

NEPEAN SAILING CLUB

ENVIRONMENTAL PROTECTION & SPILL PREVENTION PLAN

October 01, 2009

The Nepean Sailing Club Environmental Protection & Spill Prevention Plan

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1. INTRODUCTION

Purpose and Scope of Application

The purpose of the Nepean Sailing Club (NSC) Environmental Protection & Spill Prevention Plan (The Plan) is to ensure the health and safety of the public, visitors, members, employees and contractors, to protect the natural environment, and to ensure environmental compliance. The Plan addresses Spill and Contamination prevention, response and clean up. It applies only to Spills and Contamination within the properties leased or subleased by the NSC.

This plan does not address Spills and Contamination caused on any other property or property adjacent to the properties leased or subleased by the NSC. It does not address Spills or Contamination caused by persons using the Public launch ramp in Dick Bell Park.

Objectives

The primary objectives of The Plan are to:

- implement and enforce procedures and practices to prevent spills and contamination at NSC
- ensure continuous improvement of Spills and Contamination management and prevention practices at NSC;
- identify the roles/responsibilities of NSC members and staff as they relate to Spill and Contamination prevention and response;
- identify resources available (equipment, personnel and other agencies) to provide Spill and Contamination response;
- develop and implement Spill and Contamination response procedures to be used by NSC members and staff;
- identify internal and external reporting requirements and establish standardized Spill and Contamination reporting procedures;
- identify training requirements for NSC members and staff; and
- ensure proper investigation and documentation of Spill and Contamination incidents.

1.1. Availability

The Plan is available on the NSC website¹ and by hard copy as in Appendix D.

1.2. Document Control and Review

On an annual basis, or as required, the NSC Harbour Committee will review The Plan.

- Purpose and Scope of Application 1

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- the lists of equipment changes;
- applicable regulatory requirements are revised;
- plan fails during an incident;
- any change to operations or facilities that would affect The Plan; or,
- any other reason deemed appropriate.

1.2 Document Control and Review

Upon changes to The Plan, the version number of The Plan will be increased by one. Previous copies of The Plan will become obsolete and shall be discarded. One complete copy of the obsolete version shall be retained by the NSC office files to document the evolution of The Plan; this copy shall be clearly marked and dated as being obsolete.

The Plan will also be reviewed and amended as necessary when any of the following situations occur:

To ensure that only current copies of The Plan are being referred to it is located on the NSC website¹. It is the responsibility of the Rear Commodore to ensure that outdated hard copies are replaced with current copies.

¹

¹ See http://nsc.ca/nsc_members/policies/Environmental_Protection
Nepean Sailing Club Environmental Protection & Spill Prevention Plan.
Version 1 dated 2009.10.01

Whenever changes are made to The Plan, NSC Members, the Manager and staff will be notified of the change. All hard copies will be replaced with the latest version. The Manager will ensure that all contractors are made aware of The Plan.

1.3. Posting

The Plan shall be available to all members and employees of NSC on the website¹. Copies of The Plan, the Initial Spill Response Checklist (Appendix A) the On-Scene Coordinator Checklist (Appendix B) and the Facilities with Spill Response Material (Appendix C), shall be posted at NSC in conspicuous locations.

1.4. Definitions

For the purposes of The Plan, the following definitions apply:

"NSC" means the Nepean Sailing Club;

"Director(s) Are volunteer(s), club member(s) elected to the NSC Board of Directors;

"Manager" is the person contracted to manager certain NSC matters;

"Rear Commodore/Harbour Master" is the NSC Director responsible for all matters pertaining to the Harbour and that part of the leased land used for the storage and repair of vessels.

"delegate" is that person who has been officially delegated, in writing, to discharge the duties of the NSC Manager or a Director;

"shall" indicates a mandatory requirement. Failure to observe mandatory requirements may result in disciplinary action.

