

Preface

The templates and supporting information contained in the Management of Hazardous Material at Automotive Recycling facilities. The materials were prepared as an Addendum to the Canadian Automotive Recycling Environmental Code (CAREC) and its development was paid for by the Automotive Recyclers of Canada (ARC), the Automotive Recyclers Environmental Association, and the Automotive Retailers Association.

The objective of the Addendum was to provide current knowledge and information to its members on the emergency situations that can arise from the collection, storage and shipping of hazardous materials from end-of-life vehicles. The materials and information in the binder represent the Industry's Best Management Practices and the materials and information will be updated from time to time as deemed necessary by ARC and its members.

The Automotive Recyclers of Canada, the Automotive Recyclers Environmental Association and the Automotive Retailers Association do not assume any liability for impacts to human health, operations or the environment resulting from an emergency at a facility using these documents. The Operator of the facility has voluntarily chosen to use the materials and by signing the Contingency Plan, the Operator of the facility acknowledges that the correct and safe management of hazardous materials is the sole responsibility of the Operator, her/his employees and contractors.

For more information about the CAREC and the programs developed for the Automotive Recyclers of Canada, go to www.carec.ca.

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1. INTRODUCTION AND SCOPE

1.1 Contingency Policy Statement

The facility will plan and prepare for all foreseeable environmental, health and safety emergencies associated with the removal, storing, handling and shipping of hazardous materials removed from end-of-life vehicles (ELVs) as well as any hazardous materials used at the facility.

In the event of an emergency, the designated employee will take on the role of Emergency Response Coordinator. They will be tasked with implementing this Contingency Plan to safeguard the employees, the public and then the environment.

In addition, the facility's Contingency Plan will be reviewed, tested and the employees trained to ensure continual improvement and prevent emergencies within its control, prepare for all foreseeable emergencies and return the facility to normal operations as soon as possible.

1.2 Scope of Contingency Plan

The Contingency Plan is designed to prevent emergency situations at automotive recyclers and in the unlikely event of an emergency, the Contingency Plan has been developed to:

- mitigate, reduce, and/or eliminate the impacts to the environment;
- protect employees, equipment and facilities;
- safeguard customers, neighbours and the community.

The Contingency Plan has been prepared for automotive recyclers involved with the removal, storage, handling and shipping of hazardous materials used or generated at the facility and provides employees with a documented protocol for responding to foreseeable emergencies that have the potential to cause a detrimental impact on health, safety and the environment.

The Contingency Plan is not to be confused with an Environmental Review of current practices conducted by AREA or a Contaminated Sites Investigation.

1.3 Site Plan

A Site Map for the facility will be kept up to date at the site and posted in the different work areas in the facility. The Site Map will include the designated storage areas hazardous materials plus location of all emergency response items (e.g. spill kits and first aid kits), firefighting devices and muster locations.

2. EMERGENCY PREVENTION AND PLANNING

2.1 Identification of Hazardous Materials and Hazards

The Canadian Automotive Recyclers Environmental Code (CAREC) requires the facility will remove, store, handle and ship hazardous materials as part of their normal day-to-day operations. The most common hazardous materials are:

- Used oil – about 9.4 L/ELV;
- Antifreeze – about 5.8 L/ELV;
- Refrigerants – about 30% with HFC134a and >1% with R12;
- Lead-Acid batteries – about 50% refurbished and resold;
- Tires – about 4.5/ELV;
- Mercury Switches – about 0.2 switches/ELV using current fleet on roads;

Stale gas, propane and NG, cleaning fluids (solvents; phosphoric acid) are other hazardous materials that may be generated or used by an automotive recycler.

Each facility will store a variety of hazardous materials before the materials are collected, transported and recycled by a contractor. Typical volumes of hazardous materials at an average automotive recycler are:

- Waste oil – up to 1000L;
- Stale gas – up to 500L
- Antifreeze – up to 1000L;
- Refrigerants – up to 60kg;
- Lead-Acid Batteries – up to 2000kg;
- Tires – up to 1000;
- Mercury Switches – up to 150 or 150 grams;

There will be other hazardous materials at some of the recycling facilities but their volumes will typically be small.

2.2 Classification of Emergencies

The emergencies at an automotive recycler can be grouped into three categories depending on the Level of appropriate response.

LEVEL I: Day-to-Day: Minor Leaks

Small leaks of fluids from vehicles, equipment or parts. Occurs when salvage is delivered to the Receiving Area, equipment or parts are removed in the dismantling area or the hulk storage area.

