

Process Title:	Petroleum Product Spill Response Process		
Content Owner:	Mary-Lynne Marino	Document #:	BELL-12367-en
Content Owner Position:	Senior Manager, Energy..	Revision #:	8

For questions regarding this document, contact the Content Owner

1.0 PURPOSE

To ensure that appropriate actions are taken to reduce environmental impacts of an incidental petroleum product spill and to respect legal and corporate requirements.

2.0 SCOPE

This process applies to service to Bell and Bell account Environmental team of BGIS Global Integrated Solutions (BGIS).

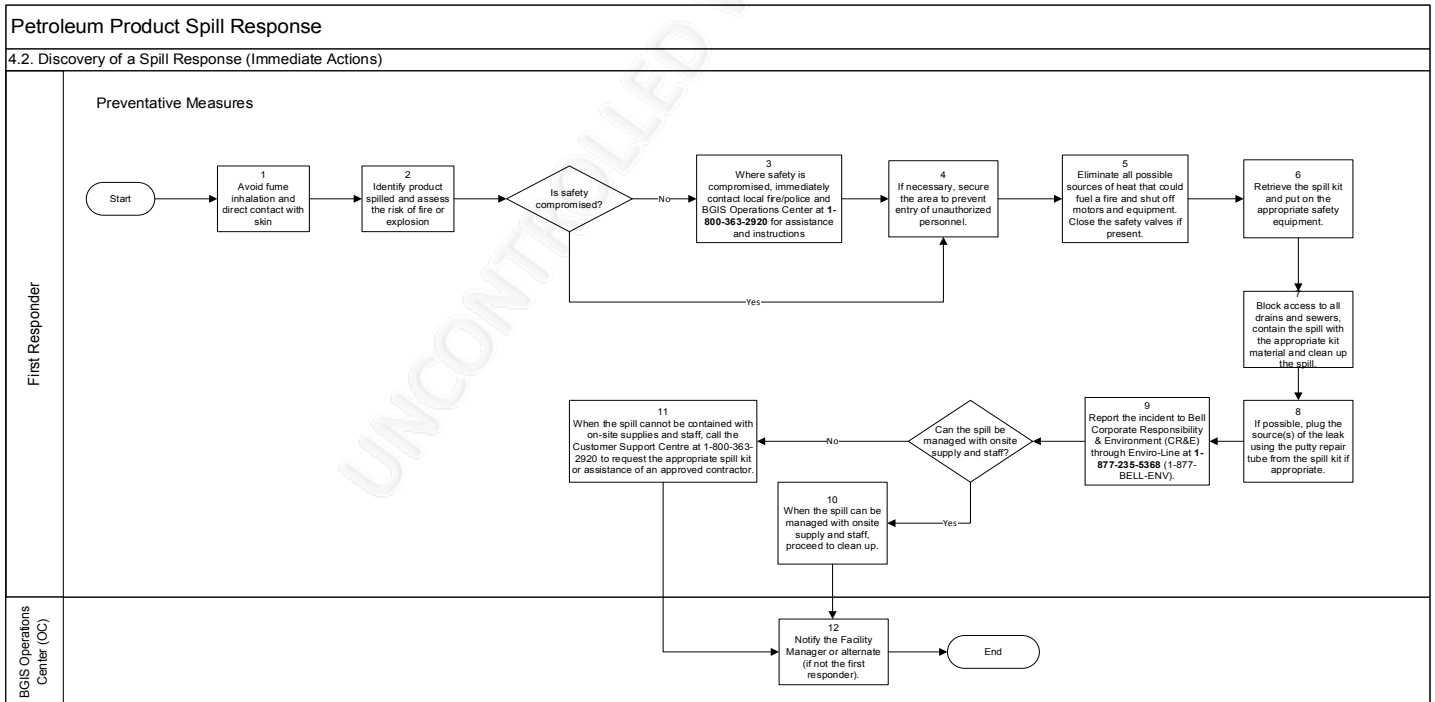
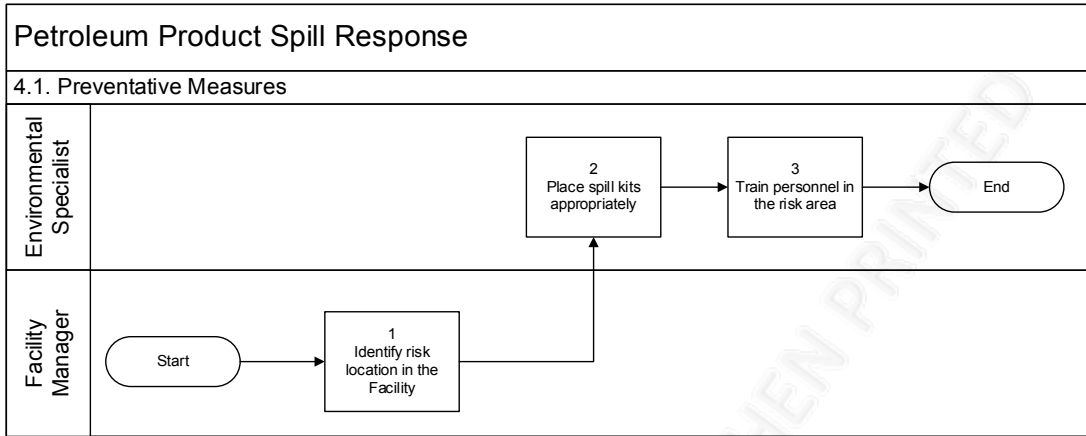
3.0 ROLES & RESPONSIBILITIES

