



**Skeena / Babine / Stuart-Nechako / Prince George / Peace-Liard**

# **Project Field Manual**

**September 2024**

# BC Timber Sales Project Field Manual

## Table of Contents

<u>Document</u>	<u>Page</u>
<u>Table of Content</u>	<u>2</u>
<u>Documents &amp; Records to be on site</u>	<u>3</u>
<u>SFM and EMS Policy</u>	<u>4</u>
<u>SFI Client General Awareness Document</u>	<u>6</u>
<u>LPC Training Matrix</u>	<u>8</u>
<u>LPC Training Summary</u>	<u>9</u>
<u>EMS Tailgate Training</u>	<u>11</u>
<u>LPC environmental Emergency Response Plan (eERP)</u>	<u>13</u>
<u><i>Spill Reporting Criteria Reference Table</i></u>	<u>16</u>
<u>CHK 009 – Incident Report Form</u>	<u>18</u>
<u>Emergency Test/Drill Guide</u>	<u>22</u>
<u>CHK 010 – Emergency Response Test/Drill Form</u>	<u>23</u>
<u>CHK 011 – LPC Self-Inspection Report Form</u>	<u>25</u>
<u>Environmental Field Procedure 01 – General</u>	<u>26</u>
<u>Environmental Field Procedure 02 – Project Supervision</u>	<u>28</u>
<u>Environmental Field Procedure 03 – Development &amp; Planning</u>	<u>30</u>
<u>Environmental Field Procedure 04 – Roads, Bridges &amp; Major Culverts</u>	<u>32</u>
<u>Environmental Field Procedure 05 – Harvesting</u>	<u>33</u>
<u>Environmental Field Procedure 06 – Fuel Handling</u>	<u>35</u>
<u><i>Spill Kit Content Requirements</i></u>	<u>43</u>
<u>Environmental Field Procedure 06 – Pictorial</u>	<u>45</u>
<u>BC TIMBER SALES – Working with Indigenous Peoples</u>	<u>52</u>
<u>Business Area Specific EMS/SFI Documents</u>	<u>54</u>

## Documents & Records to be on site: (minimum recommended)

### TSLs\*:

- eERP
- signed prework
- Project Field Manual
- site plan with maps
- copy of TSL document
- copy of RP document
- LPC self-inspection
- applicable Safety Data Sheets in printed, electronic or online format (if cell coverage allows)

### Contracts\*:

- eERP
- signed prework
- copy of contract
- applicable maps
- Project Field Manual
- LPC self-inspection (if applicable)
- applicable Safety Data Sheets in printed, electronic or online format (if cell coverage allows)

\* Please see “Schedule D” of the TSL Document and “Schedule G” of the Contract to insure you are using the correct version of the EMS Documents on your project. Old BCTS EMS Documents can be found on <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm-prev-versions>

---

### Websites:

For Training and EMS Documents go to:<https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>



BC Timber Sales (BCTS) is committed to managing and administering high-quality forest and environmental management activities and practices on our operations through effective measures that ensure *sustainable forest management (SFM)*.

**It is the policy of BC Timber Sales to:**

- ◆ Strive for excellence in forest management by continually improving the performance of resource management activities and practices.
- ◆ Conduct our forest management activities to comply with applicable legislation, regulations, policies, and other requirements to which we subscribe, including our commitment to social laws.
- ◆ Provide public participation opportunities.
- ◆ Respect and recognize Aboriginal title and rights, and treaty rights.
- ◆ Maintain a program to increase engagement and partnerships with Indigenous peoples in the management of natural resources within B.C. including incorporation of Indigenous knowledge.
- ◆ Improve staff and client's cultural awareness and understanding of Indigenous peoples' history and knowledge.
- ◆ Maintain an organizational culture where all staff proactively participate in providing conditions and safeguards for the health and safety of staff, clients, and the public.
- ◆ Honour all international agreements and conventions to which Canada is a signatory.
- ◆ Improve knowledge of the forest and SFM, monitor advances in science and technology, and incorporate these advances where applicable.
- ◆ Promote awareness of SFM to our clients and the public.



Len Stratton

Director Sustainability and  
Forestry, BC Timber Sales

Date Sept 19, 2022

The British Columbia Ministry of Forests, BC Timber Sales Program (BCTS) manages and administers timber harvesting and related forest management activities on BCTS timber sale licences and related tenures on public forest lands throughout British Columbia.

**It is the policy of BC Timber Sales to:**

- ◆ Strive for excellence in forest management by continually improving the performance of resource management activities and practices;
- ◆ Comply with all relevant legislation, regulations, and other government policy, guidance, and requirements to which we subscribe;
- ◆ Maintain a framework that sets and reviews environmental objectives and targets, and promotes the prevention of pollution associated with BCTS forestry activities;
- ◆ Monitor and evaluate BCTS forestry operations;
- ◆ Communicate BCTS business activities and policies to all staff and make them available to the public.



Len Stratton  
Director, Sustainability  
and Forestry, BC Timber Sales

September 19, 2022

## Sustainable Forestry Initiative (SFI) Client General Awareness Document

The purpose of this document is to provide BC Timber Sale clients (supervisors/workers) with a general awareness to the principles of the SFI Forest Management Standard, including SFI basic training requirements in a tailgate training format. To learn more about the SFI organization and its standards go to [www.forests.org](http://www.forests.org) The SFI principles are based on an array of objectives, performance measures and indicators.

### SFI Forest Management Standard Principles

#### Sustainable Forestry

- Forest Management is a balance of social, economic, and environmental values now and in the future.
- Balancing harvesting with the needs of other values like water, soil, plants, animals, aquatic habitats and ecological communities, recreation, and the capacity of the land to grow trees including consideration of climate change adaptation and mitigation and wildfire resiliency.

#### Forest Productivity and Health

- Help BCTS maintain the health and productive capacity of the forest land base.
- Protect, and maintain, soil health and productivity.
- Know applicable soil disturbance levels and use appropriate methods to avoid excess soil disturbance. Follow plans designed to minimize impacts to soil health.
- Protect forests from undesirable impacts of wildfire, pests, diseases, and invasive species.
- Become familiar with applicable invasive species in your area take action to minimize their introduction and spread.

#### Protection of Water Resources

- To protect and maintain water quality and quantity of water bodies and riparian areas, Follow BCTS Environmental Field Procedures (EFPs) and any local Water Quality Best Management Practices (BMPs) applicable to your forest management activities.
- Ensure that forest practices do not degrade water quality values through the introduction of soil/silt; petrochemical products like hydraulic fluid, oil, gas, and diesel; and other chemicals used in forest management activities, e.g., herbicides.
- Maintain the water's natural drainage patterns to the fullest extent possible and re-establish natural drainage patterns upon completion of forest management activities.
- Follow wet weather shutdown procedures where they exist.
- Do not disrupt the natural rate and timing of water flow through road construction or other forest management activities.

