



# Off Site Hazardous Material Spill/Release

Document Number: <b>LMS0045A</b>	<b>Standard – Administrative</b>	Applies To: <b>Environmental Health &amp; Safety</b>
Revision Date: <b>2016/06/30</b> Revision: <b>1</b> Review Cycle: <b>3 Years</b>	Document Owner (Title): <b>Manager, Emergency Services</b>	

### Summary of Changes

Rev No.	Section Changed	Revision Made
1		transferred from LMP0045A

#### Scope

This procedure applies to:

- All incidents involving hazardous materials shipments originating at Suncor Energy Inc., Oil Sands.
- All incidents involving Suncor equipment, and/or
- Products that are being shipped to Suncor Energy Inc., Oil Sands.

**Note 1:** This procedure does not apply to notification of pipeline leaks or breaks. Refer to Suncor Energy Inc., Oil Sands - Oil Spill Response Team Manual, copy available at Emergency Operations Centre or Security Call Out binder.

**Note 2:** In most cases the emergency response will have occurred by the authority having jurisdiction and are the on-site lead agency. Suncor Energy's position is to demonstrate due diligence and to ensure that the environmental impact is minimized.

#### Purpose

To ensure that a structured system is available to react to off-site hazardous material spill or release incidents that originated from substances being shipped to or from Suncor Energy Inc., Oil Sands.

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Approved By: Jonathan Schindlbeck, Manager, Regional Emergency Preparedness & Business Services; Clark Esler, Manager, Regional Emergency Mgmt

**Compliance**

- Failure to comply with an Administrative Standard, without an approved deviation, may result in a hazardous situation which could result in:
  - Personnel injury or death
  - Harm to the environment
  - Equipment or property damage.
- Failure to comply with an Administrative Standard, without an approved deviation, may result in disciplinary actions.

**Roles and Responsibilities**

**The following individuals and groups have the following roles and responsibilities:**

- |   |   |
|---|---|
| <b>Document Owner</b>                         | <ul style="list-style-type: none"> <li>• Ensures this document is reviewed according to the required revision cycle.</li> <li>• Ensures the document is updated to accommodate changes to Suncor, provincial, and federal regulation.</li> <li>• Ensures the document is updated to mitigate risks found as the result of an incident.</li> </ul> |
| <b>Document Approver</b>                      | <ul style="list-style-type: none"> <li>• Ensures this standard is necessary and that it aligns with management and company direction.</li> </ul>  |
| <b>Manager, Emergency Services Department</b> | <ul style="list-style-type: none"> <li>• Ensures interpretation and updating of this document</li> </ul>  |
| <b>Level 3 Managers</b>                       | <ul style="list-style-type: none"> <li>• Ensure adherence to this standard</li> </ul>   |

**References**

- Suncor ESD Procedure - 306 On-site & Off-site Hazardous Material Responses

**Standard****1. Notification**

<b>Item</b>	<b>Description</b>
1.1	Person receiving the emergency call shall record all pertinent information using Appendix II, and then advise the Emergency Coordinator.

**2. Emergency Coordinator**

<b>Item</b>	<b>Description</b>
2.1	Activates the Emergency Services standard operating procedures (ESD-306).

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<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
	2.2	Initiate notifications as per Security call out binder.
	2.3	Coordinates additional call out requests from Environmental Affairs.
	2.4	Provides assistance/advice as requested by Environmental Affairs.
	2.5	If deemed necessary advises Mutual Aid partners of incident.

### **3. Environmental Affairs**

<b>Item</b>	<b>Description</b>
3.1	Ensure all necessary notification / communication occurs with: <ul style="list-style-type: none"> <li>• Government regulators</li> <li>• local police</li> </ul>
3.2	Ensure all needs/requirements for assistance in cleanup is arranged for
3.3	Establish Suncor Emergency Response Team meeting as required, consisted of the following: <ul style="list-style-type: none"> <li>• Environmental Affairs Representative</li> <li>• Materials Handling Representative</li> <li>• Industrial Hygiene Representative</li> <li>• Communications Department Representative</li> <li>• Emergency Services Department - Emergency Coordinator</li> <li>• Manager Regional Emergency Preparedness &amp; Business Services</li> <li>• Site Wide Production Lead</li> </ul>
3.4	Dispatch Suncor representative to the scene if deemed appropriate.
3.5	Ensure that Suncor Energy's response meets with regulatory approval.
3.6	Pursue with government acceptance/closure of cleanup.
3.7	If required ensure a written report is forwarded to Transport Canada.

