

Hauled Wastewater Site Spill Response Procedure

1.0 Purpose

The City of Regina's Hauled Wastewater Site is responsible for the retention of wastewater from various sources throughout Regina and surrounding area.

The purpose of this document is to outline the proper spill response, clean-up procedures, and equipment required for clean-up. It is to be used in training and as a reference for spill response at the Hauled Wastewater Site. In the event of a spill, the Spill Response Procedure must be followed.

2.0 Scope

All individuals and business who use the Hauled Wastewater Site are responsible for their actions and the actions of their employees and must follow this procedure in the event of a spill.

Non-compliance with this procedure or associated safety procedures can result in site access restrictions, fines or both.

The site supervisor(s) is responsible to ensure this procedure is followed and updated yearly.

3.0 Definitions

Domestic source: A product, including wastewater, generated from premises as a result of human living processes, including cooking, cleaning, washing, drinking or other domestic activities.

Hauled Wastewater: Wastewater, septage, or FOG that is transported by a vehicle to a designated location for disposal to the public sewage works.

Hauled Wastewater Site: The City's hauled wastewater disposal location as identified by Bylaw No. 2016-24 or such locations as designated by the City Manager from time to time.

Industrial, Commercial and Institutional (ICI): Industrial, commercial, institutional premises but does not include a food service establishment.

Septage: Wastewater removed from a cesspool, septic tank system, privy vault or privy pit, chemical toilet, portable toilet, or other wastewater holding structure.

Spill: has occurred when a substance that is prohibited, or has the potential to harm the environment and/or City of Regina infrastructure has unintentionally been released.

Examples of substances that constitute a spill:

- Hydraulic fluid
- Gasoline
- Prohibited substances
- Any flammable or dangerous goods

Wastewater: The composite of water and water-carried substances released from premises or other sources.

4.0 Policy

4.1. Procedure

The following spill procedure applies to all users and all spills regardless of volume spilled.

1. Check for hazards such as flammable material, noxious fumes and the cause of the spill. If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911. When in doubt, consult the applicable Safety Data Sheets for hazards.
2. If safe to do so, stop the source of the spill (shut off equipment, plug holes, and shut valves). Stop spill from spreading.
3. Use absorbent, sock booms, and neoprene covers to stop spills from entering discharge portal.
4. If safe to do so, spread absorbent into the spilled material with a broom
5. Clean up spilled material and absorbent and place into **containers marked for disposable as hazardous waste. Do not dispose of spilled material into garbage cans.**
6. Ensure area is safe and contains no further hazards.
7. For all spills, the City of Regina's Environmental Response Coordinator must be contacted within 24hrs and informed there has been a spill.
8. **In the event of a large spill, the Environmental Response Coordinator must be contacted as soon as it is safe to do so.**
9. If spill material has entered the discharge portal, the Environmental Response Coordinator must be contacted.
10. The individual associated with the spill must contact their employer and complete the Spill Report and email it to the HWS@regina.ca within one week from the incident date.

4.2. Safety Considerations

4.2.1. Safety Equipment

- Personal Protective Equipment (PPE)
 - Steel toe boots
 - Gloves
 - Safety glasses
 - Hi-Visibility clothing
- Onsite Spill Kit
- Communication device (i.e. cell phone)
- Onsite first aid kit

4.2.2. Safety Warnings

- Avoid walking through the spill area.
- Slipping, tripping, or falling due to wet or icy conditions are possible.
- Avoid injuries due to lifting or pulling heavy objects.
- Expose to extreme temperatures may cause heat/cold stress. Wear clothing appropriate for the weather.

- Have a cell phone for communication at all times.
- Handle hazardous materials as per your training and according to Safety Data Sheets (SDS) and Emergency Response Guidebook.
- All users acknowledge and understand that they are attending the site at their own risk and freely and fully accept responsibility for the risks, dangers and hazards present which may result in bodily injury or death.

4.3. Spill Kit Materials

In the event of a spill there are spill kits available for those incurred while at the Hauled Wastewater Site. These kits will include:

- Spill pads
- Sock booms
- Nitrile gloves
- Goggles
- Absorbent
- Drip pan
- Catch basin/Manhole neoprene covers

5.0 Roles & Responsibilities

For spill assistance:

Coordinator – Environmental Response	Report Spills Submit Spill Reports	306-550-1210 HWS@regina.ca
Fire Dispatch	Non-emergency issue	306-777-7846
Operational Services	Additional Resources	306-777-6943
Emergency Response		911

6.0 Reference Material

- Government of Saskatchewan, *Spill Report Form EPB347*
- Government of Saskatchewan, *Spill Control Regulations Appendix – Reportable Substance Quantities*
- Transport Canada, *Emergency Response Guidebook*