LEVEL II: Minor Work Place Events: Small Spills

Small spills of oil and antifreeze typically occur when hazardous liquids are removed from the vehicle or equipment failure (e.g., blown hydraulic line). Typically these occur in the dismantling area or in the yard if there is an equipment failure.

LEVEL III: Major Work Place Events: Large Spills or Fires

These emergencies affect all the employees at the facility and it could be a major spill, a fire or discharge of hazardous materials that is reportable to the Ministry of Environment. Includes tire or building fires or any reportable spill or any spill that results in a discharge to a storm drain or to the environment.

2.3 Compendium of Potential Emergencies

The frequency of events is based on the industry information collected from the Automotive Recyclers of Canada (ARC). The frequency of an event at a facility in the tables below is based on industry estimates from the approximately 350 members of ARC.

Level 1: Day-to-Day Issues – Minor Leaks

Incident / Event	Frequency at a Facility	Quantity of Spill	Scenario
Leak from a Vehicle or part	Weekly	<1 L	Vehicle or equipment leaking - small superficial stain on ground potential for runoff
Leak from Batteries	Monthly	1-5L	Cracked Casing

Level 2: Minor Workplace Events

Incident / Event	Frequency at a Facility	Quantity of Spill	Scenario
Small Spill from a Vehicle	Annually	10 L	Removal of Wet Parts from Vehicle - larger deeper stain on ground – significant potential for runoff and repeated spills could contaminate groundwater
On Site Spill from a Temporary	Bi-Annually	25L	Transferring oil or antifreeze in containers from dismantling area to fluid storage area. Spill could result in

Container			surface runoff off property during rain event
Overflow of oil from oil barrel	Rare	10L	Barrels of waste oil filled in cool weather, then in the heat of the summer, the oil expands and overflows the barrel
Release of Refrigerants	Rare	1 – 2kg	Compromise of Vehicle Refrigeration System before removal of refrigerants
Single Vehicle Fire	Rare		Inappropriate use of torch, removing gasoline from fuel tank or vandalism can start a vehicle fire

Level 3: Major Workplace Events

Incident / Event	Frequency	Quantity of Spill	Scenario
Spill of Hazardous Liquids that migrates off-site to the environment	Rare	25L	Transferring oil or antifreeze in containers from dismantling area to fluid storage area.
Large Reportable Spill outside Secondary Containment	Very Rare	>100 L	Failure or vandalism of storage containers or spill from waste transport truck. Significant probability of surface runoff offsite
Release of Refrigerants from Vehicle or Cylinder	Very Rare	Up to 50kg	Refrigerant Container Failure or damage
Building/Tent Fire	Rare	NA	Fire in building or tent regardless of cause
Tire Fire	Very Rare	NA	Accidental or vandalism can start a Tire Fire
Vehicle Fire	Very Rare	NA	

2.3 CAREC Contingency Guidelines

2.3.1 Contingency Plan

The CAREC Contingency Plan has the following elements:

- (i) shut down procedures (see Section 3),
- (ii) communication networks to be used (see Section 2.8)
- (iii) notification procedures for (see Section 2.7 and 2.8)
 - (A) police departments in the vicinity,
 - (B) fire departments in the vicinity,
 - (C) emergency response teams,
 - (D) ambulance and medical services,
 - (E) contractors carrying on business in the vicinity,
 - (F) schools, hospitals and residents,
 - (G) federal, Provincial and municipal governments,
- (iv) evacuation procedures for facility staff ;,
- (v) abatement measures,;
- (vi) inventories of spill response and cleanup equipment available (see Section 2.5);
 - (A) at the facility,
 - (B) from contractors carrying on business in the vicinity,
 - (C) from agencies operating in the vicinity, and
 - (D) from regional suppliers

The management of the facility will appoint one person and at least one alternate to act as an Emergency Response Coordinator with authority to carry out action in accordance with the contingency plan (see Front Page of Contingency Plan for Names and Phone Numbers).

The Emergency Response Coordinator will provide a signed copy of the Contingency Plan that is kept in the Environmental binder in a central location in the building. Copies of the Contingency Plan will be distributed to:

- (i) the Emergency Response Coordinator,
- (ii) each alternate Emergency Response Coordinator, and
- (iii) a director of the company if different that above.

As required by the Code of Practice, the Emergency Response Coordinator will ensure that there is sufficient clean up equipment, sorbents and other material and protective equipment and clothing, for all emergency response staff at the facility, appropriate for all spent electrolyte from recyclable lead-acid batteries stored at the facility. See Section 2.5 for list of equipment and resources.