#### Protection of Biological Diversity

- Know that BCTS's Species of Management Concern (SOMC) program is intended to protect threatened or endangered species and ecological communities (plants and animals).
- Know what SOMC exist, or could exist, in areas associated with your forest management activities.
- Become familiar with Project Plans for forest operations to understand how to manage for SOMC.
- Know about and protect biologically significant sites in or around areas of proposed forest management activities, e.g., parks, ecological reserves, old growth management areas, wildlife habitat areas, etc.
- Maintain Wildlife Tree Retention Areas (WTRAs) and other stand-level retention requirements.

### **Aesthetic Values and Recreation**

- Implement Project Plans for forest operations to ensure that visual values on the landscape are maintained.
- Prevent or mitigate potential negative impacts to recreational opportunities as a result your activities.

### **Protection of Special Sites**

- Know about geologically (i.e. Karst) or culturally (i.e. historic, First Nations traditional use) significant sites in or around areas of proposed forest management activities in order to protect their unique qualities.

### **Efficient Use of Fiber Resources**

- Ensure efficient utilization of harvested timber, minimize waste.

### **Recognize and Respect Indigenous Peoples' Rights**

- Understand and respect traditional forest-related knowledge, including non-timber forest products of value to indigenous peoples.
- Identify and protect spiritually, historically or culturally important sites.

### **Legal and Regulatory Compliance**

- Know the laws applicable to your activities (See <http://www.bclaws.ca/legallinks.html>)
- Make sure your activities are consistent with Project Plans that guide your forestry management activities.
- Follow applicable Safety/WorkSafeBC laws and regulations including employment standards.

### **Training and Education**

- Ensure that supervisors have completed BCTS EMS/SFM Awareness training and show documentation to BCTS.
- Train your crews and maintain training records.
- Commit to continuous learning in the areas in which you are involved in forestry activities.
- Understand what aspects of your job have the greatest environmental impacts and then learn how to implement new procedures, techniques, or technology to minimize potential impacts.

### **Continuous Improvement**

- ✓ STOP WORK if you believe the Project Plan will not work.
- ✓ Monitor and inspect your work.
- ✓ Follow-up on corrective and preventative actions
- ✓ Participate in internal and external audits.
- ✓ Report project changes and inconsistent forest practices.

If you suspect that forest practices are not meeting the SFI principles, you are encouraged to submit a complaint as described on the Western Canadian SFI Implementation Committee (WCSIC) Inconsistent Practices website. To learn more about WCSIC, or how to file a complaint, please refer to the WCSIC 'Procedure for Addressing Allegations of SFI Non-Conformance' at the following web address: <http://www.wcsic.ca/Inconsistent/Practices.php>

## BC Timber Sales Table 008-1 LPC Training Matrix

*The purpose of this matrix is to identify BCTS EMS and SFM program training requirements for BCTS Licensee's, Permittee's, and Contractors (LPCs) Supervisors and Workers. LPC's must achieve and maintain training for required employees, agents, and or contractors working on the cutting authority, associated permit areas or working on the Place of work as specified in this matrix and linked to conditions of BCTS TSL and contract agreements Training to be completed prior to commencement of activities and documentation of completed training must be maintained on BCTS training summary (table 008-1A). Completion of training to be verified during BCTS pre-work.*

Training Description	Target Audience and Frequency	Training Source	Training/Awareness Content
<b>BCTS LPC Supervisor EMS/SFM Awareness Training</b>	<b>Target Audience:</b> Supervisors or designated alternate  <b>Frequency:</b> every 2 years	Training material available at BCTS EMS and SFM Program at <a href="https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm">https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm</a>	<ul style="list-style-type: none"> <li>• Training includes BCTS EMS program overview (EFPs, ERP, reporting and stop work protocols), Supervisor roles and responsibilities (EFP02), worker expectations, BCTS SFM program overview and overview of BCTS Migratory Birds, Species of Management Concern (SMOC) and invasive species program.</li> <li>• Supervisors are responsible for ensuring they are knowledgeable in the BCTS EMS and SFM programs</li> <li>• Trained supervisors are responsible for delivering worker EMS/SFM training.</li> <li>• Certificate will be provided upon completion of online training. A copy must be provided to BCTS upon request.</li> </ul>
<b>SFI Client General Awareness</b>	<b>Target Audience:</b> Supervisors and Workers  <b>Frequency:</b> every 2 years	Training material available at BCTS EMS and SFM Program at <a href="https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm">https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm</a>  This training can also be integrated into the supervisor's delivery of BCTS EMS "Worker Tailgate" training.	<ul style="list-style-type: none"> <li>• Awareness document provides a summary of SFI principles under the SFI forest management standard.</li> <li>• Supervisors are responsible to ensure they are knowledgeable of the SFI principles and can provide necessary awareness to workers.</li> <li>• Workers need to have a general awareness to principles of Sustainable Forest Initiative (SFI).</li> <li>• Supervisors can integrate training into their delivery of worker tailgate training.</li> </ul>
<b>Working with Indigenous Peoples</b>	<b>Target Audience:</b> Supervisors and Workers  <b>Frequency:</b> every 2 years	Training material available at BCTS EMS and SFM Program at <a href="https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm">https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm</a>  Training material includes two documents types and one video; 1. <a href="#">Introductory Information Document</a> "Working with Indigenous Peoples" for supervisors' awareness. 2. <a href="#">Summary Document</a> "Working with Indigenous Peoples" for worker awareness 3. <a href="#">Video</a> "Introductory Information on working with Indigenous Peoples" for supervisors or workers	<ul style="list-style-type: none"> <li>• Training material provides an overview of ongoing impacts of colonialism, Indigenous Peoples' connection to the land whose rights may be impacted by BCTS forest management activities, and some advice on relationship building.</li> <li>• Supervisors are responsible to ensure they are knowledgeable of Indigenous Peoples rights and can provide necessary awareness to workers.</li> <li>• Supervisors can use the summary document that can be integrated into delivery of worker tailgate training.</li> <li>• Supervisor must be familiar with introductory information document OR video. Workers must be familiar with summary document or may view video.</li> </ul>



<p><b>SFM Program Continued Education</b></p>	<p><b>Target Audience:</b> Supervisors or designated alternate personnel involved in harvesting and road building activities.</p> <p><b>Frequency:</b> at least one continued education topic every 2 years</p>	<p>Sources include: BCTS continuing education at <a href="https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm">https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm</a></p> <p>Business Area provided continuing education material and or other forestry sector sources</p>	<p>The purpose of this requirement is to support continuing education and improvement of forest management practices. This is additional training not otherwise listed in BCTS training matrix. Continual education topic(s) may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Best management practice water management and sediment control, road construction, maintenance, and deactivation.</li> <li>• Reforestation, invasive species management, forest resource conservation, aesthetics, and special sites</li> <li>• Species of management concern or species at risk</li> <li>• Awareness of emerging forest technologies</li> <li>• Forest operations safety</li> </ul>
<p><b>BCTS EMS Worker Tailgate Training</b></p>	<p><b>Target Audience:</b> Workers</p> <p><b>Frequency:</b> every 2 years</p>	<p>Training material available at BCTS EMS and SFM Program at <a href="https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm">https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm</a> or other Business Area approved training (where available).</p> <p>Delivered by supervisor or alternate with BCTS LPC Supervisor EMS/SFM Awareness Training certificate.</p>	<p>Supervisors to utilize BCTS EMS Tailgate training document to guide delivery of worker training.</p> <p>General awareness to BCTS EMS program that includes:</p> <ul style="list-style-type: none"> <li>• BCTS Environmental Field Procedures,</li> <li>• BCTS EMS Emergency Response and Stop Work Procedures</li> <li>• EMS Reporting requirements</li> <li>• Sustainable Forest Management (SFI principles)</li> <li>• Indigenous Peoples Rights Awareness</li> <li>• Migratory birds, SOMC and invasive species</li> <li>• Other Business Area specific program elements</li> </ul>
<p><b>Species of Management Concern (SOMC)</b></p>	<p><b>Target Audience:</b> BCTS LPC forestry operations personnel involved in harvest, road, and silviculture activities.</p> <p><b>Frequency:</b> per BCTS project</p>	<p>Business Areas must make available and/or provide training to licensees and contractors (based on responsibilities) internally or externally as per provincial and local training requirements frequencies (see BA specific training matrices).</p>	<p>Specific Business Area SOMC awareness information relevant to species managed at the stand level and most likely to be identified by forestry operations personnel conducting work within the BA. Information and materials may include.</p> <ul style="list-style-type: none"> <li>• SOMC awareness material</li> <li>• Applicable management objectives/strategies and practices relevant to the project.</li> <li>• BCTS stop work procedures and knowledge of procedures to be followed in the event the operational plan is not clear or does not address a new species or feature or other material as provided by BA.</li> </ul>
	<p><b>Target Audience:</b> BCTS forest management planning and development (multi-phase) contract personnel, forest professionals.</p> <p><b>Frequency:</b> every 5 years or as per BA</p>	<p>Business Areas must make available and/or provide training to licensees and contractors (based on responsibilities) internally or externally as per provincial and local training requirements frequencies (see BA specific training matrices).</p>	<p>Specific training that supports the roles and responsibilities associated to contractor personnel involved in forest management planning and development e.g., multi-phase and development contractors who identify species and develop management prescriptions for plants and/or animals under these programs. This should include.</p> <ul style="list-style-type: none"> <li>• Knowledge of basic legal requirement</li> <li>• Knowledge of SOMC relevant (or potentially relevant) to the project area.</li> <li>• Knowledge of applicable management objectives and appropriate measures and practices relevant to the project.</li> </ul> <p>Local BAs may have other programs or objectives that may require awareness.</p>

Training Description	Target Audience and Frequency	Training Source	Training/Awareness Content
<b>Migratory Birds</b>	<p><b>Target Audience:</b> Supervisor and Workers</p> <p><b>Frequency:</b> per BCTS project</p>	Business Areas must make available and/or provide training material to licensees and contractors (based on responsibilities) internally or externally as per provincial and local training requirements frequencies (see BA specific training matrices).	Knowledge of applicable migratory birds relevant or potentially relevant to the project area.
<b>Invasive Species</b>	<p><b>Target Audience:</b> BCTS LPC forestry operations personnel involved in harvest, road, and silviculture activities.</p> <p><b>Frequency:</b> per BCTS project</p>	Business Areas must make available and/or provide training to licensees and contractors (based on responsibilities) internally or externally as per provincial and local training requirements frequencies (see BA specific training matrices).	<p>Be familiar with INVASIVE SPECIES INFORMATION provided by Business Areas, this includes.</p> <ul style="list-style-type: none"> <li>• Understanding of BA specific common invasive plants in your operating area.</li> <li>• Location of known infestation areas and any FSP specified measures that apply and,</li> <li>• Any applicable local BA operating procedures.</li> </ul>
	<p><b>Target Audience:</b> BCTS forest management planning and development (multi-phase) contract personnel, forest professionals.</p> <p><b>Frequency:</b> every 5 years or as per BA</p>	Business Areas must make available and/or provide training to licensees and contractors (based on responsibilities) internally or externally as per provincial and local training requirements/frequencies (see BA specific training matrices).	<p>Supervisors to review with information package material with workers</p> <p>Specific training that supports the roles and responsibilities associated to contractor personnel involved in forest management planning and development e.g., multi-phase and development contractors who identify species and develop management prescriptions under these programs. This should include.</p> <p>Knowledge of basic legal requirement</p> <p>Knowledge of Invasive species relevant (or potentially relevant) to the project area.</p> <p>Knowledge of applicable management objectives and appropriate measures and practices relevant to the project.</p> <p>Local BAs may have other programs or objectives that may require awareness.</p>

Training Description	Target Audience and Frequency	Training Source	Training/Awareness Content
S100 and S100A	<p><b>Target Audience:</b></p> <ul style="list-style-type: none"> <li>All workers carrying out an industrial activity, when there is a risk of a fire starting, must have current S-100 certification (See BCTS LPC eERP Part C for Forest Fire Preparedness and Response procedures)</li> <li>For Planting, when there is a risk of fire starting, at a minimum all supervisors must have current S-100 certification, and for every 10 workers an additional S-100 certified person (may be a supervisor) is required. Note: All workers required to carry out fire control must have current S-100 certification.</li> <li>Consulting services work is generally considered to be a low-risk activity. Only supervisors or workers who conduct fire control activities must have current S-100 certification.</li> </ul> <p><b>Frequency:</b> Annually</p>	<p>BC Wildfire Service approved trainers  <a href="https://www2.gov.bc.ca/gov/content/safety/wildfire-status/employment-and-contracts/employment/wildfire-fighters/s-100-instructors">https://www2.gov.bc.ca/gov/content/safety/wildfire-status/employment-and-contracts/employment/wildfire-fighters/s-100-instructors</a></p>	<p>Fire Safety Training and Suppression</p> <p>NOTE: To conduct fire control activities you must have current S-100 certification</p>
Road Construction Initiated Slides	<p><b>Target Audience:</b></p> <ul style="list-style-type: none"> <li>All road construction supervisors and equipment operators constructing a road in a forestry operation where a risk of landslide has been identified.</li> </ul>	<p>BC Forest Safety Council Operator Awareness video:  <a href="https://www.youtube.com/watch?v=TYbnMZlcmU">https://www.youtube.com/watch?v=TYbnMZlcmU</a></p>	<p>As per BC Forest Safety Councils Construction Initiated Slide Task Team (worker safety, site conditions, construction techniques, operating plans, indicators)</p>
Employment Standards	<p><b>Target Audience:</b>  BCTS LPC forestry operations personnel involved in harvest, road, and silviculture activities.</p> <p>Frequency: Annually</p>	<p><a href="https://www2.gov.bc.ca/gov/content/employment-standards">Employment standards - Province of British Columbia (gov.bc.ca)</a></p>	<p>As per Western Canada SFI Implementation Committee requirements. LPC must ensure workers are aware of Employment Standards.</p>

- Truck Drivers and suppliers are required to have general emergency response awareness (review of the onsite Environmental Emergency Response Plan). No documentation is required.



