

OIL SPILL CONTINGENCY MANUAL

SECTION 2

CONTACT CHECKLIST

Contact Checklist

**SPILL
REPORT FORM**

2.1

**EMERGENCY
SERVICES & LOCAL
RESOURCES**

2.4

**COMPANY
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2.2

**GOVERNMENT
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**WCSS RESOURCES &
CONTACT INFORMATION,
EQUIPMENT LOCATIONS**

2.3

SPILL REPORT FORM

2.1

Action

Obtain and record incident reporting information.

Procedure

1. Name of person reporting the incident

Name	
Telephone	
Cellular	
Day/Month/Year	
Time of report	
Location of person reporting	

2. Person completing this form:

Name	
Telephone	
Cellular	
Email address	

3. Identify responsible party

Name of company that has the incident	
Company contact name (24 hr)	
Contact telephone number	
Cellular telephone number	
Email address for contact	
Location of contact	

Other: _____



Obtain incident information



Date release was discovered	
Time of discovery	
Estimated time of release	
Cause of release	
Type of substance released	
Quantity of substance released (barrels)	
Location of release	
General description of surrounding area	
Describe extent of the area impacted by the spill (approximate dimensions)	
If spill is in surface water what is the name of the lake, river or stream	

Is the health or safety of any individual (residents, communities, etc.) being compromised?

- Yes
- No

If Yes describe:

Is the property at risk or being damaged?

- Yes
- No

If Yes describe:

What types of land uses are impacted by the incident?

What are the obvious impacts to the environment (ie: wildfire, water pollution, wildlife, air quality, vegetation damage, surface disturbance, other:

Other relevant information:

Action

Document other parties notified / involved in the spill.

Procedure

List names and contact information for other regulatory agencies that have been notified:

Agency	Contact (telephone, cell, email)	Date and Time	Requests from Agency

List names and contact information for regulatory personnel on-site:

Agency	Contact (telephone, cell, email)	When arrived or expected	Requests from Representative

List others that have been notified of the incident:

Name			
Company			
Contact Information			



Outline details of actions taken to date.



Utilize the following checklist and provide a general summary of actions taken to date:

Initial Actions

<input type="checkbox"/> Implement the emergency response plan(s)
<input type="checkbox"/> Shut-in the spill source
<input type="checkbox"/> Identify level of emergency
<input type="checkbox"/> Report the spill (internal, regulators, public)
<input type="checkbox"/> Dispatch Spill Responders
<input type="checkbox"/> Evacuate people if necessary (identify when / where)
<input type="checkbox"/> Dispatch equipment (type, estimated time of arrival)

<input type="checkbox"/> Identify staging area (if yes; location)
<input type="checkbox"/> Identify on-site command post location
<input type="checkbox"/> Control point description
<input type="checkbox"/> Identify spill perimeter
<input type="checkbox"/> Conduct hazard assessment
<input type="checkbox"/> Identify safety controls
<input type="checkbox"/> Containment steps to date
<input type="checkbox"/> Other actions

Meeting with regulators scheduled:

Agency / Company			
Representative			
Contact Information			
Date			
Time			
Location			

Action

Outline details of future actions that are anticipated.

Procedure

Utilize the following checklist and provide an overview of anticipated future actions:

<input type="checkbox"/> Complete a situation analysis
<input type="checkbox"/> Develop an Incident Command System
<input type="checkbox"/> Conduct a detailed hazard assessment
<input type="checkbox"/> Develop an Incident Safety Plan
<input type="checkbox"/> Develop an Incident Action Plan
<input type="checkbox"/> Identify emergency operations centre
<input type="checkbox"/> Initiate containment and recovery
<input type="checkbox"/> Identify decontamination issues
<input type="checkbox"/> Identify waste management issues

Develop a Communications Plan

Schedule public information meetings

Identify subject matter experts that will be involved

Identify specialized equipment that will likely be required

Other anticipated future actions

Action

Determine the level of emergency.

Procedure

Criteria	Emergency Level			
	Alert: Minimal	Level 1: Low	Level 2: Medium	Level 3: High
Risk Control	Immediate control of hazard, with progressive resolution of the situation.	Immediate control of hazard is becoming progressively more complex because of deteriorating conditions.	Imminent and/or intermittent control of the hazard is possible.	Imminent control of the hazard is not possible.
Containment	Control and relief systems functioning correctly.	Control and relief systems functioning correctly.	Some control and/or relief systems not operational.	Key control and relief systems not operational.
Impact Public/worker safety	On-site only.	On-site, with possible impact off-site.	On-site, with possible impact off-site.	Potential for public safety to be jeopardized.
Environment	On-site only	On-site, with some potential off site. Minor or short term.	On-site, with some off site. Minor or short term.	On-site, with significant off site. Long term.

Action

Determine possible response for specified incidents.

Procedure

		Emergency Level			
		Alert:	Level 1: Low	Level 2: Medium	Level 3: High
Communications					
Internal	Discretionary, depending on company policy.	Discretionary, depending on company policy.	Immediate notification of off site management.	Immediate notification of off-site management.	
External public	Courtesy at company discretion.	Mandatory for individuals within the EPZ requiring notification.	Planned and instructive as per the specific ERP.	Immediate multi-agency (operator, municipal, provincial, or federal) response.	
Media	Reactive, as required.	Reactive, as required.	Proactive media management to local or regional interest.	Proactive media management to national interest.	
Government	Notify AER if public contacted.	Notify AER and local authority, if required for initial response.	Notify AER and local authority.	Notify AER and local authority.	
Actions					
Internal	On-site, as required by company.	On-site, as required by company. Initial response undertaken in accordance with the specific or corporate-level ERP.	Predetermined public safety actions are under way. Corporate management team alerted and may be appropriately engaged to support on-scene responders.	Full implementation of emergency management system.	
External	On-site, as required by company.	On-site, as required by company.	Potential for multi-agency (operator, municipal, provincial, or federal) response.	Immediate multi-agency (operator, municipal, provincial, or federal) response.	
Resources					
Internal	Immediate and local. No additional personnel required.	Establish what resources would be required.	Limited supplemental resources or personnel required.	Significant incremental resources required.	

