthly OHS inspections.</b>	At least once a year	Keep record of inspection form/checklist on site for 5 years
	– Maintain/update SDS sheets	Lead of each ITS Operational Activity: * <b>MCI</b> - Buoy Maintenance and Technical Support	SDS Logbooks/Station  <b>Note: this could also be in electronic format</b>	Annually (add new SDS for products as they come onto site)	SDS can be no older than 3 years



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		* <b>E&amp;I</b> - Electronics Workshops * <b>ILS</b> – Technical Stores  Workshop Supervisor ( <b>Boat Shed</b> )  <b>RPSS</b> Facility Manager/Maintenance Technician  Individual Employees			
	– Procurement of Hazardous Materials	<b>All</b> Users/Employees	SOP 1 – Procurement of Hazardous Materials	Ongoing	
	– Storage/Handling of Hazardous Materials/Waste	<b>All</b> Users/Employees	SOP 2 – Handling of Hazardous Materials  SOP3 – Storage of Hazardous Materials		
	– Transportation of Hazardous Materials/Waste	Onsite: Users/employees	SOP 4 – Transportation of Hazardous Materials and Waste	As required	
	– Disposal of Hazardous Waste	Lead of each ITS Operational Activity:	Provincial Waste Manifest Forms	As required	



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		* <b>MCI</b> - Buoy Maintenance and Technical Support * <b>E&amp;I</b> - Electronics Workshops * <b>ILS</b> – Technical Stores  Workshop Supervisor ( <b>Boat Shed</b> )  <b>RPSS</b> Facility Manager  ROEC (Waste Batteries)	SOP 5 – Disposal of Hazardous Waste		
	– Ensure relevant staff receive TDG Training	<b>All</b> CG Atlantic Operational Managers	TDG certificates		Maintain training records on site for 5 years
	– Complete and Maintain records of Hazardous Waste (if applicable)	Lead of each ITS Operational Activity: * <b>MCI</b> - Buoy Maintenance and Technical Support * <b>E&amp;I</b> - Electronics Workshops * <b>ILS</b> – Technical Stores  Workshop Supervisor ( <b>Boat Shed</b> )	Inventories Inspections Waste Manifest Form	As required	Keep record on site for 2 years. Retain waste manifest forms in a binder/folder



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		<b>RPSS Facility Manager</b>			
	– Ship to Shore transfer of hazardous materials/waste	<b>Vessel -Commanding Officer</b>	SOP#4 Transportation of Hazardous Materials and Waste  Hazardous Materials and Waste Inventory Form for Ship to Shore Transfers  Provincial Hazardous Waste Manifest Form	As required	
	– Maintain records of ship to shore transfer of hazardous materials/waste	<b>Vessel -Commanding Officer</b>  <b>CG Atlantic Regional Operations Center</b>	SOP#4 Transportation of Hazardous Materials and Waste  Hazardous Materials and Waste Inventory Form for Ship to Shore Transfers  Provincial Hazardous Waste Manifest Form	As required	
<b>Fuel Storage Tank Systems</b>	- Maintain tank records (see tank specifics below)	<b>RPSS Facility Manager/Maintenance Technician</b>	All records (e.g. Registration Forms	Update as required (i.e. change in	Keep records on site for 5 years.



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		Workshop Supervisor (Boat Shed)	Drawings, Schematics, and Registration Information, EC FIRST printout etc. – refer to SOP 1 (Tank Installation).	operations or hardware)	
	– All Tank EC Registration	<b>ROEC</b> will lead via updated information provided by:  <b>RPSS</b> Regional Engineer	SOP 2 Registration  EC FIRSTS Registration Form  SOP 6 - Storage Tank Temporary and Permanent Withdrawal	Initially when system installed.  Update registration documentation as required (i.e. change in operations or hardware)  As required	Keep records on site for the life cycle of the tank      Provide EC Form to OEC for Registration.
	– All Tank(s) Installation	<b>RPSS</b> Regional Engineer (assisted by ROEC)	As-Built Drawings, Schematics, and EC Registration Information, (Refer to the SOP 1 Storage Tank Installation and Modification)	As Required	Keep records on site for the life of the tank



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	– All Tank(s) – Permanent or Temporary Withdrawal (including modifications)	<b>RPSS</b> Regional Engineer/Project Officer	All records related to the permanent or temporary tank withdrawal (Refer to the Storage Tank Temporary and Permanent Withdrawal SOP 6)	As Required	Keep records on site for 5 years
	– Refueling/Dispensing Tanks EC 00024153, EC 0005146,	<b>RPSS</b> Facility Manager/Maintenance Technician	Refer to the Storage Tank Fuel Delivery SOP 3 and Storage Tank Operations SOP4	As Required	Keep records on site for 5 years
	– Refueling/Dispensing Tanks EC 00038295, EC 00038298	<b>MCI</b> - Buoy Maintenance	Refer to the Storage Tank Fuel Delivery SOP 3 and Storage Tank Operations SOP4	As Required	Keep records on site for 5 years
	– Product Transfer Areas -Tanks EC 00024153, EC 0005146	<b>RPSS</b> Facility Manager	Refer to the Storage Tank Fuel Delivery SOP 3 and Storage Tank Installation SOP 1	As Required	Keep records on site for 5 years
	– Product Transfer Areas -Tanks EC 00038295, EC 00038298	<b>MCI</b> - Buoy Maintenance	Refer to the Storage Tank Fuel Delivery SOP 3 and Storage	As Required	Keep records on site for 5 years

