Consolidated Application for Environment Act Permits

Introduction

- Special wastes can negatively affect human health and the environment if they are not handled and disposed of properly.
- Improper handling of special waste can cause soil, groundwater and surface water contamination, air pollution, direct poisoning to people and wildlife, and fires and explosions.
- The Special Waste Regulations ensure that special wastes are safely and responsibly handled, stored, transported and disposed of.
- Common special wastes in Yukon include used lubricating oil, used antifreeze, dead batteries, and leftover cleaners, solvents, paints, pesticides, industrial chemicals, and petroleum products.

Do you require a Special Waste Permit?

Under the Special Waste Regulations, a permit is required by companies and individuals who generate, dispose, collect, transport or otherwise handle special waste generated through business activities if greater than or equal to the following quantities of special waste are handled over the course of 30 days or stored onsite at any one time:

- In the case of waste oil, 20L;
- In the case of other liquid special wastes, 5L;
- In the case of one or more solid special wastes, 5kg; or
- In the case of a mixed solid and liquid special waste, 5kg or 5L.

If you are generating special waste below the limits above, storing it on your property and then transporting it to a licensed facility (or having someone licensed to transport to transport it for you, you do not need a permit.

What permit do I need?

There are two (2) different types of special waste permits depending on the activities being undertaken.

1. Special waste generator permits are issued to businesses or individuals that generate special waste as a result of their commercial activities. This permit will also authorize the transport or disposition of their own special waste. To be permitted to transport special waste, a spill response plan must be submitted with the permit application.
2. Special waste facility permits are required when businesses or individuals collect special waste generated by other persons or businesses.

Placer mines generating enough waste to require a permit must fill out a Consolidated Application for Environment Act Permits for Operations with 1 to 9 people, or for operations with 10+ people, as appropriate – NOT the *Application for a Special Waste Permit.*

When do I apply for my permit?

If you will be generating enough special waste to require a permit, and you have obtained your YESAA approval and your water licence, you can apply for your special waste generator permit. A fillable PDF can be found at https://yukon.ca/en/get-special-waste-permit. There is one form for businesses with up to nine people on site day-to-day and a different form for 10+ people involved in day to day operations:

- https://yukon.ca/en/consolidated-application-environment-act-permits-operations-1-9-people
- https://yukon.ca/en/consolidated-application-environment-act-permits-operations-10-people

You may submit your Consolidated Application prior to receiving YESAA approval, but no permit will be issued until your YESAA/water license is issued. YG uses the date on your other permits to determine how long your special waste permit will be valid (up to 5 years).

Tip: Having your YESAA permit and water license on hand when filling out your application will save you time.

CONSOLIDATED APPLICATION FOR ENVIRONMENT ACT PERMITS
FOR OPERATIONS WITH 1-9 PEOPLE

This form is to be used by operations with 9 or fewer people only. If your operation has more than 9 people, complete the Consolidated Application for *Environment Act* Permits for operations with 10+ people.

- Applicants should ensure that they:
  - are familiar with the Air Emissions Regulations, Solid Waste Regulations, and Special Waste Regulations under Yukon's *Environment Act;*
  - are familiar with the accompanying instruction sheet "Environment Act Consolidated Permit Application Guidelines";
  - complete all applicable sections of this form, legibly printing or typing all information;
  - complete the signature block at the end of this form;
  - submit all required attachments.
- A pre-permit inspection may be conducted prior to the issuance of any permit.
- Additional information may be required upon receipt of this application.
- Payment of a technical review fee may be required prior to the issuance of this permit.

Important note: This form consolidates requirements of the application forms for Air Emissions, Solid Waste and Special Waste that are relevant to activities expected to be commonly carried out at small commercial/industrial operations (such as placer mines). This consolidated form is not designed to be used in all situations and has been provided as a convenience only. The Environmental Programs Branch reserves the right to request additional information.

It is the responsibility of the applicant to ensure that they obtain all required permits for their activities under the *Environment Act* and all other relevant legislation and regulations.

For assistance completing this form, use the *Environment Act* Consolidated Permit Application Guidelines instruction sheet.

Read carefully and fill out all sections. Attach additional pages as required

Part 1.0 – Contact and site information	
The applicant is the person or business in whose name the permit will be issued. This form may be filled out and signed by either the individual carrying out the permitted activity(ies), a representative of the business carrying out the permitted activity(ies), or a consultant/contractor working for them provided that they have written permission from the applicant to do so on their behalf. In that case, attach the written authorization to this permit application.	
A. Name and address of applicant	
Business name or government agency/branch/department	Phone
Contact name and position/title	Fax
Mailing address	Postal code
Email	

1.0A: Your business name. The contact must be someone authorized by your business, such as the person responsible for the activities. If this is a contractor, they require written permission from the applicant.
If possible, include an email, it is YGs preference to contact that way.

