

Spill Contingency Plan

For Polar Bear Research Group Field Work

(fuel caches and camp locations)

Prepared by: M. Dyck, Polar Bear Biologist II
Date: 20 December 2015
Edited: 15 November 2016
04 March 2020

1. Company name:
Department of Environment
Government of Nunavut

Mailing address:
Box 209
Igloolik, NU
X0A 0L0 Canada
Attn: Manager Wildlife Research Group

2. Effective date of spill contingency plan: March 17, 2020

3. Last revision to spill contingency plan: November 15, 2016

4. Distribution list:

The plan including the most recent revisions has been distributed to:

- a) K. England, Manager Wildlife Research, Dept. of Environment, GN
- b) Director, Environmental Protection, Dept. of Environment, GN
- c) Polar Bear Biologist I (field camp manager)
- d) Conservation Officer Grise Fiord
- e) Conservation Officer Arctic Bay
- f) Conservation Officer Resolute Bay

5. Purpose and scope:

The purpose of this plan is to outline response actions for potential spills of any size, including a worst case scenario for the camp operations/fuel caches of GN - DOE during polar bear research activities in the **Lancaster Sound and Norwegian Bay polar bear subpopulation**. The plan identifies key response personnel and their roles and responsibilities in the event of a spill, as well as the equipment and other resources available to respond to a spill. It details spill response procedures that will minimize potential health and safety hazards, environmental damage, and clean-up efforts. The plan has been prepared to ensure quick access to all the information required in responding to a spill.

6. Company environmental policy:

The GN – DOE is committed to the concept of conducting research activities in a sound and environmentally sensitive manner in order to protect the environment and human health. The basic approach to health and safety is to:

- protecting employees, the public and the environment;
- fully comply with all applicable legislation, regulations, and authorizations;
- work proactively with federal, territorial and Aboriginal governments, other relevant organizations, and the general public, on all aspects of environmental protection;
- anticipate future spill control requirements and make provision for them;
- keep employees, contractors, Inspectors, Land and Water Boards, appropriate governments (Aboriginal, federal and territorial), and the public informed of any changes, as required, at the research camp/fuel cache sites or with research project activities.

The plan is presented to all field staff during their research camp - on-site orientation sessions. All staff and contractors are aware of the locations of the plan at the camp location and in the head office in Igloolik. During the orientation meeting it will be explained what steps to be undertaken in the event of a spill. All staff and contractors are shown where basic spill kits are stored, are aware of their contents and are trained in using spill equipment and responding to spills. The GN – DOE is committed to keeping personnel up to date on the latest technologies and spill response methods.

7. Project description:

The project is a polar bear inventory research project conducted via helicopters during the spring (April - June). Throughout the study area several locations serve as fuel caches and base camp (Fig 1. and 2) The base camps consist of a pre-existing cabin that will be used to house the research crew (accommodation, cooking) while conducting field operations. The camps will only be used sporadically; most work is done out of communities. The camps are at Gascoyne Inlet, Creswell Bay, Fort Ross.