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**4. Materials Handling**

<b>Item</b>	<b>Description</b>
4.1	Provide procurement services for containment cleanup aid as required.
4.2	Contact carrier to update/review all commercial/legal points resulting from the spill/release.
4.3	Establish commercial contracts as required with appropriate cost controls and project management teams.
4.4	If required, provide detailed information for written Transportation of Dangerous Goods (TDG) occurrence reports to Environmental Affairs.

**5. Communication Department**

<b>Item</b>	<b>Description</b>
5.1	Coordination all internal and external communication releases.

**6. Industrial Hygiene**

<b>Responsibility</b>	<b>Step</b>	<b>Action</b>
	6.1	If required, provide ongoing advice on personal protection and occupational health hazards.

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**End of Standard**

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**Appendix 1 – Off Site Hazardous Spill/Release Process Chart**

**TDG Incident Occurrence**



<b>Carrier/Driver</b>	<b>Local Authority</b>	<b>Alberta Transportation and Utilities or Appropriate Provincial Authority</b>
<ul style="list-style-type: none"> <li>• Local Police</li> <li>• Carriers Emergency Plan</li> <li>• Driver’s Employer</li> <li>• Owner of Transport Unit</li> <li>• Consignor or owner of consignment</li> </ul>	<ul style="list-style-type: none"> <li>• Notify AB Public Safety or appropriate Provincial Authority</li> <li>• Secure Area</li> <li>• Emergency Response</li> </ul>	<ul style="list-style-type: none"> <li>• Mobilize Emergency Response team &amp; backup assistance</li> <li>• Containment</li> </ul>



**Suncor Security**

Contact from above source



**Environmental Affairs**

- Inform Government Agencies
- Establish communication links with Alberta Transportation and Utilities or appropriate Government Authority
- Establish Suncor Emergency Response Team meeting
  - Environmental Affairs Representative
  - Materials Handling Representative
  - Industrial Hygiene Representative
  - Communications Department Representative
  - Emergency Services Department - Emergency Coord..
  - Site Wide Production Lead

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**Appendix 2 – Off Site Hazardous Spill/Release Telephone Questionnaire**

Name of Person Calling	Telephone # (for call back)
Caller's Location	Callers address
Name and telephone # of contact at scene of incident (if different from above)	
Product Involved	UN Number (TDG)
Manufacturer	Supplier
Distributor	Is there a leak? Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>YES</b> source of leak	Approximate quantity or rate of leak
Has the spill area been contained or area secured? Yes <input type="checkbox"/> No <input type="checkbox"/>	Has Alberta Transportation and Utilities been notified: (24 hr number 1-800-272-9600 or in Edmonton 422-9600) Yes <input type="checkbox"/> No <input type="checkbox"/>
Location of incident	Date and time of incident
Directions to scene	Type of Incident Road <input type="checkbox"/> Stationary tank <input type="checkbox"/> Rail <input type="checkbox"/> Other (specify) <input type="checkbox"/>
Name of Carrier	Who has been informed of incident? Police <input type="checkbox"/> Shipper <input type="checkbox"/> Fire <input type="checkbox"/> Env. Dept <input type="checkbox"/> Other <input type="checkbox"/>
Follow-up - Call our Emergency Contact (Refer to Security Call Out Binder)	
Name of Contact: _____	Call taken by: _____
Phone Number: _____	Date: _____
Time Information relayed: _____	Time: _____

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The following individuals have approved and signed this document.

UserName: Clark Esler (cesler)

Title: Mgr Regional Emergency Mgmt

Date: Thursday, 30 June 2016, 01:59 PM Mountain Time

Meaning: Approver 1 Signed

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UserName: Jonathan Schindlbeck (jschindlbeck)

Title: Mgr Reg Emergency Preparedness & Bus Sv

Date: Thursday, 30 June 2016, 02:04 PM Mountain Time

Meaning: Approver 2 Signed

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