2.3.2 Spill Protection and Reporting

The Emergency Response Coordinator should:

- (a) provide and maintain a spill containment system that meets the specifications outlined in CAREC to contain on site any release of spilled liquids;
- (b) inspect the facility monthly for any irregularities such as malfunctions, deterioration, operator error, leaks or spills which may lead to the escape of liquids from the facility or may pose a threat to human health;
- (c) maintain at the facility a record of inspections conducted showing:
 - (i) any irregularities in the facility,
 - (ii) dates that any such irregularities were discovered,
 - (iii) corrective action taken, and
 - (iv) date of corrective action, and

2.3.3 Emergency Systems Testing

During the Environmental Review, the Emergency Response Coordinator should test or inspect the facility's:

- (a) fire and explosion protection systems described in section 9 (2),
- (b) spill protection systems, and
- (c) contingency plan,

The Emergency Response Coordinator should make a written record of each test carried out and include:

- (a) the measures, systems, procedures, equipment and clothing tested,
- (b) a description of the test methods,
- (c) the date of the tests on each component,
- (d) the results of the tests, and
- (e) description and date of any corrective action

The Emergency Response Coordinator should make the records available for inspection by an officer of the Ministry of Environment.

2.3.4 Training

The Emergency Response Coordinator should ensure that every person employed in the operation of the facility receives training which includes instruction before beginning employment in an operational capacity on:

- (a) the employed person's duties and responsibilities,
- (b) use of personnel protective equipment,
- (c) fire and explosion response procedures,
- (d) spill response procedures,
- (e) communications and alarm systems,
- (f) use of abatement and cleanup equipment,

- (g) shut down operations,
- (h) hazards of all recyclable lead-acid batteries managed at the facility, and
- (i) Transportation of Dangerous Goods and WHMIS

The Emergency Response Coordinator should maintain a record of:

- (a) all persons employed in the operations of the facility and their duties and responsibilities during an emergency,
- (b) a description of the level of training received by each person so employed, and
- (c) the date of the last training session for each person so employed.

2.3.5 Reportable Spills

Each Province requires all spills greater than a specified threshold outside the containment area must be reported to the appropriate Provincial Emergency Management Program.

The caller should be prepared to provide the following information:

- Their name and telephone number.
- The location and time of the spill;
- The type and quantity of the pollutant spilled;
- The details of any action taken and proposed to be taken at the spill site; and
- A description of the location of the spill and the immediate surrounding area.

Typically a written report must be submitted to the Regulatory Agency within seven days of the initial immediate report (this requirement may be waived if the immediate report was sufficient and no adverse effects are likely from the release).

2.4 Emergency Organization and Responsibilities

The Emergency Response Coordinator or Alternate will be responsible for preventing, preparing and responding to all emergencies listed in Section 2.3.

To prevent and prepare for emergencies, the Emergency Response Coordinator will undertake the following activities:

- Ensure that the Contingency Plan is up-to-date;
- Communicate with employees, interested parties or stakeholders regarding any changes to the Contingency Plan;
- Ensure that all facility employees are trained and have the knowledge to respond;
- Conduct drills / tests of the system annually to ensure the adequacy of this Plan;
- Conduct a review of the emergency event and documenting recommendations and corrective actions.

2.5 Resources

The following list of resources will be available at the facility to manage a spill that is 25% of the total volume of hazardous materials on site. The list of resources are:

Supplies:

- Absorbent pads and rolls that are able to absorb oil
- Mop and bucket or other to clean up fluids on impermeable surfaces;
- Plastic bags that will store the hazardous waste;

Equipment & Information:

- Shovels;
- Fire Extinguishers;
- MSDS sheets.

First Aid

- Level 1 First Aid Kit;
- Emergency Response Coordinator and Alternate have Level 1 First Aid Certification;
- Eye wash station

2.6 Internal Notification

The Emergency Response Coordinator will assess each emergency and implement the appropriate components of the Contingency Plan.

Management will be notified of all Level II and Level III emergencies.

2.7 External Notification

The Emergency Response Coordinator or Alternative will be responsible for the notification of External Agencies. The Fire Department will be the only external agency that will respond and assist the facility deal with an emergency.

For catastrophic Non-Operational Emergencies such as a significant earthquake in the region, External Agencies will be more occupied with higher priority emergencies.

