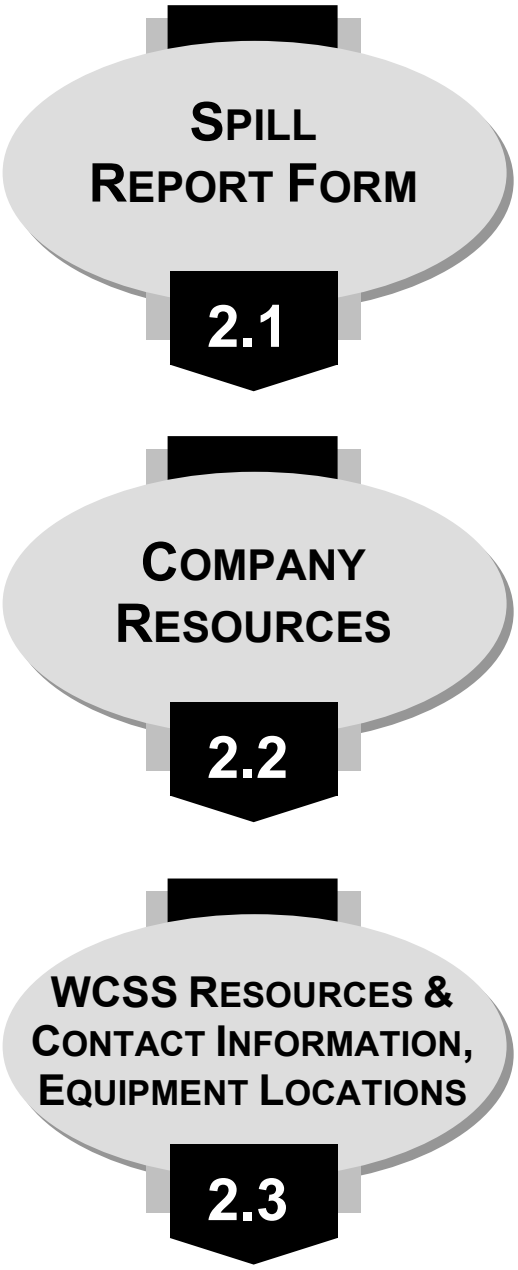
OIL SPILL CONTINGENCY MANUAL

SECTION 2

CONTACT CHECKLIST

Contact Checklist



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: _____

_____

_____

_____

_____

_____

Action

Obtain incident information

Procedure

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 of 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 (i.e., 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			

Action

Outline details of actions taken to date.

Procedure

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

Initial Actions

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

☐ **Identify staging area (if yes; location)**
☐ **Identify on-site command post location**
☐ **Control point description**
☐ **Identify spill perimeter**
☐ **Conduct hazard assessment**
☐ **Identify safety controls**
☐ **Containment steps to date**
☐ **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:

☐ **Complete a situation analysis**
☐ **Develop an Incident Command System**
☐ **Conduct a detailed hazard assessment**
☐ **Develop an Incident Safety Plan**
☐ **Develop an Incident Action Plan**
☐ **Identify emergency operations centre**
☐ **Initiate containment and recovery**
☐ **Identify decontamination issues**
☐ **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

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

LOCATION	GENERAL DESCRIPTION	CONTACT NAME & 24 hr NUMBER	REQUIREMENTS TO TRANSPORT UNIT
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
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		Name:_____ Phone:_____	
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		Name:_____ Phone:_____	
		Name:_____ Phone:_____	

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 & LOCAL RESOURCES

2.4

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

- ☐ Alberta Environmental & Dangerous Goods Emergencies (EDGE) serves as the Government of Alberta emergency response centre for all natural and man-made disasters. During an emergency, EDGE can provide assistance and technical information to emergency response personnel attending the scene of an accident in which dangerous goods are involved or may become a matter for concern. The centre can contact personnel in other government departments who are to be notified in the event of an emergency or safety-related incident. (1-800-272-9600)
- ☐ Identify local resources that are available for emergency spill response.
- ☐ Complete the following table upon receipt of this manual.

