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## 1 Purpose

The purpose of this Spill Management Plan (“SMP”) is to detail spill prevention, preparedness and response requirements to support the safe response to accidental spills, leaks or releases of both hazardous and non-hazardous materials to the environment (releases to land and / or water); to eliminate or minimize the adverse effects should a spill occur and to protect the health and safety of employees.

## 2 Scope

This SMP applies to the Site managers (Spill Response Coordinator and Alternate Spill Response Coordinator), Site Personnel (employees) and contractors at the Miller Boyington #3 Pit in Uxbridge, Ontario (the “Site”).

The Site consists of an 82.5 acre (33.4 hectare) parcel of land. The Site consists of three residential houses, a contractor yard, a storage warehouse and an asphalt plant, which includes a scale house, a control tower and a boiler house / maintenance shop.

**Table 1: Site Information**

Category	Information
Owner, Site Location and Mailing Address	<p>The Miller Group Boyington #3 Pit</p> <p>Part of Lot 18 and 19 and Part of Lot 20, Concession 7, Town of Uxbridge, Regional Municipality of Durham</p> <p>4499-4589 Concession Road 7 Uxbridge, Ontario</p> <p>Phone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX Email: XX</p>
Site Surroundings and Access	<p>The surrounding area includes residential and agricultural property uses. Access to the Site is from Concession Road 7.</p>

A Site plan identifying the key areas of the Miller Pit Site is provided in Figure 1 – Site Plan.

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### 3 Roles and Responsibilities

The **Spill Response Coordinator** (or designated **Alternate**) has the following responsibilities:

- In case of a spill, responding to the spill location and taking charge or ensuring someone takes charge of containing the spill and ensuring the safe handling, clean-up and proper disposal of spill residues and clean-up materials.
- Reporting the spill internally (to the **Environmental Manager, Plant Manager and Senior Management**) and externally (MOECC / SAC, Township of Uxbridge and Regional Municipality of Durham) as required and ensuring a Spill Investigation Form is completed including an investigation of the causes of the spill and evaluation of actions taken to respond to the spill event;
- Ensuring Safety Data Sheets (“SDSs”) are readily available and current for all hazardous materials used on Site be in contact with, including flammable and combustible liquids;
- Establishing availability / contracts with specialized spill response / clean-up contractors;
- Ensuring spill response equipment is readily available at critical points of use at all times; and
- Ensuring that all employees are trained and knowledgeable of this SMP, and that the SMP is updated as needed.

**Site Personnel** (employees) must:

- Participate in spill training including general response procedures and notification requirements. Personnel, and their supervisors, will be trained on techniques to effectively contain a spill (i.e. spills of fuels and chemicals) as well as how and when to notify the Spill Response Coordinator; and
- Immediately notify their Supervisor, the Spill Response Coordinator or in their absence, the Alternate Spill Response Coordinator in the event of a spill.

**Contractors** must:

- Review and understand their obligations under this SMP, including general response procedures and notification requirements, prior to commencing work at the Site; and
- Immediately notify the Spill Response Coordinator or in their absence, the Alternate Spill Response Coordinator in the event of a spill.

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## 4 Definitions

Term	Definition
Adverse Effect	<p>Section 1(1) of the Environmental Protection Act (EPA) defines adverse effect as one or more of the following:</p> <ul style="list-style-type: none"> <li>(a) impairment of the quality of the natural environment for any use that can be made of it;</li> <li>(b) injury or damage to property or to plant or animal life;</li> <li>(c) harm or material discomfort to any person;</li> <li>(d) an adverse effect on the health of any person;</li> <li>(e) impairment of the safety of any person;</li> <li>(f) rendering any property or plant or animal life unfit for human use;</li> <li>(g) loss of enjoyment of normal use of property; and</li> <li>(h) interference with the normal conduct of business.</li> </ul>
Contaminant	Any solid, liquid, gas, odour, heat, sound, vibration, radiation or combination of any of them resulting directly or indirectly from human activities that causes or may cause an adverse effect.
Hazard	<p>With regards to spills, the release of a hazardous material (liquid or solid) that:</p> <ul style="list-style-type: none"> <li>(a) may occur at the site or relate to the operations of the site;</li> <li>(b) are reasonably foreseeable; and</li> <li>(c) have the potential to cause adverse effects.</li> </ul>
Reportable Spill	<p>A reportable spill is a release,</p> <ul style="list-style-type: none"> <li>(a) into the natural environment,</li> <li>(b) from or out of a structure, vehicle or other container, and</li> <li>(c) that is abnormal in quality or quantity in light of all the circumstances of the discharge.</li> </ul> <p>A reportable spill includes:</p> <ul style="list-style-type: none"> <li>- any spill that has the potential to cause an adverse effect to the environment, other than those which can be readily remediated through clean-up and restoration of paved, graveled or sodded surfaces. Remediation must be carried out immediately; and</li> <li>- any spill that enter waters or is likely to enter waters directly or through drainage structures.</li> </ul>
Natural Environment	The air, land and water or any combination or part thereof.
Non-Reportable Spills	<p>Non-reportable spills include:</p> <ul style="list-style-type: none"> <li>- spills that occur indoors, that are contained by impervious surfaces;</li> </ul>