**COMPANY
RESOURCES**

2.2

INTERNAL COMPANY NOTIFICATION

- Fill out the following table on receipt of this manual (*update when appropriate*). Based on company policy, contact the individuals listed and advise them of the spill situation.
- Ensure that the appropriate company internal contacts are made.

NAME	TITLE	WORK PHONE	WORK FAX	CELLULAR	RESIDENCE	EMAIL

NOTES: _____

COMPANY SPILL RESPONSE PERSONNEL

- Fill in the following table on receipt of this manual (*refer to Section 7 for job descriptions*).
- Obtain company equipment as required.

NAME	TITLE	WORK PHONE	WORK FAX	CELLULAR	RESIDENCE	EMAIL
RESPONSE POSITION						
INCIDENT (ON-SCENE COMMANDER)						
DEPUTY INCIDENT (ON-SCENE COMMANDER)						
SAFETY OFFICER						
PUBLIC INFORMATION OFFICER						
OPERATIONS CHIEF (CONTROL POINT SUPERVISOR)						
BOOM CAPTAIN						
SKIMMER / PUMP CAPTAIN						

BOAT CAPTAIN						
CLEANUP SUPERVISOR						
PLANNING CHIEF (ENVIRONMENT ADVISOR)						
TECHNICAL SPECIALISTS						
LOGISTICS CHIEF						
EQUIPMENT / LOGISTICS OFFICER						
COMMUNICATIONS OFFICER						
FINANCE CHIEF (COSTS STATISTICIAN)						

COMPANY EQUIPMENT – SPILL RESPONSE UNITS

- Fill in the following table on receipt of this manual.
- Obtain company equipment as required.

LOCATION	GENERAL DESCRIPTION	CONTACT NAME & 24 hr NUMBER	REQUIREMENTS TO TRANSPORT UNIT

Note: Insert Company Equipment Inventory Lists at the end of this section.

COMPANY SPILL EQUIPMENT - GENERAL

- Identify equipment that your company can provide from the following list.
- Complete the table below on receipt of this manual.

- | | | |
|---------------------------|--------------------------------|-------------------------------|
| - Airpacks | - Hardware | - Safety Supplies |
| - ATV's | - Helicopters | - Shelters |
| - Backhoes | - Highway Trucks | - Sorbents |
| - Bed Trucks | - Hose | - Snow Vehicles |
| - Boats, Jet | - Hot Water Units | - Steam Units |
| - Boats, Prop | - Ice Cutting Equipment | - Straw |
| - Boom | - Initial Spill Response Units | - Tanks |
| - Bridges, Portable | - Laboratories | - Tank Trucks |
| - Communication Equipment | - Labour Crews | - Toilet Facilities |
| - Compressor, Air | - Spill Response Units | - Vacuum Units |
| - Dozers | - Oilfield Supplies | - Valves / Parts |
| - Fire Fighting Equipment | - Pickers | - Welders |
| - Fixed-Wing Aircraft | - Power Plants | - Winter Spill Response Units |
| - Fluid Disposal | - Pumps | - Other |
| - Gas Monitors | - Pressure Trucks | |

COMPANY CONSULTANTS

- Fill in the following table on receipt of this manual.
- Advise contacts that they are included in the manual and ensure roles are discussed.

A) SPILL RESPONSE SPECIALISTS

LOCATION	COMPANY	CONTACT	WORK	CELLULAR	RESIDENCE	DESCRIPTION OF EXPERTISE

B) ENVIRONMENTAL ENGINEERING & ASSESSMENT SPECIALISTS; SAMPLING SPECIALISTS

C) ENVIRONMENTAL LABORATORIES

D) FISHERIES, HABITAT BIOLOGISTS

COMPANY CONSULTANTS *(CONTINUED)*

E) GROUNDWATER CONSULTANTS

LOCATION	COMPANY	CONTACT	WORK	CELLULAR	RESIDENCE	DESCRIPTION OF EXPERTISE

F) HYDROLOGY CONSULTANTS

G) DIVERS

H) ICE RESCUE SPECIALISTS

I) TRANSPORTATION

J) WASTE MANAGEMENT

COMPANY CONSULTANTS *(CONTINUED)*

K) RECLAMATION

LOCATION	COMPANY	CONTACT	WORK	CELLULAR	RESIDENCE	DESCRIPTION OF EXPERTISE

L) OILFIELD CONTRACTORS (labourers)

M) BOAT OPERATORS

N) OTHER



EMERGENCY SERVICES

- Determine your location using, exact legal land description, place name or GPS coordinates.
LSD ___ Sec ___ Twp ___ Rge ___ W ___ M

Coordinates: _____

- If emergency medical care is required, call 911 immediately.
- If the medical emergency occurs outside of the local 911 service area or in a remote area or you are at a STARS Emergency Link Centre (ELC) registered site, contact the ELC at 1 (888) 888-4567 (or *4567 on cellular). The STARS Emergency Link Centre allows:
- Pre-registration of remote sites such as spill sites for assistance with emergency response if required.
 - Coordination of medical, search and rescue, ground ambulance, RCMP, helicopter and airplane emergency response.
 - Coordination with ground and air ambulance dispatch for ground ambulance, fixed wing or helicopter support.
 - Coordination with emergency services for direct scene call helicopter response or ground ambulance meeting the helicopter on the highway.
 - Site registration can be done by contacting the STARS Emergency Link Centre at 1-888-888-4567 or by email at industry@stars.ca.