"Spill" means the release, discharge, leak or emission of any quantity of a Contaminant onto or into NSC premises;

"Contaminant" means any organic or inorganic solid, liquid, gas, or any combination of them resulting directly from human activities that may, if released into the Natural Environment, cause an Adverse Effect;

"Natural Environment" means air, land (ground), water or any combination of them, and including indoor air where the Contaminant released migrates.

"Adverse Effect" means:

¹

- any impairment of the quality of the Natural Environment;
- injury or damage to any plant, animal or human life;
- injury or damage to property;
- impairment of the safety or health of any person;
- loss of enjoyment of the normal use of property; or
- interference with the normal conduct of NSC activities.

2. SPILLS PREVENTION PROCEDURE

Spill prevention is the first step in ensuring protection of the environment. Although the bulk of this plan focuses on response to a spill that has already occurred, everyday practices can go a long way in preventing a spill from happening in the first place. NSC recognizes the significance of spill prevention in protecting the environment and reducing liability. This section describes some spill prevention techniques that can be applied to the contaminants used and stored at NSC. Report any environmental risks that you become aware of, immediately to the Manager or Rear Commodore.

2.1 Awareness & Inspections

NSC members, staff or contractors shall immediately report a spill hazard, contamination or dangerous condition to the Manager or Rear Commodore upon discovery.

The NSC Manager must conduct inspections of NSC facilities as detailed in Appendix F.

2.2 Contaminants

All contaminants must be stored and handled in a manner that will minimize the risk of spills. The following are some basic and legal requirements with respect to contaminant handling and storage. There are legislative requirements associated with the storage of contaminants, especially flammable materials.

NB Complying with the following recommendations may not ensure compliance with applicable environmental or health and safety legislation.

- All containers, including jerry cans, should be tightly sealed during transport, handling and storage;

- store bulk contaminants indoors, wherever possible, on an impermeable surface, with spill containment;
- store contaminants away from floor drains and doors;
- ensure applicable Material Safety Data Sheets (MSDS) are current and readily available;
- ensure contaminants are stored in a secure area;
- ensure the use of proper handling equipment;
- ensure bulk hazardous waste is hauled by licensed carriers only;
- members and contractors shall remove their own hazardous waste such as used oil and antifreeze, stale fuel, batteries etc;
- ensure compatibility when storing contaminants (for example, do not store oxidizers and flammables together);
- ensure contaminants are not stored near hazard sources (e.g. welding equipment, cigarettes, etc.), are well vented, are stored in an area designated for flammable substances only and are less than 235 litres in total;
- propane, diesel and gasoline should be stored outdoors in appropriate, ventilated containers;
- ensure proper signage in storage areas as required; and
- ensure that fuels, all types of antifreeze, sewage, grey water, bilge, ablative antifouling, soaps and cleansers or other form of contaminant that may be identified by NSC shall not be discharged onto the premises or into the harbour;
- **contaminants shall not be discharged or disposed into the Natural Environment.**

2.3. Fuel Handling Guidelines

Fuelling of vessels shall be done in accordance with the fuelling instructions detailed in Appendix E.

3. SPILL RESPONSE

The following sections outline the basic actions to be taken during a Spill response episode.

3.1. First response

The first responder is the NSC member, staff or contractor who has first discovered or been advised of a Spill. The steps to be taken by the first responder are detailed in the checklist in Appendix A.

THE MANAGER OR REAR COMMODORE IS RESPONSIBLE FOR CONTACTING THE CITY OF OTTAWA AND OR Ministry of Environment (MOE) AS DEEMED NECESSARY – IF UNABLE TO CONTACT THE MANAGER or REAR COMMODORE CONTACT THE ASSISTANT MANAGER OR ANY NSC DIRECTOR. **ONLY** IF UNABLE TO CONTACT ANY OF THE ABOVE, CALL THE SPILLS ACTION CENTRE AT 1-800-268-6060.

