



## **Contaminant Management Plan**

This document is a Contaminant Management Plan (CMP) for the protection of municipal wells and wellfields. It reflects current requirements of the York Regional Official Plan.

This CMP will be in effect on the date it is approved by York Region.

The activities listed in Section 2 below will be carried out in accordance with this CMP.

A Contaminant Management Plan (CMP) is required for major developments within Highly Vulnerable Aquifers (HVAs) as described in the 2022 York Region Official Plan (Office Consolidation available online).

The CMP shall demonstrate how the proposal will be implemented to help prevent contamination of the HVA. It shall include a list of all bulk fuels and chemicals (as listed in the *Clean Water Act*) manufactured, stored or handled on the subject lands and within any structures, and demonstrate how the risk of release to the environment will be mitigated and managed. The CMP demonstrates how development proposals involving the manufacturing, handling and/or storage of bulk fuels or chemicals (activities prescribed under the *Clean Water Act*) that demonstrates safety measures will be implemented in order to help prevent contamination of groundwater or surface water supplies.



**Section 1: Site Information**

Business Name: \_\_\_\_\_ Incorporated Name (if applicable): \_\_\_\_\_

Property Address (the "Site"): Street No. & Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Land Use:  Retail Commercial  Government / Institutional  Industrial  Other \_\_\_\_\_

Business Description: \_\_\_\_\_

**Primary Contact Information**

Person engaged in activities Title: \_\_\_\_\_ (same as site address)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: Street No. & Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Community: \_\_\_\_\_ Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Alternate Contact Title: \_\_\_\_\_ (same as site address)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: Street No. & Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Community: \_\_\_\_\_ Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Property Owner Title: \_\_\_\_\_ (same as site address)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: Street No. & Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Community: \_\_\_\_\_ Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Source Protection Area Details (Internal Use)**

iPACS ID:	Significant Business Threat ID:	Business Directory ID:
Source Protection Region:		
Source Protection Vulnerable Area:		
Municipal Wellfield and Well:		
Wellhead Protection Area (WHPA):		
Vulnerability Score:		



**Section 2: Chemicals at the Site**

Information on chemical products handled, manufactured and/or stored on the Site, the maximum volume present at any one time, and how the chemical products are handled and/or stored

Chemical Type and/or Product Name:	Number of Containers	Container Type	Container Volume (L)	Net Volume Stored (L)	MSDS
1)	_____	_____	_____	_____	<input type="checkbox"/>
2)	_____	_____	_____	_____	<input type="checkbox"/>
3)	_____	_____	_____	_____	<input type="checkbox"/>
4)	_____	_____	_____	_____	<input type="checkbox"/>
5)	_____	_____	_____	_____	<input type="checkbox"/>
6)	_____	_____	_____	_____	<input type="checkbox"/>
7)	_____	_____	_____	_____	<input type="checkbox"/>
8)	_____	_____	_____	_____	<input type="checkbox"/>

Review date \_\_\_\_\_

Aggregate Volume \_\_\_\_\_ (L)

**Section 3: Implementation Schedule for Risk Management Measures (RMM)**

The CMP must include four mandatory RMMs listed below:

1. Secure containment/storage for all chemicals listed in Section 2
2. Spill / leak response plan to address all chemicals listed in Section 2
3. Spill / leak response kit suitable for the volume of all chemicals listed in Section 2
4. Spill / leak training for any persons handling chemicals listed in Section 2 (including annual refresher training)

**Risk Management Measures**

	Implementation Schedule
Planned measure: Described in detail:	To be implemented within months (or by ) and to be maintained.
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**Section 4.0 Communications Requirements**

The owner must contact the York Region Risk Management Office (RMO) within a month of the sale, closure or location move of the business/operations. The owner agrees to disclose to any purchaser the designated requirements as presented in this CMP;

The owner must contact the York Region Risk Management Office prior to any process change that would increase the volume of chemicals or fuel such that the net volume increases by 500 L. The RMO can be reached by calling (905)-830-4444 extension 75060 and will determine if amendments to the CMP are required.

**Section 5.0 General**

- This CMP cannot be transferred to another person without the prior written consent of The Regional Municipality of York Risk Management Official or designate.
- This CMP has been agreed to under the authority of the Risk Management Official appointed for York Region. This CMP was developed in accordance with the Regional Official Plan.
- The agreement to this CMP and the implementation of the Risk Management Measures within it does not relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement necessary to carry out activities at the Site, including but not limited to obtaining all necessary authorizing instruments.
- The owner will ensure any person undertaking an activity listed under Section 2 is aware of the contents of the CMP and will take reasonable measures to ensure such persons comply with the requirements of the CMP.



- This CMP should be on hand while an activity listed under Section 2 is undertaken.
- Inspections by York Region Risk Management Inspectors will be completed to assess the implementation of this CMP.
- The CMP does not exempt the Site from any additional measures that may be required by the Source Protection Plan.

**Section 9.0 References and Attachments**

- Spill Response Plan
- Spill Reporting Form

**Declaration:**

I, the undersigned, hereby declare that I have reviewed the content of this CMP and, to the best of my knowledge, the information contained herein and attached to this CMP is accurate and complete.

Prepared By: \_\_\_\_\_

CMP Number: \_\_\_\_\_

\_\_\_\_\_  
Signature  
(I/we have the authority to bind the corporation)

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Company or Business Name

**NOTES:**

All information in the CMP is subject to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Information may also be provided to other regulatory bodies and/or local municipalities.



**NOTICE:**

This document provides general information on discharges and spills but is not to be relied upon as advice on these matters. Users of this Plan should satisfy themselves with respect to their full obligations under environmental and health and safety legislation, engaging technical and legal experts as necessary. The Regional Municipality of York is not responsible for any damages whatsoever arising from the information in this document or its interpretation.



# **SPILL RESPONSE PLAN**

## **FOR PROPERTIES WITH RISK MANAGEMENT PLANS WITHIN THE REGIONAL MUNICIPALITY OF YORK**

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### **EMERGENCY CONTACT INFORMATION**

**MINISTRY OF ENVIRONMENT, CONSERVATION AND  
PARKS (MECP)**  
Spills Action Centre (SAC)  
**1-800-268-6060 or (416)-325-3000**

**EMERGENCY – 911**

**THE REGIONAL MUNICIPALITY OF YORK**  
Risk Management Official (RMO) – Tom Bradley  
**(905)-830-4444, extension 75060**

**FACILITY SITE SUPERVISOR**

Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

### **SPILL RESPONSE EQUIPMENT**

#### **PERSONAL PROTECTIVE EQUIPMENT**

- Appropriate Personal Protective Equipment (PPE) must be worn before a spill can be cleaned up.
1. Splash-proof Safety Goggles
  2. Nitrile Gloves
  3. Tyvek poly coat suits
  4. Disposable Respirators
  5. Hand Wipes

#### **SPILL RESPONSE EQUIPMENT – SPILL KIT**

- Spill kits may contain, but are not limited to, the following items as appropriate to the substances on Site:
  - Store spill kit in an accessible area
  - On-site safe must ensure that the contents of the kit are maintained
1. All-purpose granular absorbent
  2. Sorbent Spill Socks
  3. Neoprene drain cover
  4. Chemical Universal spill pads
  5. Disposal Bags with Ties



- Once seal on spill kit is broken, check contents monthly and record replenish supplies as required.
- Inspect quality of contents every 5 years, if seal is unbroken.
- 6. Hazardous material sticker
- 7. Emergency Response Guidebook (ERG)

## SAFETY

- All spilled material should be considered flammable and hazardous until otherwise proven. The spill must be isolated from any possible ignition sources, such as smoking, heaters, welding and grinding activities, and electrical equipment.
- Spill responders must become familiar with the contents of the Safety Data Sheets (SDS) for chemicals used/stored at the Site as part of their spill response training. Specific details on the dangers associated with the materials used on site are available from the SDS.
- Appropriate Personal Protective Equipment (PPE) must be worn before and during spill clean-up measures are performed.

## SPILL RESPONSE PROCEDURE

### Minor Spill

For the purposes of this document a **minor spill** is defined as a spill that is small enough that it can be safely cleaned up using an emergency spill kit(s), does not spread rapidly and is wholly contained within the building envelope or secondary containment area. Typically, it is one that can be contained safely with materials on site and does not threaten to enter the sewer system, travel beyond the boundaries of the building envelope or pose a threat for an adverse effect to the environment, people or plant/animal life.

1. **Respond immediately** to spills that occur at the Site as soon as it is identified.
2. **Check for hazards** (flammable material, noxious fumes, cause of spill). If flammable liquid, turn off engines and nearby electrical sources. If noxious fumes are present, provide ventilation to the spill area.  
If serious hazards are present leave area and call 911. When in doubt, consult the SDS for hazards.
3. Put on appropriate **Personal Protective Equipment (PPE)**
4. **Stop the source** of the spill (plug hole, upright the container, shut off valve, etc.).
5. **Notify Supervisor** and advise of the situation and response to be taken.
6. **Contain spill** using contents of spill kit to prevent contaminants from entering any drain or the natural environment (e.g. dyke spill using absorbent socks, lay down absorbent pads or granular absorbent material, and/or place drain covers over floor drains).
7. **Direct spill** away from floor drains, storm sewers, catch basins, sources of ignition (fire hazards), other incompatible chemicals, and pathways to sensitive natural features (e.g. Well Head Protection Area – A)
8. **Clean up spill** by moving dyke of absorbent socks slowly toward the middle of the spill while maintaining the dyke. If absorbent socks or pads are spent and there is still a large quantity of spilled material to be absorbed,



place additional absorbent socks, if available, outside the dyke of used absorbent socks. Remove spent absorbent socks/pads/granular and place in the plastic disposal bag in the kit, and place bag in kit container.

9. **Mop the area of the spill** with a disposable mop or wipe contaminated surfaces with a damp disposable cloth. Do not flush the area with water.
  10. **Dispose of used spill response equipment** by placing contaminated equipment and PPE in a plastic disposal bag inside spill kit/container. Seal and label all containers containing contaminated materials. Contact hazardous waste disposal contractor for pick-up and proper disposal.
  11. Follow all regulatory procedures for the reporting of disposal of hazardous waste through the Hazardous Waste Program Registry – Resource Productivity and Recovery Authority (RPRA) (see <https://rpra.ca/programs/hwp/> for more information).
  12. **Record spill** in logbook on site and complete Spill Reporting Form (Attachment 1) and submit to Supervisor.
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## Major Spill

For the purposes of this document a **major spill** is defined as a spill that is large enough that it cannot be contained safely with the materials on site and/or threatens to enter the sewer system or travel/leak outside the building envelope or secondary containment system to enter the environment, including groundwater, and may cause an adverse effect to the environment, people or plant/animal life.

1. **Notify MECP Spills Action Centre (SAC)** immediately (416-325-3000 or 1-800-268-6060 - open 24 hours a day, 7 days a week). The details of the spill are based on the information available at the time of the call, and are required to be reported to the MECP by O. Reg. 675/98 ss 13(3) and (4), including but not limited to:
  - A description of the discharge or spill location (municipal address if possible).
  - The date and time the discharge spill was discovered/occurred.
  - The name and contact information for those contacted to respond to the discharge.
  - The duration of the discharge.
  - The pollutant(s) discharged or spilled, and quantity of pollutant(s) discharged.
  - Relevant information regarding the cause of the discharge.
2. **Follow procedures for 'Minor Spills' steps 1-7.**
3. **Contact a remediation company** to clean up the spill and properly dispose of any hazardous materials from the site.
4. **Barricade the spill area** while maintaining emergency escape routes.
5. **Notify York Region Risk Management Official (RMO)** within 24 hours.
6. **Record spill** in logbook on site and complete Spill Reporting Form (Attachment 1) and submit to Supervisor.



## GENERAL INFORMATION

### Summary of Responsibilities

#### On-site staff are responsible for the following activities:

1. Ensure every precaution is taken to avoid a spill.
2. Respond to spills of hazardous chemicals, including waste oil and Dense Non-Aqueous Liquids (DNAPLs) to ensure the protection of people, property and the municipal Wellhead Protection Area (WHPA).
3. Follow the Spill Response Plan and any other applicable emergency procedures during the event, as required.
4. Attempt to keep the leak away from floor drains and catch basins, take all reasonable steps to clean up spills, and follow all applicable Procedures and the *Occupational Health and Safety Act*.
5. Meet discharge and spill notification requirements as mandated by the *Environmental Protection Act* (EPA) and the Spill Response Plan.
6. Escalate notification of spill to management staff.
7. Follow up with Spills Action Centre (SAC) that the spill was contained and cleaned.
8. Fill out waste manifest for the recording of disposal of hazardous waste (see <https://rpra.ca/programs/hwp/> for more information and registration).

### Background – Acts and Regulations

The EPA requires notification to the Ministry of Environment, Conservation and Parks (MECP) when:

1. There is a discharge of a contaminant to the natural environment, out of the normal course of events that causes (or is likely to cause) an adverse effect (section 15(1)); or
2. A spill to the natural environment (Part X).

A spill is a type of discharge, addressed under Part X of the EPA including the definition of a spill, the duty to report a spill, clean-up, and accountability. Section 92 of the EPA requires the discharger to report a spill to the MECP, the municipality, the owner of the pollutant and others under some circumstances. Section 93 of the EPA indicates that the discharger must contain and clean up the pollutant and restore the spill site to essentially pre-spill conditions where this can reasonably be expected. O. Reg. 675/98 requires that the discharger call the MECP Spills Action Centre (SAC) and provide information on the major spill to the representative. Notification to SAC must be made forthwith when the person knows or ought to know that the pollutant is spilled, meaning as quickly as possible under the circumstances.

### Definition of Spill

A spill is considered to be the discharge of a pollutant into the natural environment from or out of a structure, vehicle or other container which is abnormal in quantity or quality in light of all the circumstances of the discharge. A pollutant is a type of “contaminant”, other than heat, sound, vibration or radiation. The duty to report comes into effect when the person(s) having control of the pollutant who spills, or causes or permits a spill of, the pollutant becomes aware of the spill. The duty to clean up comes into effect when a spill of the pollutant is causing or likely to cause an adverse effect and the duty is on the owner of the pollutant and the person having control of the pollutant at the time of the spill.



A Contaminant is defined as any solid, liquid, gas, odour, heat, sound, vibration, radiation, or combination resulting directly or indirectly from human activities that causes or may cause an adverse effect.

An Adverse Effect is defined as one or more of:

1. Harm or material discomfort to any person.
2. Injury or damage to property or animal life.
3. Impairment the quality of the natural environment for any use that can be made of it.
4. An adverse effect on the health of any person.
5. Impairment to the safety of any person.
6. Rendering any property, plant or animal life unfit for use.
7. Loss of enjoyment of the normal use of property.
8. Interference with the normal conduct of business.

### **Training and Education**

- Train all new staff on the Spill Response Plan within three months of being hired. Training must, at a minimum, cover hazards associated with chemicals used, PPE to ensure personal safety, and provide staff with sufficient knowledge to appropriately respond to a potential spill on-site.
- Staff must review Spill Response Plan every twelve months.
- Post Spill Response Plan in prominent location where DNAPLs and/or flammable liquids or combustible liquids are stored, handled, processed or used.



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## Attachment 1: SPILL REPORTING FORM

Report Date and Time: \_\_\_\_\_

Reporting Author Name and Position: \_\_\_\_\_

Reporting Agency Contact Information (For Major Spills): \_\_\_\_\_  
(e.g. SAC, or RMO)

GENERAL INFORMATION	
Spill Date and Time (mm/dd/yyyy hh:mm):	
Facility or Site Name:	
Address of Spill:	
Person Having Control of Material at Time of Spill:	
SPILL INFORMATION	
Type of Material Spilled (e.g. oil, DNAPL, etc.)	
Product Name:	
Quantity of Spilled Material (L):	
Describe How the Spill Occurred:	
Name and Position of Person who Responded to the Spill:	
Describe What Actions Were Taken and What Materials Were Used to Clean Up the Spill:	



<b>Spill Response Equipment Used:</b>	
<b>List Details or Possible Effects of Pollution:</b>	Storm sewer affected: <input type="checkbox"/> Yes or <input type="checkbox"/> No or <input type="checkbox"/> Unknown Sanitary sewer affected: <input type="checkbox"/> Yes or <input type="checkbox"/> No or <input type="checkbox"/> Unknown Watercourse affected: <input type="checkbox"/> Yes or <input type="checkbox"/> No or <input type="checkbox"/> Unknown Soil Contaminated: <input type="checkbox"/> Yes or <input type="checkbox"/> No or <input type="checkbox"/> Unknown Other:
<b>How Was the Waste Material Disposed Of?</b>	
<b>Follow-Up Actions Required:</b>	
<b>Copies Of SDS Collected and Attached (If Applicable):</b>	<input type="checkbox"/> Yes or <input type="checkbox"/> No

Notes/Comments: