**FQM LIMITED**

**ENV-P-001**

**Managing & Reporting Spills**

1. **PURPOSE**

To effectively deal with accidental spills in order to prevent any adverse effects to the environment.

1. **SCOPE**

In the event of a spill, the general procedure includes: notification of COMPANY NAME Management and employees; spill containment and isolation; clean-up and disposal of incidental spills by COMPANY NAME employees, non-incidental and large spills with assistance of Licensed Contractors. In addition, appropriate regulatory agencies will be notified, if required.

1. **RESPONSIBILITIES**
	1. **Employees**

All employees who handle oil or hydraulic fluids are responsible for following this procedure. They have the responsibility to notify to their Foremen and Manager.

* 1. **Management**

Responsible for ensuring that the procedure is understood and followed; for ensuring that all staff are adequately trained to handle oil and chemical materials; for ensuring that all employees know the physical location of spill response kits. Responsible for overseeing all clean-up activities.

* 1. **SEPA Liaison**

Will update, revise and maintain this procedure based on information acquired through the facilities activities as well as external specialist advice. Will hold the master copy of the document. Will respond to and address any reported spill greater than ‘incidental’ size. In the event of a reportable incident to notify SEPA.

1. **DEFINITIONS**
	1. **Incidental Spill**
* a minor spill or leak, which does not threaten to enter a storm drain, sanitary sewer, unpaved area or body of water. The liquid hazards must be known by the individual, and the individual(s) must be trained in spill clean-up.
	1. **Non incidental (reportable) spill**
* any spill or leak, regardless of size, which threatens to enter a storm drain, sanitary sewer, unpaved area or body of water, or any spill that poses a threat to human health and safety.
	1. **Large spill**
* any spill or leak which is too large for personnel to clean up but can be cleaned up by Licensed Contractor.
	1. **Contained spill**
* any spill or leak within the boundaries of the permitted installation according to the SEPA permit.
	1. **Uncontained spill**
* sany spill or leak out with the boundaries of the permitted installation according to the SEPA permit.
1. **PROCEDURE**
	1. **Contained Spills**
		1. **Incidental Spill (non reportable)**

Incidental Spills resulting from transfer operations are to be cleaned up by the employee(s) involved using absorbent granules or pads at the time of spill. Management are to be informed of spill and to arrange the disposal of used absorbent material.

1. Halt any activities associated with the equipment/machinery causing the spill. If possible stop the source of the leakage.
2. Temporarily block off the area of the spill so that people or equipment will not spread the oil. Contain with absorbent booms if necessary.
3. Inform Forman/Manager of spill.
4. Personnel familiar with the equipment and the material spilled and trained to clean up incidental spills may clean up an incidental spill of oil or hydraulic fluid as follows:

 a. Wear oil-resistant protective gloves.

b. Use rags/ oil absorbent cloth/ oil absorbent granules to soak up the oil. Place spent absorbents into a sealed container to await disposal.

c. If the oil or fluid spill is the result of a leak from fixed equipment (e.g. transformer/ compressor/ hydraulics), place a container under the leak (if possible) so as to capture drips. Report the leak to the Forman/Manager for repairs.

d. If the oil or fluid is from a forklift or other mobile equipment, contain with booms and limit movement of the equipment until repairs are made.

5. Manager to approve clean-up activities before any work recommences.

* + 1. **Non incidental (reportable) spill**

Non Incidental spill clean-up is to be implemented by Management and SEPA Liaison. Internal report to be completed and submitted to Management.

1. Halt any activities associated with the equipment/machinery causing the spill. If possible stop the source of the leakage.
2. Temporarily block off the area of the spill so that people or equipment will not spread the oil. If near any type of drainage ensure these are sealed off first. Contain with absorbent booms if necessary.
3. Inform Forman/Manager and SEPA Liaison of spill. The following information should be reported:
* Location and source of spill
* Approximate quantity and identity of product
* Other hazards or emergency conditions
1. The responsible Manager & SEPA Liaison will assess the size and nature of the spill and associated hazards. They shall implement oil spill controls and countermeasures including the assignment of personnel to stop any additional spillage.
	* 1. **Non incidental (reportable) spill (cont)**
2. Trained personnel will be assigned by Management to clean up as follows:

 a. Wear oil-resistant protective gloves.

b. Use rags/ oil absorbent cloth/ oil absorbent granules to soak up the oil. Place spent absorbents into a sealed container to await disposal.

c. If the oil or fluid spill is the result of a leak from fixed equipment (e.g. transformer/ compressor/ hydraulics), place a container under the leak (if possible) so as to capture drips. Report the leak to the Forman/Manager for repairs.

d. If the oil or fluid is from a forklift or other mobile equipment, contain with booms and limit movement of the equipment until repairs are made.

1. If Licensed Contractors are required to remove waste see procedure for large spills
2. Management & SEPA Liaison to approve clean-up activities before work recommences. Photos of area cleaned up to be taken for internal reporting.
3. Incident to be investigated by SEPA Liaison; report to detail, as a minimum, the circumstances of the incident, an assessment of any harm to the environment and the steps taken to bring the incident to an end. The report shall also set out proposals for remediation and for preventing a repetition of the incident.

Report and any findings to be submitted to Management for review.

* 1. **Uncontained Spills**

For **any** uncontained spill, **regardless of size**;

Immediately inform Management and SEPA Liaison.

1. SEPA Liaison to inform SEPA Representative immediately.
2. Follow procedure for contained non incidental spills.
3. Incident to be investigated by SEPA Liaison; report to detail, as a minimum, the circumstances of the incident, an assessment of any harm to the environment and the steps taken to bring the incident to an end. The report shall also set out proposals for remediation and for preventing a repetition of the incident.

Report to be submitted to SEPA as per permit.

* 1. **Large Spills**

For **any** large spill **contained or uncontained**;

1. Immediately inform Management and SEPA Liaison. SEPA Liaison to inform SEPA Representative immediately.
2. Management to implement containment measures and to organise Contractor’s to attend site.
3. Photos to be taken of incident area after clean-up for reporting purposes.
4. Incident to be investigated by SEPA Liaison; report to detail, as a minimum, the circumstances of the incident, an assessment of any harm to the environment and the steps taken to bring the incident to an end. The report shall also set out proposals for remediation and for preventing a repetition of the incident.
5. Report to be submitted to SEPA as per permit.