



Lynnterm Spill Emergency Response Plan



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1.0 Purpose

Western Stevedoring Lynnterm is committed to environmental excellence and the continual improvement of our Environmental Management System (EMS). We recognize our responsibility to minimize negative impacts on human health and the environment in which we operate.

The consequences of a hazardous material spill can place the health and/or safety of people, animals, marine life, plant life at risk and damage infrastructure and/or pollute the environment.

This procedure ensures response to spills of hazardous materials is promptly initiated and applies to all areas of Lynnterm and to all employees and contractors at Lynnterm who purchase, dispense, store, or handle hazardous material. This plan should also be read together with the Lynnterm Stormwater Pollution Prevention Plan.

In British Columbia, the person responsible for a spill and any person who observes an unattended spill, is required by the Spill Reporting Regulation to immediately report the spill if the volume spilled, or likely to be spilled, is equal to or greater than the minimum quantity outlined as “reportable”. Reportable levels vary by substance and the substances we may use/handle in operations and/or stevedoring can be found on Appendix 1 along with the reportable levels. It is important to note that if a spill enters or is likely to enter a body of water (marine or fresh bodies of water), regardless of the quantity, it must be reported to the Canadian Coast Guard and to the Provincial Emergency Program by called 1-800-663-3456.

2.0 Definitions

Effluent: a substance that is introduced into water or onto land and that

- a) injures or is capable of injuring the health or safety of a person,
- b) injures or is capable of injuring property or any life form,
- c) interferes with or is capable of interfering with visibility,
- d) interferes with or is capable of interfering with the normal conduct of business,
- e) causes or is capable of causing material physical discomfort to a person, or
- f) damages or is capable of damaging the environment.

Hazardous Material(s): chemicals or physical agents regulated under the provisions of the Workplace Hazardous Materials Information System (WHMIS) and the Transportation of Dangerous Goods and Regulations (TDG) legislation.

Major Spill: refers to a spill involving quantities that cannot be contained safely with the spill kit materials on site and/or threaten the environment (enters storm drain), infrastructure, or health or poses a significant fire hazard.

Minor Spill: refers to a spill quantity that can be cleaned up with the spill kit materials available on site.

Polluting Substance: any substance, whether gaseous, liquid or solid that, in the opinion of the minister, is capable of causing pollution if it were to

- a) escape into the air,
- b) be spilled onto any land or into any body of water, or
- c) escape onto any land or into any body of water.

Safety Data Sheet (SDS): a document that provides detailed hazard and safety information on the safe use, handling, storage, and disposal procedures for the material.

Spill: the introduction into the environment, other than as authorized under this Act and whether intentional or unintentional, of a substance or thing that has the potential to cause adverse effects to the environment, human health, or infrastructure.

3.0 Preventing a Spill

3.1 Spill Prevention

Employees, contractors, and visitors at Lynnterm must make every effort to prevent spills of hazardous materials.

Engineering controls: Engineering controls involve the installation and use of spill prevention devices and structures. Where practical, the following should be used to prevent spills:

1. Secondary containment or diversionary structures that can hold the hazardous material
2. Facility drainages that may be impacted should be immediately covered (Sewer drain cannot be used for hazardous materials). See Appendix 3 for locations of storm drains.
3. Spill alarms
4. Liquid transfer devices
5. Portable spill prevention devices

Administrative controls: Administrative controls are important in the prevention of spills and spill related exposures. The following are administrative controls that can be performed on a regular basis:

1. Review MSDS or other references for spill cleanup methods, material, and personal protective equipment.
2. Ensure all employees handling hazardous materials have received WHMIS training and any other required safety education including spill response.
3. Ensure hazardous materials inventory is up to date in the MSDS Online e-binder and readily available.
4. Make sure all spill kits on site are fully stocked with the appropriate contents and, if seal is broken, replenished immediately. For the location of spill kits, see Appendix 4. The spill kits can absorb up to 225 litres and contain:
 - Absorbent booms/socks and pads
 - Absorbent bag material
 - Rubber mats to cover drains

5. Make sure spill kits and control materials are readily available.
6. Check hazardous material containers regularly for leakage.