COMPANY / NAME	DESCRIPTION OF SERVICE	LOCATION	PHONE NUMBER

LOCAL RESOURCES

COMPANY / NAME	DESCRIPTION OF SERVICE	LOCATION	PHONE NUMBER

LOCAL RESOURCES – SPILL EQUIPMENT

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

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

LOCATION	GENERAL DESCRIPTION	CONTACT NAME & 24 hr NUMBER	REQUIREMENTS TO TRANSPORT UNIT
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
		Name:_____ Phone:_____	
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		Name:_____ Phone:_____	
		Name:_____ Phone:_____	

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 Code: Discharge and Discovery Reporting Code Chapter
3. Saskatchewan Environmental Code: Discharge and Discovery Reporting Code Standard

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

UNREFINED PRODUCT RELEASE

Alberta Energy Regulator (AER)
1-800-222-6514 24Hrs.

REPORTING REQUIRED WHEN

- Volume exceeds 2 m^3 on lease.
- Any volume off-lease.
- All pipeline releases.
- Volume is less than 2 m^3 on lease, but may, has, or is causing an adverse effect through cumulative releases (i.e.: A number of small releases that occur at the same location over a prolonged period of time may have the potential to cause an adverse effect).

PLUS

- AER release report form must be submitted to the applicable AER field centre within 7 days of the incident.

NO REPORTING REQUIRED WHEN

- Volume is less than 2 m^3 on lease, and has no potential to cause an adverse effect.

REFINED PRODUCT RELEASE

Alberta Energy Regulator (AER)
OR
Alberta Environment & Parks (AEP): **Other**
1-800-222-6514 24Hrs.

REPORTING REQUIRED WHEN

- AER: Release of any size from an Oil & Gas Operations that may, has, or is causing an adverse effect, on or off-lease.
- AEP: Release of any size from *anything other than* an Oil & Gas Operation that may, has, or is causing an adverse effect, on or off-lease
- Volume exceeds those specified in Table 1 (on reverse).
- Volume is less than those specified in Table 1, but may, has, or is causing an adverse effect through cumulative releases (i.e.: A number of small releases that occur at the same location over a prolonged period of time may have the potential to cause an adverse effect).

PLUS

- If the release may, has or is causing an adverse effect outside of AER jurisdiction, a written report confirming the oral report, must be submitted to Alberta Environment & Parks, Environmental Service Response Centre.

NO REPORTING REQUIRED WHEN

- Release is fully contained by a containment device/facility or confined by an acceptable barrier, has no potential to cause an adverse effect and does not have odours or vapour that may cause an adverse effect.

UNREFINED & REFINED PRODUCT RELEASE

Dangerous Goods Control Coordination and Information Centre
Province Wide: 1-800-272-9600
and local police
Edmonton: Ph. 780-422-9600

REPORTING REQUIRED WHEN

- Release is associated with road transportation, and released product is TDG regulated and volume exceeds those specified in Table 2.

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 □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

Head 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

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
FieldOpsNortheast@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
FieldOpsCentral@aer.ca