Role	Responsibilities
First Responder	<ul style="list-style-type: none"> • Responsibility is to protect life and property and to minimize environmental impact • Assess risk to life and environment • Secure location and minimize potential for environmental impacts when it is safe to do so • Make initial contact to appropriate authorities and client (1-877-BELL-ENV, 1-877-235-5368) • Assist where required in intervention
Environmental Specialist (ES)	<ul style="list-style-type: none"> • Overall responsibility for the development of the procedure • Oversees each step of the process for compliance to regulations and laws • Responsible to report final status of intervention to client
Facility Manager	<ul style="list-style-type: none"> • Responsible for the management of services and processes that support the core business. • Assist Project Manager or ES with completing the required steps of the process
BGIS Operations Center (OC)	<ul style="list-style-type: none"> • Responsible to collect and record information as communicated

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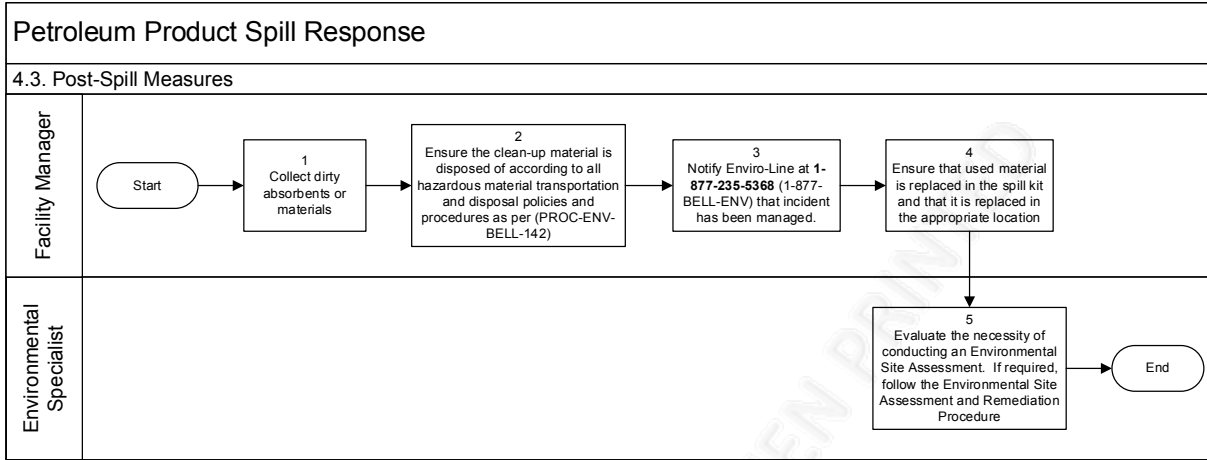
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4.0 PROCESS

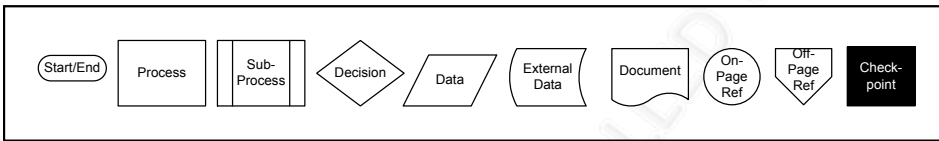


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Legend



Process Steps

4.1 Preventive Measurements

Step #	Process Step Description
1	Facility Manager identifies locations where petroleum product spill risk exists and ensure that necessary spill kits are available and easily accessible to quickly respond to a spill. See Hydrocarbon Spill Response Kits Management (BELL-12880) for the minimum required content of a spill kit.
2	Environmental Specialist ensures the “Poster for first responder” is available near all petroleum product storage tanks and locations where a spill risk exists.
3	Facility Manager ensures that the Facility Technician and other concerned personnel are familiar with this procedure, are aware of the locations of the spill kits and are adequately trained for their utilization. Where a Spill Kit cannot be placed in visible location, location should be posted with the first responder poster. The Bell Spill Intervention and Spill Kit Utilization Procedure: ENV 017 can be referred to for training purposes.

