



EN-03-04	Prepared by: Maurice Guimond	Issue Date: Sept. 13, 2010
ENV SOP 4	Approved by: Rick Hunt	Rev. # 0 / Rev Date: July 2, 2016

ENV SOP 4 – STORAGE OF DIESEL FUEL

Purpose

The purpose of this procedure is to document the tasks and responsibilities related to the storage of diesel Fuel on QEC properties to ensure they are handled in a manner which minimizes the potential for spills, leaks and environmental damage.

Scope

This procedure applies to the proper monitoring of bulk storage systems throughout QEC (operational areas, plants, bulk fuel storage areas).

Details of the Procedure

Responsibility	Task
Plant Superintendent Operators/ Assistants	Bulk fuel storage must be checked on a daily basis.
Plant Superintendent Operators/ Assistants	Visually inspect bulk fuel storage system using form FR-07 (Monthly Visual Storage System and Spill Kit Inspection)
Plant Superintendent Operators/ Assistants	Email the completed form to Regional Operations Supervisor
Plant Superintendent Operators/ Assistants	Keep a copy of the completed form on file at the plant (Example of form below)
Environmental Specialist	Review and update Spill Contingency Plan as required
Plant Superintendent Operators/ Assistants	Read and understand Spill Contingency Plan
Plant Superintendent Operators/ Assistants	If there is a condition that could potentially cause a spill, notify Supervisor, Environmental Specialist and Director of Health Safety and Environment immediately.

QULLIQ ENERGY ENVIRONMENTAL STANDARD OPERATING PROCEDURES MANUAL



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EC# 00000

Community	Operator
<p><i>This form is used as a monthly visual inspection for Nunavut Power's above ground storage tanks and piping system. Keep these records on file as they are required as part of compliance for the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations</i></p>	
<p>1. Visible leaks on foundations, tanks, tank seams, connections, fittings or valves? <input type="checkbox"/> No <input type="checkbox"/> Yes If "yes," identify tank & describe leak. Record action taken to correct problem and date of action.</p>	
<p>2. Visible leaks on aboveground piping, pipe seams, connections, fittings, flanges, threaded connections, pumps or valves? <input type="checkbox"/> No <input type="checkbox"/> Yes If "yes," identify & describe leak. Record action taken to correct problem and date of action.</p>	
<p>3. Is overfill prevention equipment in good operating condition? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable If "no," identify tank. Record action taken to correct problem and date of action. <i>Verify operation of audible alarm if it can be tested.</i></p>	
<p>4. Are pumps and pump handling equipment operating properly? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable If "no," identify tank. Record action taken to correct problem and date of action. Complete</p>	
<p>5. Secondary containment system (berms) free of tank product or other liquids/debris, such as rainwater, snowmelt, dirt, leaves, trash, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable If "no," identify tank. Record action taken to correct problem and date of action.</p>	
<p>6. Is the ground free of any evidence of new leakage or spillage? <input type="checkbox"/> No <input type="checkbox"/> Yes If "no," describe. Record action taken to correct problem and date of action.</p>	
<p>7. Ladders, walkways, supports and tanks free of any signs of damage or deficiencies. <input type="checkbox"/> No <input type="checkbox"/> Yes If "no," describe.</p>	
<p>Additional Comments (i.e. any new dents, scrapes, or need new paint?)</p>	
Inspected By:	Date
Superintendent:	Date
<p>REPORT SUSPECTED OR CONFIRMED LEAKS TO YOUR REGIONAL AREA OPERATIONS SUPERVISOR, THE DIRECTOR HS&E (867) 979-7522 OR ENVIRONMENTAL SPECIALIST (867)979-7526 IMMEDIATELY</p>	



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To control a 500L oil or fuel spill you need the following at hand.
Shovels, open drums, sealable drums, hand pump and PPE

Spill Kits (Checklist)

246 L - over-pack kit (large spill kit) contains:

- ___ 2 – 13cm x 3m booms (5” x 10’)
- ___ 9 – 8cm x 3m booms (3” x 10’) *these are the small socks*
- ___ 40 – 38cm x 41cm absorbent pads (15” x 16”)
- ___ 10 – Temporary disposal bags and ties (garbage bags)
- ___ 2 – Oil resistant gloves (nitrile gloves)
- ___ 1 – Pair safety goggles

The equivalent length of booms, socks and pads can be used or 2 of the smaller type of spill kit (Seton, in the blue drum with white top)

Make sure the Spill Contingency Plan is always accessible and that the appropriate emergency numbers are posted near a phone.
These kits are meant to handle an emergency spill so must contain the above list. Promptly replace partially used materials with new sorbents to the kit.

Notes:
