

**OPERATIONS PLAN
FOR
Otter Lake Transfer Station**

October 2015

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1.0 INTRODUCTION

The purpose of this Operations Plan is to provide details in the operation of a Transfer Facility at the Otter Lake Solid Waste Resource Facility.

The proposed Transfer Station will operate within the footprint created by the year 2000 Expansion of the Front End Processing Building. For further detail, please refer to Tab #5 “Engineering Drawings” of this application.

2.0 TRANSFER STATION RECEIVING AND ACCEPTANCE

This section details material receiving and acceptance procedures prior to delivery to the Transfer Station.

2.1 Scale House Operations

All traffic to and from the site will be controlled at the scale house. Vehicles delivering and removing materials will be weighed inbound and outbound. Vehicle identification will be recorded along with weight, source of material as identified by the vehicle driver, contractor and time.

2.1.2 Hours of Operation

The facility will be open to receive recyclables Monday through Friday 7:00 a.m. to 7:00 p.m. as well as potentially reduced hours on the weekends.

The site will be closed on the following holidays:

- New Year's Day;
- Family Holiday;
- Good Friday;
- Victoria Day
- Canada Day;
- Natal Day;
- Labour Day;
- Thanksgiving;
- Remembrance Day; and
- Christmas Day.

The gate hours and days of operation will be posted at the entrance to the facility.

2.1.3 Site Security

Prevention of unauthorised entry into the property will be maximised by the use of lockable entrance gates, natural barriers and fences. Keys to the locks will be provided to facility managers.

All persons visiting the site will be required to report to the administration office. Visitor access to the facility will be limited to normal working hours. A visitor log will be maintained to record all visits and the purpose of the visit. A sample visitor log is included in Appendix A.

2.2 Acceptable Materials

2.2.1 Acceptable IC&I Materials

The facilities will accept Industrial, Commercial and Industrial solid waste generated within the municipality of Halifax.

2.2.2 Unacceptable Materials

MIRROR will endeavour to prohibit unauthorised disposal of unacceptable materials at the facility. This will be accomplished at two stages during the processing of material, as follows:

1. Verbal declaration of material type by vehicle driver. Unacceptable loads will be rejected.
2. Visual inspection of unloading at tipping floor. The driver delivering unacceptable material will be required to remove the material if identifiable.

Specifically, the following wastes are defined as unacceptable materials:

- sludges and liquid wastes;
- explosives
- Any substances defined by Chapter D-12 of the Dangerous Goods Handling and Transportation Act (i.e., “hazardous waste”), including:
 - o Class A - a compressed gas
 - o Class B - a flammable and combustible material
 - o Class C - an oxidising material
 - o Class D - a toxic and biohazardous infectious material
 - o Class E - a corrosive material, and
 - o Class F - a dangerously reactive material
- Any radioactive material whose use is regulated by the Atomic Energy Control Board;
- Friable asbestos;
- Used tires;
- Used oil;
- PCBs or PCB-contaminated material;

- Any material containing viable micro-organisms (or their toxins) that are known or suspected to cause disease in animals or humans (i.e., “infectious wastes”) and subject to definition under the federal Transport of Dangerous Goods Act. Typically, infectious biomedical wastes consist of untreated:
 - infectious viruses
 - sharps and needles
 - special precautionary waste
 - chemical residuals
 - laboratory, human and animal tissues
- Stale-dated drugs and cytotoxic wastes;
- Animal carcasses;
- Equipment or appliances where the chlorofluorocarbon (CFC) refrigerants used in the heat-exchange systems have not been removed.
- Other materials as defined by NSE

To ensure that notice of prohibited wastes is evident, a sign will be maintained at the facility entrance indicating which wastes are prohibited at the facility. In addition, all regular haulers of wastes will be provided with a letter explaining site policy and prohibited wastes. As noted above, training will be given to facility employees on the identification and management of unacceptable materials and wastes.