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Term	Definition
	<ul style="list-style-type: none"> <li>- spills that do not release to the outdoors (to air, water, ground) and do not reach a waterbody and do not have the potential to cause an adverse effect.</li> </ul> <p>Reporting to external agencies is not required.</p>
Pollutant	A contaminant other than heat, sounds, vibration or radiation, and includes any substance from which a pollutant is derived [s. 91(1) of the EPA].
Spills	When used with reference to a pollutant, means a discharge into the natural environment, from or out of a structure vehicle or container, and that is abnormal in quality or quantity in light of all the circumstances of the discharge
Spills Action Centre (SAC)	<p>The Spills Action Centre (SAC), under the Ontario Ministry of the Environment and Climate Change, responds to spills and other urgent environmental concerns.</p> <p>SAC can be contacted at 1-800-268-6060, and is available 24 hours a day, 365 days a year.</p>

## 5 Spill Management Plan

### 5.1 Possible Potential Sources of Spills

The purpose of spill management planning is to document and assess the risk of potential spills in order to identify appropriate procedures and mitigating actions to respond to a spill. Potential spill sources / areas are described below:

- i. Fuel / Oil Storage and Handling

The following table identifies the fuels / oils stored and handled on- Site:

Product	Container	Use / Purpose	Controls
Diesel	One (1) 4,540 L double-walled AST	The AST and fueling area are used to fuel an on-Site loader.	<ul style="list-style-type: none"> <li>• The AST is situated on a concrete pad equipped with vehicle impact protection (concrete-filled bollards) adjacent to the asphalt plant.</li> <li>• Drip trays are placed at fueling connection points to capture any releases.</li> <li>• A <b>Fueling Procedure</b> is in place and Site Personnel responsible for fueling have</li> </ul>

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Product	Container	Use / Purpose	Controls
			<p>received appropriate procedural training.</p> <ul style="list-style-type: none"> <li>The Fueling Procedure and Spill Response Procedure are (see Section 6 – Spill Response Procedure) posted in the fueling area.</li> <li>The diesel AST and Fueling Area are subject to weekly inspections.</li> </ul>
Asphaltic Cement	Two (2) XX L / XX tonne heated asphaltic cement (“AC”) ASTs	Asphaltic cement is used in the manufacturing of hot mix asphalt.	<ul style="list-style-type: none"> <li>The AC ASTs are located within a 1 m high earthen berm to contain any leaks of AC.</li> <li>Valves and pumps are equipped with drip trays.</li> <li>The asphalt plant utilizes a hot oil system, equipped with secondary containment, to heat the AC ASTs. The system is powered by a natural gas-fired boiler and contains approximately XX L of thermal oil.</li> </ul>
Thermal Oil	The system contains approximately XX L of thermal oil.	The asphalt plant utilizes a hot oil system to heat the AC ASTs.	<ul style="list-style-type: none"> <li>The thermal oil system is powered by a natural gas-fired boiler and is equipped with secondary containment.</li> </ul>
Thermal Oil	Approximately six (6) 205 L drums	The thermal oil drums are maintained for oil change-outs.	<ul style="list-style-type: none"> <li>The thermal oil drums are stored in the Boiler Room / Maintenance Shop.</li> <li>The drums are stored on spill containment pallets.</li> </ul>
Hydraulic Oil	Approximately one (1) 205 L drum	The hydraulic oil drum is maintained for maintenance of the asphalt plant.	<ul style="list-style-type: none"> <li>The hydraulic oil drum is stored in the Boiler Room / Maintenance Shop.</li> <li>The drum is stored on a spill containment pallet.</li> </ul>
Fuel Oil	One (1) 910 L single-walled AST	The AST is used for XX.	<ul style="list-style-type: none"> <li>XX.</li> </ul>