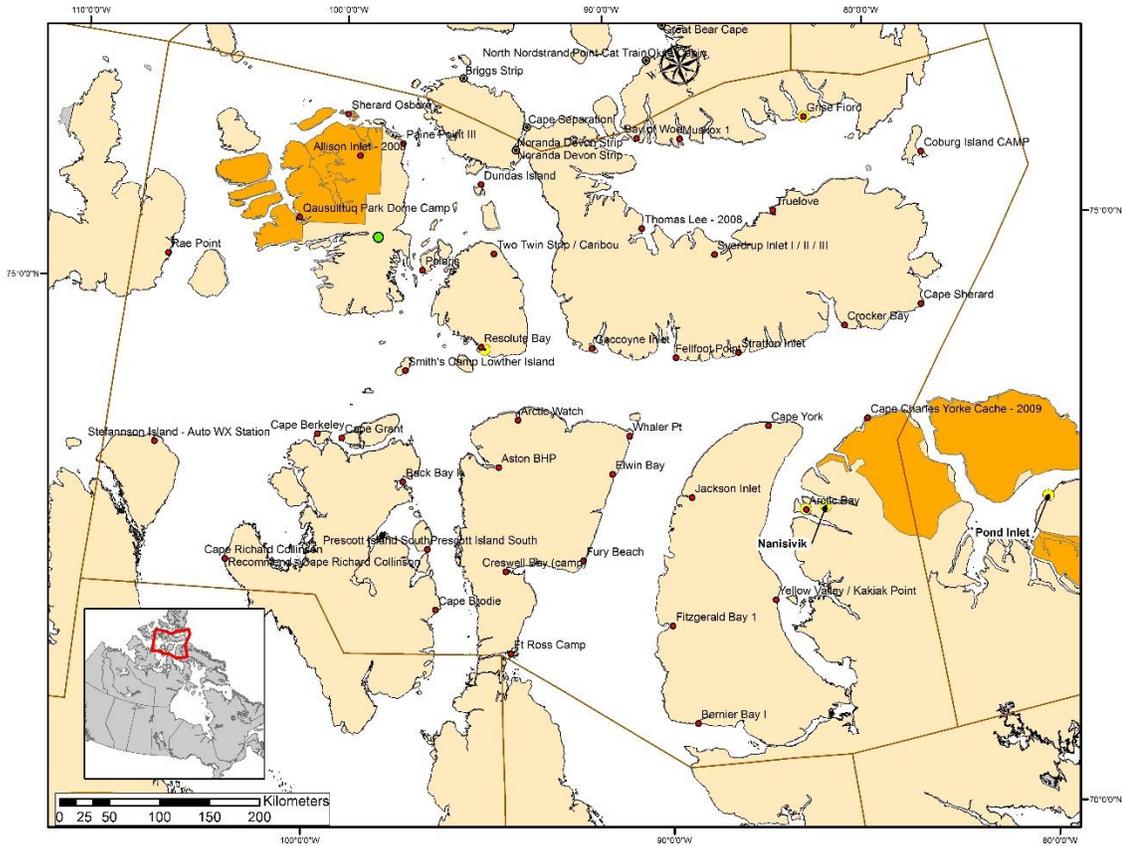


Figure 1. Outline of the Lancaster Sound study area with camp location (green dot) and fuel cache sites.

There is no waste oil anticipated because the helicopter will have the inspection completed before field use, and the generator for camp use will have been serviced before use in camp (and camp duration is very little to require oil changes). If any waste oil arises it will be stored in a 200L drum, and shipped out by plane for off-site disposal at an appropriate waste facility.

Other hazardous materials found on-site in very small quantities are in the camp. These include lubricants/oil/grease for maintenance of the helicopter and general cleaning products for kitchen/toilet use.

Motorized equipment on site includes 1-2 small 2000W generators and 1-2 fuel transfer hoses with pumps, 1 ATV with trailer.

The camp(s) containing hazardous materials are over 100 m from any water body. Material Safety Data Sheets for each hazardous material are included in Appendix B-1.

9. Existing preventative measures:

Planning for an emergency situation is imperative, due to the nature of the materials stored at our camp site as well as the remoteness of the study area. Along with the preventative measures outlined below, adequate training of staff and contractors is paramount.

All hazardous materials arrive by air when the preparations are underway to begin field research, usually in April. They are unloaded by airplane and helicopter pilots and carefully placed either at the camp location, or at the fuel cache locations. Care is taken to ensure drums are not placed on rocks to prevent puncture. The diesel, gasoline fuel and propane will be used directly at the cabin site. All Jet A fuel drums will be placed on a heavy-duty tarp in case of leakage. A drip tray will be placed at major connection points for the diesel fuel/stove connections.

A small spill kit is located at the camp site. See details below on spill kit contents. Portable drip trays and appropriately sized fuel transfer hoses with pumps are used when refueling aircraft or other motorized equipment, to avoid any leaks/drips onto the land. Larger spill kits are available in Iqaluit and can be flown to any camp within a short time period.

The camp manager or designated fuel monitor conducts daily visual inspections to check for leaks or damage to the fuel storage containers, as well as for stained or discoloured soils around the fuel storage areas and adjacent motorized equipment. For example, lids/caps are checked for tight seals. A checklist is used to ensure no areas have been missed and results of the inspections are recorded in the camp log data base. Regular maintenance and oil checks of all motorized equipment are also undertaken to avoid preventable leaks.

Gray water amounts are very small, and will be carried at least 100 m inland of the cabin. Solid particulate will be flown back the nearest community and disposed of in appropriate manners.

10. Response organization

The flow chart depicted in Fig.3 identifies the response organization and when applicable their alternates, as well as the chain of command for responding to a spill or release. The duties of various response personnel are summarized, contact information is provided including 24-hour phone numbers for responsible people and the location of communications equipment on site is discussed.