2.3 Material Receiving

2.3.1 General

When a hauling vehicle enters the site, it will proceed to the scale area. While the vehicle is on the scale, the driver will be questioned by scale house personnel about the type and source of the load. The scale attendant will:

- Record license plate or other identification numbers of all vehicles at the scale (in relation to date and time, hauler ID number, name of hauling firm, etc.);
- Reject any haulers carrying unacceptable materials as identified by the vehicle driver;
- Report incidents of material rejection to the General Manager;

- Weigh vehicle and manage scale;
- Direct the vehicle to the tipping floor;
- Weigh out vehicles that have discharged their load and issue a scale ticket.

The Transfer Station operators will be notified in advance of the delivery of the load. The operators will be trained in inspection procedures required to identify unacceptable materials. If unacceptable materials are suspected, a supervisor will be contacted to inspect the load to determine if unacceptable materials are present. If unacceptable materials are discovered, then these materials will be returned to the hauler.

2.3.5 Unacceptable Materials

All required employees will be trained in procedures used to identify unacceptable materials. The following are the response procedures to be used after identification of unacceptable materials.

Driver Declaration: If unacceptable materials are declared by the driver of the delivery vehicle:

- the vehicle will be held at the scalehouse
- the Facility Manager or Supervisor or trained employee will be contacted to complete Waste Discrepancy Report (WDR) containing:
 - o Drivers name and vehicle licence number
 - o Hauling Company name and address
 - o Type and origin of materials as identified by driver
 - o Provide with WDR and reject load

Identification during unloading: If unacceptable materials are identified during unloading:

- Unloading will be stopped
- The Transfer Station Supervisor will complete a WDR as above
- The driver will be instructed to re-load unacceptable material for its removal from the Facility
- Where the driver is unable to re-load the unacceptable material, MIRROR will provide assistance in this function
- The load will be rejected.

3.0 Transfer Station

3.1 Introduction

This section includes the process description and details of the operating procedures for the Transfer Station.

3.2 Facility Operating Design

3.2.1 Transfer Station Design Capacity

The original design of the Transfer Station is based on an annual processing requirement of 80,000 tonnes of solid waste.

Based upon this design definition, average daily receipts at the Transfer Station will be approximately 310 tonnes. The design capacity of the Transfer Station to process this material is also based on a one-shift operation over a five-day working schedule (260 days per year).

To accommodate peaks in deliveries to the Transfer Station, the facility will be operated on extended shifts. In addition there is approximately three days of storage capacity on the Transfer Station receiving floor.

3.2.2 Front End Processor Design Capacity

The original design for the Front End Processor was a maximum of 460 tonnes per day or 99,000 tonnes per year. With the introduction of the Transfer Station, the capacity of the FEP will revert to the 99,000 tonne capacity prior to expansion. After the startup of the Transfer Station, the FEP's capacity utilization will be less than 50% of the 99,000 tonne capacity.

3.3 Transfer Station Operations

3.3.1 General Description

The Transfer Station facility consists of a tipping floor and a compactor unit. The basic function of the Transfer Station is to inspect incoming waste, receive waste, compact it for transport, load it and transport the waste to an approved disposal facility.

3.3.2 Transfer Station Tipping Floor Receiving Operations

Vehicles will be directed to the tipping floor area. Vehicles will unload the material under the direction of a tipping floor spotter who will visually inspect the material as it is unloaded for the identification of unacceptable material. Material that is banned from disposal through the Transfer Station will be rejected. All appropriate materials will be directed to the compactor with a loader and compacted into a tractor trailer unit for transport to an approved disposal

facility.

3.3.3 Transfer Station Transportation

Once loaded, tractor trailers will be weighed and a scale ticket issued for the load. The vehicle will then travel a specified route to the designated disposal site. Upon arrival, the vehicle will be weighed at the receiving facility and the material will be disposed of at the direction of the receiving facility. A scale ticket will be issued at that time for confirmation of disposal.

4.0 FACILITY MANAGEMENT

4.1 Introduction

This section includes details on the management of the facility and includes:

- Personnel and training;
- Nuisance control;
- Noise control;
- Fire protection;

An organization chart for management of the facility is attached. Also attached is a heavy equipment listing of the major pieces to be used in the Transfer Station.