3.2 Personal Protective Equipment

Appropriate PPE can prevent exposures to hazardous materials. When handling hazardous material, always refer to the MSDS to confirm what PPE is required. In the event of a spill cleanup, the recommended PPE must be worn.

4.0 Hazardous Material and Quantities

In British Columbia, the person responsible for a spill and any person who observes an unattended spill, is required by the Spill Reporting Regulation to immediately report the spill if the volume spilled, or likely to be spilled, is equal to or greater than the minimum quantity outlined as “reportable”. Reportable levels vary by substance and the substances we may use/handle in operations and/or stevedoring can be found on Appendix 1 along with the reportable levels. It is important to note that if a spill enters or is likely to enter a body of water (marine or fresh bodies of water), regardless of the quantity, it must be reported to the Canadian Coast Guard and to the Provincial Emergency Program by called 1-800-663-3456.

4.1 Overview

At Lynnterm, our maintenance facility stores hazardous material in larger quantities. These materials are housed in the bulk fluids room and outside in the maintenance yard. Below are the quantities and location description of these materials.

4.1.1 Bulk Fluids Room

The bulk fluids tanks are located inside the maintenance building in the Bulk Fluids Room. The bulk fluids (except waste motor oil) are pumped to two dispensing stations inside the maintenance area. Waste motor oil is drained directly to a sump pump in the lube pit. The sump pump transfers the waste motor oil to the Waste Oil Holding Tank in the Bulk Fluids Room. Disposal of waste oil from the Bulk Fluids Room will be by means of drafting.

All tanks are double-walled with containment capacity of 110% and a 2-hour fire-rated resistance wall provides protection around the bulk fluids room. Fueling of vehicles is conducted outdoors.

Indoor bulk fluids room



Material	Max Quantity	Flammability Class
Waste Oil	5,000 L	According to NFC, drained engine oil is classified as a Class IIIA combustible liquid
Motor Oil	2,500 L	According to NFC, drained engine oil is classified as a Class IIIA combustible liquid
Transmission Oil	2,500 L	Non controlled product
Tractor Hydraulic Oil	5,000 L	Non controlled product
Hydraulic Oil	2,500 L	Non controlled product

4.1.2 Diesel and Gasoline

Above ground diesel and gasoline storage tanks and dispensers are located outside the maintenance building in the center of the maintenance yard approximately 24m west of the maintenance building and 9m south of the trailer repair area.

Both tanks are individually skid mounted double-wall vacuum monitored tanks complete with dispensers and physically protected by concrete bollards. Both tanks have over fill protection with an overfill alarm and over fill automatic shut off in addition to continuous leak detection and interstitial monitoring. There is a vacuum between the primary and secondary tank making the containment of these DMVM tanks roughly 100% primary tank capacity.

Material	Max Quantity	Flammability Class
Diesel	50,000 L (UN1202)	Class 3, Flammable liquid
Gasoline	5,000 L (UN1203)	Class 3, Flammable liquid



Gasoline tank



Diesel tank

4.1.3 Anti-Freeze (Glycol)

Anti-freeze is stored in an above ground intermediate double-walled bulk container that holds 1000 litres.

Used/waste anti-freeze is transferred and stored in 200 L metal drums kept outside the small equipment shed building. Once full, the drums are picked up by GFL Environmental for proper waste disposal.

5.0 Spill Response

An on-site spill at Lynnterm will tend to be small in magnitude i.e., a hydraulic fluid spill as a result of a ruptured hydraulic hose on materials handling equipment; a lubricating fluid spill or a gasoline or diesel fuel spill that may occur during fueling of materials handling equipment. To prevent a minor spill from becoming a major spill, immediate action must be taken. However, as the potential for a major spill could happen unexpectedly, all employees and contractors will implement the following response procedure.

