



POLICY AND PROCEDURES

When an accidental spill occurs it is necessary to have a plan in place to either contain or clean up the spill as required by Alberta Environment & Protection. Most spills are of a petroleum nature such as diesel, gasoline and oils.

Definitions

A Substance Release: is a leak spill or discovery of a substance, which is causing or could cause an “adverse affect” to the environment, public health and safety or property.

Adverse Affect: an impairment of, or danger to, the environment (e.g. soil, air, ground water or storm drain/watercourse), human health or safety, or to property.

Substances that Could Cause and Adverse Affect: gasoline, diesel, jet fuel, propane, acids, antifreeze, oil, hydraulic fluid, other petroleum products, creosote, chloropentaphenol, fertilizers, concrete, paint, solvents, chlorine, radioactive materials, fumes and odors, glycol, soap, oil containing PCB's, excessive smoke, chemicals, sewage, industrial wastes, caustic substances, liquid or hot asphalt.

Guidelines

1. If a substance is causing an adverse affect on the environment, public health & safety, or property – call 911 and ask the fire department to respond to the spill.
2. Provide 911 with as much information as possible including, location, type of spill (if known), amount spilled, whether the spill has or will enter a storm drain and whether the spill has been contained or not.
3. Only if it is safe to do so take immediate steps to contain the substance. This is very important if the substance is going towards a storm drain or waterway such as the Old Man River. Do not leave the scene of the spill until the Fire Department arrives.
4. The Fire Department will assess the spill situation. If required, other authorities will be called in for assistance. The Fire Department will determine if the release is reportable to Alberta Environmental & Protection.
5. On-call personnel and other Public Operations personnel may be required by the Fire Department to assist in the spill confinement and clean up.
6. Soil contaminated by a spill should be removed as soon as possible, regardless of the size of the spill. This is to ensure a substance does not cause an adverse effect on the soil or ground water. Removal of contaminated soil will also prevent rainwater from washing over contaminated soil and entering the storm drainage system.
7. Contaminated soil, used absorbable and other cleanup materials should be placed into appropriately labeled barrels for proper disposal.
8. A **Spill report** must be filled out for each spill incident and provided to the Environmental Services Manager of the City of Lethbridge.

Assistance in Containing and Cleaning up of Spills

When called by the Fire Department or an outside agency, Public Operations will assist under the direction of the **Senior Officer** on the scene. This may include and not limited to:

- Supplying manpower.
- Supplying equipment (e.g. Street sweepers, trucks, flusher/vacuum units and barricades).
- Supplying qualified personnel for map reading and tracking spills in the storm sewer system.

Containment and Cleanup of Small Petroleum Spills Not Entering the Storm Sewer System (Fire Department not Involved)

These spills may occur on our job sites from various pieces of equipment and include but are not limited to gasoline, diesel, oil and hydraulic fluids etc. and may be cleaned up with our **Spill Cleanup Kits**.

Various crew shacks and vehicles are equipped with **Spill Cleanup Kits**. These kits include:

- Granular absorbent that can be spread on or around the spill to contain the spill.
- Absorbent material that can be laid in front of a Storm Sewer grate.
- Garbage bags for disposal of cleanup materials.
- A sealed bag containing:
 - Rubber gloves
 - Tags
 - Twist ties
 - Pencil and pen
 - **Spill Report Form** (to be handed in to their Foreman)

Guidelines

1. Shut off all sources of ignition.
2. Secure the area.
3. Obtain the spill kit.
4. Contain the spill using absorbent material or granular absorbent.
5. Absorb the spill.
6. Clean up the spill and material in garbage bags.
7. Tag and seal the bags.
8. Fill out the **Spill Report Form**.
9. Return the completed form to your foreman.
10. Dispose the bags at an approved dumpsite.