4.2 Personnel and Training

4.2.1 General Manager

The General Manager will be responsible for the overall operation and management of the various components of the facility. This individual will be supported by operations supervisors/managers of the individual components of the facility and support staff. The General Manager will be the main point of contact with HRM and NSE.

4.2.2 Facility Staffing and Training

The staffing of the facility will vary according to the tonnages being accepted.

Each employee will be trained to perform his or her tasks in a safe and efficient manner. Employees will be kept current with changes in regulations and technology through regular training courses. Each employee will be provided training in appropriate environmental awareness and compliance which will emphasise the safe and environmentally sound operation of the facility, the proper methods for working with protective equipment, and the handling and precautions associated with industrial materials. Training documentation will also be kept on file and reviewed annually for any necessary updates.

A list of the anticipated staff at the transfer station at full capacity is included below:

Position	TRANSFER STATION Personnel
Facility Supervisor	1
Equipment Operators/mechanics	6
Labourers	2
Administator	1
Scale Attendant	2

Training Topics include but are not limited to the following:

- Safety Procedures
- Contingency Plan
- First Aid
- Work Alone Policy
- Blood Borne Pathogens
- Harassment Policy
- Accident/Near Miss Reporting
- Occupational Health and Safety Act
- Additional training as identified by the Facility Manager
- Health & Safety Committee
- PPE Policy and Use
- Safe Work Procedures
- Lock out/Tag out Policy
- Traffic Control
- Time Clock and Payroll
- WHMIS

4.3 Nuisance Control

This section of the plan describes the methods to be employed for managing potential nuisances that could be encountered at the facility.

4.3.1 Litter Control

Inspection of the site will be conducted daily for evidence of litter when the facility is in operation. Litter will be cleaned on a daily basis from all areas of the site, particularly from fences, on-site roads, and entrance area.

At the Transfer Station, blowing litter will be controlled by ensuring that waste is kept inside the building and by ensuring that litter is collected at regular times during each day. In addition, the area around the Transfer Station will be part of the litter inspection areas for the litter control personnel.

4.3.2 Mud and Dust Control

All vehicles delivering material to the Transfer Station will travel on paved roads. Therefore, the accumulation of mud on tires is not considered a concern. Any errant mud that does accumulate will be periodically cleaned using on site equipment.

4.4 Noise Control

All equipment powered by internal combustion engines have mufflers installed and will be maintained in accordance with manufacturer's recommendations.

4.5 Fire Protection

Fire protection will be in accordance with provincial standards and subject to the approval of the local Fire Marshall. Water will be provided from on site hydrants.

4.6 Site Security

The site will have on-site security whenever the site is not open for the receipt of waste. The guards will be supplied on a contract basis and will have access to a site vehicle to patrol the grounds to prevent illegal dumping and vandalism.

5.0 INSPECTION AND MAINTENANCE

5.1 Introduction

Ongoing inspections will be undertaken to ensure that all of the major aspects of the facility are in compliance with current regulations. The major areas requiring inspection are: roads, facility structures, and site equipment.

5.1.1 Site and Building

Any significant operational or maintenance issues, along with any corrective measures taken, will be recorded on the Monthly Inspection sheet or Incident Report. Facility inspections will occur on a formal basis once per month. However, as daily operations occur, managers will be required to inspect operational areas. The monthly inspections will be kept on file and will be available to the NSE for inspection upon request. The list of inspection items below is included on the inspection sheet summarising the operations and maintenance inspection required for the site. The Facility Manager will prepare inspection checklists for each of the areas identified. These checklists will form part of the Inspection. Inspection duties not covered by the supervisor are performed by trained site staff on-site. The following inspection and operational monitoring is required for operational and maintenance aspects of the site:

- **Access and on-site traffic control:** inspection of fencing and lockable gates, and monitoring of traffic congestion and queuing. A key log will be maintained at the site to control access to locks;
- **Visitors:** recording of all visitors on-site and purpose of visit;
- **Material receipt control:** inspection and recording of incoming material at the scale house and inspection of materials at the Transfer Station;
- **Litter control:** on-site roads (e.g. entrance area and other areas of the site.);
- **Dust control:** inspection of on-site roads, tracking of mud, and transfer trailer loading operations;
- **Noise control:** inspection of mobile and fixed equipment;
- **Fuel storage:** visual inspection of fuel and material oil tank integrity, leakage, fueling pad and containment system;
- **Equipment:** inspection for visible signs of deterioration or malfunction, routine maintenance and fluid level checks as per equipment manufacturer specifications

(detailed equipment maintenance procedures provided by vendors will be incorporated into the facility maintenance schedules);

- ***Buildings:*** inspection of exterior condition, interior condition, winter preparedness, and general appearances; and
- ***Landscape:*** inspection of vegetation, weed infestation, erosion, and general appearance.

6.0 MONITORING AND REPORTING

6.1 Operations Monitoring

6.1.1 Material Inspection

- **Routine:** When a material hauling vehicle enters the site, it will proceed to the scale reception area. While the vehicle is on the scale the driver will be questioned about the type and source of the load.
- **Random Inspections:** Since each load is inspected by floor spotters in the Transfer Station, random load inspection will not be required.

6.1.2 Incoming Material Records

The system for maintaining records of incoming material loads will consist of a computerised log and tracking system at the scalehouse, which automatically records customer, amount, and material type, and automatically prints a ticket issued to the driver. A copy is kept on file at the site.

6.2 Environmental Monitoring

All sampling and analyses will continue to be conducted using current standards or accredited methods, and as approved by NSE.

6.2.1 Groundwater Monitoring

There are monitoring wells located around the Transfer Station. These are monitored according to the regime outlined in the current operating approval.

6.3 Odour Control – Transfer Station

The FEP building includes air management systems that provide a safe working environment relatively free of dust. The air handling systems are also required to control levels of carbon monoxide and exhaust emissions from the mobile equipment operating in the facility.

The tipping floor of the FEP building includes four high velocity fans mounted on the roof. These fans collect building air and discharge it to the atmosphere. The odour concentrations on the tipping floor are expected to be sufficiently low such that external nuisance is not anticipated. Due to the relatively high moisture content of the incoming waste, dust levels are expected to be low. The processing area of the FEP also uses high velocity roof-mounted fans for dilution of building air to levels not anticipated to create nuisance odours.

The majority of the waste will be shipped the same day it is received. Waste received late in the

day may have to be stored overnight due to the scheduled operating hours of the receiving landfill. Regular cleaning of FEP process equipment and compactors, especially under conveyors and fixed equipment, will minimise potential odours.

6.4 Leachate Management

Small quantities of leachate may be generated within the proposed Transfer Station, however no more than is currently generated in this area.

At the FEP, a portion of the moisture resident in the incoming waste may collect on the floor surface. This moisture will be absorbed by the waste during movement to the conveyor pits. Grading of the pit floors will direct any liquid to the conveyor sumps. Due to the variable nature of the source material, exact quantification of expected leachate volumes is unknown. Water removed from these sumps will continue to be treated as leachate

6.5 Complaint Response Procedures

During the operation of the proposed Transfer Station, complaints regarding litter, dust, traffic, odour, noise, and vectors (birds, rodents, flies) may occur. Complaints will be received at the Administration Building and those that may relate to the RDF will be directed to the RDF Manager for resolution. The telephone number for complaints will be made available for the public and will be posted on a sign at the site entrance.

The complaint will be recorded on the Complaint Log as presented in Appendix “A” of the FEP/WSF Operations Plan. A response will be made to the complainant on the same day confirming the receipt and nature of the complaint, and to give results of any follow-up. If a complaint cannot be resolved within a reasonable time period, the complainant will be notified of what action will be taken and when it will be taken. Any complaints received after hours will be recorded using an answering machine or answering service.