Information is being collected, used and disclosed under the authority of Part 6 of the *Environment Act*, (S.Y. 2002, c.76, s.84). This information will be used to determine eligibility to obtain Air Emissions, Solid Waste and Special Waste permits and for research, statistical and enforcement purposes. Information collected on this form is pursuant to the *Access to Information and Protection of Privacy Act*, S.Y. 2002, c.1, s.1 and may be disclosed. For further information, please contact Environmental Protection and Assessment, Environment, Government of Yukon, P.O. Box 2701, Whitehorse, YT Y1A 2C6, 867-667-5683 or 1-800-661-0508 ext 5468, or enwprot@gov.yk.ca.

B. Who is directly responsible for the activity(ies) requiring the permit? (For multiple contacts, list on separate sheet.)

☐ **Same as (A) above, or:**

Business name or government agency/branch/department	Phone
Contact name and position title	Fax
Mailing address	Postal code
Email	

C. Where is the site located? (For multiple site locations, list on a separate sheet.)

Street address (civic address) or common site name

Legal description (lot #, block, plan #, quad/group)

Geographic coordinates (centre of site in lat/long, UTM [specify zone] or Yukon Albers)

D. Will the activity be occurring on Crown land?

☐ Yes. What is the total number of grants on which the project will be occurring? _____

Who is the registered owner of the grant(s)? _____

☐ No. Who owns the land? _____

If the applicant is not the land owner or grant holder, a letter of permission from the land owner or grant holder must be provided with this application.

E. What is the typical number of people directly involved with the commercial aspects of this project that will be staying at the site at any one time?

If 10 or more people, contact the Environmental Programs Branch for the proper application form(s).

F. What is the maximum number of people directly involved with the commercial aspects of this project that will be staying at the site at any one time?

G. What are the months and dates of operation for this project?

H. Which of the following activities are to be undertaken by the applicant at the site location? Check all that apply. If you are undertaking an activity that is not listed here, you may need to fill out a different form.

Solid waste

☐ Burning solid waste on site (fill out sections 2.0 and 2.1)
☐ Incinerating solid waste on site (fill out sections 2.0 and 2.2)
☐ Burying solid waste (including ash) on site (fill out sections 2.0 and 2.3)

Burning of solid waste occurs in a trench, pit or barrel while incineration uses equipment where the air intake and combustion temperature can be controlled.

Special waste (hazardous waste) (e.g., waste oil, waste antifreeze, waste brake fluid)

☐ Generating, storing or transporting special waste (fill out section 3.0)
☐ Disposing of waste oil on site in a waste oil burner (fill out sections 3.0 and 3.1)

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1.0B: Usually, this will be the same as above, except you need to list everyone directly responsible for waste disposal.

1.0C: Street address can be a creek or mine name, water or mining license number.

Legal: is usually the quad.

1.0D: If yes, what is the # of grants that will be actively mined (this season + next)

Owner is the registered holder of the grants/claims. If this is not the applicant, you need a letter of permission included with this application.

1.0E: The usual number of people staying at camp and working day-to-day.
1.0F: Maximum number of people that are staying at camp and working day-to-day. Not visitors or visiting contractors. If more than 9, must use the other application.

1.0G: The months you expect to work

1.0H: Check as many as apply.
If you are transporting solid waste offsite, leave blank. Any practice not listed here may require another form.

YG order of preference for solid waste:

1. Transport offsite
2. Incineration
3. Bury off site
4. Bury on site

For 2-4, additional sections in Part 2 need to be filled out.

YG order of preference for special waste is:

1. Storing and transporting
2. Disposing in a waste oil burner onsite*

Any special waste generation requires filling our Part 3.

*There is no current ban on incinerating or open burn, even modified or self-designed units, unless your water license prohibits it. Any incinerator must have controlled air intake and combustion. In consideration of a potential future ban, getting incinerator approved is suggested.

Definitions

Solid waste includes waste from residential, commercial, industrial or other human-related activities or sources, ex. typical household and commercial garbage, and waste from building demolition and construction.

Special waste includes waste or used oil, antifreeze, brake fluid, etc., as well as dangerous goods no longer used for their original purpose

I. Is your project subject to review under the *Yukon Environmental and Socio-economic Assessment Act* (YESAA)?

☐ Yes. YESAA project number or the date the application will be submitted: _____

OR water license number: _____

☐ No

For projects that are assessable under YESAA, applications will be reviewed and held on file until a Decision Document has been issued for the project.

J. Attach:

☐ A site plan sketch, including the expected location of:

- ☐ Camp facilities
- ☐ Solid waste storage area(s)
- ☐ Solid waste burial, burning, and/or incineration area(s)
- ☐ Special waste storage area(s)
- ☐ Waste oil burner/incinerator
- ☐ Fuel storage area(s)
- ☐ The nearest water bodies, residences, roads, and other adjacent land uses.