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Product	Container	Use / Purpose	Controls
Propane	Approximately XX XX kg cylinders	The propane is used for XX.	<ul style="list-style-type: none"> <li>The propane cylinders are stored in a locked cage adjacent to the Boiler Room / Maintenance Shop.</li> </ul>
Oxygen and Acetylene	Approximately XX XX kg cylinders	The oxygen and acetylene are used for maintenance related welding.	<ul style="list-style-type: none"> <li>The oxygen and acetylene cylinders are stored in a locked cage adjacent to the Boiler Room / Maintenance Shop.</li> </ul>
Fuel Oil	One (1) 910 L single-walled AST	The AST is used to power an oil-fired furnace for space heating.	<ul style="list-style-type: none"> <li>The AST is located in the basement (concrete floor) of the residence located at 4489 Concession Road 7.</li> </ul>
Fuel Oil	One (1) 910 L single-walled AST	The AST is used to power an oil-fired furnace for space heating.	<ul style="list-style-type: none"> <li>The AST is located in the basement (concrete floor) of the residence located at 4499 Concession Road 7.</li> </ul>

The asphalt plant and associated equipment are subject to a documented comprehensive preventative maintenance program. The asphalt plant and ancillary areas are also inspected on a daily basis and any leaks identified are immediately cleaned-up. This SMP and the Spill Response Procedure are posted in the asphalt plant and the Boiler Room / Maintenance Shop.

Vehicles (i.e. highway trucks) delivering raw materials (i.e. various aggregates, asphaltic cement, and small quantities of various oils and chemicals), excess fill and shipping finished products (i.e. hot mix asphalt) enter and exit the Site via Concession Road 7. The Site also maintains an on-Site loader which serves the asphalt plant. These vehicles have also been identified as a potential source of fuel / oil spills. **No fuelling of vehicles using mobile fuel trucks occurs on-Site.**

The locations of the following potential spill sources / areas are shown in Figure 1 – Site Plan:

- 1 x 4,540 L double-walled diesel AST and fueling area
- 2 x XX L asphaltic cement ASTs
- XX L Thermal Oil System
- Asphalt Plant Boiler Room / Maintenance Shop – 1 x 205 L drum of hydraulic oil, 6 x 205 L drums of thermal oil
- 3 x 910 L double-walled fuel oil ASTs
- Propane storage cage
- Oxygen / acetylene storage cage
- Potential vehicle spill areas

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ii. Chemical Storage and Handling

On-Site chemical storage and handling is limited to the Boiler Room / Maintenance Shop, the Utility Shed, and the Spray Station. The following table identifies the chemicals stored and handled on- Site:

Product	Container	Use / Purpose	Controls
Water Treatment Chemicals	Approximately X 205 L drums	The water treatment chemicals are used to treat the water (anti-scaling, bactericide) in the boiler.	<ul style="list-style-type: none"> <li>The water treatment chemical drums are stored in the Boiler Room / Maintenance Shop.</li> <li>The drums are stored on a spill containment pallet.</li> </ul>
MP524 Release Agent – (surfactant)	One (1) 205 L drum of new release agent and one (1) 205 L drum of used release agent	At the Spray Station, the release agent is sprayed onto the truck beds. The release agent prevents the hot mix asphalt from adhering to the truck bed surface during loading / unloading of trucks.	<ul style="list-style-type: none"> <li>The drums of release agent are stored outside on a covered spill containment pallet, adjacent to the boiler room.</li> <li>The Spray Station is located on a concrete pad to collect any runoff from the truck bed.</li> </ul>
Paint, Solvents, Antifreeze, Cleaners, Aerosols (i.e. paints, electrical contact cleaners, or cleaners and degreasers)	Small quantities	Used in the Maintenance Shop and around the asphalt plant.	<ul style="list-style-type: none"> <li>Stored in the Utility Shed located at XX.</li> </ul>

The locations of the following potential spill sources / areas are shown in Figure 1 – Site Plan:

- Asphalt Plant Boiler Room / Maintenance Shop – XX L water treatment chemicals, 2 x 205 L release agent -surfactant)
- Utility Shed – small quantities of paint, solvents, antifreeze, cleaners, aerosols (i.e. paints, electrical contact cleaners, or cleaners and degreasers), and XX

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A Storage Warehouse is also located on-Site which is used to store machinery and supplies. The warehouse is not used for the storage of fuel, oil or chemicals.

## 5.2 Identified Receiving Bodies of Concern

There are no watercourses or water bodies located at the Site, or the areas immediately adjacent to the Site. The nearest watercourse / water body is the Uxbridge Brook located approximately 2 km to the northeast of the Site. Spills to the driveway area and to the internal roadways of the Site could potentially drain to one of the storm water ditches / areas adjacent to the roadways. In general, storm water infiltrates the ground surface and any surface drainage flows towards to a low-lying area located near the center of the Site where it infiltrates the ground surface. Surface water flow direction for the Site is shown in Figure 1 – Site Plan. The groundwater level near the Site has been reported at approximately 30 mbgs. The ground surface at this low-lying area is inferred to be approximately XX m above the local water table and therefore represents a risk for potential environmental impact.

Three (3) water wells are reported to be present at the Site. One water well is located in the yard area west of the residence located at 4529 Concession Road 7. This well supplies the residential houses at 4589, 4529 and 4499 Concession Road 7 with potable water. The locations of the other two water wells is not known.

Six (6) additional water wells are reported to be present within 250 m of the site. The wells have been advanced to depths ranging between 39 and 70 mbgs.

There are no Areas of Natural Significance (“ANSI”) located on, or within 200 m of the Site.

## 5.3 Preventive Measures

Appropriate measures should be taken to prevent the occurrence of a spill. Assigned Site Personnel are responsible for conducting regular inspections of the preventive measures implemented on-Site. All Site Personnel and contractors are responsible for following training, operating procedures and work instructions set out and required by Miller.

On-Site re-fueling of equipment is only conducted by Site personnel who have received appropriate training. The Fuelling Area (adjacent to the asphalt plant) and is located greater than 30 m away from any surface watercourses, water bodies, wells, or other sensitive areas (i.e. the low-lying area located near the center of the Site). Site personnel follow a documented Fueling Procedure which is posted in the fuelling area along with a copy of the Spill Response Procedure. Drip trays are placed at fuelling connection points to capture any releases.

Drums and containers of oil and chemicals on Site should be stored indoors, where possible, and be provided with secondary containment. Drums / containers should be kept away from vehicular traffic and heavy equipment and / or collision protection (i.e. bollards or jersey barriers) should be provided, if necessary.

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The asphalt plant and associated equipment are subject to a documented comprehensive preventative maintenance program. The asphalt plant and ancillary areas are also inspected on a daily basis and any leaks identified are immediately cleaned-up. Documented site inspections are conducted regularly to ensure any equipment or container leaks are identified and addressed before they become bigger issues. Small leaks and spills are cleaned-up immediately.

Spill kits are located in high risk areas and regular documented inspections are conducted to ensure the spill kits are fully stocked.

Up to date Safety Data Sheets ("SDS") are maintained on-site for all applicable materials. This SMP and the Spill Response Procedure are also posted in the asphalt plant and the Boiler Room / Maintenance Shop.

## 6 Spill Response Procedure

The primary steps to take in the event of a spill are as follows:

- a) **Assess the spill.** Protect the health and safety of Site personnel and the public (in the event of immediate public safety or health risk, i.e. explosion or fire contact 9-1-1 immediately).
- b) **Notify the Spill Response Coordinator of the spill.** All Site personnel shall immediately notify the Spill Response Coordinator or in their absence, the Alternate Spill Response Coordinator, or on-Site Supervisor, of any spill situation. The Spill Response Coordinator, or Alternate, will direct all aspects of any spill incident.
- c) **Identify the material.** Wear appropriate personal protective equipment (refer to the appropriate SDS) before proceeding with spill response activities. See **Appendix C** for SDS for fuels, oils, and chemicals stored / handled on-Site.
- d) **Evaluate the size of the response to be initiated.** Determine if the spill response and clean-up can be handled by Site personnel or whether the assistance of a spill response contractor is required. Refer to **Appendix A** – Emergency Contact Information for applicable contact numbers.
- e) **Decide whether or not Site personnel need to be evacuated from the area.** If evacuation is required, the Spill Response Coordinator, or Alternate, is responsible for ensuring that all Site personnel are safely evacuated from the building / area. Should the Spill Response Coordinator, or Alternate, not be available, an on-Site Supervisor may take the lead on evacuation, if required.
- f) **Stop / contain the spill, only if safe to do so.** Stop and contain the spill if possible and only if it is safe to do so in order to prevent further release. If possible, plug the leak from the drum, tank,

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or pipe with plugging compound. Deploy sorbent socks around the spill then dike the spill to prevent it from spreading. Turn off engines and other sources of ignition (i.e. cigarettes), if applicable.