An immediately reportable spill is defined as a release of a substance that is likely to be an **imminent environmental or human health hazard or meets or exceeds the volumes**

outlined in Appendix B-3. It must be reported to the NWT-NU 24-Hour Spill Report Line at 867-920-8130. Any spills less than these quantities do not need to be reported immediately to the spill reporting line; however, they must be cleaned up. Non-reportable spills will be tracked and documented by the company and submitted to the appropriate authority either immediately upon request or at a pre-determined reporting interval. If there is any doubt that the quantity spilled exceeds reportable levels, the spill will be reported to the NWT 24-Hour Spill Report Line.

The field crew(s) have satellite phones on hand, as well as in the helicopter. In the event of a spill involving danger to human life these phones will be used to contact emergency response personnel in Yellowknife.

Following reporting of the spill to the camp manager, he/she will report spills to the NWT-NU 24-Hour Spill Line as necessary. The camp manager will also inform the head office for tracking spills in company databases and notify the head office in the event of media inquiries.

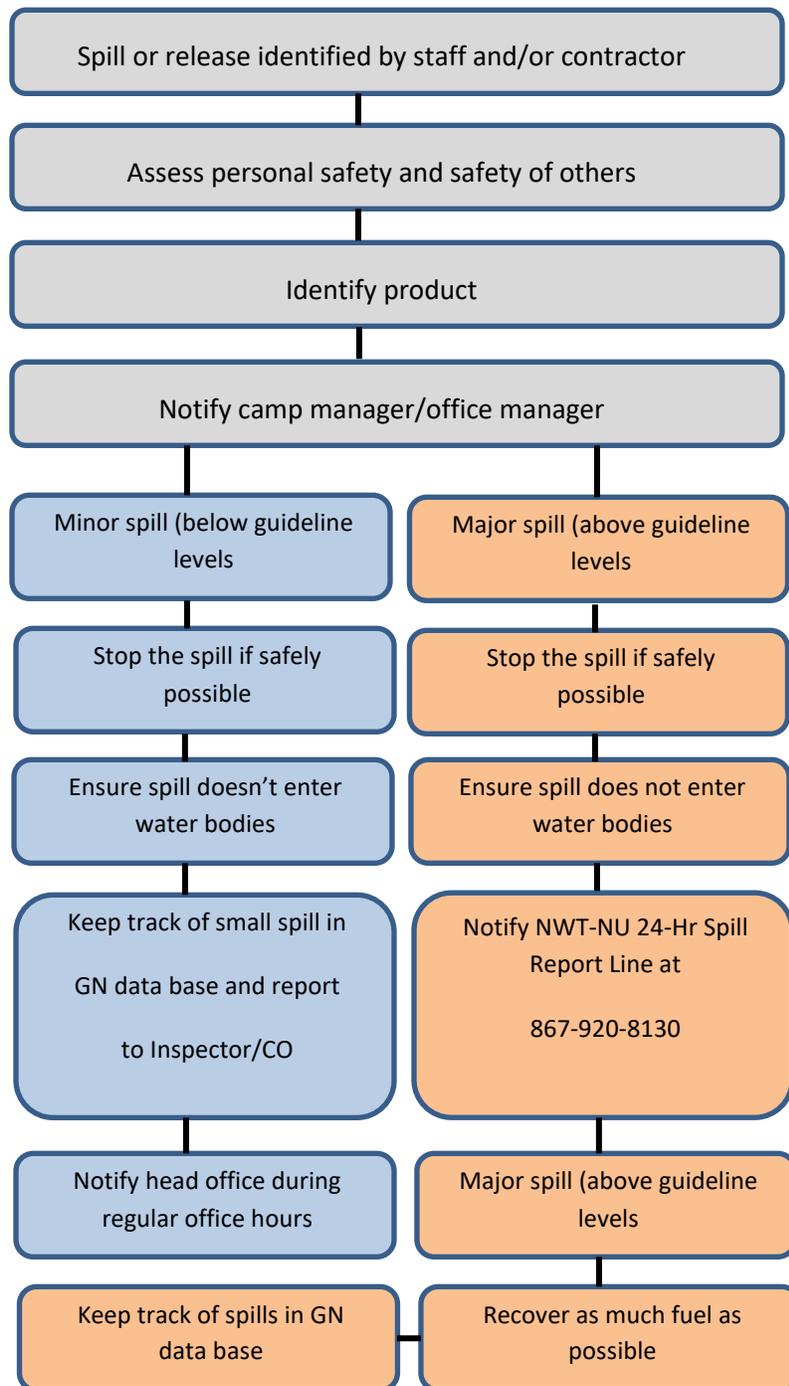


Figure 3: Flow chart of response organization (details of each step will be provided in the procedures for initial actions under Section 3 Action Plan)

11. Action Plan

Potential spill sizes and sources for each hazardous material on site

In Table 2, a list of potential discharge events, with associated discharge volumes and directions is presented for the primary hazardous materials stored at camp (a)/fuel caches (b). The most likely discharge volume is indicated and the spill clean up procedures will focus on spills of this quantity. A worst case scenario is also presented. Specific discharge rates are not indicated for each fuel type as these would vary from a few minutes to several hours, based on the source of leak or puncture.