LOCAL RESOURCES – SPILL EQUIPMENT

- Identify equipment that is available locally from the following list.
- Complete the table below on receipt of this manual.

- | | | |
|---------------------------|--------------------------------|-------------------------------|
| - Airpacks | - Hardware | - Safety Supplies |
| - ATV's | - Helicopters | - Shelters |
| - Backhoes | - Highway Trucks | - Sorbents |
| - Bed Trucks | - Hose | - Snow Vehicles |
| - Boats, Jet | - Hot Water Units | - Steam Units |
| - Boats, Prop | - Ice Cutting Equipment | - Straw |
| - Boom | - Initial Spill Response Units | - Tanks |
| - Bridges, Portable | - Laboratories | - Tank Trucks |
| - Communication Equipment | - Labour Crews | - Toilet Facilities |
| - Compressor, Air | - Spill Response Units | - Vacuum Units |
| - Dozers | - Oilfield Supplies | - Valves / Parts |
| - Fire Fighting Equipment | - Pickers | - Welders |
| - Fixed-Wing Aircraft | - Power Plants | - Winter Spill Response Units |
| - Fluid Disposal | - Pumps | - Other |
| - Gas Monitors | - Pressure Trucks | - |

GOVERNMENT CONTACTS

2.5

SPILL REPORTING REQUIREMENT GOVERNMENT LINKS

ALBERTA

1. [AEPEA Release Reporting Regulation](#)
2. [AER Release Reporting Brochure](#)
3. [Alberta Environment & Parks Reporting Spills and Releases](#)
4. [Oil and Gas Conservation Rules](#)
5. [TDG Reporting Requirements](#)
6. [TDG Guide for Reporting Dangerous Goods Incidents](#)
7. [Pipeline Rules](#)
8. [Directive 071](#)

BRITISH COLUMBIA

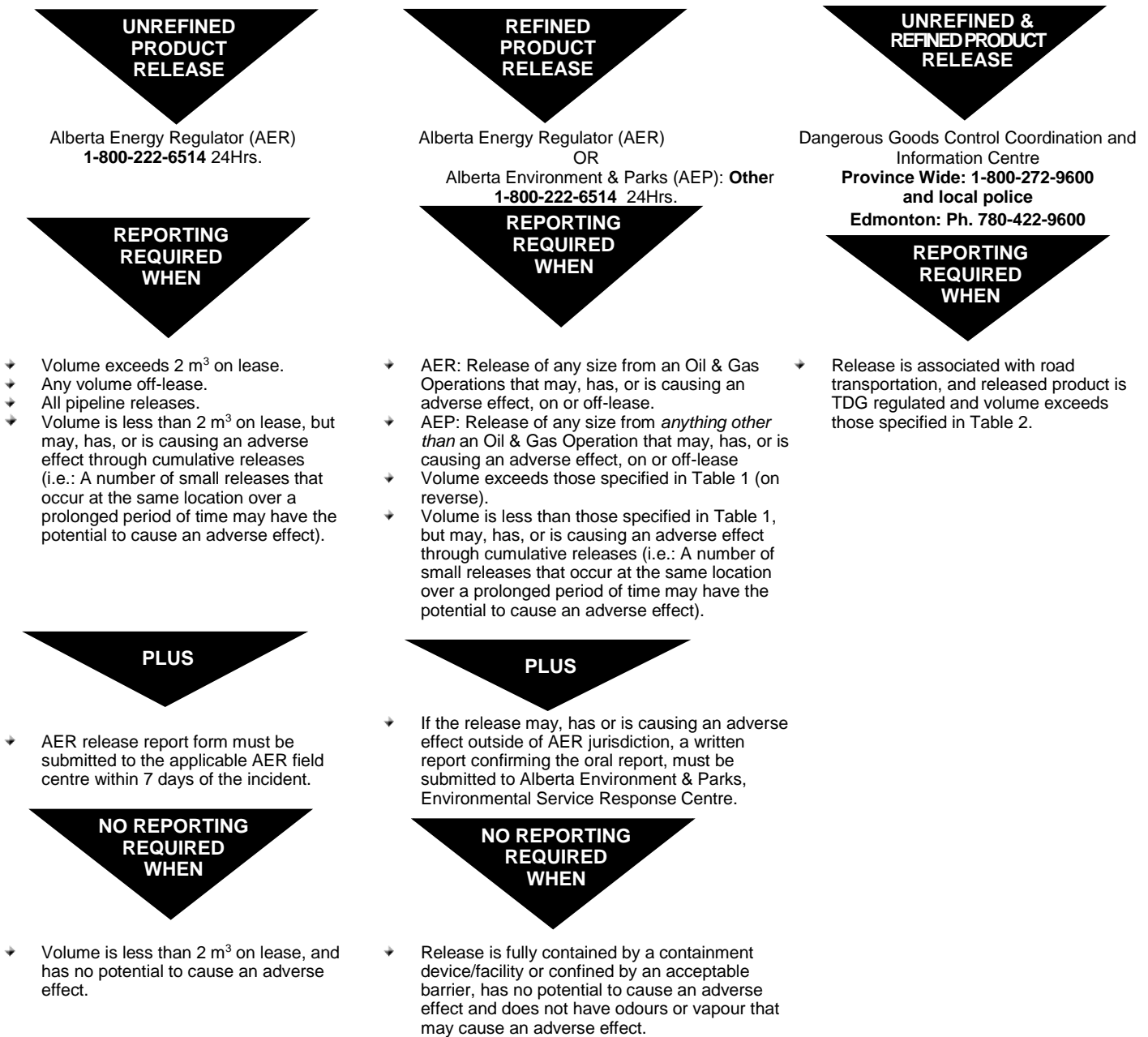
1. [Incident Reporting and Instruction Guidelines](#)
2. [Emergency Incident Form](#)
3. [Environmental Management Act](#)
4. [Emergency Program Act](#)