Complaint forms will be completed when a complaint is received. This will be done for all complaints, whether received verbally or by correspondence. This form will be kept on file, along with copies of any correspondence or records of discussions with the complainant. The form will indicate the following information:

- Date and time of day that the complaint was received.
- Date and time of day the complaint incident occurred.
- Complainant’s name, address, telephone number, and location of incident.
- Nature of complaint (noise, dust, odour, etc.).
- Method of receipt of complaint (phone, letter, site visit, personal communication).
- Operational data at the time of the incident.
- Nature and result of any investigation or follow-up.
- Weather conditions and meteorological measurements at the time of the complaint.

Weather conditions at the time of a complaint will be carefully and thoroughly noted. As in most cases, this information could be used to validate the complaint.

6.6 Annual Reports

To assist in the tracking of site performance, an operations report and an environmental monitoring report will be prepared annually and submitted to NSE . The reports will cover the 12-month period preceding each anniversary of the site opening. The annual report will include the following:

- Any changes to the approved facility design, the reasons for, and NSE approval of such changes;
- A summary of the volume and weight of all materials handled at the site;
- A summary of any material rejection notices issued and the reasons for issuance;
- A periodic review of contingency plans and measures;
- A summary of complaints received during the past year;
- A description of significant environmental and operational issues encountered during the past year, and any mitigative actions taken; and
- A statement as to the compliance with all conditions of the operating permits.

The environmental monitoring report will include the results of an interpretive analysis of all monitoring data collected and will include any deviations from the proposed monitoring program and reasons for such deviations.

7.0 CONTINGENCY PLAN

7.1 General

This Contingency Plan (the plan) has been developed for the Transfer Station. The plan is intended to comply with all applicable requirements of the Nova Scotia Environment Act.

7.2 Scope and Plan Purpose

7.2.1 Purpose

The purpose of this plan is to assign responsibilities for and to document the training, precautions, and procedures used to:

- Prevent the occurrence of spills of petroleum products and other regulated liquids by the use of sound maintenance and management controls where spills occur.
- Prevent the unauthorised discharge of liquids into surface waters, sewers and to prevent contamination of the environment by those liquids.
- Prevent exposure of personnel, the public and the community to hazardous materials.
- Prevent fires and manage the risk of fires to personnel, public and the community.
- Manage spill response, fires, and other emergencies.
- Manage emergency evacuation.
- Assess contingency plan and to recommend and implement changes necessary for improvement.

7.2.2 Location

The geographic area applicable to this plan covers the areas of the Transfer Station and grounds. Please see Tab #3 “Site Plan” and Tab #5 “Engineering Drawings” of the application package.

7.2.3 Organizations and Groups with Responsibility under this Plan

The following listing identifies key agencies and companies, contact numbers, and responsibilities:

LIFE-THREATENING SITUATIONS ONLY

Emergency Services

Phone: 911

Resources Available

Can provide immediate response: Fire, Ambulance, Police, Poison Treatment

FIRE

Emergency Services

Phone: 911

Resources Available

Can provide immediate response: Fire, Ambulance, Police,

MEDICAL

Emergency Services

Phone: 911

Resources Available

Can provide immediate response: Ambulance,

ENVIRONMENT

Nova Scotia Department of the Environment:

Phone: (902) 426-6030

24 hours

Phone: 1-800-565-1633

Central Region, (Bedford)

Phone: (902) 424-7773

Resources Available

Can provide information on all aspects of environmental response. Can co-ordinate the provision of any type of spill response activity.

POLICE

Emergency Services

Phone: 911

Resources Available

Can provide immediate response: Fire, Ambulance, Police,

FACILITY PERSONNEL

Any report of a spill to a governmental agency will also be reported to:

General Manager	Steven Copp	Office: (902) 453-3490 Cell: (902) 478-4671 Home: (902) 876-5157
Operations Manager	Dave Ernst	Office: (902) 453-3490 Cell: (902) 222-7958

7.3 Emergency Response Coordinator

The General Manager will assume the role of Emergency Response Co-ordinator (ERC) responsible to co-ordinate all efforts to effectively prepare and administer this plan and its requirements, including emergency response. In the event of his/her absence, a secondary Co-ordinator will be appointed. The following personnel have been assigned these positions:

Primary ERC:

Steve Copp

Office (902) 453-3490

Home (902) 876-5157

		Cell (902) 478-4671
Secondary ERC:	Dave Ernst	Office (902) 453-3490
		Cell (902) 222-7958
Corporate 24-Hour Telephone: (902) 453-3490		

The ERC will be responsible for:

- Directing response operations and contractors
- Directing impact mitigation measures
- Liasing with agencies and services to ensure timely action is taken to minimise any potential impact from emergency event.
- Reporting
- Arranging for appropriate liaison with the public, the press, etc.

7.4 Personnel Training

All required personnel will receive training presented by qualified instructors and will include training by the ERC on emergency response procedures, the precautions to take to prevent spills from occurring during the normal course of business, the actions to be taken if a spill or other emergency situation occurs, the reporting required, the methods to be used to clean up a spill, the methods used to manage hazardous materials identified and any record keeping requirements. In addition, the employees will be trained in the areas of operation and maintenance of equipment, loading, and inspection procedures.

Training updates will take place annually or as required by training certification end dates. A copy of the training session attendance will be placed in each attendee's personnel file.

7.5 Spills

7.5.1 Notification And Immediate Containment Procedures

The following procedures represent the systematic approach that internal staff will take when responding to a spill of a liquid or petroleum product.

Prompt response to a spill is the best means of minimising any impact to the environment and in particular, preventing a discharge from reaching surface water.

In the event of a spill, the employee first becoming aware of the spill will assume the role of temporary spill co-ordinator until he/she can notify the ERC. If the temporary spill co-ordinator is unable to notify either the ERC or a back-up, then he/she will assume the responsibility of implementing the response procedures to ensure public and environmental

safety is preserved until back-up arrives.

The following immediate response and notification procedure will be followed. The employee will:

- Disconnect or shut off any mechanical equipment connected with or causing the spill that can be done without jeopardising his or her personal safety.
- Temporarily secure area to minimise environmental impact by, for example, covering drains to prevent uncontrolled liquid discharge into surface water.
- Contact the ERC for further instructions.

7.5.2 Assessment of Hazard

Upon notification of a spill, the ERC will determine the hazard potential of a spill response by determining at least the following factors:

- Details regarding the spill location and any public or environmental impact.
- The substance spilled and its hazard potential.
- The amount of the spill and the extent of spreading.
- The source of the leakage/spill.
- The action taken to minimise impact.

If a spill is determined to be of such a magnitude that it cannot be safely and effectively controlled by on-site personnel then the ERC shall promptly notify outside emergency response organizations to implement control and cleanup.

7.5.3 Notification and Reporting of Spill

Spills are defined as releases of pollutants into the natural environment originating from a structure, vehicle, or other container, and that are abnormal in light of all circumstances.

The ERC will notify and report a spill to NSE and any other appropriate agencies under the conditions listed herein. The ERC will then contact the Municipality in which the spill occurred. The applicable agencies and phone numbers that potentially must be contacted in the event of a spill are listed below:

Agency	Phone
NSE - 24 hours	1-800-565-1633
NSE – Central Region	1-800-565-1633
Emergency Services	911
Halifax Regional Municipality	490-6606 or 490-5960

Where the hauler in control of the spilled material is not already aware of the spill, the incident will also be reported to them.

The size of a reportable spill varies depending on the type and consequence of the spill and must be reported if the release is regarded as abnormal. Dripping and leaks such as would normally be associated with vehicle maintenance and operation are not defined as reportable spills.

Spills are also reportable when they cause or are likely to cause any of the following adverse effects:

- Impairment to the quality of the natural environment - air, water or soil;
- Injury or damage to property and animal life;
- Harm or material discomfort;
- Adverse health effects;
- Impairment to safety;
- Property, plant or animal life to become unfit for use;
- Loss of enjoyment of normal use of property; or
- Interference with the normal conduct of business.

A spill history record will be kept for all reported spills, which have occurred, at the facility. A copy of the documentation for each spill including records of contact with provincial or municipal officials will be forwarded to NSE.