Table 2: List of hazardous materials, potential discharge events, potential discharge volumes (worst case scenario in brackets) and direction of potential discharge

Material (sources)	Potential Discharge Event	Discharge Volume (worst case)	Direction of Potential Discharge
Diesel Fuel ^a (oil stove)	Minor leaking fuel drum in/outside fuel storage area. Large puncture, fast leaking drum in/outside fuel storage area. From drum connection to stove in cabin. All drums punctured and leaking at once (very unlikely).	Likely under 200 L/1 drum (max 400 L/ 2 drums)	In camp on flat ground, from fuel storage area or camp with potential underground seepage into soil or snow.
Jet B Fuel ^a (helicopter)	Over Filling of aircraft. Leak from drum or hose while filling aircraft. Minor leaking fuel drum. Large puncture, fast leaking drum. All drums punctured and leaking at once (very unlikely).	Likely under 200 L/1 drum (max 3,000 L/ 15 drums)	In camp on flat ground, from fuel storage area or helicopter pad with potential underground seepage or into snow.
Gasoline ^a (generator)	Overfilling of generator (smallspill) Leak from drum or hose while filing generator. Minor leaking fuel drum at fuel storage area. Large puncture, fast leaking drum at fuel storage area. All drums punctured and leaking at once (very unlikely)	Likely under 200 L/1 drum (max 200 L/ 1 drum)	In camp on flat ground, from fuel storage area with potential underground seepage and into snow.
Propane ^a (camp stove)	Leak while connected to camp stove.	Likely under 45 kg/ 1 cylinder	In camp on flat ground, from fuel storage area or communal buildings with potential

	Minor leaking cylinder in or outside storage area. Large puncture, fast leaking cylinder at fuel storage area. All cylinders punctured and leaking at once (very unlikely).	(max 900kg/ 2 cylinders)	underground seepage or into snow.
Jet A1 Fuel ^b (helicopter)	Over Filling of aircraft. Leak from drum or hose while filling aircraft. Minor leaking fuel drum. Large puncture, fast leaking drum. All drums punctured and leaking at once (very unlikely).	Likely under 200 L/1 drum (max 3,600 L/ 18 drums)	At fuel caches on relatively flat ground, with potential underground seepage or into snow.

12. Procedures:

A. Procedures for initial actions

- Ensure safety of all personnel
- Assess spill hazards and risks.
- Remove all sources of ignition.
- Stop the spill if safely possible e.g. shut of pump, replace cap, tip drum upward, patch leaking hole. Use the contents of the nearest spill kit to aid in stopping the spill if it is safe to do so. Tyvek suits and chemical master gloves are located in the spill kit and should be worn immediately if there is any risk of being in contact with fuel.
- No matter what the volume is, notify camp manager via satellite phone or upon arrival back into camp.
- Contain the spill – use contents of spill kits to place sorbent materials on the spill, or use shovel to dig dike to contain spill. Methods will vary depending on the nature of the spill. See Section C for more details.
- At remote sites, it is acceptable to burn off a spilled product but only under the following provisions:
 - All flammable materials, especially other drummed products, are removed from the immediate area.
 - There is no possibility of the fire spreading to living quarters or any similar structure.
 - Fire suppression equipment, such as a fire extinguisher are kept on hand
- The fire is supervised full time until it is extinguished.

B. Spill reporting procedures

- Report spill immediately to camp manager, who will determine if spill is to be reported to the NWT-NU 24-Hour Spill Line at 867-920-8130.
- Each spill kit, as well as the camp manager, will have copies of the NWT-NU Spill Report form to be filled out (see Appendix B-2). Fill out and fax or email the Spill Report to the staff of the NWT-NU 24-Hour spill line. Also fax or email the report to the head office.
- NWT-NU 24-Hour Spill Line Phone: (867) 920-8130
- NWT-NU 24-Hour Spill Line Fax: (867) 873-6924
- NWT-NU 24-Hour Spill Line Email: spills@gov.nt.ca
- Head office, Igloodik, NU: ph: (867) 934-2183; fax: 2190

- Conservation Officer Grise Fiord: (867) 975-7782-J. Neely, no officer in Grise
- Conservation Officer Arctic Bay: (867) 439-9945
- Conservation Officer Resolute Bay: (867) 252-3879

C. Procedures for containing and controlling the spill (e.g. on land, water, snow. etc.)

Initiate spill containment by first determining what will be affected by the spill.
 Assess speed and direction of spill and cause of movement (water, wind and slope).
 Determine best location for containing spill, avoiding any water bodies.
 Have a contingency plan ready in case spill worsens beyond control or if the weather or topography impedes containment.

