

Canfor Fuel Management Guideline and Spill Preparedness and Response

2016





- This training is designed for Canfor staff to be able to provide guidance to contractors in the requirements and the use of the Canfor Fuel Management Guidelines, including spill preparedness and response procedures.
- The Fuel Management Guidelines is a controlled document. Verify that you use the most current version as posted on the FMG Sharepoint Website.



- Designed as an inspection checklist for various container types/sizes and fuel types.
- Provided to facilitate the evaluation of fuel handling conformance with guidelines and compliance with legislative requirements for Canfor staff and all contractors that handle fuel, and for all Canfor staff who supervise contractors.



- One of the Objectives in Canfor's Environment Program for 2016 is to reduce the number of fuel management guideline incidents.
- **The Target is to have less than 10 Fuel Management incidents in 2016.**
- The Environment Program and its results get reported out on an annual basis to the Corporate Environment Management Committee, and in Canfor's annual Sustainability Report, on Canfor.com
- **It is extremely important that Canfor staff work with Contractors to effectively manage for fuel, follow the standards, and report non conformances.**



- Canfor employees are required to follow the Guidelines when handling, storing, or transporting fuel, and when checking contractors for conformance.
- Canfor Supervisors are responsible for ensuring contractors are following the Guidelines.
 - When you check off on the prework and the inspection forms that fuel is “ok”, the fuel containers and tanks on site are to be conforming to the Fuel Management Guidelines.
 - **Don’t assume conformance, check to ensure the standards are followed.**
- Ensure appropriate staff and contractors receive WHMIS, TDG, and spill Response training.
- Ensure appropriate Material Safety Data Sheets (MSDS) are available.

Canfor Employee Responsibilities cont.



- Ensure all appropriate vehicles and equipment carry the required spill kit items and tools.
- Inspect petroleum and chemical handling and storage equipment including spill kits.
- Conduct and document periodic tests of spill preparedness and response as required.
- Canfor Supervisors are responsible for ensuring any required remedial action plans are entered into ITS and are being completed.
- Audit contractors: **Target one audit per month (per contractor). Use this form as a guide to complete the audits:** [FMG fuel management guidance checklist 2016](#) **New for 2016**

- Contractors are responsible for:
 - Understanding the Fuel Management Guidelines and applicable SWP's.
 - Ensuring employees are trained in WHMIS, TDG and spill response.
 - Conducting regular inspections of all fuel containers and fuel tanks. Inspections are to be documented and kept on site of the fuel container or fuel tank. It has been suggested that inspections are kept with the associated fuel container or fuel tank.
 - Meeting or exceeding spill kit requirements.



- Contractors are responsible for:
 - Obtaining and having available all appropriate Material Safety Data Sheets (MSDS).
 - Conducting and documenting periodic tests of spill preparedness and response.
 - Developing and implementing remedial action plans where deficiencies are identified.
 - Contractors are to make inspections available to the Canfor supervisor upon request.
 - Clean up all spills (any amount of product!)



- Instructions are on page one of the Guidelines

- 1. Determine tank (container) size in litres;
- 2. Determine if the tank is used to transport fuel.
- 3. Determine the tank fabrication specifications and confirm they meet the appropriate fabrication standard listed on Page 6/7.
- 4. Select the page that corresponds with the tank size and assess the tank for:
 - Storage & Dispensing Standards
 - Transporting Standards if the tank is being transported.



5. Complete the appropriate checklists and action plans; submit to Canfor supervisor as requested for Canfor review, and follow-up.
6. Note: All references to Fire Extinguishers imply that they **must be inspected and tagged** on an annual basis by a licensed inspector.
7. Requirements specific to British Columbia are prefixed with “BC”. Requirements specific to Alberta are prefixed with “AB”



- There are two main standards that we need to comply with:
 - Transportation of Dangerous Goods regulations, and
 - Provincial Fire Code.

- The Guidelines are separated into sections based on:
 - Fabrication Specifications,
 - Storage and Dispensing Standards, and
 - Transportation Standards.

- It also includes the requirements for propane.



- Store and dispense fuel outside of any Riparian areas and in locations that are of low risk for collisions.
- Tanks, hoses and nozzles must be in good repair, and not leak.
- WHMIS label or appropriate product identification label is required.
- TDG labels must be attached to the tank when transporting fuel.
- Maintain current MSDS sheets.
- Smoking is not permitted during dispensing operations.



