

	 <b>Community &amp; Recreation Facilities</b>
<b>Preventing, Controlling and Reporting Environmental Releases – Persons Working on Behalf of the City of Edmonton</b>	<b>Document Number: CRF -EP-001-A</b>

## 1.0 PURPOSE

The purpose of this branch emergency preparedness and response procedure is to promote a consistent approach for preventing, controlling and reporting environmental releases caused or discovered by persons working on behalf of the City of Edmonton.

## 2.0 SCOPE

This procedure applies to Community & Recreation Facilities branch, with the exception of third-party spills/releases that are directly reported to and responded to by Fire Rescue Services.

## 3.0 DEFINITIONS

**Release:** Includes spill, discharge, disposal, spray, inject, inoculate, abandon, deposit, leak, seep, pour, emit, empty, throw, dump, place and exhaust.

**Environment:** The components of the Earth including:

1. Air, land and water;
2. All layers of the atmosphere;
3. All organic and inorganic matter and living organisms;
4. The interacting natural systems that include components referred to in 1, 2 and 3 (above).

**Reportable Release:** Release of a substance into the environment that has caused, is causing or may cause damage to: (a) the environment; (b) human health and safety; or (c) property (public or private). This would include any recently occurring release or any historical release that has been identified through an environmental assessment, groundwater monitoring, reclamation or remediation activities, or other type of environmental monitoring activity.

**Persons Working on Behalf of the City of Edmonton** Includes volunteers, licensees, partners, contractors consultants and suppliers

**Third Party:** Any party that is external to the City. This does not include contractors that work on behalf of the City. An example of a third party spill or release is a release that occurs in a motor vehicle collision.

**Storage Tank System:** “Means a system for the storage and dispensing of flammable liquids and combustible liquids and is not limited to storage tanks, associated piping, vents, pumps, and dispensing equipment” (Alberta Fire Code, 2006).

**RMCO:** The City of Edmonton Roadways Maintenance Control Office

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#### **4.0 PROCEDURE**

Step	Details of Procedure	Responsibility
4.1	<p><b>INITIAL EVALUATION OF AN ENVIRONMENTAL RELEASE</b></p> <ol style="list-style-type: none"> <li>Persons working on behalf of the City of Edmonton (while onsite) who cause, discover, or are informed of a release shall evaluate the situation and determine whether it requires support from 911 emergency responders. If support is required, persons working on behalf of the City of Edmonton/suppliers shall call 911 immediately.</li> <li>Before attempting to control/mitigate a release persons working on behalf of the City of Edmonton shall ensure their own safety, and the safety of persons in the affected area(s). Under no circumstances, persons working on behalf of the City of Edmonton attempt to control or mitigate a release if the substance or its risks are unknown. Under no circumstances should persons working on behalf of the City of Edmonton attempt to control or mitigate a release if it places them at risk, and they have not been trained or equipped to deal with such risk.</li> <li>Persons working on behalf of the City of Edmonton shall take immediate steps to control/mitigate releases – to the extent; they are trained and competent to perform such activities. Actions to control/mitigate releases should be in accordance to Step 4.2 of this procedure and branch emergency procedures.</li> </ol>	<p><i>Persons working for or on behalf of the City of Edmonton who may discover a release</i></p>
4.2	<p><b>CONTROL OF ENVIRONMENTAL RELEASES</b></p> <p>Contamination identified during an environmental assessment must be controlled through acceptable remedial efforts and/or formal exposure control/risk management programs.</p> <p><i>Note: In situations where 911 emergency responders are called to the scene of the release, Fire Rescue Services will assume command of the situation upon arrival. However, it remains the responsibility of the persons working on behalf of the City of Edmonton to report the release in accordance with Sections 4.3.</i></p>	<p><i>Emergency Preparedness Supervisor Environmental Supervisor</i></p>

Step	Details of Procedure	Responsibility
4.3	<p><b>REPORTING RELEASES – PERSON WORKING ON BEHALF OF THE CITY OF EDMONTON</b></p> <p>Releases caused or discovered by persons working on behalf of the City of Edmonton shall be reported as follows:</p> <ol style="list-style-type: none"> <li>1. Upon completion of steps to control or mitigate a release, persons working on behalf of the City of Edmonton shall determine whether the release is reportable to either Alberta Environment and Sustainable Resource Development or Environment Canada in accordance with all applicable legislation.</li> <li>2. In accordance with all applicable legislation, the persons working on behalf of the City of Edmonton shall contact Alberta Environment and Sustainable Resource Development at 1-800-222-6514 and Environment Canada at 1-866-845-6037. Verbal information and written reports shall be provided by the Persons working on behalf of the City of Edmonton to the authority as requested.</li> <li>3. All environmental releases that are caused or discovered by persons working on behalf of the City of Edmonton that has reported to Alberta Environment and Sustainable Resource Development or Environment Canada shall be report to the City of Edmonton for information purpose. Persons working on behalf of the City of Edmonton shall notify the City's 24-hour RMCO at phone 780-496-6666.</li> <li>4. RMCO staff shall ask a series of predetermined, structured questions to assess: a) whether the situation requires 911 emergency response support, b) the details of the release, and c) the need to report the release to Alberta Environment, Environment Canada, Fisheries and Oceans Canada, EPCOR Rosedale Water Treatment Plant, and/or the Drainage Services Branch.</li> <li>5. In situations where persons working on behalf of the City of Edmonton cause or discover releases which they deem to be non-reportable to Alberta Environment and Sustainable Resource Development and Environment Canada (but which they report to RMCO), RMCO shall re-evaluate the details of the release and confirm that the</li> </ol>	<p><i>Persons working or on behalf of the City who may cause or discover a release.</i></p> <p><i>Persons working or on behalf of the City who may cause or discover a release.</i></p> <p><i>RMCO Staff</i></p> <p><i>RMCO Staff</i></p>

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Step	Details of Procedure	Responsibility
	<p>person working on behalf of City of Edmonton's decision not to report was correct. In situations where the RMCO determines a release should have been reported, the RMCO will report the release to the required agencies and update the Environmental Release Record with additional information including the Alberta Environment and Sustainable Resource Development reference number (and Environment Canada, if appropriate), need for a written report, and regulator's comments. Written reports that may be requested by the regulator in these situations shall be produced and submitted by the Environmental Supervisor for CRF.</p>	