

# Contingency Plan for Spills at Commercial Salvage Facilities Handling Vehicles



Business name: \_\_\_\_\_ Date of plan: \_\_\_\_\_

Site address: \_\_\_\_\_

## Instructions

- All relevant sections of this contingency plan must be completed. This template is designed for a broad range of vehicle salvage facilities. Modifying this plan to reflect site-specific hazards and business practices of your facility is recommended.
- The Approval Holder is responsible for the contents and annual updates of the plan.
- A completed plan must be submitted with an application for approval or renewal.
- The plan must be updated annually, kept on site and made available upon request from Nova Scotia Environment (NSE) or fire and emergency personnel.
- The Approval Holder is responsible to ensure that the contents of the plan, as updated, are communicated to staff working at the facility.

## Emergency Numbers and Spill Reporting

If a spill occurs, the facility's Spill Contact Person will be notified along with the required agencies at the appropriate emergency numbers. The Spill Contact Person will have the authority to carry out response actions.

Spill contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

### Nova Scotia Environment

**1-800-565-1633**

Immediately contact the 24/7 Environmental Emergencies Reporting Line if any of the following volumes are spilled:

- Gasoline or diesel fuel 100 L or more
- Used oil 100 L or more
- Battery acid 5 L or more
- Regulated refrigerant 25 kg or more
- Solvent 100 L or more

Also report any spill into the environment that may cause an adverse effect.

### Police, Fire, Emergency Health Services

**911**

Spills threatening your health, safety or property and you need help right away.

Local non-emergency numbers:

Police: \_\_\_\_\_ Fire: \_\_\_\_\_

### Canutec

**613-996-6666** or  
**1-888-CAN-UTEC (226-8832)** or \*666 on cellular

### Poison Control Centre 24/7

**1-800-565-8161**

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## Hazardous Materials and Site Risks

All hazardous materials and the locations where they are used, processed, stored, or handled at the facility are to be identified (see table below). A site sketch is to be included (see page 6). Material Safety Data Sheets (MSDS)<sup>1</sup> for hazardous materials handled at the facility are to be available on site.

<b>Pesticides and Hazardous Materials</b>	<b>Location(s)</b> Such as dismantling area, garage, etc.	<b>Volume</b> Maximum stored per location	<b>Volume</b> Maximum stored at facility
<input type="checkbox"/> Gasoline			
<input type="checkbox"/> Diesel fuel			
<input type="checkbox"/> Transmission fluid			
<input type="checkbox"/> Used oil(s)			
<input type="checkbox"/> Antifreeze/coolant			
<input type="checkbox"/> Lead acid batteries and/or battery acid			
<input type="checkbox"/> Batteries such as lithium ion, Nickel-Metal Hydride, other Specify:			
<input type="checkbox"/> Solvents such as parts cleaner Specify:			
<input type="checkbox"/> Air conditioning refrigerants			
<input type="checkbox"/> Windshield washer fluid			
<input type="checkbox"/> Mercury switches and sensors			
<input type="checkbox"/> Other - specify:			
<input type="checkbox"/> Other - specify:			
<input type="checkbox"/> Other - specify:			
<input type="checkbox"/> Other - specify:			

Additional sheets can be attached if more types of hazardous materials are on site.

<sup>1</sup> The use of Safety Data Sheets (SDS) in accordance with the Globally Harmonized System for Classification and labelling of Chemicals (GHS) is permitted.

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## Spill Clean-up Kit(s)

Spill kit(s) need to have the necessary equipment for the response actions and be sized appropriately<sup>2</sup>. They need to be located in areas where they can be accessed if a spill occurs.

### Spill kit(s) for this facility can be found at:

- Receiving Area
- Dismantling Area
- Storage Area
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Spill clean-up kit contains:

- Absorbent material
- Neutralizing agent(s) for battery acid (such as baking soda or lime)
- Shovel and broom
- List of contents in spill kit
- Adequate personal protective equipment (PPE) for the potential hazards such as gloves, boots, goggles, coveralls
- Drain cover (if applicable)
- Drum/container compatible for substance(s) handled/heavy duty plastic bags
- Paper towel/rags

List additional spill response and personal protection equipment on site, and their location. For example, a containment boom is needed if there is a potential of a spill entering a watercourse.

_____	_____
_____	_____
_____	_____

## Response Actions for Spills

Quick response to spills by those trained to do so safely, is important. Proper clean up can prevent contamination of property and groundwater and can stop the spill from reaching watercourses, wetlands, and drinking water wells. Before responding to a spill determine potential risk to yourself and others. Do not enter an area where you feel unsafe.

### Stop

- Check for hazards (flammable material, noxious fumes, cause of spill).
  - If flammable liquid is spilled, turn off engines and nearby electrical equipment.
  - If serious hazards are present leave the area and call 911.
  - When in doubt, consult the applicable MSDS for hazards.

<sup>2</sup> Size of spill kit: To determine the right size of a spill kit for your facility consider the largest amount of material that could be spilled from a single container. It may not always be practical to adsorb the entire contents of a spill. Spill kits need to be used in conjunction with a variety of additional equipment and response actions.

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- Wear personal protective equipment (PPE). See MSDS or contact Canutec for advice.
- Stop the source of the spill (plug hole, upright the container, shut off valve) **if safe to do so**.
- Stop spill from entering any drain or watercourse (use absorbent or other material and actions as necessary).