5.1 Minor or Major Spill Procedures

In the event of a spill, determine what type of spill it is: Minor or Major. Once determined, report it to your immediate supervisor and follow the procedures below based on the type of spill.

5.1.1 Procedure for Minor Spills

1. Promptly stop or shut off the source of the spill.
2. Shut down activities and isolate the spill.
3. Eliminate all sources of ignition (i.e., electrical equipment, sparks etc.).
4. Notify immediate supervisor. Supervisor to notify operations (on-call superintendent and/or head foreperson).
5. Ventilate the area using natural or mechanical ventilation (i.e., open doors, windows etc.)
6. Immediately, cover any drains or sewers with the rubber mats found in the spill kit.
Spill material MUST be stopped from entering any water source or storm drain. See Appendix 3 for locations of storm drains.
7. Contain the spill – place absorbent booms around the spill and pads on the spill.
8. Place absorbent bag material on the spilled material.
9. Aggressively sweep the absorbent material to ensure effective capture of the spill substance.
10. Clean up the material with a scoop or shovel made of non-sparking and non-reactive material and place in a disposable container, label and seal the hazardous waste.
11. **Superintendent is to immediately notify the HSQE Department and the Maintenance Superintendent.**
12. The HSQE Department will be responsible for reporting to applicable regulating bodies.
13. Complete a Western Stevedoring incident investigation report.

NOTE: The HSQE Department will report spills in accordance with applicable regulations. Spills that exceed volumes detailed in the Spill Reporting Regulation are immediately

reportable to the Provincial Emergency Program/Emergency Management BC (PEP) by calling 1-800-663-3456. All spills that enter or are likely to enter a water source are immediately reportable **regardless of the quantity** to the Canadian Coast Guard and PEP. See Appendix 1 for reportable spills criteria.

5.1.2 Procedure for Major Spills

1. Promptly stop or shut off the source of the spill.
2. Shut down activities and isolate the spill, **if possible and safe to do so.**
3. Eliminate all sources of ignition (i.e., electrical equipment, sparks etc.) **if possible and safe to do so.**
4. Evacuate the area and restrict further access.
5. Notify your immediate supervisor. Supervisor to notify operations (on-call superintendent and/or head foreperson).
6. Supervisor to call 9-1-1. If required, implement evacuation or shelter-in-place procedure.
7. Supervisor to notify Lynnterm Security Guard.
8. **Superintendent is to immediately notify the Lynnterm General Manager, HSQE Department and Maintenance Superintendent. See Appendix 2 for contact info.**
9. Lynnterm General Manager or HSQE must notify the *Communications Team.
10. The HSQE Department will be responsible for reporting to applicable regulating bodies.
11. Complete a Western Stevedoring incident investigation report.

**Communication Team refers to the EOC Information Officer and/or Liaison Officer.*

NOTE: The HSQE Department will report spills in accordance with applicable regulations. Spills that exceed volumes detailed in the Spill Reporting Regulation are immediately reportable to the Provincial Emergency Program/Emergency Management BC (PEP) by calling 1-800-663-3456. All spills that enter or are likely to enter a water source are immediately reportable **regardless of the quantity** to the Canadian Coast Guard and PEP. See Appendix 1 for reportable spills criteria.

5.1.3 Procedure for Spills that Enter a Water Source

1. Determine the source and promptly stop or shut off the source.
2. Shut down activities and isolate the spill, **if possible and safe to do so.**
3. Eliminate all sources of ignition (i.e., electrical equipment, sparks etc.), **if possible and safe to do so.**
4. Immediately, cover any drains or sewers with the rubber mats found in the spill kit.
5. **Contain the spill** – place absorbent booms around the spill and pads on the spill to prevent further spillage into the water source.
6. Notify immediate supervisor. Supervisor to notify operations (on-call superintendent and/or head foreperson).