SASKATCHEWAN

1. [Directive PNG014: Release Reporting Requirements](#)
2. [Saskatchewan Environmental Spill Control Regulations](#)

The following flowcharts are compiled from information received from government departments regarding reporting of types of spills common to the oil and gas industry, across British Columbia, Alberta and Saskatchewan. All persons utilizing these flowcharts are reminded it has no legislative sanction and that the following Provincial and Federal Regulations and Forms should be consulted for all purposes of interpretation and application of the law:

SPILL RESPONSE FLOWCHART – ALBERTA



The written report to AEP must be submitted within 7 days of the oral report and must include the following information, where reasonably available:

- | | |
|--|---|
| a) The date and time of the release. | b) The location of the point of the release. |
| c) The duration of the release and the release rate. | d) The composition of the release showing with respect to each substance, its concentration, and the total weight, quantity or amount released. |
| e) A detailed description of the circumstances leading up to the release. | f) The steps or procedures which were taken to minimize, control or stop the release. |
| g) The steps or procedures which will be taken to prevent similar release. | h) Any other information required by the Director. |

TRANSPORTATION OF DANGEROUS GOODS

TABLE 1

Quantities or Levels for Immediate Reporting			
ITEM	CLASS	DIVISION	QUANTITIES OR LEVELS
1.	1	Explosives	All
2.	2.1	Flammable Gases	At least 100 L (22 Gallons)*
3.	2.2	Non-Flammable, Non-Poisonous, Non-Corrosive	At least 100 L*
4.	2.3	Poisonous Gases	All
5.	2.4	Corrosive Gases	All
6.	3	Flammable Liquids	At least 200 L (44 Gallons)
7.	4	Flammable Solids	At least 25 kg (55.12 lbs)
8.	5.1	Oxidizing Substances	At least 50 kg or 50 L (110.2 lbs)
9.	5.2	Organic Peroxides	At least 1 kg (2.2 lbs) or 1 L (0.22 Gallons)
10.	6.1	Poisonous Substances	At least 5 kg (11.02 lbs) or 5 L (1.10 Gallons)
11.	6.2	Infectious Substances	All
12.	7	Radioactive Materials	Any discharge or a radiation level exceeding 10 mSv/h at the package surface and 200 μ Sv/h at 1 m (39.37 inches) from the package surface.
13.	8	Corrosive Substances	At least 5 kg or 5 L
14.	9.1	Miscellaneous Dangerous Goods	At least 50 kg
15.	9.2	Environmentally Hazardous Substances	At least 1 kg
16.	9.3	Dangerous Wastes	At least 5 kg or 5 L

* Container Capacity

TRANSPORTATION OF DANGEROUS GOODS

TABLE 2

Class	Packing Group or Category	Quantity
1	II	Any quantity
2	Not applicable	Any quantity
3, 4, 5, 6.1 or 8	I or II	Any quantity
3, 4, 5, 6.1 or 8	III	30 L or 30 kg
6.2	A or B	Any quantity
7	Not applicable	A level of ionizing radiation greater than the level established in section 39 of the "Packaging and Transport of Nuclear Substances Regulations, 2015"
9	II or III, or without packing group	30 L or 30 kg

ALBERTA PROVINCIAL NUMBERS

Alberta Provincial Government Operator (connect to all Government Departments) **403-310-0000**

Alberta Environment & Parks — Land and Forest Service — 24-hour Forest Fire Emergency. **310-FIRE(3473)**

Alberta Environment & Parks — Spill Response **1-800-222-6514**

Dangerous Goods Control — Coordination and Information Centre — Alberta Infrastructure **1-800-272-9600**

or

.....**780-422-9600**

Energy/Environmental Emergency & Operational Complaint 24 Hour Response Line 1-800-222-6514

ALBERTA ENERGY REGULATOR

Toll-free Inquiries 1-855-297-8311

Office – Calgary

Suite 1000, 250 – 5th Street SW
Calgary, Alberta T2P 0R4
Customer Contact Centre
Phone: 403-297-8311
Tollfree: 1-855-297-8311
Fax: 403-297-7336
inquiries@aer.ca

Midnapore Field Centre

333, 31 Sunpark Plaza SE
Calgary, Alberta T2X 3W5
Phone: 403-297-8303
Fax: 403-297-5283
midnapore.fieldcentre@aer.ca

Edmonton Field Centre

Suite 205, 4999 – 98th Avenue
Edmonton, Alberta T6B 2X3
Phone: 780-642-9310
Fax: 780-642-9385
edmonton.fieldcentre@aer.ca

Bonnyville Field Centre

PO Box 5169
4903 – 51A Street
Bonnyville, Alberta T9N 2G4
Phone: 780-826-5352
Fax: 780-826-2366
bonnyville.fieldcentre@aer.ca

Wainwright Field Centre

801 – 2 Avenue
Wainwright, Alberta T9W 1C4
Phone: 780-842-7570
Fax: 780-842-7536
wainwright.fieldcentre@aer.ca