Specific spill containment methods for land, water, ice and snow are outlined below.

1) Containment of Spills on Land

Spills on land include spills on rock, gravel, soil and/or vegetation. It is important to note that soil is a natural sorbent, thus spills on soil are generally less serious than spills on water as contaminated soil can be more easily recovered. Generally spills on land occur during the late spring, summer or fall when snow cover is at a minimum. It is important that all measures be undertaken to avoid spills reaching open water bodies.

Dykes

Dykes can be created using soil surrounding a spill on land. These dykes are constructed around the perimeter or down slope of the spilled fuel. A dyke needs to be built up to a size that will ensure containment of the maximum quantity of fuel that may reach it. A plastic tarp can be placed on and at the base of the dyke such that fuel can pool up and subsequently be removed with sorbent materials or by pump into barrels or bags. If the spill is migrating very slowly a dyke may not be necessary and sorbents can be used to soak up fuels before they migrate away from the source of the spill.

Trenches

Trenches can be dug out to contain spills as long as the top layer of soil is thawed. Shovels, pick axes or a loader can be used depending on the size of trench required. It is recommended that the trench be dug to the bedrock or permafrost, which will then provide containment layer for the spilled fuel. Fuel can then be recovered using a pump or sorbent materials.

Empty Fuel Drums

Empty fuel drums make excellent containers for contaminated snow, soil and water as well as free product collected from other containment structures such as trenches and sumps.

2) Containment of Spills on Water

Spills on water such as rivers, streams or lakes are the most serious types of spills as they can negatively impact water quality and aquatic life. All measures need to be undertaken to contain spills on open water.

Booms

Booms are commonly used to recover fuel floating on the surface of lakes or slow moving streams. They are released from the shore of a water body to create a circle around the spill. If the spill is away from the shoreline a boat will need to be used to reach the spill, then the boom can be set out. More than one boom may be used at once. Booms may also be used in streams and should be set out at an angle to the current. Booms are designed to float and have sorbent materials built into them to absorb fuels at the edge of the boom. Fuel contained within the circle of the boom will need to be recovered using sorbent materials or pumps and placed into barrels or bags for disposal.

Weirs

Weirs can be used to contain spills in streams and to prevent further migration downstream. Plywood or other materials found on site can be placed into and across the width of the stream, such that water can still flow under the weir. Spilled fuel will float on the water surface and be contained at the foot of the weir. It can then be removed using sorbents, booms or pumps and placed into barrels or plastic bags.

Barriers

In some situations barriers made of netting or fence material can be installed across a stream, and sorbent materials placed at the base to absorb spilled fuel. Sorbents will need to be replaced as soon as they are saturated. Water will be allowed to flow through. This is very similar to the weir option discussed above.

Note that in some cases, it may be appropriate to burn fuel or to let volatile fuels such as gasoline evaporate after containment on the water surface. This should only be undertaken in consultation with, and after approval from the INAC or lead agency Inspector.

3) Containment of Spills on Ice

Spills on ice are to be avoided if at all possible. While ice appears to be impermeable, petroleum products can and will migrate through the porous structure of the ice rendering them very difficult to recover. If a spill does occur on ice act as quickly as possible using whatever absorbant materials are on hand. Remaining contaminated ice/ slush can be scraped and shovelled into a plastic bag or barrel. To reiterate, all possible attempts should be made to prevent spills from entering ice covered waters as no easy method exists for containment and recovery of spills if they seep in and especially under ice.

Dykes

Dykes can be used to contain fuel spills on ice. By collecting surrounding snow, compacting it and mounding it to form a dyke down slope of the spill, a barrier is created thus helping to contain the spill. If the quantity of spill is fairly large, a plastic tarp can be placed over the dyke such that the spill pools at the base of the dyke. The collected fuel can then be pumped into barrels or collected with sorbent materials.

Trenches

For significant spills on ice, trenches can be cut into the ice surrounding and/or down slope of the spill such that fuel is allowed to pool in the trench. It can then be removed via pump into barrels, collected with sorbent materials, or mixed with snow and shovelled into barrels or bags.