## Contain and Recover

- If spilled material has entered a drain, remove the material.
- Neutralize spilled acid by carefully applying a neutralizing agent, such as baking soda or lime.
- Clean up spilled material by shoveling absorbent material and soil into a secure drum or other container. Do not flush area with water. Label the container to indicate its contents.
- If necessary, build berms or dykes to contain and divert hazardous material so it does not enter watercourses, wetlands, wells, ditches, storm drains and neighbouring properties.
- Place an absorbent boom around the hazardous material that has entered a watercourse.
- Hire a clean up contractor if equipment onsite is not adequate (e.g. hazardous material vacuum truck).

## Dispose

- Dispose of cleaning material/absorbent and contaminated soil as hazardous waste. Contact a hazardous waste disposal company for assistance.

**Caution:** After cleanup, wash your hands and face before eating, drinking, smoking or using the toilet. Take a shower as soon as possible.

List additional response actions for your facility:

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## Additional contacts:

Hazardous waste disposal company: \_\_\_\_\_

Suppliers of clean up material: \_\_\_\_\_

Contaminated soil treatment facility: \_\_\_\_\_

Other(s): \_\_\_\_\_

## Contingency plan approved by Approval Holder:

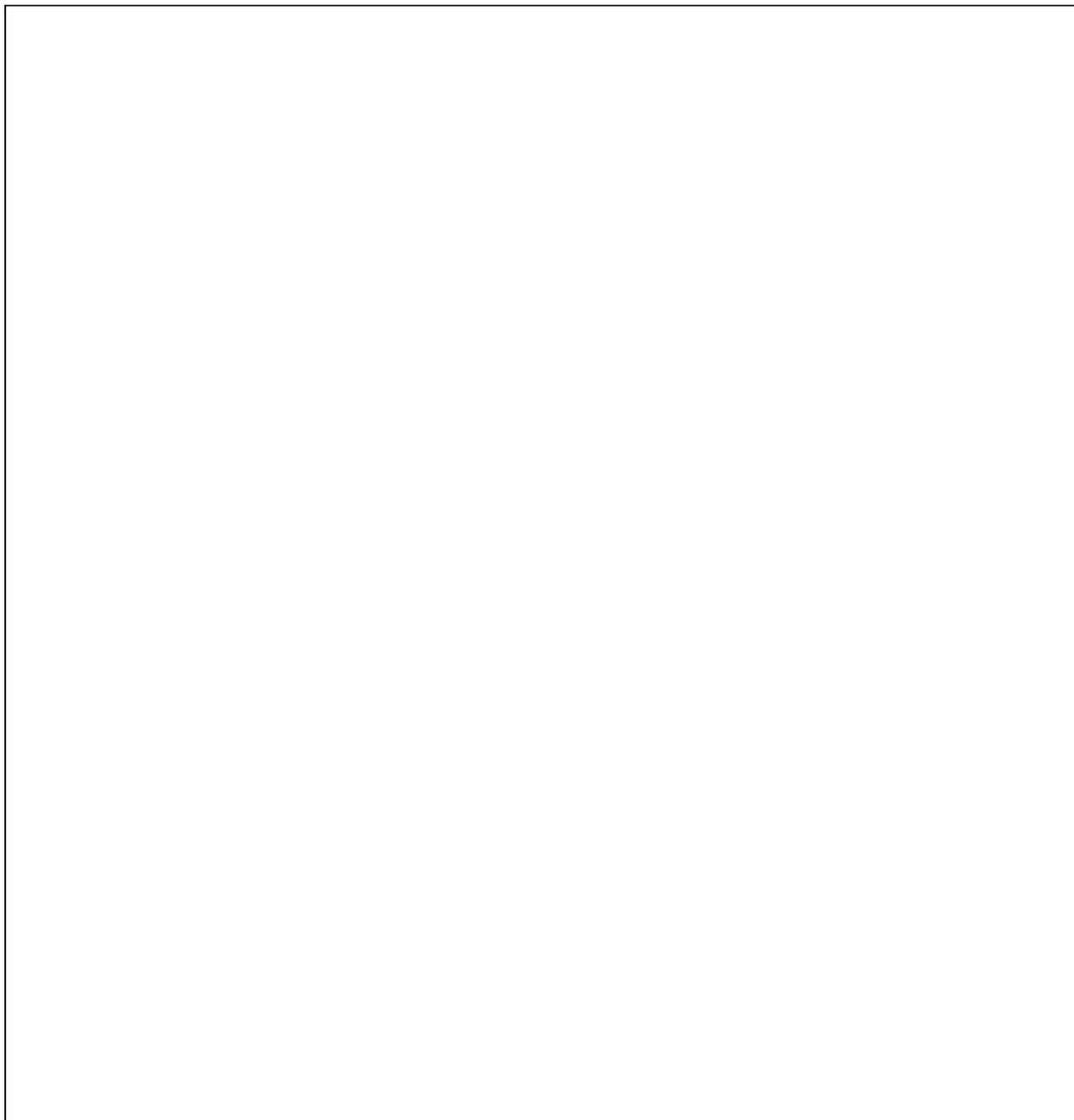
Signature: \_\_\_\_\_ Date: (yyyy/mm/dd) \_\_\_\_\_

Name (print): \_\_\_\_\_

# Contingency Plan for Spills at Commercial Salvage Facilities Handling Vehicles

## Site Sketch

This drawing is a site sketch showing the property layout including buildings, site entrances, locations where hazardous materials are processed, handled, treated or stored and locations of spill kits and other emergency response equipment. Include adjacent properties and their current use (e.g. residential, woodland, schools). Note the locations of wells, watercourses, wetlands, and all culverts, catch basins, and ditches that could be impacted or spread a spill.



Note: Additional sheets can be attached if needed.