2.8 Electronic Communications

During an emergency, the facility will use the local Public Address system used for phone calls and Operational “walkie talkies”.

The Emergency Response Coordinator and the Alternate will keep a list of all employees and their cell phone numbers in the event of an evacuation and there are missing persons or normal communication systems are not functional.

2.9 Public Affairs

The Branch Manager will be the primary point of contact for all inquiries from media, government agencies, local organizations, neighbours and the general public.

3 EMERGENCY RESPONSE

Automotive recyclers have been recycling vehicles for the past 100 years. The response to leaks and spills is well understood by the facility and that historical knowledge has been incorporated into the Emergency Response component of the Contingency Plan.

There are a number of emergencies that have been considered as part of the Emergency Management at the Facility. Those emergencies include (not in likelihood of occurrence): fire, flooding, severe winds, vandalism, building or structural collapse, electrical failure, explosion, earth quake or accident or collision of equipment.

The following seven sections detail the facilities planning, preparation and response to emergencies. The Emergency Response Coordinator must be familiar with the appropriate responses and ensure that the employees are aware of their roles during an emergency and the importance of staying safe.

3.1 Action Decision Matrix

There are three levels of emergency response considered in the Contingency Plan:

LEVEL I: Minor Day-to-Day leaks of oil, fuel and antifreeze within property. Operational personnel are trained to respond and take the necessary response and clean up the leaks on a routine basis. In this level, no hazardous materials are released to the environment, there is minimal contamination of soil and there are no injuries to workers or damage to equipment.

LEVEL II: Small spills of oils, fuel and antifreeze from vehicles, containers or equipment. The Small Spills that have the potential to migrate off site with surface water, ground water or through storm drains or sewers. Operational staff responds to the emergency and Emergency Response Coordinator is notified and the Contingency Plan is activated if necessary. All small spills are cleaned up and there are no environmental impacts. Incident does not pose a danger to the public or the environment. Management should be notified after clean-up is complete.

LEVEL III: Major level incident beyond the resources and capability of onsite personnel. Level III emergencies includes a reportable spill, tire or building fires, or any spill that migrates off-site and impacts the environment. Assistance maybe required from external local, regional and/or provincial organizations. Operational staff responds to the emergency if safe and Emergency Response Coordinator is notified and the Contingency Plan is activated. Management is notified as soon as possible.

3.2 Plan Activation

Operational staff will notify the Emergency Response Coordinator of all Level II and Level III spills. The Emergency Response Coordinator will then determine if the Contingency Plan needs to be activated for Level II spills. The Contingency Plan will be activated and Management notified for all Level III spills.

In the event of the activation of the Contingency Plan, the Emergency Response Coordinator or Alternative will take charge of the situation and:

- ensure that all staff are safe and medical attention is supplied as necessary;
- deploy spill response supplies and oversee the clean-up of the spill; and,
- notify Management and External Authorities as necessary.

There are a number of emergencies (e.g. spills, fire, vandalism, etc.) that could occur and result in a shut-down of the Operational side of the Facility. Shut-down may consist of a number procedures including:

- Preventing or restricting site access
- Stopping all traffic into the site
- Stop loading trucks

Facility employees should assist in the restricting or preventing site access.

3.3 Emergency Response

In the event of an emergency, all staff should:

Stop what they are doing in a manner that will not increase the hazard and safely evacuate the area and contact the Emergency Response Coordinator or Alternate.

The Emergency Response Coordinator or Alternate will evaluate the severity of the situation and provide additional instructions to the employees on managing the emergency situation.

General assessment questions include:

Is Everyone Safe?

Are hazards present that need to be communicated to others?

Chemical hazards

Combustibles near a fire

Springs, hydraulics, hoisted loads, or other potential energy

Electrical hazards

Do security measures need to be taken to safeguard others from these hazards?

What is the nature of the incident?

Chemical release

Fire

Adverse weather conditions

What are the types and quantities of chemicals involved?

What is at risk – people, property, and environment?

Are there any deaths or injuries?

Is first aid needed?

Is the public at risk?

Has the environment been impacted?

Remember to notify facility management early in the response

Remember not to take immediate action which will put you or employees at risk

3.3.1 Spills

Consistent with the Code of Practice, removal of liquid hazardous materials from vehicles should be conducted within the dismantling area. Removal of fuel is frequently done outside and equipment failures can result in spills outside of the dismantling area. Spill kits with items listed in Section 2.5 are located in the dismantling as outlined on the Site Map.

