

An Environmental Work Practice is a set of positive guidelines or "Do's and Don'ts" on how to control an aspect of the services, activities, or products of Yukon Energy that may have a negative effect on the environment.

Spill Reporting

EMS-EWP-006

1.0 Introduction

1.1 Purpose

The purpose of the **Environmental Work Practice** for **Spill Reporting** is to ensure that all spills are reported to the appropriate authority as required by law. Spill reporting procedures are applicable to all Yukon Energy activities and operations, including those of contractors on Yukon Energy worksites.

1.2 Background

YEC and its contractors have legal obligations to report spills or releases to both territorial and federal agencies. The primary responsibility of any person who has possession, charge, or control of a hazardous material is to do everything in his or her power to prevent a spill of that material.

When a spill does occur, the responsible person must act quickly to stop, contain, and minimize the effects of the spill. Courts impose stricter penalties for convictions arising from a spill if there was a delay in responding to or reporting of the spill. Failing to report a spill where required by law can lead to **a fine of up to \$200,000 or up to 6 months imprisonment**.

A spill is defined as an external release to air, water or land. A dangerous good released from its packaging in transit or on arrival is also considered a reportable spill under Transportation of Dangerous Goods Act. Spills, such as at a work site, are also reportable under the Yukon Environment Act *Spill Regulations*. In the event of a spill, **reporting is very time sensitive**.

Spills related to Contractor activities, equipment, or materials must be reported by the Contractor to the Yukon Spill Report Line. SCC should be notified of the incident at the same time.

Spills related to Yukon Energy actions, equipment and/or materials will be reported to SCC.

2.0 Spill Reporting

When A Spill Occurs

Immediately after a spill has been identified, take the following steps:

1. Take all reasonable measures to stop or otherwise control the release and contain the spill – consult facility spill plans and applicable MSDSs.
2. Record/relay appropriate and accurate incident information, by reporting the spill to the **System Control Centre (SCC) 867-393-5355**. Manager of Environment or Director of Operations will immediately inform the Yukon Spill Reporting Line **867-667-7244** and the Chief Operating Officer of the Oil and Gas Branch **867-334-3112 (for natural gas spills or leaks)**.
 - a. A chain of reporting by/to other parties (both internal and external) will follow the reporting to SCC as outlined in the flow chart on page 8 of the spill response plans. External reporting

is only to be made by the Director of Operations or the Manager of Environment or their authorized designates.

3. Notify the owner or person in charge of the spilled substance and any person who may be adversely affected by the spill (e.g., nearby workers, public).
4. **Complete an incident report form within 24 hours** and provide it to your supervisor and the Manager of Environment.
5. An investigation of the root cause of the release and a plan for any follow-up actions will proceed afterward.
6. Restore the site to the same condition that it was in before the spill. Refer to EWP-007 , Environmental Work Practice for Contaminated Sites.

The Spills Regulations, under the *Yukon Environment Act*, require reporting of the following releases to the Yukon Spill Reporting Line :

FUEL TYPE	YUKON ENERGY REPORTING THRESHOLD	ADDITIONAL REQUIREMENTS
Flammable liquid (Liquid natural gas, diesel, heating oil, gasoline, jet fuel, kerosene etc.)	5L	Immediately notify the Chief Operations Officer of the Oil and Gas Branch when an incident or near-miss involving natural gas or liquid natural gas occurs.
Flammable gas (Mercaptan, natural gas, propane etc.)	Any amount of gas from a container larger than 100L, or where the spill results from equipment failure, error or deliberate action or inaction.	Immediately notify the Chief Operations Officer of the Oil and Gas Branch when an incident or near-miss involving natural gas or liquid natural gas occurs.
Waste Oil (that has been extracted from a unit)	0.5 L	
Liquid special waste (including, antifreeze, solvents, waste oil and oil, after it hits the ground)	0.5 L	
Pesticides and fertilizers	Any amount	
Spill of any of the above to water	Any amount	

3.0 Applicable Legislation

Environment Act, *Spills Regulations*, Yukon Territorial Government.

Oil and Gas Act, *Gas Processing Plant Regulation*, Yukon Territorial Government.

4.0 Additional Information

YEC Safe Work Practices

Applicable SWP's can be found on the Health and Safety Department on SharePoint Site.

YEC Spill Contingency Plans

Can be found on the EMS SharePoint site under Policy and Procedures.