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

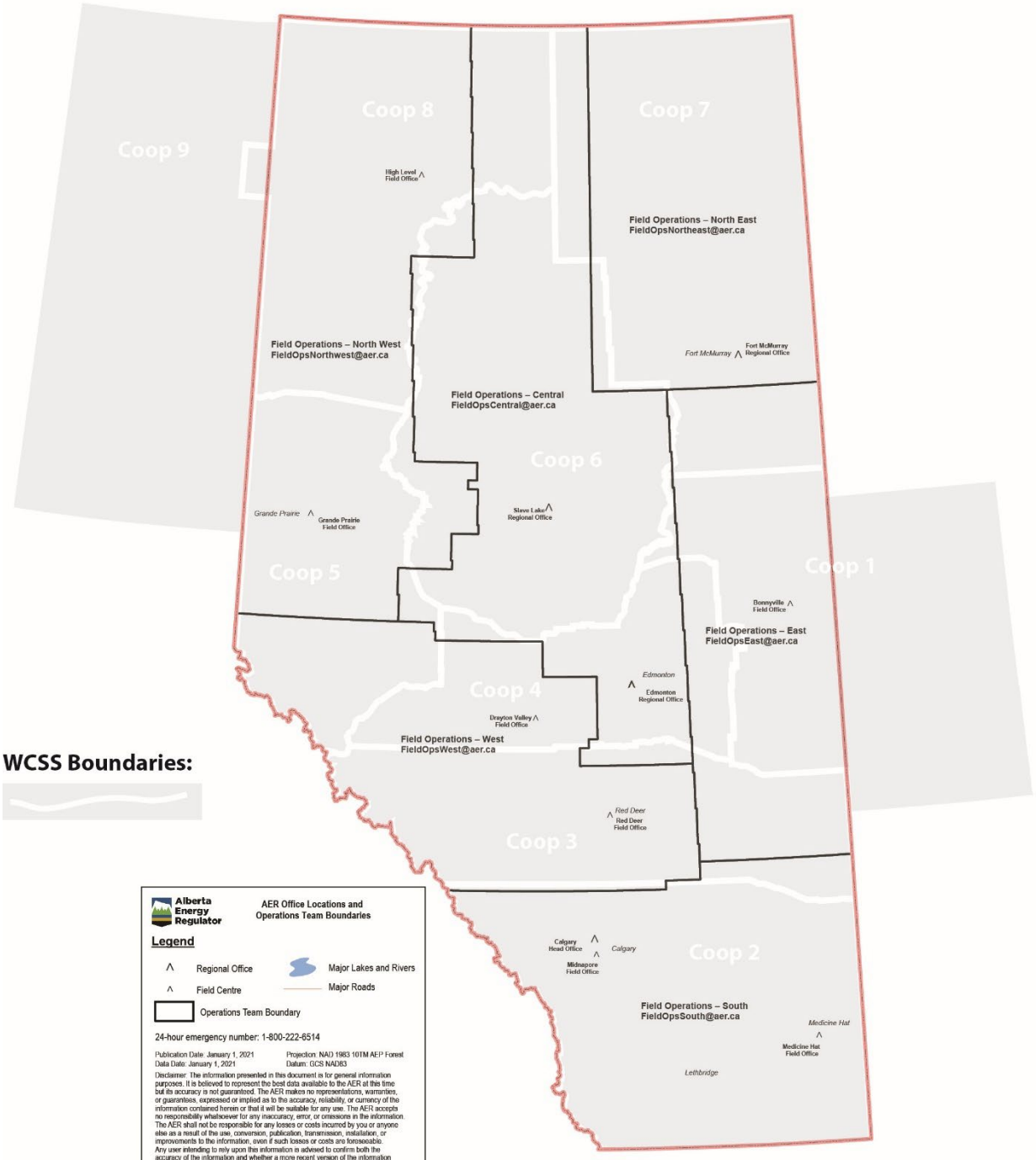
Drayton Valley Field Centre
Box 7048
5005 -61 Street
Drayton Valley, Alberta T7A 1S3
Phone: 780-542-5182
Fax: 780-542-2540
FieldOpsWest@aer.ca

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

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

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

Red Deer Field Centre
201, 5002 – 55 Street
Red Deer, Alberta T4N 7A4
Phone: 403-340-5454
FieldOpsWest@aer.ca



WCSS Boundaries:

Alberta Energy Regulator

AER Office Locations and Operations Team Boundaries

Legend

- Regional Office
- Field Centre
- Operations Team Boundary
- Major Lakes and Rivers
- Major Roads

24-hour emergency number: 1-800-222-6514

Publication Date: January 1, 2021
Data Date: January 1, 2021

Projection: NAD 1983 10TM AEP Forest
Datum: GCS NAD83

Disclaimer: The information presented in this document is for general information purposes. It is believed to represent the best data available to the AER at this time but its accuracy is not guaranteed. The AER makes no representations, warranties, or guarantees, expressed or implied as to the accuracy, reliability, or currency of the information contained herein or that it will be suitable for any use. The AER accepts no responsibility whatsoever for any inaccuracy, error, or omissions in the information. The AER shall not be responsible for any losses or costs incurred by you or anyone else as a result of the use, conversion, publication, transmission, installation, or improvements to the information, even if such losses or costs are foreseeable. Any user intending to rely upon the information is advised to confirm both the accuracy of the information and whether a more recent version of the information is available.