Fort McMurray Regional Office

2nd Floor, Provincial Building
Box 15
9915 Franklin Avenue
Fort McMurray, Alberta T9H 2K4
Phone: 780-743-7214
Fax: 780-743-7141
fort.mcmurray@aer.ca

Drayton Valley Field Centre

Box 7048
5005 -61 Street
Drayton Valley, Alberta T7A 1S3
Phone: 780-542-5182
Fax: 780-542-2540
draytonvalley.fieldcentre@aer.ca

Medicine Hat Field Centre

#302, 346 – 3 Street SE
Medicine Hat, Alberta T1A 0G7
Phone: 403-527-3385
Fax: 403-529-3103
medicinehat.fieldcentre@aer.ca

Slave Lake Regional Office

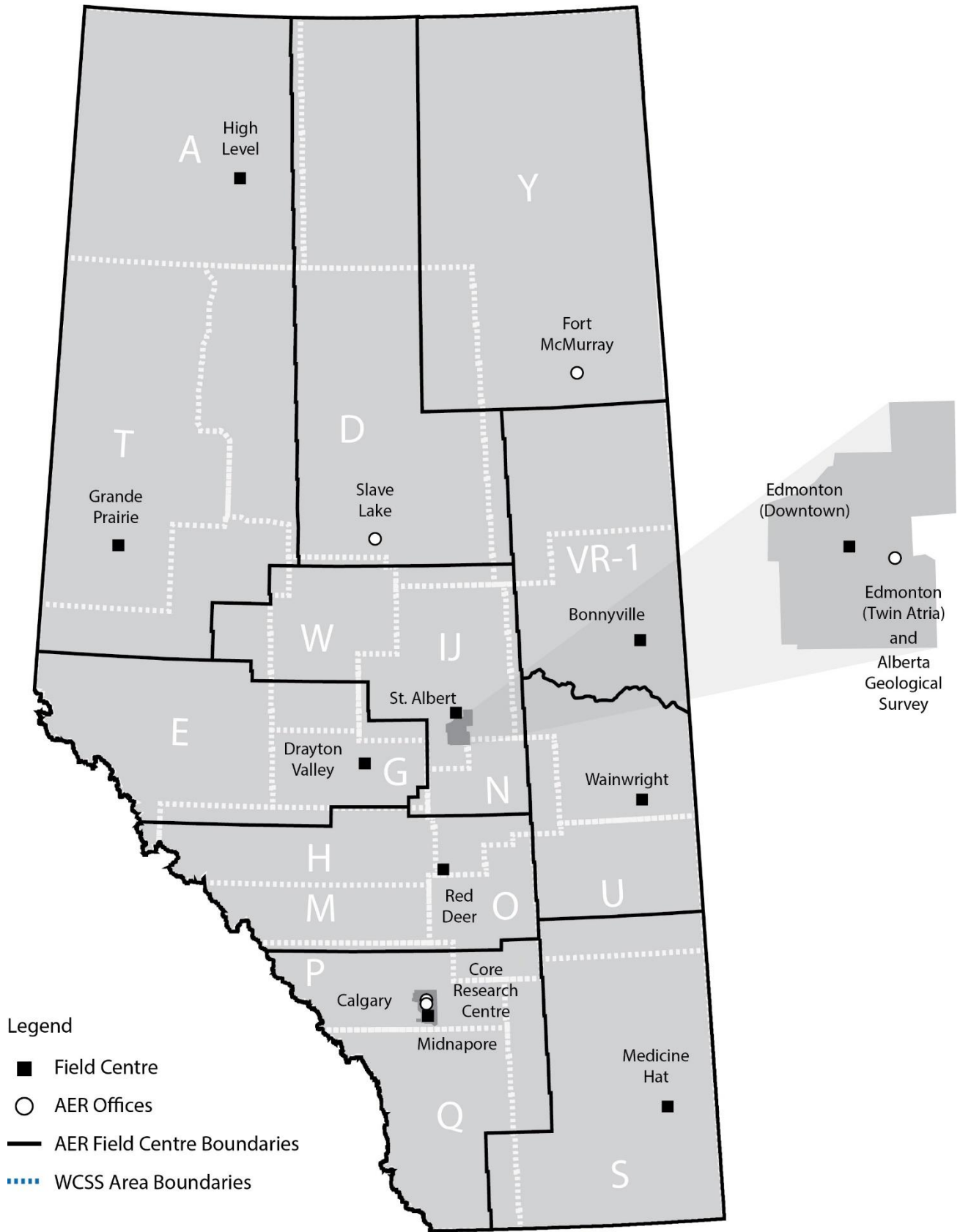
PO Box 874
200 – 101 Main Street SE
Slave Lake, Alberta T0G 2A3
Phone: 780-843-2050
Fax: 780-843-2060
slavelake.fieldcentre@aer.ca

Grande Prairie Field Centre

Suite 204, 9906 – 106 Street
Grande Prairie, Alberta T8V 6L6
Phone: 780-538-5138
Fax: 780-538-5582
grandeprairie.fieldcentre@aer.ca

Red Deer Field Centre

201, 5002 – 55 Street
Red Deer, Alberta T4N 7A4
Phone: 403-340-5454
Fax: 403-340-5136
reddeer.fieldcentre@aer.ca



SPILL RESPONSE FLOWCHART – BRITISH COLUMBIA

BC Incident Classification Matrix



Emergency Management BC
(EMBC)
1-800-663-3456



- all oil spills, produced water spills related to the oil & gas industry including pipeline spills.



Emergency Management BC
(EMBC)
1-800-663-3456



- substances spilled and reportable qualities are outlined in table on following page (“Special Waste Regulations” 63/88).