It is the duty of the first responder to:

3.1.1. If you suspect there has been a Spill to the Natural Environment, Contact the NSC Manager or Rear Commodore or their delegate at the NSC office or phone 613-829-6462

3.1.2 Alert nearby persons of any hazards, and if necessary clear the area, including themselves,.

3.1.3. Where possible, remove sources of ignition and take all reasonable steps to make the area safe.

3.1.4. Check for potential injuries and attend to injured persons by arranging for First Aid or by calling 9-1-1.

WHERE IT IS SAFE TO DO SO,

3.1.5. Eliminate the source of the Spill or prevent further release (close a valve, right an overturned container).

3.1.6. Isolate the Contaminant and prevent/minimize its escape to the Natural Environment (Personal Protective Equipment [PPE] may be required) by any combination of the following:

- a. block drains;
- b. build berms or containment areas using available materials and equipment;
- c. prevent migration of the contaminant to sensitive areas such as watercourses and sewers.
- d. Follow the instructions of the Manager or Rear Commodore when they arrive.
- e. Refer MOE inspectors or investigators **only** to the Manager, Rear Commodore or a NSC Director.

A list of the location of Spill kits and their contents is provided in Appendix C.

3.2. On-Scene Coordinator

The On-Scene Coordinator is the person in charge of the Spill scene during evaluation and/or clean-up activities following initial response. Unless otherwise notified by Provincial/Federal regulatory officials or the Emergency Response Units dispatched by Police or Fire, the Manager or Rear Commodore shall be the On-Scene Coordinator.

Following notification of a Spill, The Manager or Rear Commodore shall attend the Spill scene as soon as possible. The Manager or Rear Commodore shall:

3.2.1. Locate the first responder and receive their verbal report of the incident and all steps taken to secure the scene and respond to the Spill.

3.2.2. Ensure that all non-essential personnel are cleared from the scene and that any injuries are being attended to.

3.2.3. Ensure that all ignition sources and other safety hazards have been removed to the extent possible.

3.2.4. Confirm the nature of the material spilled and assess whether it is safe to proceed with Spill containment.

3.2.5. Determine whether the Contaminant has been released into the Natural Environment. If there was a release to the Natural Environment, the Manager or Rear Commodore may contact the Ministry of the Environment Spills Action Centre [1-800-268-6060].

The Manager or Rear Commodore is responsible for assessing the capacity of on-site resources to respond to the Spill. When in doubt, additional resources should be called in to assist. Where the Spill may result in a danger to the health or safety of any person, call 9-1-1 for assistance. If the Spill is beyond the capability of the resources available to respond in a timely manner, contact a spills service provider. A list of Spill service providers is available in Appendix H. The locations of Spill kits at NSC are detailed in Appendix D.

WHEN A SPILL SERVICE PROVIDER IS CALLED TO THE SCENE, THE PROVIDER MAY LEAD THE SPILL RESPONSE AT THE WRITTEN DIRECTION OF THE MANAGER OR REAR COMMODORE.

WHERE A SPILL PROVIDER IS NOT NEEDED, AND ONLY WHEN IT IS SAFE TO PROCEED AND NECESSARY TO DO SO, THE MANAGER OR REAR COMMODORE SHALL:

1. Eliminate the source of the Spill (or confirm that it has been eliminated).
2. Isolate the Contaminant and prevent the escape of the Contaminant to the Natural Environment (or confirm that this has been done)
 - a. block drains;

- b. build berms or containment areas using available materials and equipment;
- c. prevent migration of the Contaminant to sensitive areas such as watercourses and sewers.

[When a Spill to the Natural Environment occurs, The First Responder must complete "Spills to the Natural Environment Review" form, ref. Appendix G, and forward it to the Manager or Rear Commodore, who shall within 3 days of the incident.]

- 3. Conduct any dealings with MOE inspectors or investigators.
- 4. Document and prepare a report on the response to the Spill.
- 5. Maintain a file of Spill Incident Reports.
- 6. Update the spills plan as needed.