**BCTS LPC Training Summary Table 008-1A**

*To be completed prior to commencement of operational activities and updated as necessary*

Date:

BCTS License/Contract #:

<b>Supervisor and Workers (NAMES)</b>							
<b>SFI Client General Awareness – DATE</b>							
<b>Working with Indigenous Peoples – DATE</b>							
<b>W Working with Indigenous Peoples Summary – DATE</b>							
<b>EMS Worker Tailgate - DATE</b>							
<b>Species of Management Concern – DATE</b>							
<b>Migratory Birds – DATE</b>							
<b>Invasive Species – DATE</b>							
<b>S-100 or S- 100A - DATE</b>							
<b>Road Construction Initiated Slide Awareness - DATE</b>							
<b>Occupational Health and Safety, and Employment Standards</b>							
<b>Employment Standards (see LPC Matrix 8-1)</b>							



**BCTS LPC Training Summary Table 008-1A**  
*To be completed prior to commencement of operational activities and updated as necessary*

Date:  
 BCTS License/Contract #:

<b>Continuing Education Course - Topic Name</b>							
<b>Continuing Education Course - DATE</b>							

❖ *For continuing education complete both parts (course/topic name and date continuing education obtained). Include addition sheets if required.*



# ENVIRONMENTAL EMERGENCY RESPONSE PLAN

For BCTS Client Use

## Part A Core Information

### Worksite Details

Project (TSL or Contract)#

Physical location of activity:

Latitude:

Longitude:

Latitude:

Longitude:

Latitude:

Longitude:

Duration of Activities:

Date:

Year

Month

Day

### Company Contact Information

24 hr Contact Name and Phone (s) #:

Company Name/Email:

Other Key Emergency Contact(s) #:

### Environmental Emergency Contact Information

Forest Fire Reporting : **1-800-663-5555** or \* **5555** on the Cantel and Telus networks

Spill Reporting and other Environmental Emergencies to Land & Water:

**1-800-663-3456** Emergency Management Climate Readiness (EMCR).

Natural Gas Leaks: Contact EMBC and utility company (if known): FortisBC **1-800-663-9911** (Northeast, Fraser Valley, South), Pacific Northern Gas (Northwest and Northeast) **1-800-663-1173**, Enbridge (Northeast and Fraser Valley) **1-800-663-9931**

CANUTEC (Canadian Transport Emergency Centre): **1-613-996-6666** or \***666** on cell phone

BC Timber Sales Contact:

Daytime Phone #:

Emergency Phone #:

**Part B Supplemental Information.** *It is the licensee, permittee and contractor's responsibility to ensure that all the phone numbers are correct.*

### General Contact Information

Police: 911

WorkSafeBC: 1-888-621-7233 (24 hrs/day, 7 days/week)

Ambulance: 911

Joint Rescue Coordination Centre: 1-800-567-5111 or cell #727

Fire Department: 911

Hospital:

Poison Control Centre: 1-800-567-8911

Water Taxi / Ferry:

Helicopter / Aircraft:

Wildfire Status Website: [Wildfire Status](#)

BC Wildfire Service Phone and Fax # (Circle Fire Centre in which activities are occurring):

Coastal:250 951-4201 Fax:250-954-0819 / Southeast:250 365-4001 Fax:250-365-9919 / Kamloops:250 554-7701 Fax 250-376-6549

Cariboo:250 989-2600 Fax 250-989-2672 / Prince George:250 960-2300 Fax:250 562-6210 / Northwest:250-847-6633 Fax 250-847-2737



# ENVIRONMENTAL EMERGENCY RESPONSE PLAN

For BCTS Client Use

## Part C Core Information

### FOREST FIRE PREPAREDNESS AND RESPONSE

#### Initial Fire Response

1. Stop operations and notify the rest of the crew.
2. **Report Forest Fires immediately to the BC Wildfire Service (BCWS) and BCTS.**
3. The person reporting the fire shall remain in contact to communicate details of the fire suppression activities taken and what additional activities may be required.
4. The remaining crew shall begin immediate action to control and extinguish the fire, if practicable and safe to do so, to the extent of their training and competence.
5. The person in charge of a crew taking action to control a fire is responsible for continuing fire control activities until relieved by the licensee/contractor representative or BCWS personnel.

#### **If Alone**

- Take immediate action on the fire if you believe you can safely control it yourself. Report the fire to BCWS and the licensee/contractor representative as soon as you feel that the fire can be left alone without spreading out of control.
- If the fire is beyond your ability, notify the BCWS immediately and follow their instructions. DO NOT take action on an intense fire yourself.

**Complete an Incident Report Form (CHK-009 or equivalent) and submit to BCTS.**

#### Fire Roles and Responsibilities

##### Prior to Start-Up and During Operations

##### For All Industrial Activities

- Determine fire response equipment for the type of operation and associated fire risk to comply with the Wildfire Regulation: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/11\\_38\\_2005](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/11_38_2005)
- When conducting an industrial operation, sufficient *firefighting hand tools* must be available on site whenever the area is snow free and there is a risk of a fire starting or spreading.
- Hand tools must be a combination and type to properly equip each person who works at the site with a minimum of one firefighting hand tool per person. Tools may include shovels, mattocks, pulaskis, fire extinguishers and hand tank pumps. The BCTS general rule for assessing the adequacy of firefighting hand tools is:

*# of workers assigned to the site during normal work hours = # of hand tools on site*

##### For High Risk Industrial Activities

- Determine if your operations are High Risk as defined in Part 1 of the Wildfire Regulation.
- Determine the danger class, follow danger class restrictions and durations, keep sufficient *firefighting hand tools* plus an adequate *fire suppression system* at the activity site, and maintain fire watcher and communication requirements.
- A fire suppression system means a system for suppressing fire by delivering water, a suppressant, a surfactant, or any combination of these substances.

**Record representative weather station for the work site** (refer to [BC Wildfire Service Interpretive Bulletin](#) for guidance on selecting a weather station or use of portable stations).

**Document selected weather station including rationale in box below:**

**Determine Restrictions on High Risk Industrial Activities**

Acquire local weather data to comply with the Wildfire Regulation. Weather station information is available from the BCWS website at [Fire danger - Province of British Columbia \(gov.bc.ca\)](http://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger) Danger class ratings for your site may be higher than those calculated by the BCWS. Consider local conditions when determining applicable weather station and when to restrict activities.

*Note: Refer to the BCWS "Interpretative Bulletin on the Application of the Wildfire Regulation for the Forest Industry" for further guidance to the above, including a defined wildfire prevention and response system (Appendix A) at*

## Fire Roles and Responsibilities continued

**Provide 24hr Contact information**

- Timber Sale License holders must provide an official with a 24 hour a day contact telephone number if the person proposes to carry out an industrial activity on or after March 1 and before November 1 of that year.

**Provide copies of your training records as required.**

**Ensure employees are trained and aware of all fire emergency responsibilities.**

**Complete environmental Emergency Response Plan (eERP) with worksite details and company contact information.**

**List the minimum fire equipment that will be maintained on site for "Industrial" and "High Risk Industrial" activities during Danger Classes III, IV, and V (i.e., water tank(s), pump(s) hoses, accessories etc.): Document list fire equipment to be on site in box below**

### During Operations

**Ensure employees are aware of all fire preparedness responsibilities and trained** as to their fire duties in accordance with WorkSafeBC requirements.

