

### 3 EMERGENCY PROCEDURES

#### Types of Spills



Spills of hazardous materials or hazardous waste such as fuel, waste oil, paints, solvents, etc. are considered small scale only if they can be controlled, absorbed and cleaned up using equipment available on site such as spill response kits while spills are considered large scale when they are spreading on the water, rapidly seeping into the ground, or they cannot be contained using equipment available on site.

The following actions should be taken when a small scale spill occurs:

First Responders should:

1. Quickly identify the type and source of the spill.
2. Take immediate action to control the leak and stop the spill at its source.
3. Contain the spill by:
  - Quickly controlling any spill from reaching the water by blocking the flow of the spilled product to prevent it from reaching sensitive areas such as marine or sensitive habitat, wells, intakes, drainage systems, etc.
  - Using absorbent materials to soak it up off the ground.
4. Contact the Harbour Manager or Harbour Authority representative and provide full details.
5. Provide witness report to the Harbour Authority and any authorities after incident.

*The following actions should be taken when a large scale spill occurs:*

The First Responder should:

1. Quickly determine the type and source of the spill.
2. Take immediate action to try to control or stop the leak at its source. Try to contain the spill if oil spill pads or oil booms available. NEVER EXPOSE YOURSELF TO DANGER.
3. Report the spill to the Canadian Coast Guard (CCG) Oil and Chemical Spill Reporting Center at (1-800-565-1633).
  - Describe the situation and the product spilled,
  - Give the exact location of the spill,
  - Give your name.
4. Contact the local Fire department.
5. Contact the Harbour Manager or Harbour Authority representative and provide full details.
6. Follow the instructions given by the CCG Spill Reporting Centre concerning securing the site and the recovery of the spilled product(s).
7. Provide witness report to the Harbour Authority and any authorities after incident.

*In the event of a fire or an explosion:*

First Responders should:

1. Immediately evacuate the affected area to ensure the safety of all persons.
2. If the fire is small, try to put it out with a fire extinguisher. In the event of a large fire, leave the immediate area. NEVER EXPOSE YOURSELF TO DANGER.
3. Call the Emergency Numbers including the Fire Department:
  - Describe the nature of the emergency;
  - Give the exact location of the fire;
  - Give your name.
4. Contact the Harbour Manager or Harbour Authority representative and provide full details.
5. Follow the instructions given by the Fire Department and emergency personnel.
6. Keep all approach routes to the fire scene clear for the emergency response team(s).
7. Wait for the HA representative or emergency response team to arrive and direct them to the proper location. NEVER PLACE YOURSELF OR ALLOW OTHERS TO PLACE THEMSELVES AT RISK. Let the professionals take charge of the situation as they arrive.
8. Provide witness report to the Harbour Authority and any authorities after the incident.

### CONTACT LIST

Fire Department	911
RCMP	911
Ambulance	911
Oil and Chemical Spill Reporting Center	1-800-565-1633
Coast Guard- Search and Rescue	1-800-565-1582

Harbour Manager (office hours)	1-( )-( )-( )
Harbour Manager (after hours)	1-( )-( )-( )
Harbour Authority President	1-( )-( )-( )