7.5.4 Directing Spill Response

The ERC will direct those responding to the spill to obtain the appropriate response equipment and personal protective equipment. The ERC will liaise with any NSE or other provincial environment officer present on the scene and will implement this individual's requests with diligence unless advised not to do so by the General Manager.

7.5.5 Response and Personal Protective Equipment

Employees will not be issued spill response equipment or personal protective equipment (PPE) without training on its proper use and limitations.

7.5.6 Containment and Eliminating Spill Source

Upon obtaining the proper spill response tools and protection equipment, the spill responder(s) will contain the spill so as to prevent its entry into a storm sewer, a ditch or any conveyance that eventually discharges to surface water. As soon as possible thereafter, the responder(s) shall attempt to seal or stop the source of the spill. Common methods of sealing a spill source include closing valves, drum overpacks, deactivating pumps, and diverting flow to another pathway.

7.5.7 Product Containment Procedures

The following sections document the products stored on site that potentially could be part of a reportable spill, the areas where these products are stored and used, the procedures used to ensure safety of these products.

7.5.7.1 Petroleum Products And Other Reportable Liquids

The following petroleum products and other reportable liquids may be used and stored at the facility and that have a potential to be spilled are:

Liquid	Use	Storage Method
Diesel fuel	Truck fuel	On-site Tank
Hydraulic oil	Maintenance	tank/drum
Motor oil	Maintenance	tank/drum
Degreaser	Maintenance	Drum
Used oils	Maintenance	tank/drum
Paint	Vehicle/containers	Container
Antifreeze	Maintenance	Drum

Where applicable, Material Safety Data Sheets (MSDS) for each of the above liquids will be maintained at strategic locations at the site. In addition, a sketch will be included which identifies all liquid sources, and the potential areas where spills could occur.

7.5.7.2 Potential Areas Where Spills Could Occur

Spills could occur at locations where liquids are stored or used, such as at tanks and during vehicle fuelling.

Vehicle/Equipment Fuelling

Typically, fuelling will be accomplished by contracted fuel delivery. On-site storage of fuel will be limited to 10,000 litres. This fuelling procedure may change with time. The following procedure is used to ensure the risk of spills while fuelling is minimised:

- Engine shall be shut off.
- The person fuelling the vehicle will not leave the fuelling station unattended.
- Automatic fuel shut-offs will not be used.

If a spill should occur, the ERC will be informed immediately and will co-ordinate the spill response.

7.7 FIRE

7.7.2 General Personnel and Equipment Safety Precautions

In order to maximise personnel and equipment safety during fire fighting, the following minimum precautions will be conducted:

- Personnel will work in pairs.
- Personnel will be supplied with appropriate Personal Protective Equipment (PPE)
- equipment will not enter fire.
- equipment will work upwind of fire and its use will be concentrated on delivery of materials for smothering the fire.

7.7.3 Equipment Fires

All mobile equipment is supplied with a fire extinguisher. Equipment operators will follow the procedure below in the case of equipment fire.

- Notify ERC.
- Try to move the machine to an isolated area.
- Shut down the machine.
- Use the supplied fire extinguisher to put out the fire.
- Drench machine with water to ensure fire is out.

7.7.4 Building, Other Fires

Fire extinguishers are strategically located in all buildings and within 15 m of the fuel island. If the fire is small, persons identifying the fire will attempt to extinguish the fire with a fire extinguisher. If the fire cannot be controlled or is severe when identified, the procedure below will be followed:

- Activate the fire alarm.
- Notify the ERC.
- The ERC will notify the emergency services and request assistance.
- Evacuate the area to the designated gathering area
- Ensure clear access for arrival of emergency fire services.
- Inform the fire department of any pertinent details of the fire (location, extent, cause, combustible materials, and actions taken) and on-site firefighting resources (water supply, heavy equipment).
- Assist only if and as directed by the Fire Department.