Burning

In remote areas and small camps where there is a limited supply of response equipment and only a few response personnel on hand, burning the fuel is a viable option in that it reduces the volume of spilled and contaminated material that must be managed. Burning should only be considered if it is safe to do so and only if there is no possibility of the fire spreading to nearby structure and especially fuel drum or other flammable materials. Where possible, an AANDC inspector and/or the local Environmental Protection Officer should be contacted. .

4) Containment of Spills on Snow

Snow is a natural sorbent, thus as with spills on soil, spilled fuel can be more easily recovered. Generally, small spills on snow can be easily cleaned up by raking and shovelling the contaminated snow into plastic bags or empty barrels, and storing these at an approved location. While snow has many properties that contribute to a successful spill cleanup operation, it also significantly increases the volume of contaminated material that must be contained and managed. For this reason alone, snow should not be the first choice when considering what absorbents to employ in a spill cleanup operation.

Dykes

Dykes can be used to contain fuel spills on snow. By compacting snow down slope from the spill, and mounding it to form a dyke, a barrier or berm is created thus helping to contain the spill. If the quantity of spill is fairly large, a plastic tarp can be placed over the dyke such that the spill pools at the base of the dyke. The collected fuel/snow mixture can then be shovelled into barrels or bags, or collected with sorbent materials.

5) Worst Case Scenarios

Dealing with spilled fuel which exceeds the freeboard of a dyke or barrier would present a possible worst case scenario for the GN DOE field research site. To contain the overflow, a trench or collection pit would have to be created downstream of the spill to contain the overflow.

Another worst case scenario would be an excessive spill on water that may be difficult to contain with the booms present at the site. In this case, an emergency response mobile unit would have to be called in to deal with the spill using appropriate equipment.

Alternatively, and depending on the amount spilled, flaming-off may also be a solution.

D. Procedures for transferring, storing, and managing spill related wastes.

In most cases, spill cleanups are initiated at the far end of the spill and contained moving toward the centre of the spill. Sorbent socks and pads are generally used for small spill clean up. A pump with attached fuel transfer hose can suction spills from leaking containers or large accumulations on land or ice, and direct these larger quantities into empty drums. Hand tools such as cans, shovels, and rakes are also very effective for small spills or hard to reach areas. Heavy equipment can be used if deemed necessary, and given space and time constraints.

Used sorbent materials are to be placed in plastic bags or empty drums for future disposal. All materials mentioned in this section are available in the spill kits located at Camp Unknown. Following clean up, any tools or equipment used will be properly washed and decontaminated, or replaced if this is not possible.

For most of the containment procedures outlined in Section C, spilled petroleum products and materials used for containment will be placed into large heavy-duty garbage bags or empty fuel drums and sealed for proper disposal at an approved disposal facility.

E. Procedures for restoring affected areas

Once a spill of reportable size has been contained, Company Unknown will consult with the INAC or lead agency Inspector assigned to the file to determine the level of cleanup required. The Inspector may require a site specific study to ensure appropriate clean up levels are met. Criteria that may be considered include natural biodegradation of oil, replacement of soil and revegetation.

14. Resource Inventory:

a) Ideal On-site resources

A spill kit will be located at Resolute and Grise Fiord. The contents are described below.

Contents of Spill Kit

- One open top 45 gallon drum with lid
- A couple of 6 foot lengths of absorbent boom
- A bag of occlansorb (a loose peat moss absorbent material)
- One bag of absorbent pads
- One roll of heavy gauge poly (the kind that Dexter uses)
- One roll of tyvec/duct tape
- One drum de-header (a can opener for 45 gallon drums)

- Two tyvec suits, large
- Two pairs of heavy nitrile gloves
- Two sets of safety goggles
- 2 magnetic patches for plugging small holes in steel containers
- 1 small bag of sheet metal screws
- 2 toggle bolts & two rubber balls
- Two shovels
- One pick axe.

b) Off-site resources

All the contacts listed below could reach the site in 2 hours at a minimum. However, realistically government officials would not be able to reach the site until the next business day, depending on the severity of the spill.