4. SPILL REPORTING REQUIREMENTS

SEE PAR 3.1.4, THE MANAGER OR A DIRECTOR IS RESPONSIBLE FOR REPORTING SPILLS TO THE MOE. ONLY WHEN THOSE PERSONS CANNOT BE CONTACTED SHOULD A MEMBER, STAFF PERSON OR CONTRACTOR CONTACT THE MOE SPILLS ACTION CENTRE.

The MOE Spills Action Centre (1-800-268-6060) must be notified **within 20 minutes** when a Contaminant is discharged into the Natural Environment. Prior to reporting a Spill, the person responsible for reporting must be satisfied that:

- 4.1 a Contaminant has been spilled, released, discharged, emitted or leaked.
- 4.2. the Contaminant is spilled into the Natural Environment.

5. INTERNAL INVESTIGATION AND REPORTING

5.1 Spill to the Natural Environment

Any Spill to the Natural Environment must be reported internally by completing the Spills Review Form, Appendix G, within 3 days. The completed form shall be submitted to the Manager or Rear Commodore who will review the Spills Review Form and determine if any additional internal investigation and action is required.

6. SPILL CLEAN UP AND REMEDIATION

6.1 Legislated Spill Clean up and Remediation Requirements

The Ontario *Environmental Protection Act* (Part X Section 93. (1)) defines the duty to clean up.

'The owner of a pollutant and the person having control of a pollutant that is spilled and that causes or is likely to cause an adverse effect shall forthwith do everything that is practical to prevent, eliminate, and ameliorate the adverse effect and to restore the Natural Environment.'

The MOE may make a variety of orders to a variety of parties, including NSC, a member or contractor, to prevent, eliminate or ameliorate the adverse effect or to restore the Natural Environment. Clean up is also necessary to preserve NSC property and protect NSC against lawsuits related to contamination.

6.2 General Guidelines for Spill Clean Up and Remediation

Once the risks to human health and the environment have been mitigated the following clean up procedure should be followed:

- 6.2.1 SAFETY FIRST! Ensure that the people involved in the site clean up/remediation know what the hazardous material(s) is/are, understand its risks
- 6.2.2 PROTECT THE NATURAL ENVIRONMENT

6.2.2.a Land: Prevent the migration of a spilled Contaminant. Create berms or place barriers to minimize migration. Collect the Contaminant quickly so that it is not able to infiltrate into the ground. Where necessary, excavate contaminated soil.

6.2.2.b Water: Prevent the migration of Contaminants into surface water, groundwater, storm or sanitary sewers (use booms, absorbent socks, absorbent pads, drain covers, etc.).

6.2.2.c Remove any contaminated items (i.e. soil, plants, personal protective equipment, etc) from the site and place the materials in a compatible container. Contaminated materials are just as hazardous as free contaminant, so handle them accordingly.

6.2.2.d Decontaminate and salvage equipment, machinery, tools, surfaces etc. as needed. Collect wash water in an appropriate container.

6.2.2.e Unless part of a specific remedial plan approved by the Environment Division, do not hose the material down; it should be collected using an absorbent material.

**Appendix A:
INITIAL SPILL RESPONSE CHECKLIST
FOR THE FIRST RESPONDER**

- A1. Alert nearby persons of any hazard and clear the area.
- A2. If safe to do so, remove sources of ignition.
- A3. Take all reasonable steps to make the area safe.
- A4. Check for potential injuries and attend to injured persons by arranging for First Aid or by calling 9-1-1.
- A5. Contact the Manager or Rear Commodore.

WHERE IT IS SAFE TO DO SO,

- A6. Eliminate the source of the Spill (close a valve, right an overturned container).
- A7. Isolate the Contaminant and prevent/minimize the escape of the Contaminant to the Natural Environment;
 - (A7 i) deploy floating absorbent booms to contain the Spill;
 - (A7 ii) deploy absorbent mats;
 - (A7 iii) if necessary block drains;
 - (A7 iv) if necessary build berms or containment areas using available materials and equipment to prevent migration of the Contaminant to sensitive areas

A list detailing the locations of spill kits and their contents is provided in Appendix F.

