



JTFNO 4000-7

HAZMAT RELEASE PLAN

Identification

1.1 Date of Issue	14 May 2014
1.2 Application	This is an order that applies to members of the Canadian Armed Forces (CAF) and a directive that applies to employees of the Department of National Defence (DND) employed within the Joint Task Force North (JTFN) Formation.
1.3 Supersession	JTFN Standing Order 12-8 Aug 08
1.4 Approval Authority	This order is issued under the authority of the Comd JTFN
1.5 Office of Primary Interest (OPI)	JEngr
1.6 Purpose	The purpose of this order is to amplify the references in order to ensure compliance across JTFN Area of Responsibility (AOR) on response to Hazardous Material (HAZMAT) release.
1.7 Contents	<ul style="list-style-type: none">• Definitions• General• Release Response• Reportable Release• Reporting Procedures• References• Annexes
1.8 Date of Last Review	14 May 2014

Definitions

2.1 JTFN AOR	JTFN AOR includes the three Northern Territories: Yukon, Northwest Territories and Nunavut as well as the confines of the Hudson Bay.
2.2 HAZMAT	In accordance with DAOD 4003 -0 Environmental Protection and Stewardship, HAZMAT is any material that, if handled

	<p>improperly, can endanger human health and well-being, the environment or equipment. Common examples of HAZMAT include poisons, corrosive agents, flammable substances, ammunition and explosives.</p> <p>In accordance with Canadian Environmental Protection Act (CEPA), release is the intentional or unintentional abandonment, deposit, discharge, dump, emission, empty, exhaust, throw, inject, leak, pour, place, release, seep, spill or spray of material into the environment. This includes the jettisoning of fuel by aircraft.</p>
2.3 Minor Spill	A Minor Spill is one having a little or no actual or anticipated hazard or adverse impact on person, property, or the environment. Minor spills are short duration and are quickly cleaned up by the party responsible for the spill. They involve contaminants of relatively low toxicity, and the extent of the spill is limited.
2.4 Major Spill	A Major Spill is one having, or is anticipated to have, substantial adverse impact or hazard to persons, property, or the environment. These spills may range from a small quantity of a very toxic or hazardous material to a large quantity of a less toxic substance. Containment is often difficult and there may be a potential for future spillage. This category of spill incident also includes those which have a severe local impact or which have the potential for a serious public concern.
2.5 Oil and Lubricants	For the purpose of this JTFNO, Petroleum Oil and Lubricants (POL), are considered HAZMAT. This includes all forms of vehicle and aircraft related fuels, fluids and lubricants, including glycol.

General

3.1 Exclusions	The JTFNO does not cover spill response and release reporting for incidents involving Chemical, Biological, Radiological and Nuclear (CBRN) substances, halocarbons (halon and refrigerant gases) or polychlorinated biphenyls (PCBs) (lamp ballasts and capacitors)
3.2 Obligations	DND is obligated, under federal legislation and departmental policy, to prevent pollution and conduct environmentally sustainable operations. On a daily basis, JTFN utilizes a

	<p>variety of HAZMAT in numerous applications. All DND and CAF personnel shall be aware of the risks associated with handling HAZMAT and ensure that appropriate procedures and protective devices are in place to guard against negative impacts resulting from accidents. Despite planning considerations, best practices and the existence of precautionary measures, spills happen.</p>
3.3 Spill Occurrence	<p>When spills occur, actions to contain the spill and commence cleanup, must be swift and effective.</p> <p>This JTFNO outlines spill response and reporting procedures to be followed in the event of a spill occurring on or off DND property within the JTFN AOR. Examples include:</p> <ul style="list-style-type: none"> • The accidental release of HAZMAT or unknown substance into a storm drain or sanitary sewer system; • Accidental releases within a DND building or hanger or on runways, taxiways, roads or other hard surfaced area; and • Releases from a vessel or container, including releases from civilian and military pattern vehicles, tanker trucks, POL tanks and POL system infrastructure; both on land and water bodies including ponds, marsh areas and streams.
3.4 Spill Notification	<p>Upon discovery or notification of a spill, the following action should take place:</p> <ul style="list-style-type: none"> • Determine the hazards or potential hazards associated with that particular spill; • Determine the approximate size of the spill. Note the time and any other information that might be helpful when reporting the incident, and determine if it falls under a minor or major spill classification.