Applicants that have prepared a Mining Land Use Approval Application may use their site plan sketch and claim diagram, as long as the above locations are noted (if relevant).

Part 2.0 – Solid waste

A. What are the types and volumes of solid waste generated or handled at this site, and what will be done with them? An expected average is approximately 2 kg of waste generated per day per person.

Type of solid waste	Kg/day	Transfer off site	Bury	Burn	Incinerate
Food waste		☐	☐	☐	☐
Cardboard and other paper-based waste		☐	☐	☐	☐
Plastics and other packaging		☐	☐	☐	☐
Recyclable containers and packaging		☐	☐	☐	☐
Construction/demolition waste		☐	☐	☐	☐
Other:		☐	☐	☐	☐
Total amount of solid waste					

For applicants that are proposing to transfer waste offsite, be aware that solid waste facility operators reserve the right not to accept wastes originating from outside their jurisdiction.

B. How and where will the wastes be stored prior to transfer, burial, burning or incinerating (e.g. kitchen wastes will be stored in a metal shed 100m from the kitchen; C and D wastes will be taken directly to the burial pit, etc.)**?**

C. Describe any security or wildlife control measures that are in place at this site (e.g., signage, electric fencing, gates).

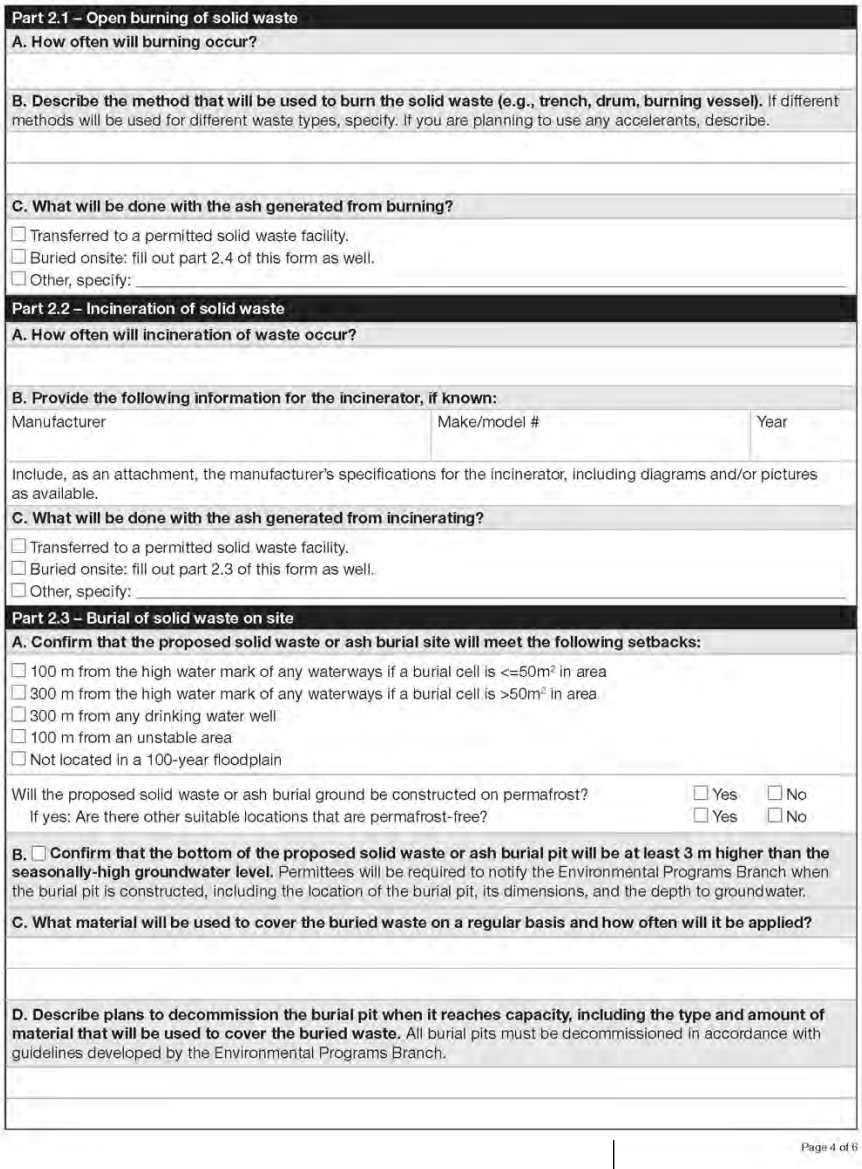
1.0I: Select yes only if your project is under a current YESSA assessment. The project # or water licence # are important because YG will use the YESAA expiration date to determine the length of your special waste permit.