**Conduct test(s) and periodic drill(s) of fire preparedness and response.** Tests are to be documented on the BCTS Environmental Emergency Response Test/Drill Report Form CHK-010, records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site. **Routinely, monitor the appropriate fire weather index information** using your representative weather station and determine the appropriate Fire Danger Class for the area. For Danger Class Reports go to <https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation/fire-danger>

**Restrict activities during Fire Danger Class III, IV, or V situations.** Implement fire watch, patrol, early shift, and cease activity, as required (see Schedule 3 of the Wildfire Regulation). Monitor activities and changing site/weather conditions. Do not operate solely by the Schedule 3 of the Wildfire Regulation.

**Ensure a copy of the environmental Emergency Response Plan (eERP) is onsite.**

**Conduct regular fire suppression equipment inspections and maintenance.**

**Take action on a forest fire that is within 1 km of the site of the industrial activity.**

**Complete Hazard Assessments and Abatement** at prescribed intervals in accordance with the Wildfire Regulation;

- Keep all debris piles clean, obtain a Burn Registration Number (BRN) by calling 1-888-797-1717, complete hazard abatement and follow requirements including monitoring of burning activities
- For smoke management / venting indices call the Provincial Venting Index Hotline 1-888-281-2992



or visit the BC Environment Venting Index website;  
<http://www.env.gov.bc.ca/epd/epdpa/venting/venting.html>

- Extinguish and inspect debris piles by the date specified according to the BRN. Apply to extend the BRN if additional time is required to extinguish burned debris piles.

## Part D *Core Information*

### SPILL PREPAREDNESS AND RESPONSE

#### Initial Spill Response Activity

##### 1. Discovery and Assessment

- Follow safety procedures and put on appropriate personal protective equipment prior to initiating response plan.
- If Safe, **STOP THE PRODUCT FLOW!** Halt activities that are causing the spill (e.g. Close valves; elevate leaking hoses, shut off pumps, etc.). **Minimize Impact of Spill.**
- Prior to taking action complete an incident assessment (spill identification /volume, assess potential safety, and environmental issues).
- If you feel that the spill is beyond your level of training and experience to handle, seek assistance from a spill response specialist.**

##### 2. Notification and Documentation

- Report spills in accordance with spill reporting criteria listed in Table 1 below.

##### 3. Containment and Recovery.

- Take action within your ability using resources (hand tools, heavy equipment and spill response equipment) at hand to minimize the spread and impact of the spill until additional resources and expertise arrive.
- Due to the hazardous nature of gasoline, volatile gases should be allowed to dissipate before attempts are made to contain or mop up a gasoline spill.**

##### Spills to Land

- Determine extent of spill. Contain or redirect spills away from watercourses.
- Mark the perimeter of the spill, dig recovery ditches around the perimeter and recovery pits (sumps) within the spill area.
- Monitor ditches and recovery pits to ensure the collection system is effective.
- Recover the product from the containment area, treat or dispose of appropriately.

##### Spill to Water

- In a ditch or stream, contain the spill using whatever surface water containment system possible.
- Divert and corral the spilled product to a spill containment system using absorbent booms or other methods.
- Continue to sweep and corral the spilled product for recovery.

##### For Spills less than 25 litres

- Soak up all free products with absorbent pads, booms, and other materials.
- Place used absorbent materials in a suitable container (i.e. heavy-duty plastic bag) for disposal or recycling. Mix stained soil with loose absorbents or commercial bioremediation agents.

##### 4. Follow-up, Disposal and Site Restoration

- Ensure spills have been documented and reported to agencies and BCTS as required.
- Complete clean-up and required mitigation actions. If required, contact a spill response specialist for assistance.
- Complete an Incident Report Form (CHK-009 or equivalent) and submit to BCTS.**

## Spill Roles and Responsibilities

- ☑ **Assess risk for potential spills** identify additional preventative and control measures
- ☑ **Ensure all workers understand the environmental emergency response plan** and it is available on site at all times.
- ☑ **Ensure all workers are familiar with potential spill sites, spill kit locations and spill kit requirements.**
- ☑ **Ensure workers are trained/aware** in WHMIS, TDG and Spill response
- ☑ Have available on site appropriate MSDS.
- ☑ **Conduct test(s) and periodic drill(s) of spill preparedness and response.** Tests are to be documented on the BCTS Environmental Emergency Response Test/Drill Report Form CHK-010, records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.
- ☑ **Complete spill kits inspections and maintain spill kits** as necessary
  - For Equipment spill kit content requirements see Fuel Handling Environmental Field Procedure EFP-06.
- ☑ **Respond to all spills** in accordance with the emergency response plan.
  - If you are responsible for a spill of hazardous material, you are then responsible to take appropriate actions to minimize environmental impact.
- ☑ **Report all reportable spills** to the appropriate agencies and to BCTS.

## Spill Reporting Criteria (If in Doubt Report the Spill)

- ☑ All spills that are equal to or greater than the EMBC reportable level must be reported to EMBC as soon as possible and within 24hrs.
- ☑ Any spills of deleterious substance to a watercourse must be reported to EMBC as soon as possible and within 24hrs.
- ☑ All spills that are equal to or greater than the BCTS reportable level must be reported to BCTS contact as soon as possible and within 24 hrs.

**Table 1: Reportable Levels of Hazardous Materials Spills**

Hazardous Material	EMBC Reportable Level <sup>(1)</sup>	BCTS Reportable Level <sup>(2)</sup>
Antifreeze	25 litres	25 litres
Diesel fuel	100 litres	25 litres
Gasoline (auto & saw)	100 litres	25 litres
Greases	100 litres	25 litres
Hydraulic Oil	100 litres	25 litres
Lubricating Oils	100 litres	25 litres
Methyl Hydrate	5 litres	5 litres
Paints & Paint Thinners	100 litres	25 litres
Solvents	100 litres	25 litres
Pesticides	1 kilogram or 1 litre	1 kilogram or 1 litre
Explosives	Any	Any

*(1) as required by the BC Spill Reporting Regulation*

*(2) or a spill of ANY quantity that enters a surface water body (e.g.: running ditch, stream, lake)*

## Part E *Core Information*

### LANDSLIDE & EROSION EVENT RESPONSE

#### Initial Response Activity

1. **Evaluate.** Follow applicable safety procedures and notify supervisor and other workers. If safe to do so, assess situation to determine if activities must be shutdown.
2. **Immediate Remedial Action.** Take steps to control further environmental impacts.
3. **Notification.** Report the erosion event to the BCTS contact within 24 hours or as soon as practical. (Refer to Reporting Criteria). It is also the LPC's responsibility to notify applicable regulatory agencies of an erosion event that may impact resource values such as fish sensitive areas, domestic watersheds, private property etc. (e.g. DFO, EMBC). Notify WorkSafeBC if the slide event relates to a safety incident.
4. **Before Leaving the Site.** Supervisors must account for all workers before leaving the site. If a shutdown is required, park all equipment in an environmentally safe location (i.e. avoid riparian management areas, steep side slopes, steep road sections, areas with excessive soil moisture, areas within reach of standing timber, etc.).
5. **If Environmental Damage Has Occurred.** The BCTS contact must review the situation with the appropriate personnel.
6. **Complete an Incident Report Form (CHK-009 or equivalent) and submit to BCTS.**

#### Landslide & Erosion Roles and Responsibilities

- Verify** that operations are conducted in a manner that minimizes the risk of a landslide and major erosion event occurring.
- Ensure all workers understand and are trained** in response procedures and the environmental emergency response plan is available on site at all times.
- Supervisor** to ensure all employees are familiar with risk areas.
- Conduct test(s) and periodic drill(s) of Landslide/Erosion Emergency Response.** Tests are to be documented on the BCTS Environmental Emergency Response Test/Drill Report Form CHK-010, records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.
- Assess** landslides and erosion events, determine reporting requirements, and report to BCTS contact immediately where applicable.
- Respond to erosion events** in accordance with this emergency response plan.

