

## 22 Wing Water Sports Club Spill Prevention & Response Checklist

It is every club member's responsibility to protect our environment. As such, all members are required to routinely inspect their bilge to ensure that no hazardous chemicals will be pumped into the water. Causing an oil/fuel spill is an unfortunate incident that regrettably happens to far too many boaters. The best scenario is prevention. Fuel your boat in a responsible manner.

- Use an oil-only absorbent pad when refuelling
- Monitor closely for possible leaks and overfilling
- Avoid topping off your tank to the extreme
- Regularly inspect your boat's fuel lines, fuel tanks and engine compartment

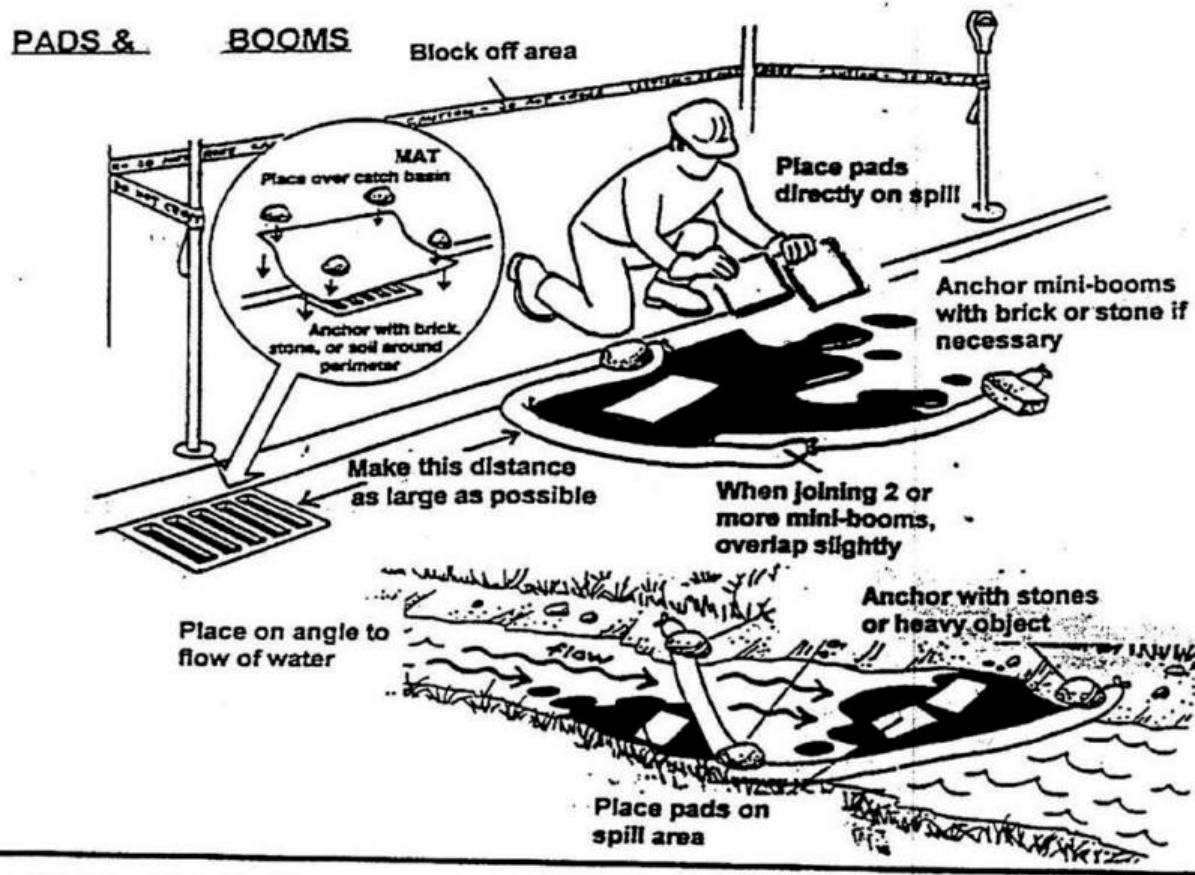
In the event of a spill, everyone available must assist in the immediate response. All other activities must cease and the spill response shall take precedence. To assist in the containment of any spill, spill response equipment, absorbent pads and booms are available in the Club's Storage Shed. The following checklist must be followed.

<b>IMMEDIATE ACTION FOR A SPILL</b>	
<b>1. Protect Human Health Before Proceeding</b>	<ul style="list-style-type: none"> <li>- All responders must wear personal protective equipment (PPE) (e.g. safety glasses, gloves and a personal flotation device if working near water). PPE is available in the Shed.</li> <li>- Identify ignition sources, electrical supply or other hazards. Only act to neutralize these hazards if safe to do so.</li> <li>- Establish safety cordon and evacuate all non-essential personnel from area.</li> </ul>
<b>2. Assess the Hazard</b>	<ul style="list-style-type: none"> <li>- Is anyone injured or in danger?</li> <li>- Is the spill worsening, moving or stable?</li> </ul>
<b>3. Get Help</b>	<ul style="list-style-type: none"> <li>- <b>Major Spill contact 911.</b> This is a spill that is cannot be contained by 2 persons or if the Hazmat enters water.</li> <li>- Alert Mission Crew Commander (MCC) (705) 494-2011 Ext 6400.</li> <li>- Alert WFE Tech Cell (705) 499-5616.</li> <li>- Alert W Env O Cell (705) 491-1326</li> <li>- Alert CE cell (705) 494-2011 ext 5000</li> <li>- Assist in the rescue of personnel without endangering yourself.</li> </ul>
<b>4. Formulate a Response Plan</b>	<ul style="list-style-type: none"> <li>- Prepare a plan to slow, divert and contain spill.</li> <li>- Decide what equipment is required and in what quantities.</li> </ul>
<b>5. Slow, Divert and Contain Spill</b>	<ul style="list-style-type: none"> <li>- Slow the movement of the hazmat.</li> <li>- Divert the hazmat away from surface water, storm and sanitary drains.</li> <li>- Contain the spill</li> <li>- If spill is in water, immediately deploy a spill containment boom around the spill. If more than one length of boom is required ensure that each section is 'clipped' together and affixed to an object. Boom should encircle the spill. Refer to Annex B for examples of spill containment, equipment, and clean up.</li> </ul>
<b>6. Clean Up the Spill</b>	<ul style="list-style-type: none"> <li>- Work from the perimeter of the spill inward to absorb, neutralize the spill.</li> <li>- Avoid tracking the hazmat and limit your personal contact.</li> </ul>
<b>7. After the Spill</b>	<ul style="list-style-type: none"> <li>- Properly dispose of all spilled substances and used spill response equipment (absorbent booms, granular material, soil, contaminated PPE) by double-bagging, sealing and labeling.</li> <li>- Contact Supply Repair and Disposal (705) 494-2011 ext 2249 to make arrangements for storage and disposal.</li> <li>- The Section or individual who caused/found the spill must complete the 22 Wing Spill Report form (Annex A WSO 2-19) and submit to W Env O within 24 hours of the spill.</li> <li>- Notify Water Sports Club Executive so that emergency spill response equipment can be replaced.</li> </ul>

**ANNEX A – 22 Wing Spill Response Report Form**

<b>Spill Report Form</b>	
Spill Reported by:	Spill initially reported to:
Section/Unit:	Section/Unit:
Number: (    )    -    local	Date (dd/mm/yyyy):    /    / Time:    : Method: verbal <input type="checkbox"/> , phone <input type="checkbox"/> , or email <input type="checkbox"/>
<b>Date and Time Information</b>	
Date of occurrence/discovery (dd/mm/yyyy):    /    /	Time:    :
Date spill stopped (dd/mm/yyyy):    /    /	Time:    :
Date spill cleaned-up (dd/mm/yyyy):    /    /	Time:    :
<b>Spill Information</b>	
Material spilled:	TDG Class:
Quantity spilled: <i>Litres or Kilograms</i>	MSDS attached?:
Quantity recovered: <i>Litres or kilograms</i>	
Source of spill:	
Cause of spill:	
Description of spill response implemented:	
<b>Spill Location</b>	
Building number:	Equipment information:
Did spill: (check all that apply) ➤ enter catch basin or storm drain? <input type="checkbox"/> ➤ travel off base property? <input type="checkbox"/> ➤ enter surface water? <input type="checkbox"/>	Distance from drain or catch basin:            meters
	Distance to property boundary:            meters
	Distance to surface water:            meters
<b>Weather</b>	
Weather conditions:	Temperature:    °C
<b>Clean-up</b>	
Contaminated spill response material and equipment collected from site?	
Disposal location of contaminated material (R&D?):	
Actions taken to replace used spill response equipment:	
<b>Spill Costs</b>	
Cost of lost product: \$	Cost of clean-up: \$
<b>W Env O Office use only</b>	
Reported to Spills Action Center (1-800-268-6060)?	SAC File number:
Required follow up actions:	
Significant incident report required?	W Env O completed site visit <input type="checkbox"/>

## INSTRUCTIONS FOR CONTAINMENT AND CLEAN UP OF A SPILL



### LOOSE ABSORBENTS