Appendix B
SPILL RESPONSE CHECKLIST
FOR THE ON-SCENE COORDINATOR

B1. Locate the first responder and assess the situation.

B2. Confirm:

- (B2 i) non-essential personnel are cleared from the scene;
- (B2 ii) injuries are being attended to;
- (B2 iii) ignition sources and other safety hazards have been removed;
- (B2 iv) whether the source of the Spill has been located;
- (B2 v) whether the source of the Spill has been stopped.

B3. Confirm the nature of the material spilled and assess whether it is safe to proceed with Spill containment.

B4. Determine whether the Contaminant has been released into the Natural Environment. If there has been a release to the Natural Environment the Manager or a Director may contact the MOE Spills Action Centre [1-800-268-6060]. Refer to Section 4 for reporting procedures.

WHERE SAFE TO PROCEED:

B5. Ensure that the source of the Spill has been eliminated, if possible.

B6. To the extent possible, isolate the Contaminant and prevent the escape of the Contaminant to the Natural Environment.

B7. The **Manager or Rear Commodore** is responsible to ensure that the spilled hazardous materials are collected and disposed of properly.

A list of the location of spill kits and their contents is provided in Appendix E.

Appendix C
Facilities with Spills Response Materials

Location of Spill Response Materials	Type of Material	Notes
FUELING DOCKS		
W Dock		
A Dock		
B Dock		
C Dock		
D Dock		
E Dock		
X Dock		
Annex		
Hasmat fuel storage		

Appendix D
Location of Environmental Protection & Spill Prevention Plan Hard Copy

	Director	Location of Hard Copy
1	Commodore	
2	Vice Commodore	
3	Rear Commodore/ Harbour Master	
4	Fleet Captain	
5	Membership	
6	Public Relations	
7	Treasurer	
8	Secretary	
9	Social	
10	Sail Training	
10	Manager	
11	Asst. Manager	
12	Past Commodore	
13	NSC Office	
14	Crane booking	
15	Sailing School	

Appendix E
Fuelling instructions
PROCEDURES TO FOLLOW WHEN FUELLING VESSELS AT NSC

To comply with the Canada Shipping Act and NSC Harbour Policy you shall only fuel at the fuelling dock and comply with the following:

- 1. ONLY the person refuelling is allowed on board during refuelling;**

2. Portable fuel tanks **MUST NOT** be filled **ON** the vessel;
3. Shut off the engine and all electrical equipment. Extinguish all cigarettes, pilot lights and flames. Close all doors, hatches and ports;
4. Use the available absorbing pads to prevent fuel spills into the water;
5. Do not fill the tank more than 90% full;
6. Vent the engine compartment before starting the engine;
7. Immediately deploy the boom to contain any fuel spilled in the water;
8. Report any fuel spilled in the water to the NSC Office.

note: 1,2,3 and 4 address the shipping act

Appendix F FACILITY INSPECTION			
	DESCRIPTION	FREQUENCY	PERSON RESPONSIBLE
1	Inspect all docks for traces of pollution originating from vessels	Morning and Afternoon	Manager
2	Inspect boat yard for possible pollution from yard waste	Daily	Manager
3	Inspect work being done in the boat yard by members and contractors to ensure that any solvents, painting, sanding, grinding and other forms of pollutants are captured and disposed of correctly.	Daily or more frequently	Manager
4	Check for persons taking fuel to boats at docks other than the fuelling docks.	Frequently	Manager
5	Check that boats at the fuelling docks are following the procedures detailed in Appendix E	Frequently	Manager
6	Enter inspections and any spills or violations to the Harbour Policy into the log	After inspections	Manager

Appendix G
Spill to the Natural Environment Review Form

To be added when complete

Appendix H
List of Spill Service Providers

Nepean Sailing Club Environmental Protection & Spills Prevention Plan.
Version 1 Dated 2009.10.01

To be determined through an expression of interest and statement of qualifications