7. **Superintendent is to immediately notify the HSQE Department and the Maintenance Superintendent. See Appendix 2 for contact info.**
8. Lynnterm General Manager or HSQE must notify the *Communications Team. ***A spill response team is to be initiated based on the situation.***
9. Type of response – containment, recovery, and cleanup of contaminated water source (i.e., variety of booms, barriers, and skimmers, as well as natural and synthetic sorbent materials, hydro-vac truck etc.), to be determined by spill response team and/or subject matter expert(s).
10. The HSQE Department will be responsible for reporting to applicable regulating bodies.
11. Complete a Western Stevedoring incident investigation report.

**Communication Team refers to the EOC Information Officer and/or Liaison Officer.*

NOTE: The HSQE Department will report spills in accordance with applicable regulations. Spills that exceed volumes detailed in the Spill Reporting Regulation are immediately reportable to the Provincial Emergency Program/Emergency Management BC (PEP) by calling 1-800-663-3456. All spills that enter or are likely to enter a water source are immediately reportable **regardless of the quantity** to the Canadian Coast Guard and PEP. See Appendix 1 for reportable spills criteria.

5.2 Spill Reporting: Information to be Provided

When initially reporting a spill, the following information will be required to be provided to the dispatcher at PEP as part of the Western Stevedoring spill investigation:

- Your name and phone number
- Name and phone number of the person in charge/control of the substance when it spilled
- Name and phone number of the owner of the substance spilled
- Location, date, and time of the spill
- Description of the spill location and surrounding area
- Description of the source of the spill
- Type and quantity of the substance spilled
- Cause and impact of the spill
- Details of action taken or proposed to contain the spill
- Names and agencies on scene
- Names of other persons or agencies advised concerning the spill

5.3 Spill Investigation

Following initial reporting, an investigation must be conducted after a spill incident and a Western Stevedoring investigation report completed. The report must include photographs of the spill and the cleanup. The information in the investigation report, including photographs, may be used by the HSQE Department to complete required regulatory reporting.

Appendix 1 – Prescribed substances and quantities for immediate spill reporting¹ per the *Environmental Management Act Spill Reporting Regulation*

	ITEM	COLUMN 1 SUBSTANCES	QUANTITY (KG OR L AS APPROPRIATE)
AS DEFINED IN THE TRANSPORTATION OF DANGEROUS GOODS REGULATIONS MADE UNDER THE TRANSPORTATION OF DANGEROUS GOODS ACT, 1992 (CANADA)	1	CLASS 1, EXPLOSIVES	≤50 KG
	2	CLASS 2.1, FLAMMABLE GASES, OTHER THAN NATURAL GAS	10 KG
	3	CLASS 2.2, NON-FLAMMABLE AND NON-TOXIC GASES	10 KG
	4	CLASS 2.3, TOXIC GASES	5 KG
	5	CLASS 3, FLAMMABLE LIQUIDS	100 L
	6	CLASS 4, FLAMMABLE SOLIDS	25 KG
	7	CLASS 5.1, OXIDIZING SUBSTANCES	50 KG, 50 L
	8	CLASS 5.2 ORGANIC PEROXIDES	1KG OR 1L
	9	CLASS 6.1, TOXIC SUBSTANCES	5 KG OR 5 L
	10	CLASS 6.2, INFECTIOUS SUBSTANCES	1 KG OR 1 L
	11	CLASS 7, RADIOACTIVE MATERIALS	ANY
	12	CLASS 8, CORROSIVES	5 KG OR 5 L
	13	CLASS 9, MISCELLANEOUS PRODUCTS, SUBSTANCES OR ORGANISMS	25 KG OR 25 L
WASTE AS DEFINED IN THE BC HAZARDOUS WASTE REGULATION WITH THE EXEPTION OF ITEM 24 AND 25.	14	WASTE CONTAINING DIOXIN	1 KG OR 1 L
	15	LEACHABLE TOXIC WASTE	25 KG OR 25 L
	16	WASTE CONTAINING POLYCYCLIC AROMATIC HYDROCARBON	5 KG OR 5 L
	17	WASTE ASBESTOS	50 KG
	18	WASTE OIL	100 L
	19	WASTE THAT CONTAINS A PEST CONTROL PRODUCT	5 KG OR 5L
	20	PCB WASTES	25 KG OR 25 L
	21	WASTE CONTAINING TETRACHLOROETHYLENE	50 KG OR 50 L
	22	BIOMEDICAL WASTE	1 KG OR 1 L
	23	A HAZARDOUS WASTE NOT COVERED UNDER ITEMS 1 TO 22	25 KG OR 25 L
	24	A SUBSTANCE NOT COVERED BY ITEMS 1 TO 23 THAT CAN CAUSE POLLUTION	200 KG OR 200 L
	25	NATURAL GAS	10 KG