Small Craft Harbours (Toll Free) 1-800-983-6161

### WHAT YOU CAN DO TO HELP

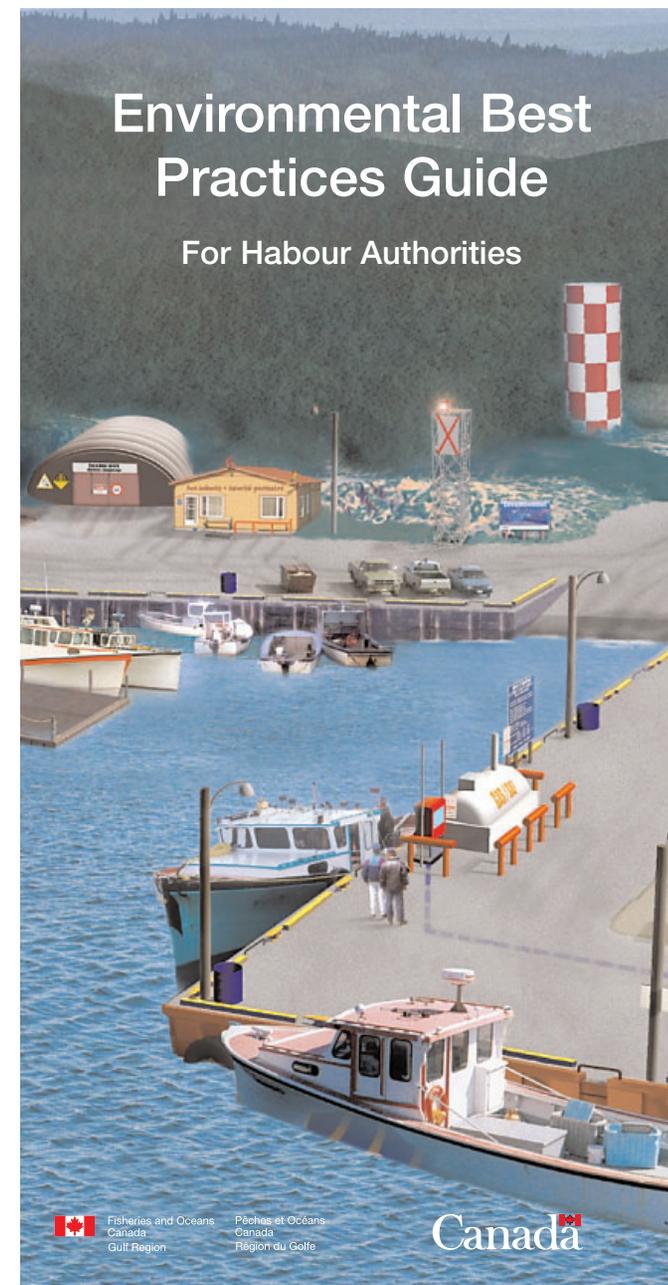
Become familiar with the EMS manual for your harbour.

Consider getting involved in your Harbour Authority and local fire department.

Keep your own emergency equipment in proper working order.

Report any unsafe situations to the responsible authorities.

Attend training courses for emergency training (first aid, CPR, WHIMIS, etc.).



## BEST MANAGEMENT PRACTICES

All Canadian citizens and corporations must comply with the environmental laws of this country. The following section summarizes environmental Best Management Practices (BMPs) or environmental rules that apply to HA's and all users of the property under lease to the HA's. Listed below are some of the most common negative impacts that harbour activities can have on the terrestrial environment and marine ecosystem. Also listed for each impact are a number of "DO's & DON'Ts" that are intended to assist you in becoming more environmentally aware and to guide you in your actions.

### 1 BMP - PETROLEUM WASTE MANAGEMENT

#### *Waste Oil, Lubricants and Filters*



It is important to use waste collection facilities properly to make sure that waste products do not contaminate the environment. In many harbours, waste oil tanks have been installed and harbour users are encouraged to become knowledgeable about their use. Mixing oil with other liquids (e.g. antifreeze, gasoline, paint, solvents, etc.) will drastically increase the cost of collection services. The law in most provinces also requires sellers of motor oil to take back used oil free of charge.

#### DO...

- Use the approved waste oil storage tank (if there is one on site), or take used oil back to the seller.
- Use approved catch drip trays while doing maintenance or repairs.
- Use precautions when transporting waste oil, especially during windy conditions.
- Use absorbent swabs to keep bilge clean.
- Keep wipe cloths or absorbent pads on hand to clean up small spills.
- Store lubricants in a secure location, away from heat sources.
- Make sure to close lid on the waste oil tank when finished.
- Always place lids on empty pails and storage drums.
- Notify the Harbour Manager when the waste oil tank is 3/4 full.
- Use recycled or synthetic oils and lubricants when available.
- Properly drain used filters in the waste oil tank before disposal.
- Deposit oil filters into the appropriate collection container (if there is one on site).
- Close lid on the collection container when finished.
- Clean up your work area so oil does not get into bilge water or the environment.

#### DON'T...

- Drain lubricants into the bilge.
- Leave open containers of used oil anywhere.
- Permit any leaks into the harbour or onto harbour property.
- Mix waste oil, fuel, antifreeze or solvents.
- Put used oil filters in the garbage.
- Leave used oil filters, oily rags or empty containers in the waste oil tank spill box.
- Leave used oil filters on harbour property if an appropriate collection container is not available.