- g) **Prevent the spill from entering nearby watercourses.** Use all available materials to contain the spill to prevent it from reaching the low-lying area on-Site and away from any watercourse. Cover / block all drains, ditches, etc. with drain covers, booms or diking materials.
- h) **Protect the affected area.** Protect the spill area as necessary, including the equipment and materials exposed to the spill. (Do not drive equipment through the spill and around the Site, this just increases the area requiring clean-up).
- i) **Report the spill as soon as possible.** Only the Spill Response Coordinator, or Alternate, will notify the appropriate internal and external parties (i.e. MOECC / SAC, Township of Uxbridge and Regional Municipality of Durham, Technical Safety and Standards Authority, etc.). The MOECC / SAC must be notified **as soon as possible**. Refer to **Appendix A** – Emergency Contact Information for applicable contact numbers. Refer also to Section 6.2, Reporting Requirements.
- j) **Clean up the spill.** When the spill is contained, place sorbent on the ground at the outer edge of the spill. Then work your way with the sorbents towards the center of the spill.
- k) **Have back-up absorbent available.** In the event that the spill is larger than the available sorbent capacity within the spill kit, obtain back up absorbents from other spill kits. Sand that may be available on-Site can also be utilized as sorbent for larger spills.
- l) **Complete the Spill Investigation Form.** Complete the Spill Investigation Form (**Appendix B**) and distribute to the Environmental Manager, Plant Manager (Alternate Spill Response Coordinator) and Senior Management. Include photos if possible.
- m) **Dispose of all spilled material and spent absorbent.** Collect spilled material / spent absorbent / impacted soil in drums or in a lugger bin, if applicable, properly label the contents and date of the drum / lugger bin, and place it in a secure storage area. All waste is to be handled and disposed of in accordance to the MOECC requirements. Refer also to Section 6.3, Disposal of Spilled Materials.
- n) **Replenish spill kits.** Take an inventory of all on-Site spill kits and replace all used sorbents.

## 6.1 Spill Response Equipment and Safety Considerations

- a) Spill response equipment must be maintained and readily available on-Site. Absorbent materials must be stored in high risk areas (i.e. Fueling Area, Boiler Room / Maintenance Shop) or provided by contractors delivering fuels / chemicals (i.e. maintained in their trucks). Where liquid transfers occur within the vicinity of on-Site ditches, booms must be available for placement in the ditch before the bulk transfer begins. The locations of spill kits are

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b) Depending on nature of the potential spill sources / areas (i.e. quantity, physical and chemical characteristics), the spill kits may contain the following:

- Absorbent pads, pillows, socks;
- Hydrophobic spill booms, of suitable size and length, to contain the spill in the ditch;
- Absorbent material (i.e. clay absorbent) to absorb spills to the ground;
- Dust-pan/ brooms;
- Non-sparking shovel;
- Neoprene drain cover(s);
- Spilled material container / drum / bags;
- Neoprene gloves; and
- Warning tape.

A loader is also available on-Site to facilitate spill response and clean-up if required.

c) At minimum, the following personal protective equipment (“PPE”) is kept within or in the vicinity of the spill kits, to assist with spill clean-up:

- Safety goggles;
- Neoprene gloves;
- Respirators with appropriate filters, if required (as identified in SDS); and
- Neoprene coveralls and/or aprons, if required (as identified in SDS).

The Spill Response Coordinator must ensure that regular inspections of spill response equipment / kits are completed to verify availability and whether maintenance / replacement of any equipment is warranted.

Spill kits are maintained on Site in the following areas:

- Main office / scale house;
- Asphalt plant tower;
- Boiler Room / Maintenance Shop;
- Fueling Area;
- On-board heavy equipment (i.e loader); and
- XXX.