- SPILLS MUST BE REPORTED PROMPTLY TO AVOID POSSIBLE PROSECUTION.

Interpretation

1 In this regulation:

"**Act**" means the *Environmental Management Act*;

"**PEP**" means the Provincial Emergency Program continued under the *Emergency Program Act*;

"**spill**" means a release or discharge into the environment, not authorized under the Act, of a substance in an amount equal to or greater than the amount listed in Column 2 of the Schedule opposite that substance in Column 1;

"**substance**" means a substance, product, material or other thing listed in Column 1 of the Schedule to this regulation.

[am. B.C. Regs. 321/2004, s. 28 (a) and (b); 220/2006, Sch. s. 3.]

Report

2 (1) For the purposes of section 79 (5) of the Act, a person who had possession, charge or control of a substance immediately before its spill shall immediately report the spill to PEP by telephoning 1-800-663-3456.

(2) Where it appears to a person observing a spill that a report under subsection (1) has not been made, he or she shall make the report referred to in this section.

(3) A report under this section shall include, to the extent practical,

- (a) the reporting person's name and telephone number,
- (b) the name and telephone number of the person who caused the spill,
- (c) the location and time of the spill,
- (d) the type and quantity of the substance spilled,
- (e) the cause and effect of the spill,
- (f) details of action taken or proposed to comply with section 3,
- (g) a description of the spill location and of the area surrounding the spill,
- (h) the details of further action contemplated or required,
- (i) the names of agencies on the scene, and
- (j) the names of other persons or agencies advised concerning the spill.

REPORTABLE LEVELS FOR CERTAIN SUBSTANCES (ENVIRONMENTAL MANAGEMENT ACT)

Where a spill occurs, the person who immediately before the spill had possession, charge or control of the spilled substance shall take all reasonable and practical action, having due regard for the safety of the public and of himself or herself, to stop, contain and minimize the effects of the spill.

Schedule

[en. B.C. Reg.376/2008.]

Reportable Levels for Certain Substances

1 In this Schedule:

"Federal Regulations" means the Transportation of Dangerous Goods Regulations made under the *Transportation of Dangerous Goods Act (Canada)*;

"Hazardous Waste Regulation" means B.C. Reg. 63/88.

Item	Column 1 Substance spilled	Column 2 Specified amount
1	Class 1, Explosives as defined in section 2.9 of the Federal Regulations	Any quantity that could pose a danger to public safety or 50 kg
2	Class 2.1, Flammable Gases, other than natural gas, as defined in section 2.14 (a) of the Federal Regulations	10 kg
3	Class 2.2 Non-Flammable and Non-Toxic Gases as defined in section 2.14 (b) of the Federal Regulations	10 kg
4	Class 2.3, Toxic Gases as defined in section 2.14 (c) of the Federal Regulations	5 kg
5	Class 3, Flammable Liquids as defined in section 2.18 of the Federal Regulations	100 L
6	Class 4, Flammable Solids as defined in section 2.20 of the Federal Regulations	25 kg
7	Class 5.1, Oxidizing Substances as defined in section 2.24 (a) of the Federal Regulations	50 kg or 50 L

8	Class 5.2, Organic Peroxides as defined in section 2.24 (b) of the Federal Regulations	1 kg or 1 L
9	Class 6.1, Toxic Substances as defined in section 2.27 (a) of the Federal Regulations	5 kg or 5 L
10	Class 6.2, Infectious Substances as defined in section 2.27 (b) of the Federal Regulations	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
11	Class 7, Radioactive Materials as defined in section 2.37 of the Federal Regulations	Any quantity that could pose a danger to public safety and an emission level greater than the emission level established in section 20 of the "Packaging and Transport of Nuclear Substances Regulations"
12	Class 8, Corrosives as defined in section 2.40 of the Federal Regulations	5 kg or 5 L
13	Class 9, Miscellaneous Products, Substances or Organisms as defined in section 2.43 of the Federal Regulations	25 kg or 25 L
14	waste containing dioxin as defined in section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
15	leachable toxic waste as defined in section 1 of the Hazardous Waste Regulation	25 kg or 25 L
16	waste containing polycyclic aromatic hydrocarbons as defined in section 1 of the hazardous Waste Regulation	5 kg or 5 L
17	waste asbestos as defined in section 1 of the Hazardous Waste Regulation	50 kg
18	waste oil as defined in section 1 of the Hazardous Waste Regulation	100 L
19	waste containing a pest control product as defined in section 1 of the Hazardous Waste Regulation	5 kg or 5 L
20	PCB Wastes as defined in section 1 of the Hazardous Waste Regulation	25 kg or 25 L
21	waste containing tetrachloroethylene as defined in	50 kg or 50 L

	section 1 of the Hazardous Waste Regulation	
22	biomedical waste as defined in section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
23	A hazardous waste as defined in section 1 of the Hazardous Waste Regulation and not covered under items 1 – 22	25 kg or 25 L
24	A substance, not covered by items 1 to 23, that can cause pollution	200 kg or 200 L
25	Natural gas	10 kg, if there is a breakage in a pipeline or fitting operated above 100 psi that results in a sudden and uncontrolled release of natural gas

[Provisions of the [Environmental Management Act](#), S.B.C. 2003, c. 53, relevant to the enactment of this regulation: sections 53, 79 (5) and 92]

BRITISH COLUMBIA PROVINCIAL NUMBERS

Emergency Management BC - Emergency Coordination Centre **1-800-663-3456**
(will arrange emergency services as required if local authorities are unknown) **(24 hrs)**

Inquiry B.C. - To find numbers for government departments **1-800-663-7867**
(when calling within B.C.)