Spill Response

4.1 Overview	<p>Under Canadian Law, personnel must be adequately trained with respect to the hazards and response requirements of any product which they are required to handle. Therefore, they must fully understand their limitations in dealing with</p>
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	<p>HAZMAT releases before being involved in any response. No one shall attempt to cleanup products which pose a significant health and safety risk, without the assistance of trained HAZMAT responder.</p>
<p>4.2 Dealing with a Spill</p>	<p>Where personnel are sufficiently equipped and capable of dealing with HAZMAT releases, they shall effectively take action, ensuring the use of appropriate personal protective equipment (PPE) and follow all applicable safety procedures. Other resources are available in response to incidents beyond the capability of the Unit or where a significant health and safety risk exists.</p>
<p>4.3 Initial Response</p>	<p>The following procedures apply for the initial response to a HAZMAT release, regardless of size or the agency carrying out the task.</p> <ul style="list-style-type: none"> • Sound the alarm (If Possible) and call for assistance (if required); • Isolate the affected area, keeping personnel outside the affected area; • If safe to do so, determine what the product is and how to respond safely. An Emergency Response Guidebook is available in most spill kits and is the best resource for assisting with this step; • If possible, remove any injured personnel and treat. In a safe zone administer First Aid and evacuate personnel if necessary; • Stop or reduce future release; • Contain the product to prevent any escape into drains, soil or water bodies; • Cover, neutralize and/or dam up the material in preparation for clean up and eventual removal, using products such as absorbents or other appropriate items which are available in spill kits positioned through out JTFN facilities and DND vehicles; • Identify Reportable Releases (see section 5) and Reporting Procedure (see section 6);

	<ul style="list-style-type: none"> • Collect the spilled product and any contaminated material in suitable containers. Examples of suitable containers include plastic pails and double thickness poly bags. Ensure that all containers are clearly identified. • Note: ASU (N) CE shall be contacted prior to digging on DND Land at 867-873-0700 ext 6909. Northland Utilities must be contacted at 867-873-4865 prior to digging on Yellowknife Municipal land. The City of Yellowknife, Public Works must be contracted at 867-920-5600 before digging on Yellowknife Municipal land and if the release may be affected municipal drains or sewage. For any others area within JTFN AOR ASU(N) CE will provide appropriate guidance.
4.4 Waste Disposal	<p>To make arrangements for disposal of HAZMAT waste, contact the Environmental Coordinator (Env Coord) at 867-873-0700 ext 6923 or 867-444-0279. Once contacted, the Env Coord will provide instruction related to proper storage of waste on-site until arrangement for pickup and disposal can be made. A standing offer is in place and valid for JTFN AOR with KBL Environmental LTD in Yellowknife. KBL environmental LTD can be contacted at 867-873-5263 for assistance with disposal. NOTE: the standing offer does not cover the collection of contaminated soil and equipment. HAZMAT or POL products shall not be disposed of as domestic waste or into storm or sanitary sewers.</p>
4.5 Waste Transport	<p>Transport collected HAZMAT substances to appropriate disposal point within the Yellowknife area. The disposal point is City of Yellowknife Solid Waste Facility. All transport of HAZMAT material must be done in accordance with the carrier of dangerous goods road regulations. As per territorial Law a movement document has to be completed, a waste generator number has to be provided and a waste carrier number is required. Contact the Env Coord for all details. NOTE: HAZMAT transportation by aircraft is not covered by this JTFNO.</p>
4.6 Cleanup	<p>Following initial spill response, cleanup or site remediation, the Env Coord will conduct an inspection to determine the effectiveness of cleanup activities.</p> <p>Backfill all excavation with clean material. Before backfilling, approval must be received from the Env Coord as soil</p>

	<p>sampling, laboratory results or outside agencies approval might be required prior to backfill.</p> <p>Repair the container or vessel which caused the release.</p> <p>Take appropriate measures to prevent the future release.</p> <p>During the entire process the Env Coord will provide guidance to the responsible Unit.</p>
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Reportable Release

5.1 Overview	In conjunction with the Spill Response procedures, reports must be completed in accordance with Federal Law, Territorial regulations, and DND directives.
5.2 Reportable Spills	<p>Reportable Spills include any spill in which assistance is required in dealing with a spill as well as the following:</p> <ul style="list-style-type: none"> • Any release experienced, observed or discovered, which has endangered human or animal life; • Any release experienced, observed or discovered, which has entered a water body, sewer or drain, regardless of size; • Any release involving DND personnel or owned assets occurring off DND property; • Any release greater than 5 litres in volume; and • Any release involving acid or a Canadian Environmental Protection Act (CEPA) deleterious substance such as mercury, solvents or gasoline <p>When in doubt as to whether or not the spill should be considered a reportable spill, contact the Env Coord.</p>