The locations of the on-Site spill kits are shown in Figure 1 – Site Plan

## 6.2 Reporting Requirements

In the event of a spill, employees and contractors (if applicable) are required to immediately notify the Spill Response Coordinator, or Alternate, who are then required to notify the **Environmental Manager, Plant Manager (Alternate Spill Response Coordinator) and Senior Management.**

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The Spill Response Coordinator, or Alternate, will notify the MOECC and other external parties (i.e. Township of Uxbridge and Regional Municipality of Durham), if required, **as soon as possible**. Internal and external contact numbers are available in **Appendix A** - Emergency Contact Information. Reporting to the MOECC is accomplished by calling the Ministry's Spills Action Center (SAC). The following information must be provided when reporting a spill. Make sure you prepare and keep a record of the telephone call when making a spill report, documenting what you say and any instructions provided by SAC.

- i. Your name and phone number;
- ii. Nature of release (i.e. spill, leak, fire or explosion);
- iii. Impact on people, property, and environment;
- iv. Date / time / location of spill;
- v. Type / quantity of substance released;
- vi. Brief description of site and surrounding area;
- vii. Circumstances leading up to the event;
- viii. Resulting contamination; and
- ix. Remedial action being taken/required.

Notification of the MOECC / SAC **MUST** occur **as soon as possible** after the spill occurs (or is discovered).

A **reportable spill** is a release,

- (a) into the natural environment,
- (b) from or out of a structure, vehicle or other container, and
- (c) that is abnormal in quality or quantity in light of all the circumstances of the discharge.

A reportable spill includes:

- Any spill that has the potential to cause an adverse effect to the environment, other than those which can be readily remediated through clean-up and restoration of paved, graveled or sodded surfaces. Remediation must be carried out immediately; and
- any spill that enter waters or is likely to enter waters directly or through drainage structures.

By law, in accordance with the Environmental Protection Act: Every person having control of a pollutant that is spilled and every person who spills or causes or permits a spill of a **pollutant that causes or is likely to cause an adverse effect** shall forthwith notify appropriate persons of the spill. *EPA Sec 92(1)*

The following persons shall be notified by Miller in the event of a reportable spill:

- a) The Ministry of Environment and Climate Change (“MOECC” or “Ministry”);
- b) The municipality, or if the spill occurred within the boundaries of a regional municipality, the regional municipality within the boundaries of which the spill occurred;

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- c) The Technical Standards & Safety Authority for spills of fuel and from fuel tanks;
- d) Where the person is not the owner of the pollutant and knows or is able to ascertain readily the identity of the owner of the pollutant, the owner of the pollutant; and
- e) Where the person is not the person having control of the pollutant and knows, or is able to ascertain readily the person having control of the pollutant, the person having control of the pollutant.

## 6.3 Disposal of Spilled Materials

Free standing liquids are usually removed by vacuum truck.

Spilled material / spent absorbent / impacted soil should be placed into labelled, poly-lined drums, lugger bins, or other sealed containers. Lugger bins should be tarped to keep storm water out.

Larger quantities of impacted soil should be placed on a hard surface, if possible, tarped (both over and under the stockpile) and secured with sand bags or other ballast to keep storm water out.

Spilled material / spent absorbent / impacted soil should be stored in a secure storage area until it can be removed for disposal.

Spilled material / spent absorbent / impacted soils will need to be sampled and analyzed using the Toxicity Characteristic Leaching Procedure (TCLP) by a CALA accredited lab prior to disposal at a licensed landfill (non-hazardous or hazardous). The landfill will require the results of the TCLP analysis prior to accepting the waste. If the TCLP analysis confirms the waste is not leachate toxic, it may be disposed of at a landfill approved to accept non-hazardous waste. Leachate toxic waste is considered a hazardous waste and must be disposed of at a landfill licensed to accept hazardous waste.

Depending on the spilled material, additional testing may be required (i.e. corrosivity, ignitability, reactivity).

## 6.4 Training Requirements

All employees are expected to be fully aware of the Company policies and emergency procedures.

Within 3 months of being hired, new employees will be trained on spill response as part of their new hire orientation. The orientation will include, but will not be limited to, an overview of this SMP document with emphasis on reporting requirements and spill prevention techniques, location and use of emergency equipment such as relevant PPE, fire extinguishers, spill kits, etc.

After the initial orientation, all employees will be retrained on spill response and pollution prevention every 6 months thereafter, as required by the Ontario Fire Code.

The Plant Manager is responsible for scheduling and arranging for both the orientation and semi-annual spill response training. Records of training will be retained including the trainees name and signature, the date on which training was provided and the name of the trainer.