### 2 BMP - FUELING GUIDELINES

#### *Fueling*



Fuel and the marine environment do not mix well as small releases of fuel can contaminate very large volumes of water. There are two dangers 1) a major spill of many liters of gasoline or diesel fuel, or 2) many small spills over time. Neither hazard is greater than the other; in fact, with major spills there is likely to be a response, but small spills often go unattended and the accumulated impact of many small spills can have a devastating impact on the marine environment. Vessel captains, or trained crew members should always oversee the fueling operation, including the ventilation of the bilge and all safety checks and should know approximately how many gallons of fuel are needed when refueling, to avoid possible overfilling.

#### DO...

- Become familiar with proper fueling and emergency response procedures.
- Fuel at commercial fueling facilities with trained attendants where possible.
- Handle all gasoline containers (empty or with product inside) with extreme care.
- Have a cloth or absorbent pad at the fueling site to wipe up small spills.
- Be sure that the fuel gauge works and is visible while fueling.
- Have an anti-surge valve in the filler line.
- Report any damaged or leaking fuel system components to the Harbour Authority.

#### DON'T...

- Dump fouled fuel overboard. It is illegal and harmful.
- Leave nozzle unattended while fueling.
- Transport fuel in unapproved containers.
- Fuel portable tanks on board – instead fill these tanks at the fueling site.
- Fuel from truck to vessel if the fuel supplier is not licenced by the HA.
- Leave fuel containers (empty or full) on site unattended.
- Conduct fueling operations near fishing gear or any fish products destined for human consumption.

### 3 BMP - SOLID AND LIQUID WASTE DISPOSAL

#### *Solid and Liquid Waste*



Garbage (solid waste) is also a by-product of commercial and domestic activities. Costs for garbage disposal have been rising steadily over the past decade. Waste disposal is often a contracted operation, the HA pays for this service and the tipping fees with funds collected through user fees. One way to keep costs down is to think about reducing packaging when bringing materials and supplies into the harbour. Bilge water can contain combinations of oil, fuel, solvents and other products. Pumping untreated bilge water into the harbour or offshore should be avoided and could constitute a violation of the Fisheries Act. By far, the easiest and cheapest remedy is simply to take care in fueling and engine maintenance, so that pollutants don't make their way down into the bilge. This preventative approach is best, not only because it is cheaper, but also because it avoids possible contamination of fishing gear and fish products.

#### DO...

- Separate waste and use the proper recycling containers for cardboard, tin and glass, where available.
- Use the garbage containers placed around the harbour or take garbage home.
- Pick up and dispose any litter floating in the harbour, on harbour structures or on the upland.
- Inform the Harbour Manager if waste containers are near full.
- Properly package hazardous waste such as paints, varnish, solvents, batteries, etc. and place them in the hazardous waste storage area or take them home.
- Use absorbent pads or booms to soak up oil and fuel in the bilge compartment.
- Pump severely contaminated bilge water into a holding tank for appropriate disposal.
- Fit the bilge pump with an "oil-absorbent" filter.
- Properly dispose of oily contaminated materials.

#### DON'T...

- Ever throw any type of waste into the water! It is illegal.
- Bring household waste to the harbour for disposal.
- Throw cigarette or cigar butts into the harbour.
- Throw old nets, traps, lines, or other gear overboard.
- Bring unnecessary packaging onboard.
- Overfill waste containers.
- Pump contaminated bilge water into the harbour.

### 4 BMP - HARBOUR CLEANLINESS

#### *Upland Property*



All upland property should be kept in a neat and tidy condition and excessive noise and dust levels should be properly controlled.

#### DO...

- up and properly dispose of any litter floating in the harbour, on harbour structures or on the upland.
- Schedule time to tidy up during the season and to conduct major clean ups at the end of the season
- Store fishing gear and equipment in a neat and tidy condition in designated storage areas only.
- Minimize vehicle speed on gravel surfaces and apply dust control as required.
- Keep engines in good working condition to minimize noise and atmospheric pollution.
- Contact the nearest SCH office if any problems are noted and the response is unclear.

#### DON'T

- Conduct noisy activities outside normal working hours (7:00 a.m. – 7:00 p.m.).
- Burn wastes in open areas.
- Leave old bait or other organic matter on the harbour property to decompose.
- Leave old, unwanted fishing equipment on harbour property.