If the spill enters, or is likely to enter, a body of water, it is immediately reportable regardless of the quantity

¹‘Federal regulations’ refer to the Transportation of Dangerous Goods Regulations under the *Transportation of Dangerous Goods Act 1992*

‘Hazardous Waste Regulation’ refers to B.C. Reg. 63/88

Appendix 2 – Environmental Contacts

Lynnterm Contacts				
Title	Name	Office	Cell	Email
General Manager Lynnterm	Paul Morris	604-904-2825	604-341-4536	pmorris@westeve.com
HSQE Director	Peter Edwards	604-904-2852	778-888-0076	pedwards@westeve.com
HSQE Coordinator	James Prasad	604-904-2855	778-999-0443	jprasad@westeve.com
HSQE Administrator	Kim Alayunt	604-904-2889	604-838-4389	kalayunt@westeve.com
Sustainability Program Manager	Nelia Willis	604-904-2857	778-386-7062	nwillis@westerngroup.ca
Maintenance Manager	Aaron Montgomery	604-904-2842	778-951-2414	amontgomery@westeve.com
Maintenance Superintendent	Mike Pouwels	604-904-2877	604-992-7121	mpouwels@westeve.com
Maintenance Coordinator	John McKay	604-904-2841	604-812-3287	jmckay@westeve.com

Regulatory Contacts

Department	Telephone
District of North Vancouver Fire Department	9-1-1
Provincial Emergency Program (PEP)/Emergency Management BC	1-800-663-3456
Canadian Coast Guard (24-hour hotline)	1-800-889-8852
Fisheries and Oceans Canada – Observe, Record, Report line (24-hour)	1-800-465-4336
Environment Canada	604-666-6100
Transport Canada	604-666-2955
Harbour Master/ Vancouver Fraser Port Authority 24/7 Operations Centre	604-665-9086
CANUTEC (Transportation of Dangerous Goods) 24-hr emergency line	613-996-6666