1.0J: This will look similar to the sketch you did for YESSA. If you have a mining land use application, you can use the site plan sketch/claim diagram with the following additions:

- Location of the waste disposal activities you checked off in section H above (ex. burial location, burn location, etc)
- The distance between these activities and nearby waterways
- A symbol legend
- Scale of map (the map does not have to be perfectly to scale, making note of the distance between these activities and water sources is key)

2.0A: Estimating 2kg per person onsite per day, estimate how much of each waste type you will generate and identify how you will manage each type. Add more kg if major changes, like deconstructing camp, are planned.

2.0B&C: It is important to demonstrate that you are working to keep camp free of attractants. For most activities bear proofing is required, questions B and C as you to demonstrate how you will provide secure storage and implement wildlife control measures. Electric fencing is usually required for burying, burning and incinerating waste; fencing will be inspected.
Ex. every day we will move kitchen scraps to the burial pit, the burial pit is within an electric fence 100m from the kitchen, or, kitchen scraps will be stored in a metal shed 100 meters form the kitchen until they are burned and the ash buried.



Part 2.1 – Open burning of solid waste

A. How often will burning occur?

B. Describe the method that will be used to burn the solid waste (e.g., trench, drum, burning vessel). If different methods will be used for different waste types, specify. If you are planning to use any accelerants, describe.

C. What will be done with the ash generated from burning?

☐ Transferred to a permitted solid waste facility.
☐ Buried onsite: fill out part 2.4 of this form as well.
☐ Other, specify: _____

Part 2.2 – Incineration of solid waste

A. How often will incineration of waste occur?

B. Provide the following information for the incinerator, if known:

Manufacturer	Make/model #	Year

Include, as an attachment, the manufacturer's specifications for the incinerator, including diagrams and/or pictures as available.

C. What will be done with the ash generated from incinerating?

☐ Transferred to a permitted solid waste facility.
☐ Buried onsite: fill out part 2.3 of this form as well.
☐ Other, specify: _____

Part 2.3 – Burial of solid waste on site

A. Confirm that the proposed solid waste or ash burial site will meet the following setbacks:

☐ 100 m from the high water mark of any waterways if a burial cell is <=50m² in area
☐ 300 m from the high water mark of any waterways if a burial cell is >50m² in area
☐ 300 m from any drinking water well
☐ 100 m from an unstable area
☐ Not located in a 100-year floodplain

Will the proposed solid waste or ash burial ground be constructed on permafrost? ☐ Yes ☐ No
If yes: Are there other suitable locations that are permafrost-free? ☐ Yes ☐ No

B. ☐ **Confirm that the bottom of the proposed solid waste or ash burial pit will be at least 3 m higher than the seasonally-high groundwater level.** Permittees will be required to notify the Environmental Programs Branch when the burial pit is constructed, including the location of the burial pit, its dimensions, and the depth to groundwater.

C. What material will be used to cover the buried waste on a regular basis and how often will it be applied?

D. Describe plans to decommission the burial pit when it reaches capacity, including the type and amount of material that will be used to cover the buried waste. All burial pits must be decommissioned in accordance with guidelines developed by the Environmental Programs Branch.

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2.1:
- **a.** Daily, weekly, monthly?
- **b.** If different burn methods are used for different solid waste detail here. Permit conditions may allow for 500 mL of accelerant per burn, but you must indicate here that accelerants are planned, if not, you cannot use them.
- **c.** Detail how ash will be managed. An example of "other" is using in your garden.

2.2:
- **a.** Daily, weekly, monthly?
- **b.** If your incinerator is homemade, it will be listed above in 2.1B as a method used to burn solid waste.
- **c.** Detail how ash will be managed.

2.3A: There are 4 important criteria that need to be met when choosing a burial site:
a. 100m <u>or</u> 300m from the high water mark depending the size of the burial cell.
b. 300m from any drinking water well
c. 100m from an unstable area
d. No within a 100 year floodplain

If you cannot check off these 4 criteria, you will need to justify why not.