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SPILL RESPONSE FLOWCHART – BRITISH COLUMBIA

BC Incident Classification Matrix

OIL / PRODUCED WATER SPILLS

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

REPORTING REQUIRED WHEN

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

ALL OTHER SPILLS

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

REPORTING REQUIRED WHEN

- 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:

- pit gain of 3 m3 or greater
- casing pressure 85% of MA
- 50% out of hole when kicked
- well taking fluid (LC)
- associated spill
- 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

UPSTREAM RELEASE

Saskatchewan Ministry of Energy & Resources[1]
Emergency Support Line **1-844-764-3637**
And
Saskatchewan Environment Spill Control Centre **1-800- 667-7525**

REPORTING REQUIRED WHEN

- Release volume is the same or exceeds reportable quantities[2] outlined in Appendix 1 of Directive PNG014

NO REPORTING REQUIRED WHEN

- Release volume is less than reportable quantities[2].

DOWNSTREAM AND/OR RELATED TO TRANSPORT

Saskatchewan Ministry of Environment
And
Saskatchewan Environment Spill Control Centre **1-800- 667-7525**

REPORTING REQUIRED WHEN

- Release volumes are exceeded[3] as identified in the Saskatchewan Environmental Code: Discharge and Discovery Reporting Standard or there is an adverse effect to the environment.

NO REPORTING REQUIRED WHEN

- Release volume is less than identified in the Saskatchewan Environmental Code: Discharge and Discovery Reporting Standard or there is no adverse effect to the environment[3].

(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 Energy & Resources Ken Kowal: Director, Field Operations at (306) 798-3085.

(2) Saskatchewan Ministry of Energy & Resources 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 the Saskatchewan Environmental Code: Discharge and Discovery Reporting Code Chapter and Tables 1 and 2 from Standard.

- 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 Environmental Code: Discharge and Discovery Reporting Code Chapter and Standard, 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 1-**306-780-5461**
Environment Spill Report Centre **1-800-667-7525**
Ministry of Energy & Resources 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 1-**306-933-5255**

PETROLEUM AND NATURAL GAS FIELD OFFICES

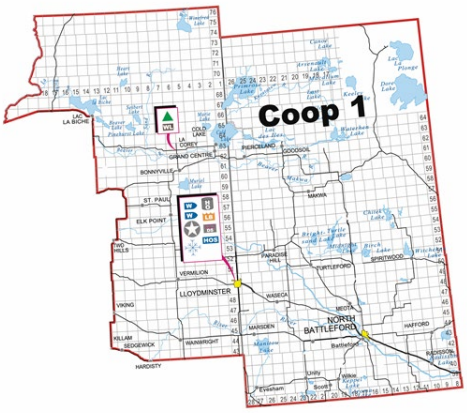
ENERGY & RESOURCES 24-HOUR EMERGENCY SUPPORT LINE: 1-844-764-3637

LLOYDMINSTER (Area #1 in SK Spill Cooperative)
Ministry of Energy & Resources
4901 – 50 Street
Lloydminster, SK S9V 0N1
Tel: 306-825-6434

FIELD OFFICES IN ADDITIONAL SASKATCHEWAN AREA SPILL COOPERATIVES

KINDERSLEY (Area #2)
Ministry of Energy & Resources
#202, 113 2nd Ave East
Kindersley, SK S0L 1S0
Tel: 306-463-5400

SWIFT CURRENT (Area #3)
Ministry of Energy & Resources
#105, 350 Cheadle Street West
Swift Current, SK S9H 4G3
Tel: 306-778-8252



ESTEVAN
Ministry of Energy & Resources
116, 1302 3rd Street
Estevan, SK S4A 0S2
Tel: 306- 637-4541

REGINA
Ministry of Energy & Resources
1st Floor, 1945 Hamilton Street (street address)
Regina, SK S4P 3C8
6th Floor, 1945 Hamilton St. (mailing address)
Regina, SK S4P 2C7
24HR 1-844-764-3637