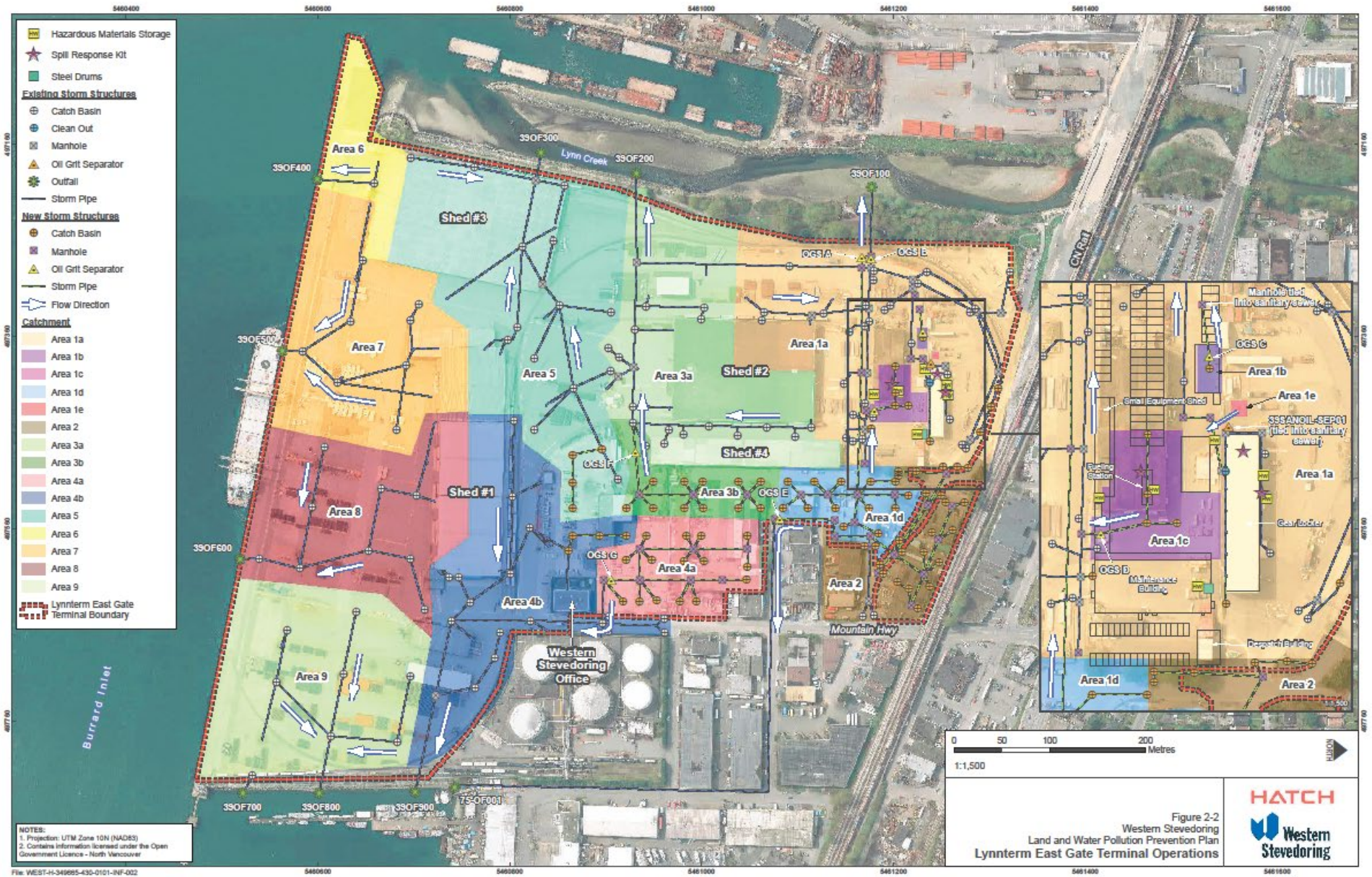
Environmental Waste Contacts

Company	Service	Telephone
GFL Environmental	Hazardous Waste Disposal	604-946-0506
Zorbie Oil Response Products	Spill pads, booms & materials	604-556-2407
Dirtworx	Hydrovac pump truck	778-809-2076