Reporting Procedures

6.1 Initial Action	When a reportable spill occurs this procedure shall be carried out as soon as possible by someone able to collect all details effectively. JTFN HQ shall be contacted within 12 hours.
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6.2 Contacts	<p>During working hours contact JTFN Operations Centre (JOC) at 867-873-0700 ext 6772. After working hours contact JTFN Duty Officer (DO) at 867-765-8607. The JTFN JOC or DO will complete the Action List included as Annex A.</p> <p>If a health and safety risk exists, the ground commander shall contact the Yellowknife Fire Department at 867-873-2222 for emergency response, access control and evacuation. In emergency cases contacting 867-873-2222 shall be done prior to contacting JTFN HQ.</p> <p>The JTFN JOC or DO will contact the Env Coord at 867-873-0700 ext 6923 or at BB 867-444-0279 with information required in Annex B.</p> <p>The Env Coord will work with CFB/ASU Edmonton, 17 Wing, 3 Wing or any other DND land owners in order to complete the Unit specific spill report and inform external agencies such as Environment Canada and territorial regulator by calling the Nunavut/Northwest Territories Spill Line at 867-920-8130, if deemed necessary.</p> <p>ASU (N) CE will contact the civilian contractor to execute site remediation of any major spills. For smaller spill ASU (N) may provide the equipment and personnel to assist with site remediation;</p>
6.3 Environmental Reporting	<p>The responsible Unit must complete and submit the Environmental Incident Report (EIR), contained at Annex B, to the Env Coord and JTFN JOC within 24 hours of a Reportable Release. Additional details are to be submitted as information becomes available. The Env Coord will liaise at all times with the JTFN JOC and Chain of Command to maintain Situational Awareness and the JTFN JOC or DO will make the decision as to whether or not a Significant Incident Report (SIR) is required.</p>

References

7.1 Source References	<p>DAOD 4003-1 Hazardous Material Management</p> <p>Environmental Directive ED 4003 Spill Reporting, 1 January 2003</p> <p>DAOD 4003-0 Environmental Protection and Stewardship</p>
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	Hazardous Materials Safety and Management Manual A-GG-040-004/AG-001, 13 Feb 03
7.2 Related References	<p>Canadian Environmental Protection Act, 1999 and Regulations</p> <p>DAOD 2008-3 Issues and Crisis Management Plan</p> <p>ASU Edmonton Hazardous Material Management Plan, 1 January 2007</p>

Annexes

8.1 ANNEX A	Action List for JTFN JOC/DO
8.2 ANNEX B	HAZMAT Release Incident Report

Annex A
 To JTFNO 4000-7
 21 February 2014

Action List for JTFN JOC/DO

Action	Note	Time
Name of Individual / Incident Commander		
Telephone NO		
Type of Substance <i>(substance spilled / quantity / i.e. 300 gal of diesel fuel)</i>		
Time of Spill		
Spill Containment Action		
Water spill (location, lat/long)		
Land spill <i>(Include distance from drains / Aquatic Env / Type of Surface / Etc)</i>		
Weather (Precipitation / Tide / Etc)		
Cause of spill		
Action taken <i>(Spill Report / Emergency Response / Etc)</i>		
Additional Significant info (Media interest / Causalities / Etc)		

Action	Note	Time
Transfer to emergency response 867-873-2222 (<i>if not already re[ported & if required]</i>)		
Inform contact list below		
Contact List		
JTFN JOC or DO		
Env Coord		
JEng		
J3		
MP		
Public Affairs		
COS		

Instruction:

1. The action List gives guidelines for members that require notifying a HAZMAT release to JTFN JOC or DO in order to gather relevant information
2. JTFN JOC shall complete the Action List upon notification of HAZMAT release notification. Information included is needed by the env Coord in order to report the spills to regular agencies.
3. The contact List is also a guideline intended for JTFN JOC to notify the right members depending on the situation.

Annex B
To JTFNO 4000-7
21 February 2014

HAZMAT RELEASE INCIDENT REPORT

A. REPORT ORIGINATOR

Name	Rank	Position	Unit	Section	Phone

B. INCIDENT DETAILS

Date	Time (Local)	Location	Material	Quantity	A/C # or Equipment Involved

Describe Action(s) in progress when Incident Occurred:

C. ACTIONS TAKEN

C1. Notification:
C2. Containment
C3. Cleanup and/or Neutralization:

C4. Recovered Amount:
C5. Unrecovered Amount:
C6. Disposal:

D. DISTANCE FROM POINT OF RELEASE TO NEAREST:

Water Well	DND Property Boundary
Catch Basin	Surface Water

E. PERSONNEL INVOLVED

Name	Rank	Unit	Section	Phone

F. PERSONNEL INJURED

Name	Rank	Unit	Section	Phone

**G. EQUIPMENT DAMAGED INCLUDE ALL EQUIPMENT USE FOR
REMEDICATION**