#### Landslide/ Erosion Event Reporting Criteria

**Landslides and major erosion events must be reported to BCTS in ANY of the following circumstances:**

- Loss or imminent loss of life or property,
- Significant environmental damage,
- Situations which potentially create loss of provincial revenue or funds,
- Abnormal movement has occurred or is actively occurring at a site,
- Abnormal sedimentation,
- A volume of greater than 250 m<sup>3</sup> has moved or is imminent danger of movement,
- A land area greater than 0.25 hectares is disturbed,
- A road or structure is damage and requires structural repairs.

**EMS INCIDENT DEFINITIONS AND REPORTING REQUIREMENTS**

**1. Emergency Response Incidents**

- *Fire*: Any uncontrolled fire related to BCTS activities
- *Spills*: Any spill exceeding BCTS reportable levels or any amount spilled into or immediately adjacent to a stream, lake or running water.
- *Erosion/Landslide events*: Any emergency situations or potential emergency exists, abnormal movement has or is occurring, abnormal sedimentation, a volume of material greater than 250 m3 has moved or is at imminent risk of movement, or a land area greater than 0.25 ha is disturbed through erosion processes.
- Disruption to domestic/community water supply.
- Previously unidentified resource feature, resource value or sensitive area is found (e.g., species of management concern, bear den, wildlife habitat feature, culturally modified tree).

**2. Potential Non-compliance:**

- In the opinion of the person reporting, legislation and regulation has been violated and there may be an agency investigation to determine facts and possible enforcement action.

**3. Significant Non-conformance:**

- An occurrence or event that has or will likely result in a negative environmental impact and cannot be immediately rectified.
- Where the EMS program has been severely compromised and or a "Notice to Comply" has been issued at the discretion of local management. This includes repeated non-conformances that may become significant.

Reportable Levels for Spills		
Substances	BCTS	EMBC
Antifreeze	25 litres	25 litres
Diesel fuel	25 litres	100 litres
Gasoline (auto & saw)	25 litres	100 litres
Greases	25 litres	100 litres
Hydraulic Oil	25 litres	100 litres
Lubricating Oils	25 litres	100 litres
Methyl Hydrate	5 litres	5 litres
Paints & Paint Thinners	25 litres	100 litres
Solvents	25 litres	100 litres
Pesticides	1 kg or 1 litre	1 kg or 1 litre
Explosives	Any	Any

**Part A EMS Initial Incident Report** This section is completed by BCTS clients or staff within 48 hrs of an incident being reported. Forward copy to supervisor/BCTS representative. Grey fields to be completed by BCTS staff only.

<b>PART A - EMS Initial Incident Report</b>	Business Area:		TSL # / Contract # / Road Tenure# / Other Permit #:		
	Licensee / Contractor / Other:		On-Site Supervisor or Agent (if applicable):		
	Activity Description (Harvesting, Roads, Major Structure, Other):		General Location of Incident (Operating Area, Block, Road):		
	Occurrence Date / Time:		Date / Time Reported:		Reported By:
	Date Reported to Regulatory Agencies (i.e., C&E): <input type="checkbox"/> N/A		Agencies:		
	Weather: <input type="checkbox"/> N/A <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Light Rain <input type="checkbox"/> Heavy Rain <input type="checkbox"/> Snowing				
	Temp: <input type="checkbox"/> Cool <input type="checkbox"/> Warm <input type="checkbox"/> Hot <span style="float: right;">Snow Depth: _____cm</span>				
	INITIAL INCIDENT REPORT (description, associated events, weather, contributing factors):				
	What actions have been taken to date:				
	General comments (add extra sheets or use back side of sheet for more actions or comments):				
Attachments: <input type="checkbox"/> Additional Pages <input type="checkbox"/> Photos <input type="checkbox"/> Maps <input type="checkbox"/> Correspondence <input type="checkbox"/> Other					
Person submitting report:			Date submitted to BCTS:		
Signature:					
Received by (BCTS staff name):		Field team:		Date received:	
Date BCTS manager/supervisor/CSO notified:					

**Part B Preliminary Investigation Report.** Complete this section for all incidents within 7 days of initial report. This section is completed jointly with BCTS WS, WM, CSO or designate where possible.

**PART B - Preliminary Investigation**

BRIEF INCIDENT DESCRIPTION (if there is relevant or new information):

Incident Type:  Fire  Spill  Erosion  Potential Non-Compliance  Significant Non-Conformance  Other

**Is investigation Required?** Check Yes if any of the following apply:

- Any reported emergency response events associated to BCTS activities, i.e., Fires/Spills, Erosion/Landslide as identified above and outlined in CHK-009.
  - Potential non-compliances or significant non-conformances associated in any way to BCTS activities (Roads, Harvesting, Planning/Development, Silviculture).
  - Situations or occurrences where it has been determined that further investigation would be helpful to support our commitment to improve BCTS practices of forest management and sustainable forestry.
- YES.** Complete preliminary investigation and move to full investigation under Part C CHK-009.
- NO.** Complete preliminary investigation Part B CHK-009 including rationale section below.

RATIONALE (must be completed if full investigation is not required):

Assigned Investigation Team (i.e., lead, supports, specialists):

Has incident been reported to regulatory agencies (i.e., C&E)?  Yes  No  N/A  
Agencies: \_\_\_\_\_ Date / Time: \_\_\_\_\_

Recommendations/Comments:

Preliminary investigation completed by:

Date:

LRM issue ID#:

**Part C – Full Incident Investigation Report.** Complete this section when a full investigation is required. To be completed by designated BCTS staff only or assigned investigation team. Best practice is to complete this section within 45 days, rationalize if extended timeline is needed.