In the Event of a Level III Spill - ALWAYS DON PROPER Personal Protective Equipment THEN:

1. Stop Source of Spill
 - Resources to secure leak include standard maintenance tools and materials such as lumber, rags, cardboard, and plastic

2. Immediately Notify Facility Management
3. Contain Spilled Material
 - Resources to contain material include bulk absorbent, absorbent pads, and absorbent stockings.
4. Recover Contaminated Material
 - Contaminated material may be excavated/recovered using a broom or shovel.
 - Once material is collected it should be stored in proper containers or on plastic sheeting pending characterization and disposal
 - Plastic sheeting should be placed both beneath and on top of material
5. Properly Dispose of Material
 - Facility Manager or his designee is responsible to have material turned over to an appropriate disposal contractor
 - Corporate environmental staff are available to advise on disposal options
 - Disposal records for the Hazardous Waste from the spill are kept on site for a minimum of two years.

Spill Report Form is located in Appendix 4 and a Spill Report must be completed for all Level 2 and Level 3 spills.

3.3.2 Fire

In the event of a building or tire fire, the plastic containers containing hazardous materials may fail and hazardous materials released or the tire will cause significant smoke issues for the community. In addition, the water used to suppress a fire is expected to cause problems because the water will drain from the storage areas and could migrate offsite.

Only fight small fires with fire extinguishers, if it is safe to do so. Fire extinguishers should be located in various locations throughout the Facility identified by orange covers and/or signs.

Do not use water on live electrical circuits

Avoid breathing vapours – use full protective equipment (bunker gear) and self-contained breathing apparatus.

FIRE TYPES	RESPONSE TO SCENARIO (other than evacuate)	WHAT EMPLOYEES ARE NOT TO RESPOND TO and/or WHEN TO LEAVE TO PROTECT LIVES
Building Fire	If fire is small, use a fire extinguisher to try to put it out. Do not operate equipment until cleared.	Evacuate if the fire is large or if structural damage is occurring.
Vehicle/Equipment Fire	Extinguish with dry chemical extinguisher Evacuate the area if the fire cannot be put out	Fire is fully developed, damage is not repairable, or there is a potential for an explosion.

3.3.3 Floods

There are three possible flood events that can have at a facility. In low-lying areas that are in a flood plain or near the coast, a flood or Tsunami is possible. Floods from rivers and streams can be predicted and a facility can have time to prepare the warehouse for a flood of freshwater. Tsunamis will not give the facility much time to prepare for an influx of marine water.

The second type of flood is associated with a large precipitation event and the facility becomes flooded through the failure of the drains to remove the water.

The third type of flood is associated with broken pipes or sprinklers within the building.

3.3.4 Injury and Illness

Level 1 First Aid kit will be present at the facility and the Emergency Response Coordinator and the Alternate will be trained as a Level 1 First Aid Attendant.

MSDS sheets are available and posted in the Operational area of the facility.

Eyewash stations are located on the Site Plan and all operational employees are trained in the use of the eyewash.

All injuries, regardless of severity or occurrence (i.e. near misses) will be reported to Emergency Response Coordinator and a First Aid Report will be started. See Appendix 2 for Injury & Illness Report Form.

3.4 Evacuation

In the event that the above responses are not successful or the level of the emergency is sufficiently great that the facility should be evacuated, the following procedures should be followed.

Facility personnel should assemble near the identified muster point. Roll call will be made to account for all personnel (including visitors). Access to the rest of the site must be restricted, as specified by the Emergency Response Coordinator.

Site Maps are posted at all entrances / exits and identify the muster locations.

3.5 Site Restoration / Remediation

In the event of a large spill to the environment, the facility will hire appropriate consultants to determine if there is a need for Site Restoration or Site Remediation.

3.6 Disposal of Spilled Contaminants and Debris

All materials that have been used to clean up the site will be deemed a hazardous waste due to the levels of contamination.

A hazardous waste company will be contracted to properly dispose of the hazardous waste and records of disposal will be kept on site for two years.

3.7 Post-Incident Evaluation

Following any Level II or Level III Emergency Response, an investigation by the Emergency Response Coordinator or Alternative must be conducted to determine the cause of the incident and review the emergency actions taken and prevent the spill from occurring in the future.

Following the investigation, a report that includes any Corrective and Preventative recommendations must be submitted to management for review and approval.

The Spill Report (Appendix 1) represents the field notes documenting what occurred on site and what measures were taken to minimize environmental impact.