7.8 MEDICAL EMERGENCIES

In the case of any medical emergency, the person on shift that has Emergency First Aid Training will be summoned. The First Aider will generally follow the “Priority Action Approach” outlined below for life-threatening situations.

- Take charge of the situation.
- Call out for help to attract bystanders.
- Assess the hazards.
- Make the area safe for the First Aider and others.
- Identify himself / herself as a First Aider, offer help and obtain consent.
- Assess the casualty for life-threatening conditions.
- Give first aid for life-threatening conditions.
- Send personnel to call emergency services for help, if required.
- Organise bystanders to help make the area safe, ensure that all casualties have been found, call ambulance, police, power company personnel, etc., and assist with first aid as directed.

If the casualty has a suspected head or spinal injury, the casualty will not be moved.

7.9 ACCUMULATION OF HAZARDOUS GASES

All buildings with mobile equipment operations are monitored for accumulation of Carbon Monoxide and Nitrogen Dioxide gases. Upon triggering of the alarm, the procedures below will be followed:

- All persons will evacuate the building to the designated gathering area
- Attendance will be taken to ensure everyone is accounted for
- Operations will cease
- No person will re-enter the building until it is determined by the ERC that gas levels have reached safe limits.

7.10 LIGHTNING

Lightning is an electrical discharge resulting from the build up of static electricity between clouds or between clouds and the ground. It is present in all thunderstorms and even more frequently in severe ones. The distance of a lightning stroke can be estimated by counting the seconds between the flash and the thunder clap. Each second indicates about 300 m (or about five seconds indicates about one mile).

If the time between the flash and the thunder clap is less than five seconds, the procedures below should be followed.

- Office and scale house staff should stay indoors, disconnect electrical appliances, and

stay away from metal objects and electrical equipment, including the telephone.

- Outside workers should quickly move to indoors, staying away from metal objects (e.g., fences).
- Operators of equipment with tires should stay within their equipment. If leaving equipment for whatever reason, do not touch the equipment and ground simultaneously, creating a “human electrical ground.”
- If in a car, stay within the car, but move the car away from trees that may fall.

7.11 POWER OUTAGES

Power outages will affect the operation of the weigh scales and ventilation systems for buildings. The loss of power does not necessarily constitute an emergency. Material from waste vehicles can be accepted on a volume charge basis (versus use of the scale).

7.14 EVACUATION PLAN

Evacuation may be necessary as part of an emergency response action.

The following evacuation procedure will be followed when an emergency situation is encountered:

- All employees and visitors will evacuate the building area upon notice of hazard (i.e., gas level alarm, fire alarm, severe lightning, or tornado).
- All personnel will gather at the locations posted
- Employees will assist visitors in moving toward designated safe gathering areas.
- Personnel will not re-enter buildings or work areas until the all clear has been given by the ERC
- The ERC will assess the evacuation and will make any necessary improvements to the Plan resulting from the assessment

7.15 PUBLIC NOTICES

Public and media relations will be the responsibility of the General Manager designate, or alternate senior representatives who may be present during an emergency event.

In the event that public notices are required, the most appropriate mode will be used. These methods include, but are not necessarily limited to radio, written press or individual communication.

7.16 POST EVENT ASSESSMENT

A staff meeting will be held after each event to discuss the event and its impact on operations, to determine the cause of the event, to determine whether the policies in the Contingency Plan were followed. In addition, the meeting will be used to determine any changes to this plan or

to the procedures used. Any such changes will be fully implemented with the appropriate training of employees. Any changes to the Contingency Plan will be made to this document and those changes will be filed with NSE.

7.17 REPORTING

Event reports will be prepared by the ERC containing the pertinent data relating to the event, including:

- Event history
- Actions taken
- Mitigation measures to limit impact to the environment as a result of the incident
- Changes to procedures to reduce risk of similar future incidents

The actual content of the report will be determined on a case by case basis in conjunction with NSE.

7.18 UPDATING

The ERC is responsible for updating this plan as required. The intent of this plan is for it to be a “living” document whereby it is periodically reviewed for its content and applicability and amended as necessary. Any changes to this Plan will be filed with NSE.