**PART C - Full Incident Investigation Report**

INCIDENT INVESTIGATION DESCRIPTION (complete if different than initial reported description under Part A). Include sequence of events and other relevant information collected from the investigation):

Contributing Causal Factors:

Root Cause Analysis (attach additional pages if necessary):

Recommended Corrective Action: **Investigation team to identify recommended actions.**  
**Manager or designate to assign person(s) responsible for implementing actions and establishing target dates.**  
**Completion of actions and associated documentation to be recorded by the person responsible for action plan implementation.**

Action Plan ID	Recommended Corrective Action	Person responsible for implementation	Target date	Completion date	Records on file (Y/N)	Completed by
C1						
C2						
C3						
C4						

Recommended Preventative Actions: **Investigation team to identify recommended actions.**  
**Manager or designate to assign person(s) responsible for implementing actions and establishing target dates.**  
**Completion of actions and associated documentation to be recorded by the person responsible for action plan implementation.**

Action Plan ID	Recommended Preventative Action	Person responsible for implementation	Target date	Completion date	Records on file (Y/N)	Completed by
P1						
P2						
P3						
P4						

Potential Environmental Impacts:

Additional Comments:

Lead investigator signature:

Date investigation completed:

BCTS manager or designate signature:

Date signed:

As per TSL and contract document(s) and environmental Emergency Response Plan (eERP), a licensee / contractor must conduct tests and periodic drills for emergency preparedness, including documenting the results, action taken and follow-up of such tests or drills.

Note: Tests are to be documented on the BCTS “Environmental Emergency Response Test/Drill Report Form CHK-010”, records maintained on site and copies of results forwarded to a BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.

Ensure a copy of the eERP is on hand and reviewed for effectiveness during tests or drill exercises.

**Test** – a comprehensive testing of the environmental emergency response procedures to ensure that they are adequate to address emergency events. This includes full, hands on scenario testing of equipment, communications, and procedures as outlined in the eERP.

**Drill** – a due diligence exercise to ensure that onsite personal have adequate levels of comprehension and awareness of environmental emergency preparedness and response procedures. This involves a demonstration of workers level of knowledge and training, this may include:

- Review of eERP procedures,
- Employee interview,
- Equipment testing,
- Review of onsite ER equipment.

### Spill Emergency Response Test Example

#### Record Steps and Sequence on CHK-010

##### Example Scenario: For Diesel, Hydraulic Material

**Scenario:** a piece of heavy equipment parked on the side of the road has leaked oil into a nearby ditch. Arriving on the scene, workers see the oil heading toward a nearby stream.

**How to set up for a test:** explain the scene to the participants and let them give feedback on what response steps should be taken to avoid further contamination. Use a pail of water and popcorn - create the spill and let the workers respond accordingly.

##### Suggested steps & sequence

1	<b>Recognize the problem, &amp; evaluate hazards</b>	<ul style="list-style-type: none"> <li>• Identify type of material spilled &amp; volume</li> <li>• Identify &amp; Evaluate potential problems that may be encountered in control, containment &amp; cleanup</li> <li>• Refer to the MSDS for the material spilled</li> <li>• Have fire extinguishers available if there is a risk of fire</li> </ul>
2	<b>Take Control</b>	<ul style="list-style-type: none"> <li>• Stop Operations &amp; shut off equipment</li> <li>• If safe, remove any sources of spark or flame</li> <li>• Ensure supervisor &amp; fellow workers are notified</li> <li>• Stop the source of the spill where possible</li> </ul>
3	<b>Contain the spill</b>	<ul style="list-style-type: none"> <li>▪ Blocking flow (use spill pads, buckets, booms, absorbents, snow, or soil to make a berm)</li> <li>▪ Use resources at hand to minimize spread and impact of the spill until additional resources &amp; expertise arrive</li> <li>• Use available equipment to create a barrier or berm</li> </ul>
4	<b>Commence recovery of the spilled material</b>	<ul style="list-style-type: none"> <li>• Soak up all free product with available materials</li> <li>• Mix stained soil with loose absorbents or commercial bioremediation agents</li> <li>• &lt; 25 liters – low risk: Mop up excess fluids with spill pads/ booms and place in container/plastic bag for disposal</li> <li>• &gt; 25 liters – high-risk: Do initial mop up with available materials. Contact Spill specialist for further instructions</li> </ul>
5	<b>Report the Spill to appropriate personnel</b>	<ul style="list-style-type: none"> <li>• Low risk spill (&lt; 25L &amp; not in water): report to your immediate supervisor</li> <li>• High risk spill (&gt; 25L or in water): report to supervisor, PEP, (only if greater than 100 liters), Spill Response Specialist, BCTS rep, Gov't agency or other</li> </ul>
6	<b>Complete an Incident Report</b>	<ul style="list-style-type: none"> <li>• For the purposes of the exercise review required incident reporting requirements only and copy to your files and BCTS rep.</li> </ul>

### Fire Emergency Response Test Example *Record Steps and Sequence on CHK-010*

#### Example Scenario

**Scenario:** a worker discovers a small fire (lightning strike) at the edge of cut block that has almost spread into the standing timber.

**How to set up for a test:** explain the scene to the participants and let them give feedback on what response steps should be taken to combat this fire. Mark the area that is on "fire" with highly visible flagging tape. Instruct the participants as to the nature of the fire and allow them to respond.

#### Suggested steps & sequence

1	<b>STOP operations</b>	<ul style="list-style-type: none"> <li>Notify supervisor &amp; all personnel in the immediate area</li> </ul>
2	<b>Report the fire</b> to appropriate authorities	<ul style="list-style-type: none"> <li>BC Wildfire Reporting 1-800-663-5555 as per ERP</li> <li>Immediate Supervisor</li> <li>BCTS Rep</li> </ul>
3	<b>Assess the hazard and the safety risk,</b>	<ul style="list-style-type: none"> <li>Consider; fire size, behavior, crew experience, training, available equipment, site and weather conditions</li> </ul>
4	<b>Develop a plan</b> for initial attack	<ul style="list-style-type: none"> <li>The supervisor should determine the method of initial response, equipment, and personnel required</li> </ul>
5	<b>Provide direction/instruction</b> to the fire fighting crew	<ul style="list-style-type: none"> <li>Dispatch personnel to mobilize the equipment</li> <li>Alert the crew to the potential hazards, and provide any immediate instruction necessary to ensure their safety</li> </ul>
6	<b>Commence initial response</b> on the fire	<ul style="list-style-type: none"> <li>Response level based on: fire size, behavior, crew experience, training and available equipment</li> <li>The supervisor holder will monitor the fire fighting efforts until relieved by a higher authority or another trained suppression worker</li> </ul>
7	<b>Complete mop up</b> with appropriate personnel	<ul style="list-style-type: none"> <li>Mop up will be performed under the direction of a qualified supervisor or fire official.</li> </ul>
8	<b>Complete an Incident Report</b>	<ul style="list-style-type: none"> <li>For the purposes of the exercise review required incident reporting requirements only and copy to your files and BCTS rep.</li> </ul>

### Landslide/Erosion Emergency Response Test Example *Record Steps and Sequence on CHK-010*

#### Example Scenario

**Scenario:** a landslide has closed the mainline leading to the worksite. It is late afternoon when the road closure is discovered and the crew is stranded.

**How to set up for a test:** explain the scene to the participants and let them give feedback on what response steps should be taken to evacuate the crew and ensure safety.

