



Environmental Awareness

Spill Response and Reporting Procedure



What is a Spill Kit?

A spill kit is a collection of items, to be used in case of a spill, leak or other discharge of hazardous substances. Spill kits are developed so that a prompt response and clean-up may be performed.

The Different Types of Spill Kits

Spill kits are generally broken down into one of three different categories: It's important for company owners to carefully identify their particular needs before choosing a kit.



General Purpose – This type of spill kit is designed for both water-based liquids as well as hydrocarbons. General purpose spill kits are made with gray absorbents, making them effective for cleaning up water and hydrocarbons.



Oil Only – An oil spill kit contains white absorbents and is designed to clean up hydrocarbons such as oil and gasoline. The absorbents found in this kit float on water for more effective cleanup contact with the hydrocarbons.



Hazmat – The third type of spill kit is a hazmat kit, which is designed for spills involving highly corrosive acids and solvents. Hazmat spill kits contain yellow-colored absorbents.



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Protect Yourself First – Open the spill kit and place safety glasses and gloves on your eyes and hands.



Absorbent Booms – If there is a waterbody or drain nearby that the released fluid could possibly leak into, protect the waterbody or drain with absorbent booms. Otherwise, place the booms at the forward edge of the spilled fluid in the direction it is moving to contain it.



Absorbent Pads and Pillows – Place the absorbent pads or pillows on the fluid within the boom area or anywhere else they are needed to soak up the fluid before it soaks into any surface which it was spilled.



Absorbent Peat Moss – Peat moss products is an highly effective absorbent for cleaning up oil spills. The peat moss is scattered on the spill and absorbs the oil, and, because it doesn't absorb water, it can then be scooped up taking the toxic oil with it.



Saturated Sorbents and contaminated materials – Must be cleaned up properly and disposed of in the disposal bags provided in your spill kit. Depending on the size of the spill, contaminated materials may have to collected and place in the large spill kit container or barrels. Proper storage and disposal guidelines must be followed whenever using sorbent products.

- Video - <https://www.youtube.com/watch?v=YU9t-QhR-UM>



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Spill Reporting Procedure

1. Notify your Supervisor and report the spill immediately.
2. Once spilled material is observed the MSDS must be consulted for personal protection, clean up and disposal requirements.
3. Locate the source and try to stop the spill where it originates.
4. Contain the spill material.
5. The information to be reported:
 - a. Location of spill,
 - b. time of spill,
 - c. name of material spilled,
 - d. quantity spilled,
 - e. equipment and man power needed to contain and clean up the spill.
6. The Environmental Advisor will be responsible to notify the appropriate regulatory agencies if required.
7. An investigation and report should be conducted and completed for all spills.
8. Spill reports exceeding 70 L must be reported to Government Services (1-800-563-2444 or 1-709-772-2083).
9. Additional requirements may be needed while working in watershed areas, please consult with Town permits and consult with the Environmental Advisor.

Spill Reporting Contact List

| Name | Department | Phone Number |
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