

Process Title:	PETROLEUM PRODUCT SPILL RESPONSE		Document #:	PROC-ENV-BELL-151
Author:	Jim Fry	Quality Specialist	Revision Date:	01-17-2017
Process Owner:	Simon Forget	Senior Manager, Environmental	Revision #:	6.0

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1. 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. Scope

This procedure applies to BGIS Global Integrated Solutions Alberta LP (“BGIS”) and the activities identified within the scope of services for the client.

3. Roles & Responsibilities.

3.1. First Responder

- 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)
- Assist where required in intervention

3.2. Environmental Services (ES)

- 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

3.3. Facility Manager

- 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

3.4. Customer Support Professional (CSP)

- Responsible to collect and record information as communicated

4. Procedure

4.1 PREVENTIVES MEASURES		
Steps	Actions to be performed	Owner
4.1.1	Identify 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 (PROC-ENV-BELL-144) for the minimum required content of a spill kit.	Facility Manager

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4.1.2	Ensure that the "Poster for first responder" is available near all petroleum product storage tanks and locations where a spill risk exists.	ES
4.1.3	<p>Ensure 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.</p> <p>Where a Spill Kit cannot be placed in visible location, location should be posted with the first responder poster</p> <p>The Bell Spill Intervention and Spill Kit Utilization Procedure: ENV 017 can be referred to for training purposes.</p>	Facility Manager

4.2 DISCOVERY OF A SPILL (IMMEDIATE ACTIONS)		
Steps	Actions to be performed	Owner
4.2.1	Avoid fume inhalation and direct contact with skin.	First Responder
4.2.2	Identify product spilled and assess the risk of fire or explosion.	First Responder
4.2.3	Where safety is compromised, immediately contact local fire/police and Customer Support Center 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.	First Responder
4.2.4	If necessary, secure the area to prevent entry of unauthorized personnel.	First Responder
4.2.5	Eliminate all possible sources of heat that could fuel a fire and shut off motors and equipment. Close the safety valves if present.	First Responder
4.2.6	Retrieve the spill kit and put on the appropriate safety equipment.	First Responder
4.2.7	Block access to all drains and sewers, contain the spill with the appropriate kit material and clean up the spill.	First Responder
4.2.8	If possible, plug the source(s) of the leak using the putty repair tube from the spill kit if appropriate.	First Responder
4.2.9	Report the incident to Bell Corporate Responsibility & Environment (CR&E) through Enviro-Line at 1-877-235-5368 (1-8777-BELL-ENV).	First Responder
4.2.10	When spill can be manage with onsite supply and staff, proceed to clean up.	First Responder

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4.2.11	When the spill cannot be contained with on-site supplies and staff, call the Customer Support Centre at 1-800-363-2920 to request the appropriate spill kit or assistance of an approved contractor.	First Responder
4.2.12	Immediately notify the Facility Manager or alternate (if not the first responder).	Customer Support Center (CSP)

4.3 POST-SPILL MEASURES		
Steps	Actions to be performed	Owner
4.3.1	Collect 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.	Facility Manager
4.3.2	Ensure 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.	Facility Manager
4.3.3	Notify Enviro-Line at 1-877-235-5368 (1-877-BELL-ENV) that incident has been managed.	Facility Manager
4.3.4	Ensure 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: PROC-ENV-BELL-144)	Facility Manager
4.3.5	Evaluate the necessity of conducting an Environmental Site Assessment. If required, follow the Environmental Site Assessment and Remediation Procedure: PROC-ENV-BELL-130	ES

5 Definitions

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 considered to be environmental incidents.

Petroleum Product: Petroleum products include hydrocarbon-based fuels, oils, and greases.

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Petroleum Product Equipment: Petroleum Product Equipment includes the various types of equipments used to store, transfer, distribute, transport, and deliver petroleum products.

Tank: Storage equipment for petroleum product including the tank itself and ancillary equipment.

6 References

- 1) WI-ENV-BELL-311: Generic Definitions for Environmental Procedures
- 2) Environmental Incident Reporting: Bell ENV 016
- 3) Spill Intervention and Spill Kit Utilization Procedure: Bell ENV 017
- 4) PROC-ENV-BELL-144: Hydrocarbon Spill Response Kits Management
- 5) PROC-ENV-BELL-151: Petroleum Product Spill Emergency Response Poster
- 6) PROC-ENV-BELL-130: Environmental Site Assessment and Remediation
- 7) PROC-ENV-BELL-142: Hazardous Residual Material Management
- 8) Poster for first responder

7 Records

Record Name	Form Number	Data Classification	Record Owner	Record Location	Minimum Retention Time
Environment		Confidential		SharePoint Site	10 Years

8 Revision/Review History

Version No.	Date	Document Approver	Summary of Change(s)
1.0	30-01-2009	Sr. Manager, Environment	Original
2.0	27-09-2011	Sr. Manager, Environment	Hyperlinks update
3.0	27-01-2014	Sr. Manager, Environment	Template and number updates. Revised steps order of sections 5.2 and 5.3

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4.0	01-03-2015	Sr. Manager, Environment	Updated document to meet new formatting standards
5.0	11-10-2016	Sr. Manager, Environment	Updated references.
6.0	17-01-2017	Sr. Manager, Environment	General update

9. Flowchart

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