SPILL REPORTING CRITERIA

Where the permit holder holds or maintains rights, the permit holder must report to the BC Oil and Gas Commission, all spills of materials as identified below:

- A spill or release of any amount of materials which impacts water ways
- Hydrocarbons; 100 litres where the hydrocarbon contains no toxic materials and does not impact water ways
- Produced/salt water; 200 litres where the fluid contains no toxic materials
- Fresh water; 10,000 litres
- Drilling or invert mud; 100 litres
- Sour Natural gas; 10Kg or 15 m³ by volume where operating pressure is >100 PSI
- Condensate; 100 litres
- Any fluid including hydrocarbons, drilling fluids, invert mud, effluent, emulsions, etc. which contain toxic substances; 25 litres

Please refer to the BC Environmental Management Act; Spill Reporting Regulations, Even though some spills are not reportable, the requirement to clean up the spill is still mandatory.

Spills of reportable amounts which occur in a secondary containment are still a reportable incident.

OTHER REPORTABLE INCIDENTS

The Commission's Incident Classification Matrix is designed to assist permit holders in determining which incidents must be reported. However, some incidents, which do occur, may not meet the criteria outlined in the Incident Classification Matrix but still require notification to the Commission as a minor notification. These include the following:

- Spills or release of hazardous substances which are not provincially regulated, such as radioactive substances;
- Major damage to oil and gas roads or road structures;
- Drilling kicks when any one of the following occur:
 - o pit gain of 3 m³ or greater
 - o casing pressure 85% of MA
 - o 50% out of hole when kicked
 - o well taking fluid (LC)
 - o associated spill
 - o general situation deterioration, i.e. leaks, equipment failure, unable to circulate, etc.
- Pipeline incidents, such as spills during construction phase, exposed pipe caused by flooding, pipeline over pressure, failure (without release) of any pressure control or ESD device during operations, and;
- Security related issues which are relatively minor; such information may be required for tracking and monitoring purposes only.

INCIDENT REPORTING INSTRUCTIONS

The Incident Classification Matrix is designed for use as a tool for determining the severity of an incident. The ranking system includes quantitative analyses of 1) the consequence(s) as a result of the incident, and 2) the likelihood of the incident escalating.

1. Complete the scoring by starting at the top and continue down. Check off any one box for consequence and probability.
2. Add the applicable scores from each section. Note if none of the check box items apply in either section, the rank should be recorded as "zero".
3. Compare the total score with the classification section and assign the corresponding level.

Updated: 31-July-2014 Effective: 31-July-2014

MINOR INCIDENT

- The permit holder must report the minor incident to the Commission within **24 hours** by electronic submission through the Online Minor Incident Reporting System, operated through KERMIT.
- If the minor incident involves a spill, EMBC must also be called at 1-800-663-3456 for the Ministry of Environment to be notified.
- The incident must be reported by electronic submission by the permit holder incident representative. A copy of the Form A: Minor Incident Notification Form and the Incident Classification Matrix can be found on the Emergency Response and Safety section of the Commission's website to help the permit holder gather the information required before entering it online. The matrix and any photos or any other relevant documentation can be attached to the online submission.

LEVEL 1, 2, OR 3 EMERGENCY

If the incident receives a score of Level 1, 2, or 3, it must be reported **immediately (within 1 hour)** to the Commission's incident reporting line (EMBC 1-800-663-3456).

OIL AND GAS ROAD CLOSURES

In Emergency situations, permit holders must phone the Commission's 24 hour Incident Reporting line to notify the Commission of needed emergency oil and gas road closures.