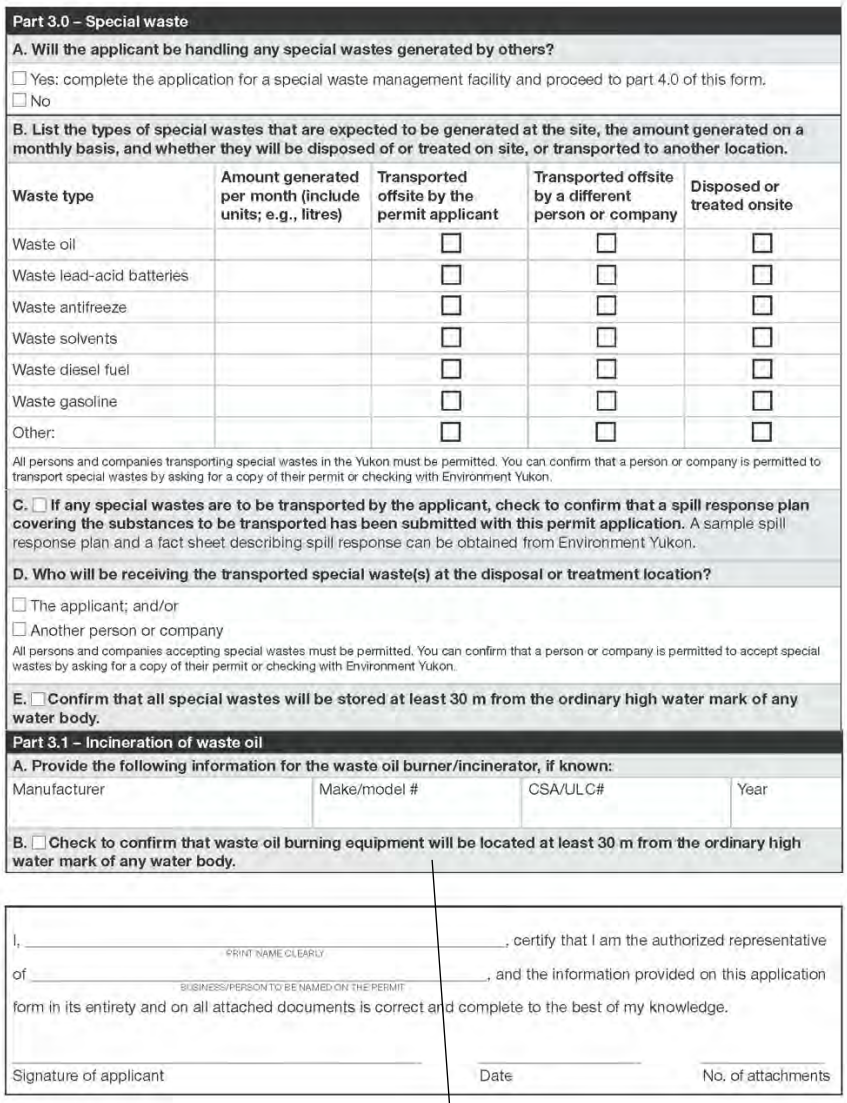
Permafrost should not be disturbed, even if disturbed in the past. Whenever possible, use a permafrost-free location

2.3B: This confirmation is critical. You are required to contact EPB and provide details when your burial pit is constructed.

2.3C: The finer the materials the better as fine materials make the ground less permeable and better for leaching.

2.3D: There are EPA guidelines that must be followed when decommissioning a burial pit, guidelines are based on pit size. Type and amount of material (more than 1m of material on top), regrading and revegetation need to be reported; photos are encouraged. A fact sheet attached for your information.

Every time you close a pit, you must report it. Consider this when choosing the pit size. If you open and close a pit weekly, you need to report weekly. If you intermittently cover a pit all summer and decommission at the end of the season, you will report once at closure.



Part 3.0 – Special waste

A. Will the applicant be handling any special wastes generated by others?

☐ Yes: complete the application for a special waste management facility and proceed to part 4.0 of this form.
☐ No

B. List the types of special wastes that are expected to be generated at the site, the amount generated on a monthly basis, and whether they will be disposed of or treated on site, or transported to another location.

Waste type	Amount generated per month (include units; e.g., litres)	Transported offsite by the permit applicant	Transported offsite by a different person or company	Disposed or treated onsite
Waste oil		☐	☐	☐
Waste lead-acid batteries		☐	☐	☐
Waste antifreeze		☐	☐	☐
Waste solvents		☐	☐	☐
Waste diesel fuel		☐	☐	☐
Waste gasoline		☐	☐	☐
Other:		☐	☐	☐

All persons and companies transporting special wastes in the Yukon must be permitted. You can confirm that a person or company is permitted to transport special wastes by asking for a copy of their permit or checking with Environment Yukon.

C. ☐ If any special wastes are to be transported by the applicant, check to confirm that a spill response plan covering the substances to be transported has been submitted with this permit application. A sample spill response plan and a fact sheet describing spill response can be obtained from Environment Yukon.

D. Who will be receiving the transported special waste(s) at the disposal or treatment location?

☐ The applicant; and/or
☐ Another person or company

All persons and companies accepting special wastes must be permitted. You can confirm that a person or company is permitted to accept special wastes by asking for a copy of their permit or checking with Environment Yukon.

E. ☐ Confirm that all special wastes will be stored at least 30 m from the ordinary high water mark of any water body.

Part 3.1 – Incineration of waste oil

A. Provide the following information for the waste oil burner/incinerator, if known:

Manufacturer	Make/model #	CSA/ULC#	Year

B. ☐ Check to confirm that waste oil burning equipment will be located at least 30 m from the ordinary high water mark of any water body.