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4.2 Discovery of a Spill (Immediate Actions)

Step #	Process Step Description
1	First Responder avoids fume inhalation and direct contact with skin.
2	First Responder identifies product spilled and assess the risk of fire or explosion.
3	Where safety is compromised, First Responder immediately contacts local fire/police and BGIS Operations Center (OC) at 1-800-363-2920 for assistance and instructions. Complete the following instructions only when your safety and the safety of others is not compromised.
4	If necessary, First Responder secures the area to prevent entry of unauthorized personnel.
5	First Responder eliminates all possible sources of heat that could fuel a fire and shut off motors and equipment. Close the safety valves if present.
6	First Responder retrieves the spill kit and put on the appropriate safety equipment.
7	First Responder blocks access to all drains and sewers, contain the spill with the appropriate kit material and clean up the spill.
8	If possible, First Responder plugs the source(s) of the leak using the putty repair tube from the spill kit if appropriate.
9	First Responder reports the incident to Bell Corporate Responsibility & Environment (CR&E) through Enviro-Line at 1-877-235-5368 (1-877-BELL-ENV).
10	When the spill can be managed with onsite supply and staff, First Responder proceeds to clean up.
11	When the spill cannot be contained with on-site supplies and staff, First Responder calls the BGIS Operations Center (OC) at 1-800-363-2920 to request the appropriate spill kit or assistance of an approved contractor.
12	BGIS Operations Center (OC) immediately notifies the Facility Manager or alternate (if not the first responder).

4.3 Post Petroleum Spill Measures

Step #	Process Step Description
1	Facility Manager (FM) collects dirty absorbents or materials. Place them in the appropriate collection bag or, if needed, in the Response kit barrel. Place in a designated area or bring to the nearest work center.
2	Facility Manager ensures that the clean-up material is disposed of according to all relevant hazardous material transportation and disposal policies and procedures as per the Hazardous Residual Material Management Procedure: PROC-ENV-BELL-142 (RealConnect).
3	Facility Manager notifies Enviro-Line at 1-877-235-5368 (1-877-BELL-ENV) that incident has been managed.
4	Facility Manager ensures that used material is replaced in the spill kit and that it is replaced in the appropriate location (refer to Hydrocarbon Spill Response Kits Management: BELL-12880).
5	Environmental Specialist evaluates the necessity of conducting an Environmental Site Assessment. If required, follow the Environmental Site Assessment and Remediation Procedure: PROC-ENV-BELL-130 (RealConnect).

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Checkpoints

#	Checkpoint Description

5.0 DEFINITIONS

Word/Acronym	Definition
Environmental Emergency	Any situation requiring an immediate response, beyond normal procedures, to prevent or limit damage to the environment.
Environment Incident	Unexpected situation that could have negative environmental impact or could result in non-compliance with environmental legislation. All petroleum product spills are environmental incidents.
Petroleum Product	Petroleum products include hydrocarbon-based fuels, oils, and greases.
Petroleum Product Equipment	Petroleum Product Equipment includes the various types of equipment used to store, transfer, distribute, transport, and deliver petroleum products.
Tank	Storage equipment for petroleum product including the tank itself and ancillary equipment.

6.0 REFERENCES

Document #	Document Title
WI-ENV-BELL-311(RealConnect)	Generic Definitions for Environmental Procedures
Bell ENV 016	Environmental Incident Reporting
Bell ENV 017	Spill Intervention and Spill Response Kit Utilization Procedure
BELL-12880 (Intelex)	Hydrocarbon Spill Response Kits Management
PROC-ENV-BELL-130 (RealConnect)	Environmental Site Assessment and Remediation
PROC-ENV-BELL-142 (RealConnect)	Hazardous Residual Material Management
	Poster for first responder

7.0 REVISION HISTORY

Revision #	Description of Change
0	30-01-2009, Original issue
1	27-09-2011, Hyperlinks update
2	27-01-2014, Template and number updates. Revised steps order of sections 5.2 and 5.3
3	01-03-2015, Updated document to meet new formatting standards

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Revision #	Description of Change
4	11-10-2016, Updated references
5	17-01-2017, General update
6	09-07-2018, Minor corrections and table addition on section 9
7	07-22-2019, Added process maps to meet BGIS standards
8	Changed Customer Service Center (CSC) for BGIS Operations Center (OC) + update Document reference Intellex vs RealConnect

UNCONTROLLED WHEN PRINTED