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			Tank Installation SOP 1		
	– Waste Oil - Disposal Marine Aids Technician Shop (EC 00018624)	Marine Aids Technician Foreman	Refer to Fuel Storage Operations SOP 4	As Required	Keep records on site for 5 years
	– Waste Oil - Disposal EC 00018618	Workshop Supervisor <b>(Boat Shed)</b>	Refer to Fuel Storage Operations SOP 4	As required	Keep records on site for 5 years
	– Visual Tank inspection – All tanks except Tank EC 00018618 (Boat Shed Waste Oil) and Marine Aids Technician Shop (EC 00018624)	<b>RPSS</b> Maintenance Technician	SOP 4 - Tank Operations  Monthly/Annual Inspection Checklist	As per SOPs – monthly or annually	Keep records on site for 5 years
	– Visual Tank inspection (EC00018618)	Workshop Supervisor <b>(Boat Shed)</b>	SOP 4 - Tank Operations  Monthly/Annual Inspection Checklist	As per SOPs – monthly or annually	Keep records on site for 5 years
	– Visual Tank inspection (EC00018624)	Marine Aids Technician Foreman	SOP 4 - Tank Operations  Monthly/Annual Inspection Checklist	As per SOPs – monthly or annually	Keep records on site for 5 years



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	– Hardware Compliance Inspection - All Tanks	<b>RPSS</b> Regional Engineer	Owner to develop their own inspection program based on risk by March 2017	As per Owner Inspection Program	Keep records on site for 5 years  Tank operators assist as required.
	– Conduct major repairs - All Tanks	<b>RPSS</b> Regional Engineer	SOP 4 - Tank Operations	As required	Keep records on site for 5 years  Tank operators assist as required
	– Conduct minor repairs - All Tanks	<b>RPSS</b> Facility Manager	SOP 4 - Tank Operations	As required	Keep records on site for 5 years  Tank operators assist as required
	– Ensure staff receive Storage Tank Training	<b>All</b> CG Atlantic / <b>RPSS</b> Managers	Certificates	As required	Keep records on site for 5 years
<b>Water Consumption and Wastewater Management</b>	– Follow Best Management Practices outlined in the Operational Procedure for Water Conservation at Targeted Existing	<b>RPSS</b> Facility Manager			No requirements or records at this time but Best Management Practices should be followed. Water Consumption Program to be developed.



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	Buildings (November 2012)				
<b>Canadian Environmental Assessment Act (CEAA)</b>	– Completion of a Project Effects Determination (PED) Report	<b>RPSS</b> – Regional Engineer/Project Officer/CCG Project Officer, if applicable	PED Form	As required	Keep records on site for 5 years.

	Fisheries and Oceans Canada	Pêches et Océans Canada	NL Region Environmental Management System for Operations and Assets	
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	Fisheries and Oceans Canada	Pêches et Océans Canada	St. John's NL, Southside Base (SSB) Environmental Management Plan	
RPSS SSB – Roles/Responsibilities, Version: 1.0 Document # -			Effective Date: Date of latest revision:	

**Approval in Principle (conceptual agreement on the Environmental Management Program)**

 Joanne Murphy/Signature	<b>A/RPSS Facility Manager</b> Position	<b>27-JAN-17.</b> Date
 Dan Stacey/Signature	<b>Production Manager North – MCI</b> Position	<b>21-FEB-17</b> Date
 Jeff Seitz/Signature	<b>Superintendent Marine Eng</b> Position	<b>26-MAR-2017</b> Date
 Michael Greene/Signature	<b>Area Supervisor (E&amp;I)</b> Position	<b>FEB 23 2017</b> Date
 Stephen Wheeler/Signature	<b>Manager Integrated Logistics Support</b> Position	<b>Feb 23/2017</b> Date
 Craig Hogan/Signature	<b>RD – RPSS NL Region</b> Position	<b>Mar 30/17</b> Date
 Mike Ouellette/Signature	<b>RD – ITS- CCG Atlantic Region</b> Position	<b>March 30, 2017</b> Date
 Glenn Marshall/Signature	<b>REC-RPSS NL Region</b> Position	<b>March 30, 2017</b> Date

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