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### **6.5 Plan Review Requirements**

This SMP will be reviewed, at a minimum, on an annual basis and revised as required. The SMP will also be reviewed following each spill for which MOECC notification is required and revised as necessary. A record of these reviews / revisions will be maintained as required under Section 7, Document Revision History.



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**Figure 1: Site Plan**

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## Appendix A: Emergency Contact Information (Miller Boyington Pit #3)

Role	Name	Position	24 Hour Telephone Contact Number	E-mail
Spill Response Coordinator	Mark Morrison	Site Foreman	905-259-7601	XX
Alternate Spill Response Coordinator	Jeremy Lee	Plant Manager	416-677-3721	XX
XX	Kent Woodcock	Plant Operator	905-424-1708	XX
Environmental Manager	Jessica Kennedy	XX	647-462-9432	XX
Senior Management	XX	XX	XX	XX
<b>EXTERNAL CONTACTS</b>			<b>Telephone</b>	
Fire / Police Department (24/7)			911	
MOECC Spills Action Centre (SAC) (24/7) (Toll free number)			1-800-268-6060	
Regional Municipality of Durham			905-576-9991	

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Role	Name	Position	24 Hour Telephone Contact Number	E-mail
	Township of Uxbridge		1-877-426-4459	
	TSSA (in the event of death, serious injury or immediate hazard) Otherwise call the MOECC Spills Action Centre (see above)		1-877-682-TSSA (8772)	
	CANUTEC (24/7) In the event of an emergency involving dangerous goods (Canadian Transport Emergency Centre operated by the TDG Directorate of Transport Canada)		1-888-CAN-UTEC (226-8832), 613-996-6666; or *666 on a cellular phone	
	Spill Response Contractor (XX)		XX	
	Licensed Waste Hauler (XX)		XX	
	Licensed Disposal Site (XX)		XX	
	Uxbridge Cottage Hospital		905-852-9771 24 hour Emergency Care	

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## Appendix B: Spill Investigation Form

<b>Miller Boyington #3 Pit</b> The Miller Group 4499-4589 Concession Road 7 Uxbridge, Ontario XXX-XXX-XXXX	DATE OF SPILL: TIME: <span style="float: right;"><input type="checkbox"/> A.M. <input type="checkbox"/> P.M.</span> LOCATION OF SPILL:
SUBSTANCE (INCLUDE SDS IF POSSIBLE):	MOECC / SAC CALLED: <span style="float: right;"><input type="checkbox"/> A.M. <input type="checkbox"/> P.M.</span> CONTACT
MEDIUM: <input type="checkbox"/> SOIL <input type="checkbox"/> WATER Provide details:	TOWNSHIP OF UXBRIDGE / REGIONAL MUNICIPALITY OF DURHAM CALLED: <span style="float: right;"><input type="checkbox"/> A.M. <input type="checkbox"/> P.M.</span> CONTACT:
APPROXIMATE QUANTITY & DURATION:	
CIRCUMSTANCE / SOURCE / CAUSE OF DISCHARGE:	
POTENTIAL ADVERSE EFFECTS:	
RESPONSIBILITY / OWNER:	
WEATHER: <input type="checkbox"/> CLEAR                  TEMP _____°C    WIND: _____ DIRECTION _____ SPEED <input type="checkbox"/> CLOUDY <input type="checkbox"/> PRECIPITATION	
INITIAL ACTION / WHO HAS BEEN CONTACTED:	
ASSISTANCE REQUESTED?	
CLEANUP COMPLETED:	DATE: TIME: <span style="float: right;"><input type="checkbox"/> A.M. <input type="checkbox"/> P.M.</span>
CLEANUP CONTRACTOR:	

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CLEANUP METHODS:

AREA AFFECTED: SEE ATTACHED PLAN

% CLEANED UP:

ENVIRONMENT AFFECTED / ADVERSE EFFECTS:

PROPERTY DAMAGE:

WASTE HAULER:

MANIFEST / WAYBILL:

WASTE RECEIVER:

CLEANUP COST:

SUCCESS OF CONTAINMENT / CLEAN-UP EFFORTS / INTERNAL FOLLOW-UP:

PREVENTIVE MEASURES TO BE TAKEN:

Responsibility for implementation:

Targeted Deadline:

MOECC / SAC ADVISED OF CLEAN-UP (if required):

DATE:

TIME:

A.M.

P.M.

MOECC CONTACT:

REPORTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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	<b>Spill Management Plan</b>		
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**Appendix C: Safety Data Sheets**