NWT-NU 24-Hour spill line
(867) 920-8130

Indian and Northern Affairs Canada Inspector
(867) 669-2761

Environment Canada (Emergency) Yellowknife
(867) 669-4725

GN Environmental Protection Division
(867) 975-7726

GN Environmental Health Officer
(867) 975-5782 / 975-5943

RCMP (Iqaluit)
(867) 979-0123

Appendix B-1:Material Safety Data Sheets (MSDS) for hazardous materials stored in camp and fuel caches (attached as pdfs)

Appendix B-2: NT-NU Spill Report Form

				NT-NU SPILL REPORT OIL, GASOLINE, CHEMICALS AND OTHER HAZARDOUS MATERIALS		NT-NU 24-HOUR SPILL REPORTLINE TEL: (867) 920-8130 FAX: (867) 873-9324 EMAIL: spill@govt.nt.ca	
						REPORT LINE USE ONLY	
A	REPORT DATE: MONTH - DAY - YEAR			REPORT TIME		<input type="checkbox"/> ORIGINAL SPILL REPORT, OR <input type="checkbox"/> UPDATE # _____ TO THE ORIGINAL SPILL REPORT	
B	OCCURRENCE DATE: MONTH - DAY - YEAR			OCCURRENCE TIME		<input type="checkbox"/> ORIGINAL SPILL REPORT, OR <input type="checkbox"/> UPDATE # _____ TO THE ORIGINAL SPILL REPORT	
C	LAND USE PERMIT NUMBER (IF APPLICABLE)			WATER LICENCE NUMBER (IF APPLICABLE)			
D	GEOGRAPHIC PLACE NAME OR DISTANCE AND DIRECTION FROM NAMED LOCATION				REGION <input type="checkbox"/> NWT <input type="checkbox"/> NUNAVUT <input type="checkbox"/> ADJACENT JURISDICTION OR OCEAN		
E	LATITUDE DEGREES MINUTES SECONDS			LONGITUDE DEGREES MINUTES SECONDS			
F	RESPONSIBLE PARTY OR VESSEL NAME			RESPONSIBLE PARTY ADDRESS OR OFFICE LOCATION			
G	ANY CONTRACTOR INVOLVED			CONTRACTOR ADDRESS OR OFFICE LOCATION			
H	PRODUCT SPILLED		QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES		U.N. NUMBER		
H	SECOND PRODUCT SPILLED (IF APPLICABLE)		QUANTITY IN LITRES, KILOGRAMS OR CUBIC METRES		U.N. NUMBER		
I	SPILL SOURCE		SPILL CAUSE		AREA OF CONTAMINATION IN SQUARE METRES		
J	FACTORS AFFECTING SPILL OR RECOVERY		DESCRIBE ANY ASSISTANCE REQUIRED		HAZARDS TO PERSONS, PROPERTY OR EQUIPMENT		
K	ADDITIONAL INFORMATION, COMMENTS, ACTIONS PROPOSED OR TAKEN TO CONTAIN, RECOVER OR DISPOSE OF SPILLED PRODUCT AND CONTAMINATED MATERIALS						
L	REPORTED TO SPILL LINE BY	POSITION	EMPLOYER	LOCATION CALLING FROM	TELEPHONE		
M	ANY ALTERNATE CONTACT	POSITION	EMPLOYER	ALTERNATE CONTACT LOCATION	ALTERNATE TELEPHONE		
REPORT LINE USE ONLY							
N	RECEIVED AT SPILL LINE BY	POSITION STATION OPERATOR	EMPLOYER	LOCATION CALLED YELLOWKNIFE, NT	REPORT LINE NUMBER (867) 920-8130		
LEAD AGENCY <input type="checkbox"/> EC <input type="checkbox"/> CCG <input type="checkbox"/> GNWT <input type="checkbox"/> GN <input type="checkbox"/> LA <input type="checkbox"/> NAC <input type="checkbox"/> NES <input type="checkbox"/> TC				SIGNIFICANCE <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> UNKNOWN		FILE STATUS <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED	
AGENCY	CONTACT NAME		CONTACT TIME		REMARKS		
LEAD AGENCY							
FIRST SUPPORT AGENCY							
SECOND SUPPORT AGENCY							
THIRD SUPPORT AGENCY							

Instructions for Completing the NT-NU Spill Report Form

This form can be filled out electronically and faxed to the spill line at 867-873-6924. Commencing on January 2, 2007, the form can also be e-mailed as an attachment to spills@gov.nt.ca. Until further notice, please verify receipt of e-mail transmissions with a follow-up telephone call. Spills can still be phoned in by calling collect at 867-920-8130.