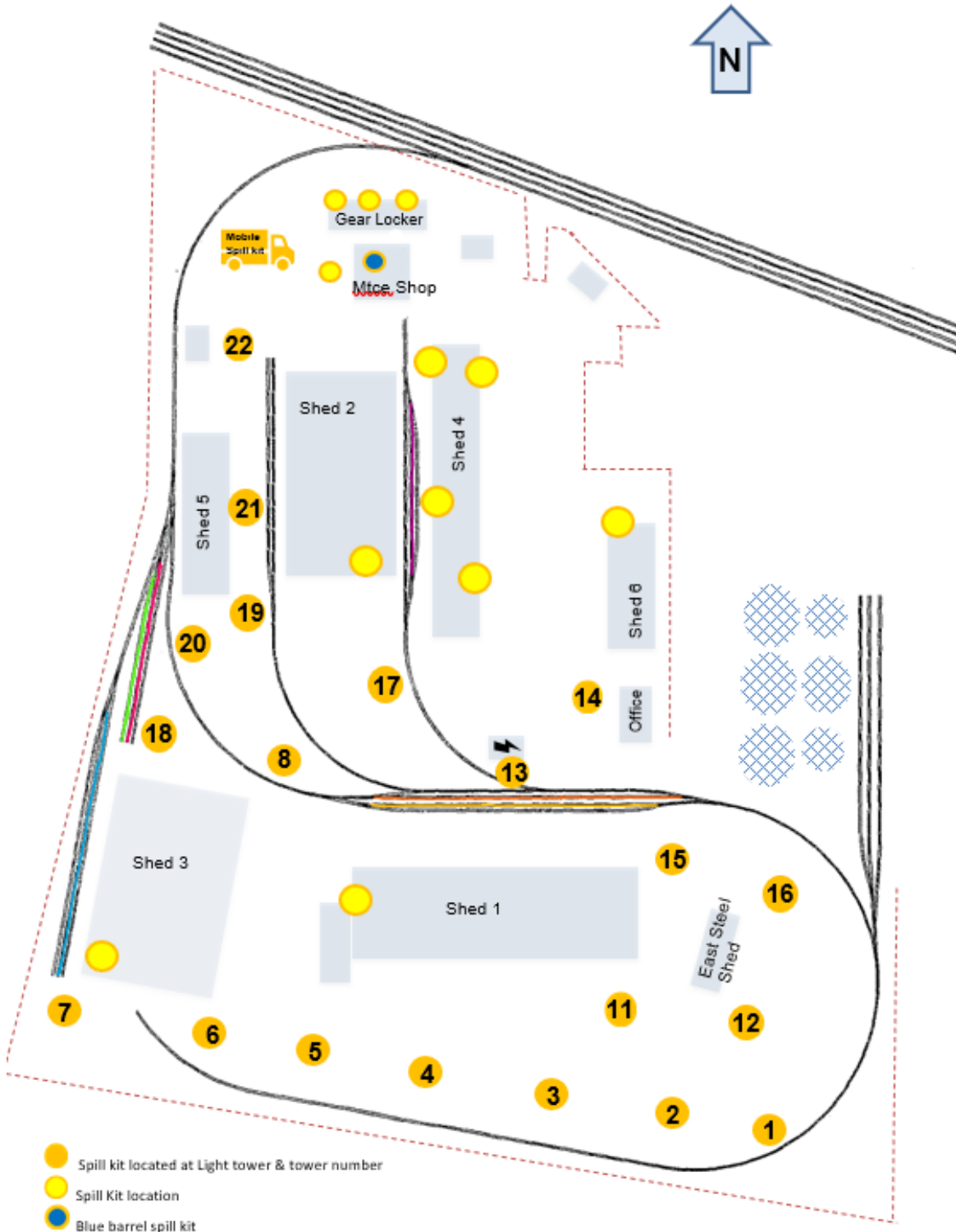
Environmental Consultants

Company	Telephone
Envirochem Services	604-986-0233
PGL Environmental Consultants	604-682-3707
Counterspil Research Inc.	604-926-0900

Appendix 3 – Lynnterm Storm Pipe Map



Appendix 4 – Lynnterm Spill Kit Location Map



Revision Record

Document	Rev	Date	Originator	Details of Change
LYN-SER-001	1.0	November 3, 2021	Lynnterm	Original
	2.0	March 15, 2023	Lynnterm	<p>Page 6: Added point #9 under Procedure for Minor Spills</p> <p>Page 7: Added procedure for spills that enter a water source</p> <p>Appendix 2: Updated contacts list</p> <p>Appendix 3: Replaced with new map showing oil-water separators</p>
	3.0	July 28, 2023	Lynnterm	<p>Page 2: Added 4th paragraph under purpose.</p> <p>Page 2/3: Under definitions added Effluent and Polluting Substance.</p> <p>Page 4: Added 4.1 Overview to section.</p> <p>Page 7: Added EMBC/PEP phone number under Note section.</p> <p>Page 8: Added EMBC/PEP phone number under Note section. Changed 5.2 to Spill Reporting – Info to be Provided, and 5.3 to Spill Investigation.</p> <p>Page 10: Updated HSQE Director contact name, phone, and email</p> <p>Page 11: Added Spill Kit Location Map</p>