I, _____, certify that I am the authorized representative
(PRINT NAME CLEARLY)
of _____, and the information provided on this application
(BUSINESS/PERSON TO BE NAMED ON THE PERMIT)
form in its entirety and on all attached documents is correct and complete to the best of my knowledge.

Signature of applicant _____ Date _____ No. of attachments _____

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3.0A: Anyone planning to manage waste on behalf of another applicant, like another claim holder, will be considered a waste management facility and needs to comply with those guidelines.

3.0B: An estimate of how much of each waste type you will generate per month, and how you will dispose of each.
Only waste oil can be disposed of onsite, and only under approved conditions. Rarely, YESAA may approve onsite disposal of other special waste.
To transport large quantities of special waste offsite – more than 20L of waste oil, 5L of other waste liquid or 5kg of solid waste or liquid mix – you require a permit (via this application) **and** to complete a shipping manifest every time. This one-page form has 6 carbon copies:

1.Kept by waste generator (you)
2&3. Kept by waste carrier/ transporter
Receiving facility fills out 3 remaining copies.
4&5. Kept by receiving facility.
6. Sent back to waste generator (you)

For smaller quantities you do not require a permit or a shipping manifest.
Any 3rd party transporting on your behalf requires a permit. It is recommended you ask for a copy of their permit or ask Environment Yukon for confirmation they are appropriately permitted.
Additional information in the attached fact sheet.

3.0C: Information to help develop a spill response plan is attached

3.0D: In most circumstances you will be transporting your special waste to a waste receiving centre. Be sure to confirm that it is permitted to accept the type of waste being shipped.

3.0E: This must be yes.

3.1B: Once signed and dated this becomes a legal attestation.

3.1A: Waste oil cannot be burnt in a homemade incinerator, you are required to provide the manufacturer, make and model and CSA number if you incinerating oil on site.
3.1B: This must be yes.

Special Waste Regulation

Special Waste Manifests

Waste Manifests, sometimes referred to as Movement Documents, are official documents that accompany shipments of special/hazardous waste in Yukon and other Canadian jurisdictions from their origin to their destination. They document information on:

- the waste generator;
- the waste carrier (transporter);
- the waste receiver; and
- the waste being shipped.

All special/hazardous wastes transported in Yukon must be accompanied by a manifest. This is set out under conditions of any *Environment Act* permit authorizing special waste generation, storage, transportation or operation of a special waste facility and by the *Export and Import of Hazardous Waste and Hazardous Recyclable Materials Regulations (SOR/2005-149)*.

Where to get manifests

Manifests are pre-printed forms with multiple carbon copies. You can pick up manifest booklets in person at the Department of Environment client services desk at 10 Burns Road in Whitehorse. There are 25 manifests per booklet. To request blank manifest books by mail, contact the Environmental Protection and Assessment Branch at 867-667-5683 or envprot@yukon.ca.

How to fill out a manifest

The manifest consists of six carbon copies. Fill out and distribute them following the instructions below. These instructions, including mailing addresses, are also printed on the back of the manifests. It is important to fill out all parts of the manifest fully, accurately and legibly on all carbon copies. Each manifest package has a unique Yukon identification number at the top right corner.

Step 1: Generator (Consignor) completes Part A

The generator of special/hazardous waste must fill out Part A of the manifest with this information:

- Company name and contact information.
- Generator Registration No./Provincial ID No. For Yukon generators this ID number will correspond to the *Environment Act* permit authorizing generation and storage of special wastes and may be in the format of YG41-XXX, YG42-XXX, or YG 81-XXX. For biomedical waste transport, the registration number may be in the format of 44-XXX.
- Intended receiver information including their Registration No./Provincial ID No. If the receiver is in the Yukon, this ID number will be in the format of YG42-XXX corresponding to their special waste facility permit number.

- Information about the waste being shipped such as provincial waste code, shipping name, waste class, quantities, etc.
- Signature of the authorized person.

Step 2: Carrier completes Part B

The carrier/ transporter of special/hazardous waste must fill out Part B of the manifest with this information:

- Company name and contact information.
- Carrier Registration No./Provincial ID No. For Yukon carriers this ID number will correspond to the *Environment Act* permit authorizing transportation of special wastes and may be in the format of YG41-XXX, YG42-XXX, YG80-XXX, or YG 81-XXX. For biomedical waste transport, the registration number may be in the format of 44-XXX.
- Vehicle and/or trailer license information including territory/province of registration.
- Signature of the authorized person.

Step 3: Generator distributes Copies 1 and 2

Generator detaches Copy 1 (white) and Copy 2 (green) from the manifest package. Mail Copy 1 within three working days:

Government of Yukon, Department of Environment
Environmental Protection and Assessment Branch (V-8)
Box 2703
Whitehorse, YT
Y1A 2C6

Generator keeps Copy 2 for their records. The remaining copies in the package accompany waste shipment to the receiver location.

Step 4: Receiver completes Part C

Upon receipt of the hazardous/special waste at their permitted facility, the Receiver must fill out Part C of the manifest with this information:

- Company name and contact information.
- Carrier Registration No./Provincial ID No. For Yukon receivers this ID number will correspond to the Environment Act permit authorizing operation of a special waste facility and may be in the format of YG42-XXX, YG80-XXX, or YG81-XXX.
- Date and time waste was received.
- Information on received materials including quantities.
- Signature of the authorized person.

The *Environment Act* and regulations may be viewed online at legislation.yukon.ca/env.html, or at any Yukon Public Library, territorial agent, territorial representative or regional services office. You may purchase copies at the Inquiry Centre, Yukon Government Administration Building, 2071-2nd Avenue in Whitehorse, request by email queens.printer@gov.yk.ca or mail: Yukon Government Queen's Printer, Box 2703 (W-4), Whitehorse, Yukon, Y1A 2C6 (phone 867-667-5146 or toll free 1-800-661-0408, extension 5146).

Step 5: Receiver distributes Copies 3, 4, 5, and 6

Receiver separates the remaining manifest copies and distributes them within three working days as follows:

- Copy 3 (yellow) mailed to:
  Government of Yukon, Department of Environment
  Environmental Protection and Assessment Branch (V-8)
  Box 2703
  Whitehorse, YT
  Y1A 2C6
- Copy 4 (pink) distributed to Carrier for Carrier's records.
- Copy 5 (blue) kept by the Receiver.
- Copy 6 (brown) mailed to the Generator (Consignor) for Generator's (Consignor's) records.

For more information on the *Environment Act*, please contact:

Government of Yukon	Phone:	867-667-5683
Environmental Protection and Assessment Branch	Toll Free:	1-800-661-0408, ext. 5683
Box 2703 (V-8)	Fax:	867-393-6205
Whitehorse, Yukon	Email:	envprot@yukon.ca
Y1A 2C6	Web:	Yukon.ca

The *Environment Act* and regulations may be viewed online at legislation.yukon.ca/env.html, or at any Yukon Public Library, territorial agent, territorial representative or regional services office. You may purchase copies at the Inquiry Centre, Yukon Government Administration Building, 2071-2nd Avenue in Whitehorse, request by email queens.printer@gov.yk.ca or mail: Yukon Government Queen's Printer, Box 2703 (W-4), Whitehorse, Yukon, Y1A 2C6 (phone 867-667-5146 or toll free 1-800-661-0408, extension 5146).

Yukon
Environment

Environmental Programs Branch
Sample Spill Response Plan
This plan is provided as a sample only.
Applicants should develop a Spill Response Plan unique to their operation.

The following document outlines some essential elements of a spill response plan for businesses handling special wastes. It is intended to demonstrate the components of an effective emergency spill response plan and assist you in developing your own document when applying for a special waste permit allowing your business to transport these materials. You may refer to the contents and layout of this plan when developing your own, or to one of the many sources for emergency spill response plans available on the Internet. This document is intentionally generic: your plan should be developed with your own operation and employees in mind.

Your Spill Response Plan should be designed for employees to use in emergency situations. In order for the plan to be most effective, all employees handling or working near special wastes should read the plan and be familiar with the procedures contained in the plan. Employees must have ready access to both the plan and a means of reliable two-way communication in an emergency situation.

Please keep in mind that development of a spill response plan does not release you from your responsibilities under the *Environment Act,* the *Spills Regulations,* the *Special Waste Regulations,* or any other applicable legislation. This material is provided as a courtesy only, and should not be viewed as a legally authoritative or comprehensive summary of your legislated responsibilities.

Sample Spill Response Plan

The Spill Response Plan should clearly state the name of the plan, which company the plan is for, and the date of submission to the Environmental Programs Branch. It should also list emergency contacts, reporting procedures, immediate response procedures for each type of special waste handled, and comprehensive clean-up actions.

Definition of a Spill in the Yukon (refer to the *Spills Regulations* for more detail online at http://environmentyukon.gov.yk.ca/monitoringenvironment/regulations.php)

- For special waste, any release equal to or greater than:
- within a 24 hour period,
  - 500 grams of solid special waste
  - 500 millilitres of liquid special waste
  - 500 g or 500 mL, whichever is less, of mixed solid and liquid special waste
- within a 30 day period,
  - 5 kilograms of solid special waste
  - 5 litres of liquid special waste
  - 5 kg or 5 L, whichever is less, of mixed solid and liquid special waste
- For non-waste petroleum products or other flammable liquids, any release equal to or greater than 200L.