A. Report Date/Time	The actual date and time that the spill was reported to the spill line. If the spill is phoned in, the Spill Line will fill this out. Please do not fill in the Report Number: the spill line will assign a number after the spill is reported.
B. Occurrence Date/Time	Indicate, to the best of your knowledge, the exact date and time that the spill occurred. Not to be confused with the report date and time (see above).
C. Land Use Permit Number /Water Licence Number	This only needs to be filled in if the activity has been licenced by the Nunavut Water Board and/or if a Land Use Permit has been issued. Applies primarily to mines and mineral exploration sites.
D. Geographic Place Name	In most cases, this will be the name of the city or town in which the spill occurred. For remote locations – outside of human habitations – identify the most prominent geographic feature, such as a lake or mountain and/or the distance and direction from the nearest population center. You must include the geographic coordinates (Refer to Section E).
E. Geographic Coordinates	This only needs to be filled out if the spill occurred outside of an established community such as a mine site. Please note that the location should be stated in degrees, minutes and seconds of Latitude and Longitude.
F. Responsible Party Or Vessel Name	This is the person who was in management/control/ownership of the substance at the time that it was spilled. In the case of a spill from a ship/vessel, include the name of the ship/vessel. Please include full address, telephone number and e-mail. Use box K if there is insufficient space. Please note that, the owner of the spilled substance is ultimately responsible for any spills of that substance, regardless of who may have actually caused the spill.
G. Contractor involved?	Were there any other parties/contractors involved? An example would be a construction company who is undertaking work on behalf of the owner of the spilled substance and who may have contributed to, or directly caused the spill and/or is responding to the spill.
H. Product Spilled	Identify the product spilled; most commonly, it is gasoline, diesel fuel or sewage. For other substances, avoid trade names. Wherever possible, use the chemical name of the substance and further, identify the product using the four digit UN number (eg: UN1203 for gasoline; UN1202 for diesel fuel; UN1863 for Jet A & B)
I. Spill Source	Identify the source of the spill: truck, ship, home heating fuel tank and, if known, the cause (eg: fuel tank overflow, leaking tank; ship ran aground; traffic accident, vandalism, storm, etc.). Provide an estimate of the extent of the contaminated/impacted area (eg: 10 m ²)
J. Factors Affecting Spill	Any factors which might make it difficult to clean up the spill: rough terrain, bad weather, remote location, lack of equipment. Do you require advice and/or assistance with the cleanup operation? Identify any hazards to persons, property or equipment: for example, a gasoline spill beside a daycare centre would pose a safety hazard to children. Use box K if there is insufficient space.
K. Additional Information	Provide any additional, pertinent details about the spill, such as any peculiar/unique hazards associated with the spilled material. State what action is being taken towards cleaning up the spill; disposal of spilled material; notification of affected parties. If necessary, append additional sheets to the spill report. Number the pages in the same format found in the lower right hand corner of the spill form; eg. "Page 1 of 2", "Page 2 of 2" etc. Please number the pages to ensure that recipients can be certain that they received all pertinent documents. If only the spill report form was filled out, number the form as "Page 1 of 1".
L. Reported to Spill Line by	Include your full name, employer, contact number and the location from which you are reporting the spill. Use box K if there is insufficient space.
M. Alternate Contact	Identify any alternate contacts. This information assists regulatory agencies to obtain additional information if they cannot reach the individual who reported the spill.
N. Report Line Use Only	Leave Blank. This box is for the Spill Line's use only.

Appendix B-3: Immediately Reportable Spill Quantities

TDG Class	Substance for NWT-NU 24 Hour Spill Line	Immediately Reportable Quantities
1 2.3 2.4 6.2 7 None	Explosives Compressed gas (toxic) Compressed gas (corrosive) Infectious substances Radioactive Unknown substance	Any amount
2.1 2.2	Compressed gas (flammable) Compressed gas (non-corrosive, non-flammable)	Any amount of gas from containers with a capacity greater than 100 L
3.1 3.2 3.3	Flammable liquids	> 100 L
4.1 4.2 4.3	Flammable solids Spontaneously combustible solids Water reactant	> 25 kg
5.1 9.1	Oxidizing substances Miscellaneous products or substances excluding PCB mixtures	> 50 L or 50 kg
5.2 9.2	Organic peroxides Environmentally hazardous	> 1 L or 1 kg
6.1 8 9.3	Poisonous substances Corrosive substances Dangerous wastes	> 5 L or 5 kg
9.1	PCB mixtures of 5 or more ppm	> 0.5 L or 0.5 kg
None	Other contaminants (e.g. crude oil, drilling fluid, produced water, waste or spent chemicals, used or waste oil, vehicle fluids, waste water, etc.)	> 100 L or 100 kg
None	Sour natural gas (i.e. contains H ₂ S) Sweet natural gas	Uncontrolled release or sustained flow of 10 minutes or more

In addition, all releases of harmful substances, regardless of quantity, are to be reported to the NWT spill line if the release is near or into a water body, is near or into a designated sensitive environment or sensitive wildlife habitat, poses imminent threat to human health or safety, poses imminent threat to a listed species at risk or its critical habitat, or is uncontrollable.