It is vital that the Spill Report be completed as soon as possible during or after the spill event. The report must be clear, concise, correct and factual. The written spill report must include the following:

- the location, date and time of the spill
- the duration of the release and the release rate
- the composition of the release for each substance, including:

- concentration
- total weight, quantity or amount released
- a detailed description of the circumstances leading up to the release
- the steps or procedures taken to minimize, control or stop the release
- the steps or procedures taken to prevent similar releases
- any other information required by the Director of the Ministry of Environment

4 TRAINING AND PRACTICE DRILLS

The Contingency Plan will be reviewed as part of the Facility's Environmental Review. See Appendix 3 for Contingency Plan Test Form. If any significant revision is conducted following an accident or testing, a copy will be given to all key emergency personnel and staff training will be conducted.

4.1 Training

All Operational personnel will be trained to prevent, prepare and respond to emergencies.

The training should consist of a review of:

- the contents of the Contingency Plan;
- importance of spill prevention;
- potential spill or release situations,
- previous spills or releases situations, and
- hands-on training in the use of personal protective equipment and spill clean-up equipment;
- Muster Locations and WHMIS

The training of the Operational personnel will be recorded and the employees will sign the record once they have completed the training and are prepared to commit to a safe work place that does not have an impact on the environment or the community.

4.2 Practice Drills

Given the relatively low environmental, health and safety risk posed by automotive recyclers, the Contingency Plan will be tested during the Environmental Review.

Consideration should be given to inviting the local Fire Department to the automotive recycler ensure they are familiar with the site and have access to the fire suppression equipment located on site.

A record will be maintained of testing or review of the Contingency Plan will be included in the Environmental Review.

5 CONTINGENCY PLAN EVALUATION

The Automotive Recyclers of Canada will periodically evaluate the Contingency Plan Review and communicate any changes or recommendations to the automotive recyclers.

The evaluation will include the review of emergencies during the year, a review of the wording in the Contingency Plan and feedback from automotive recyclers.

6 CONTINGENCY PLAN UPDATES

The Emergency Management Coordinator will review the updates provided by the Automotive Recyclers of Canada and notify management and staff of the facility of changes and improvements to the Contingency Plan and Emergency Response.

7 RECORD KEEPING / DOCUMENT CONTROL

The facility will keep the following documents in a location that is accessible 24/7.

- Emergency Management Binder that includes Contingency Plan;
- Employee Contact Information;
- Correspondence from Ministry of Environment.

The facility will keep the following records on site for a minimum of three years:

- Spill Incidence Reports;
- Injury Reports;
- Training Records.

APPENDIX 1: SPILL REPORT FORM

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____ DATE REPORTED: _____

PERSON DISCOVERING THE INCIDENT:

Name: _____ Title: _____

SOURCE OR CAUSE OF INCIDENT

Location: _____

EQUIPMENT INVOLVED

Forklift Heavy Equipment Other (specify): _____

CIRCUMSTANCES/CAUSE (attach sketch and photos or details if possible)

Leaky or broken container Other (specify): _____

MATERIAL INVOLVED IN INCIDENT

Type: _____ Estimated Volume: _____ (L or kg)

Is spill contained? Yes No

AFFECTED AREA

(Land, Storm Drain, Air) _____

ENVIRONMENTAL CONDITIONS

Weather: clear cloudy rainy snowy

Wind: _____ Direction: _____ Speed: _____ (km/h)

SPILL REPORT (cont'd)

ALERTING

Persons Notified of Incident or Spill:

Emergency Response Coordinator _____	Date & Time: _____
Government Agencies _____	Date & Time: _____
Emergency Response _____	Date & Time: _____
Neighbours _____	Date & Time: _____
Other (specify) _____	Date & Time: _____
Other (specify) _____	Date & Time: _____
Other (specify) _____	Date & Time: _____
Other (specify) _____	Date & Time: _____
Other (specify) _____	Date & Time: _____

ASSISTANCE REQUIRED

Medical/ EMS Fire RCMP Management Other (specify): _____

CLEAN-UP

Actions taken _____

Date and time started: _____ Date and time completed: _____
 Estimated quantity recovered: _____ Disposal Method: _____

COMMENTS: _____

HAVE USED ABATEMENT MATERIALS BEEN REPLACED? Yes No

ADDITIONAL OBSERVATIONS: _____

Signature: _____ Date: _____

PLEASE FAX REPORT TO BC Provincial Emergency Program WITHIN 7 DAYS OF EMERGENCY

APPENDIX 2: INJURY REPORT