- Use dispensing pumps designed for the products being handled.
- Automatic shut-off nozzles must be used when dispensing fuel.
- Nozzles must be secured within drip containment or in an upright position when not in use.
- Maintain the required fire extinguisher when dispensing fuel.
- Maintain a spill kit of suitable size to contain fuel spills.
- Report Spills as per the Spill Response Procedures (Appendix 4 and EPRP)
- Recover spilled product by either removing contaminated soil or treating the soil on site.



- Tanks must be secured to the vehicle using a tie down mechanism that is rated at a level at or above the working load being secured.
- TDG label is 1202 for Diesel.
- There are no fabrication standards for tanks less than or equal to 450 L capacity.



- Large tanks are tanks greater than 450 litres.
- Large tanks used to transport fuel (TDG Tanks) are required to meet fabrication specifications.
- Spec Tanks for transportation purposes are manufactured to a specific standard and have an attached nameplate.
 - UN Standard IBC
 - CGSB43.146
 - TC 306/406 (CSA B620) Fuel Trucks
- These tanks require testing every 5 years and proof of testing.
- Tanks greater than 450 Litres that lack one of the above nameplates **can not** be used to transport fuel. Can not contain >5% fuel remaining when moved.

- Spec Tanks for storage purposes only, have one of the following nameplates attached.
 - ULC-S601 AST Horizontal tanks
 - ULC-S602 AST Steel tanks
 - ULC-S630 AST Vertical tanks
 - ULC-S653 AST Steel tanks
 - API 12B/12D Bolted/welded
- These tanks require testing every 5 years and proof of testing.
- A non-spec tank is a tank greater than 450 litres capacity that lacks one of the above nameplates.
- Non-spec tanks **can not** be used for fuel storage..

- Tank specifications and conditions
 - Tanks, hoses and nozzles in good repair, free from rust, severe dents, and leaks.
 - Tanks > 450 L need required nameplates attached to be Spec Tank. Tanks without required nameplates are Non Spec Tanks and can not be used for fuel transport or fuel storage.
 - Proof of testing – 5 years for Spec Tanks.
 - Secondary containment in place if required.
 - Inspection reports / checklists completed and accessible. Deficiencies actioned.

What Auditors look for



- Fuel spills
 - Have they been cleaned up or treated on site.
 - Reporting requirements met.
- Spill kits
 - Are they present, suitable sized and adequately stocked.
 - Must be **100%** full of the required contents
 - Knowledge in the use of spill kits and spill reporting requirements.
- Fire Extinguishers
 - Are they present and suitable size.
 - Are they charged and ready for use.
 - Have they been inspected in the past 12 months.

- **Details of the spill response procedures are outlined in the FMG EPRP booklet. Refer to the EPRP booklet when conducting spill response.**
- **Step 1. Ensure Safety First**
 - Warn people in the vicinity, evacuate the area is necessary,
 - Enforce No smoking and extinguish any flame.
- **Step 2. Stop the Product Flow / Prevent Fire**
 - Act quickly but ensure personal **SAFETY FIRST** (use protective clothing),
 - Shut off pumps or other equipment, close valves etc.,
 - Shut off motors, electrical circuits, naked lights, etc., in case the spill product is flammable.

- Step 3. Contain the spill
 - Block off drains, culverts, ditches.
 - Surround spill with earth, peat, straw, sand, booms, commercial absorbents.
 - Determine amount and type of product.
 - **Be safe**, take safety precautions as needed (use goggles, gloves, rubber boots, coveralls etc.)
- Step 4. Notify your Supervisor
 - For spills or petroleum that are greater than 50 litres
 - Chemicals (including antifreeze) greater than 5 litres
 - Any amount of petroleum or chemical that is spilled into water
 - Provide information per the Spill Reporting form.



- Step 4. Notify Supervisor cont.
 - Canfor Supervisor is to inform the applicable Operations, Silviculture, or Planning Manager for PEP (BC) or Alb Transport/Alb Environment (Alberta) reportable spills.
 - See the Fuel Management Guidelines or the EPRP for reportable amounts and contact information for government agencies to be contacted.



- Step 5. Commence Recovery, Clean up, Restorative Action
 - It is the responsibility of the person in charge of the equipment where the spill originated to clean up the spill. Involve experts as required.
 - All spills, including non-reportable spills must be cleaned up. “Clean up” means that the spilled product will be recovered/treated as much as possible.
 - The responsibility and expense for clean up and disposal of all contaminated materials resulting from contractor activities lies with the contractor.
- Step 6. Document Spill Incidents as required by FMS