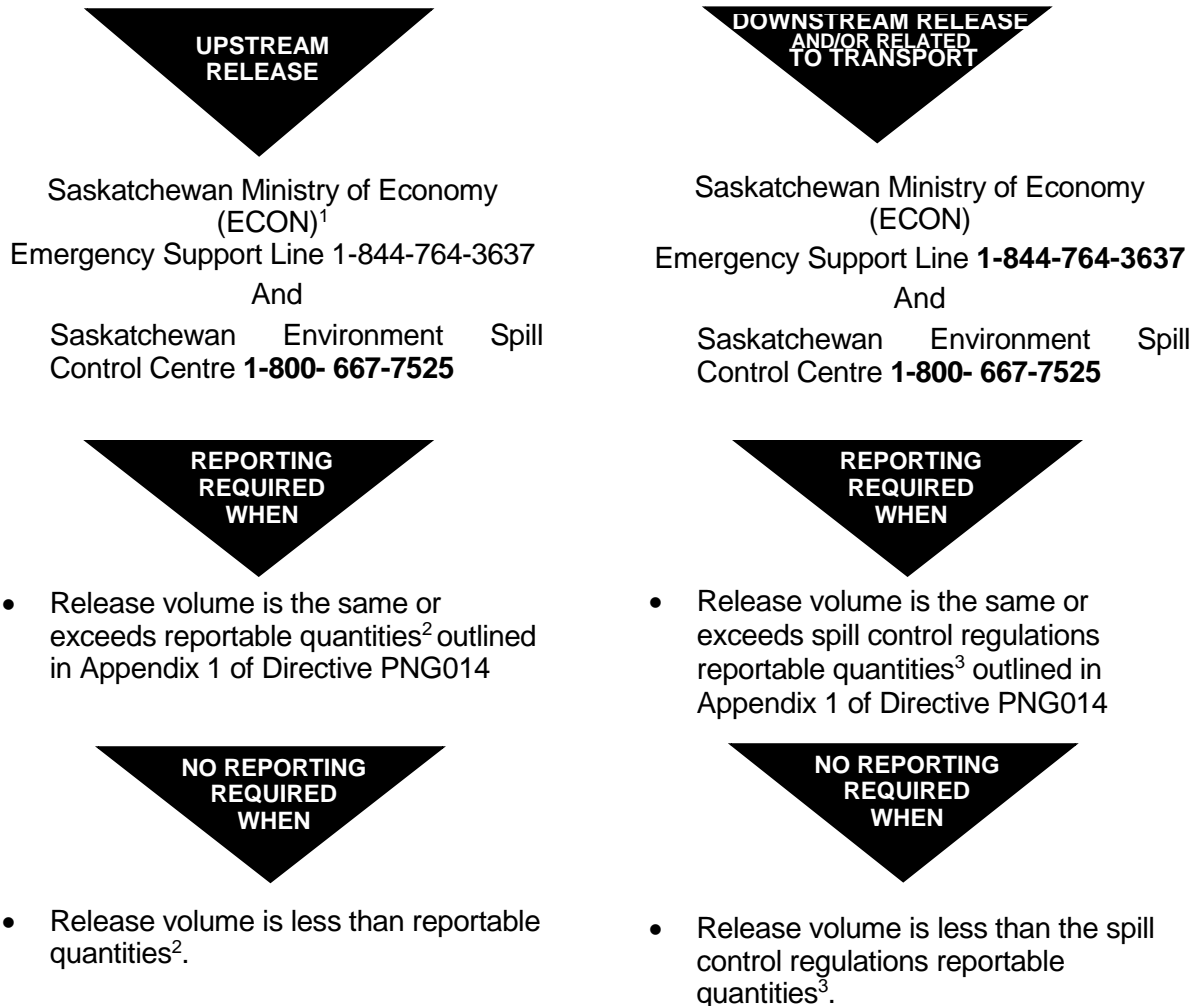
PERMIT HOLDER POST INCIDENT REPORT

[The Form D: Permit Holder Post Incident Report Form](#) must be submitted by the permit holder to the Commission within 60 days for:

1. Any Level 1, 2 or 3 emergency incident: complete Part A-P; or
2. Any pipeline incident (including minor incident): complete Part A-U; or
3. Upon request by the Commission.

This report and accompanying documentation can be found on the Commission's website under Emergency Response and Planning and must be emailed electronically to EMP@bcogc.ca

SPILL REPORTING FLOWCHART — SASKATCHEWAN



(1) Spills of petroleum, natural gas or salt water directly associated with the construction or operation of petroleum or natural gas; or flowlines and pipelines for the gathering and distribution of petroleum and natural gas, other than flowlines or pipelines located on property for the purpose of delivering petroleum or natural gas to, or gathering it from, other facilities located on that property.

- For further information on upstream releases, or area office contact numbers, contact Saskatchewan Ministry of Economy, Ken Kowal: Director, Field Operations at (306) 798-3085.

(2) Saskatchewan Ministry of Economy (ECON) requires Initial Incident Notification in IRIS within 5 days of the discovery of an incident, and a Detailed Incident Report within 90 days of the submission of the Initial Incident Report. Refer to Incident Reporting Requirements, [Directive PNG014](#). Refer to the Incident Reporting Flow Chart in Appendix 3.

(3) Refer to Appendix Table from the [Saskatchewan Environment Spill Control Regulations](#).

- When releases meet dangerous occurrence criteria as stipulated with the Transportation of Dangerous Goods Regulations, the party is required to adhere to the 3 day reporting requirement.
- For further information on downstream releases, contact the Saskatchewan Environment Spill Control Centre **1-800- 667-7525**.

This flowchart is compiled from information received from government departments regarding reporting of types of spills common to the oil and gas industry. All persons utilizing this flowchart are reminded it has no legislative sanction and that the Saskatchewan Environment Spill Control Regulations, the Oil and Gas Conservation Regulations and the Transportation of Dangerous Goods Regulations should be consulted for all purposes of interpretation and application of the law.

SASKATCHEWAN PROVINCIAL NUMBERS

R.C.M.P. Regina Head Office **306-780-5563**
 Environment Spill Report Centre **1-800-667-7525**
 Ministry of Economy 24 Hour Emergency Incident Reporting **1-844-764-3637**
 Report-a-Fire (Forestry)..... **306-953-3473 OR 1-800-667-9660**
 Air Ambulance (*Emergency*) — Saskatchewan **306-933-5360**

PETROLEUM AND NATURAL GAS FIELD OFFICES

AREA VR-1 OFFICE

LLOYDMINSTER (Area #1 in SK Spill Cooperative)

Ministry of Economy
 4815 50 Street
 Lloydminster, SK S9V 0M8
Tel: 306- 825-6434
Fax: 306-825-6433



ADDITIONAL SASKATCHEWAN AREA SPILL COOPERATIVES

KINDERSLEY (Area #2)

Ministry of Economy
 113 2nd Ave E, Box 850
 Kindersley, SK S0L 1S0
Tel: 306-463-5400
Fax: 306-463-5405

SWIFT CURRENT (Area #3)

Ministry of Economy
 105-350 Cheadle Street West
 Swift Current, SK S9H 4G3
Tel: 306-778-8252
Fax: 306-778-8256

WEYBURN & ESTEVAN (Areas #4 & 5)

Ministry of Economy
 116-1302 3rd Street
 Estevan, SK S4A 0S2
Tel: 306-637-4541
Fax: 306-637-4547

REGINA (Area #6)

1000-2103 - 11th Avenue
 REGINA SK S4P 3Z8
Phone: 306-798-3085
Fax: 306-787-2478