Emergency contacts

Create a list of emergency contacts and ensure it is available to all personnel working with or around special wastes or dangerous goods, including;

- Yukon Spills Report Centre:
  - (867) 667-7244 (collect)
- Canadian Transport Emergency Center (CANUTEC) Advisory Centre:
  - (613) 996-6666 (collect)
- Local fire department
- Local police detachment
- Local medical services
- Company supervisor: Name and title, Phone
- Other company contact: Name and title, Phone

Sample Spill Response Plan

Reporting procedure

As soon as possible under the circumstances, call the Yukon Spills Report Centre at (867) 667-7244. The Centre takes calls 24 hours/day, and collect calls are accepted. Be ready to report the following information, if available:

- The location and time of the spill
- A description of the circumstances leading up to the spill
- The type and quantity of substance spilled
- A description of any actions taken at the site of the spill
- A description of the spill site and immediately surrounding area (e.g. terrain, watercourses, development, etc.)

Being prepared

Choose and list in your plan the supplies that are appropriate for the type of special waste(s) handled, keeping in mind the potential situation and environment that a spill may occur, i.e. on cement, parking lot, truck bed, roadside or in an aquatic setting. These supplies must be available to employees when special wastes are being stored, transported and otherwise handled. You must ensure that they are easily accessible and that staff are trained in the proper use of the supplies and that the supplies are appropriate for the materials being handled and that there is enough to clean up any spill that could occur.

The following is a non-exhaustive list of some spill response supplies that would be appropriate to have at any site or in any vehicle where a spill may occur;

- Sorbent booms to contain petroleum spills in water
- Sorbent pads for soaking up petroleum spills
- Cat litter or other absorbent non-combustible material
- Shovels
- Pails or barrels
- Rubber boots
- Gloves
- Disposable coveralls
- Emergency flagging or triangular reflectors

Immediate response

List the actions to be undertaken immediately by personnel upon discovering a spill. Steps should be designed to protect the safety of personnel and the environment, such as:

- Assessing the situation. Identify the substance spilled and hazards to human health, if possible.
- Protection for staff and any other people in the vicinity. For example, if it is safe to do so, turn off any potential source of ignition, attend to any injuries, and leave the area if it is not safe to be there.

Sample Spill Response Plan

- If safe to do so:
    - Stop the discharge of the substance. This can include plugging leaks or transferring the substance from a damaged container to a secure container.
    - Containment of the spilled substance. This may include building a simple containment berm out of surrounding soil with a shovel to stop the flow of free material, using absorbent materials in your spill kit to soak up the spill, and placing containment around sensitive areas (e.g. putting some absorbent around a nearby storm drain to prevent the product from entering, or building a soil barrier between the spill and a nearby water body).
- If possible, clean up the spill, making every effort to return the spill site to the condition that existed before the spill occurred.

Comprehensive clean-up actions

If not completed immediately due to the nature of the spill or other restrictions, the following actions must be completed as soon as possible:

- take all reasonable measures to:
    - confine, repair, and remedy the effects of the spill
    - remove the substance spilled in such a manner as to reduce or mitigate any danger to human life, health, and the natural environment
- restore or rehabilitate the site to a condition reasonably equivalent to the condition that existed immediately before the spill occurred.

Some of these actions may require a permit through the Environmental Programs Branch. If you are unsure, call the Branch at (867) 667-5683 or 1-800-661-0408 extension 5683.

Substance-specific procedures

Suggested sources: - 2004 Emergency Response Guidebook
(http://www.tc.gc.ca/canutec/en/guide/guide.htm)
- Material Safety Data Sheets (MSDS)
- CANUTEC Info Line: (613) 992-4624 (collect)

Sample Spill Response Plan

Sample procedures for waste oil and waste antifreeze spills

Waste Oil

Land Spill

- Eliminate sources of ignition.
- Isolate hazardous area and restrict access.
- Avoid direct contact with material. Avoid breathing vapours.
- Prevent additional discharge of material if possible to do so without hazard.
- Prevent spills from entering sewers, waterways or low areas. Contain spilled material with sand or earth. Do not use combustible materials such as sawdust.
- For large spills recover by mechanical means and place in containers.
- Absorb residue or small spills with an inert material and remove to non-leaking containers.

Water Spill

- Eliminate sources of ignition.
- Avoid direct contact with material.
- Contain by booming, and remove from surface by skimming or with suitable absorbent material.

Waste Antifreeze (Ethylene glycol):

Land Spill

- See Waste Oil above.

Water Spill

- Avoid direct contact with material.
- Where possible, remove spilled substance from the waterway with a pump or by hand.

Other Information

Include any additional relevant information, including all special wastes handled, and environmental, operational, seasonal or other factors that may have an effect on emergency spill response.

Sample Spill Response Plan