#### Suggested steps & sequence

1	<b>Assess the hazard and the safety risk</b>	<ul style="list-style-type: none"> <li>Evaluate the size and impact of the erosion event</li> <li>Warn others in the immediate area of any safety hazards and secure the zone from further entry if possible</li> </ul>
2	<b>Develop a plan</b> of evacuation	<ul style="list-style-type: none"> <li>If required the Supervisor will devise a plan to evacuate the crew in a safe manner</li> <li>If require; workers to be mustered into a safe zone while awaiting evacuation</li> </ul>
3	<b>Report the event</b> to appropriate authorities	<ul style="list-style-type: none"> <li>Notify your immediate supervisor</li> <li>Notify your BCTS representative for further instruction</li> </ul>
4	<b>Take remedial action</b>	<ul style="list-style-type: none"> <li>Take steps to control further environmental impacts</li> <li>Use heavy equipment to remove the slide or to make an emergency access</li> </ul>
5	<b>Complete an Incident Report</b>	<ul style="list-style-type: none"> <li>.For the purposes of the exercise review required incident reporting requirements only and copy to your files and BCTS rep.</li> </ul>



<b>Administrative Detail</b>	Business Area:	Name of Company conducting Test/Drill:	Name of Project (licence, permit, contract):
	Project Activity		
	<input type="checkbox"/> Road construction <input type="checkbox"/> Deactivation/Rehabilitation <input type="checkbox"/> Road/Bridge Maintenance <input type="checkbox"/> Harvesting <input type="checkbox"/> Silviculture		
	Location of Test/Drill (operating area, block #, road #)	Participants and Observers (attach separate list if more)	
		1. _____	6. _____
	2. _____	7. _____	
	3. _____	8. _____	
	4. _____	9. _____	
	5. _____	10. _____	
<b>Circle Test / Drill Methodology Conducted</b> 1) provided emergency scenario, 2) workers <u>physically</u> responded to a perceived threat by following emergency response procedures in an acceptable sequence, 3) checked emergency response equipment, 4) checked emergency contact numbers <b>Complete Checkboxes Indicating Type of Test or Drill Conducted</b>			
<input type="checkbox"/> Test <input type="checkbox"/> Drill		<input type="checkbox"/> Fire	<input type="checkbox"/> Spill <input type="checkbox"/> Erosion/Landslide event
Additional Comments			

<b>Details</b>	Fire tools complete: <input type="checkbox"/> Yes <input type="checkbox"/> No              Spill kit complete: <input type="checkbox"/> Yes <input type="checkbox"/> No              Emergency response plan on site: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Steps &amp; Sequence</b> (as described verbally or physically enacted)		
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
9			

<b>Recommendations/Follow up</b>	<b>Results of the Test/Drill Exercise (Copy to BCTS)</b>	
	<input type="checkbox"/> All essential steps for the test or drill exercise were completed <input type="checkbox"/> The sequence of steps was appropriate to assess response levels <input type="checkbox"/> Sufficient emergency equipment was available for response	<input type="checkbox"/> Communication equipment was sufficient to allow reporting in a timely manner <input type="checkbox"/> The Incident Report was completed properly <input type="checkbox"/> Participants in the test or drill exercise demonstrated adequate training and response.
	Person conducting the Test/Drill:	Date conducted (mm/dd/yy):
	BCTS representative:	
	Comments/recommendations:	

<b>Section A</b>	<b>Business Area</b>	<b>Project Number (TSL or Contract)</b>	<b>Date of Inspection:</b>
	<b>Blocks, Roads or Activity Inspected:</b>	<b>General Location (operating area)</b>	

	<b>Consideration</b>	<b>Status</b>		
		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Section B</b>	<b>1 Has all training been completed and training records are up to-date?</b> <ul style="list-style-type: none"> <li>➤ For BCTS training requirements refer to table 008-1. Note new training frequencies</li> <li>➤ Ensure your project training summary (table 008-1A) current.</li> <li>➤ Is additional training required?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>2 Have all workers received a project prework, are pre-work records up to-date?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>3 Do all workers understand the project plan?</b> (Specific to their roles and responsibilities) <ul style="list-style-type: none"> <li>➤ Site plan, harvest plan, licence document, licence schedules and appendices, road permit, road use permit, project map etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>4 Are you following project plan and meeting legal requirements?</b> <ul style="list-style-type: none"> <li>➤ Conformance to the project plan, terms and conditions (contract, licence, site/harvest plan, permits etc)</li> <li>➤ Conformance to EMS/SFM requirements (EFP's, inspections, fuel handling, local operational controls etc.)</li> <li>➤ Compliance with legislation (FRPA, Wildfire Act, TDG etc) Forest Stewardship Plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>5 Any changes or improvements to the plan required?</b> <ul style="list-style-type: none"> <li>➤ Are amendments necessary to Harvest plans, site plans, road plans, maps?</li> <li>➤ Is a qualified professional required?</li> <li>➤ Communicating change to BCTS and workers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>6 Are all applicable documents and records on-site, complete and available to workers?</b> <ul style="list-style-type: none"> <li>➤ Project plan documents and maps current, ERP, prework, BCTS and self inspections, training records, EFP's, incidents etc. Includes hard copies and or digital maps</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>7 Monitoring Project environmental Emergency Preparedness and Response? (Fires, Spills and Landslides)</b> <ul style="list-style-type: none"> <li>➤ Check workers awareness to ERP roles and responsibilities</li> <li>➤ Ensure tests and drills are conducted as required and corrective action taken</li> <li>➤ Ensure ERP equipment is available and maintained (spill kits, fire tools, fire suppression system)</li> <li>➤ Conformance to Fire danger ratings/restrictions, wet weather shut down criteria</li> <li>➤ Reporting requirements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>8 Do project Fuel Handling Practices conform to BCTS EFP #06?</b> <ul style="list-style-type: none"> <li>➤ Monitor all fuel tanks and locations where fuel is dispensed</li> <li>➤ Use of fuel handling checklists (12A and 12B) is a good practice</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>9 Have appropriate and effective water management controls been established and maintained?</b> <ul style="list-style-type: none"> <li>➤ Ditches, culverts, water bars, cross ditches</li> <li>➤ Maintaining natural drainage</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>10 Are appropriate efforts being made to protect water quality?</b> <ul style="list-style-type: none"> <li>➤ Establishment of sediment control measures, Operating during favourable conditions (weather and site) – stop work, following plans and professional recommendations.</li> <li>➤ Also refer to EFP #04 and #05 for requirements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration		Status		
		YES	NO	N/A
11	<p><b>Have steps been taken to protect resource features and prevent damage to the environment?</b></p> <ul style="list-style-type: none"> <li>➢ Water, soil productivity, wildlife habitat, fuel handling, chemical handling, clean up and disposal of waste (oil containers, grease tubes, old CMP, filter cloth) etc.</li> <li>➢ Equipment cleanout before demob (soils, plant material) – prevent spread of invasive plants.</li> <li>➢ Use of sediment control measures, stop work procedures, alternative work activities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p><b>BCTS Reporting Requirements – any thing to report /communicate to BCTS?</b></p> <ul style="list-style-type: none"> <li>➢ Operational start-ups, prior to demob equipment, shut downs for extended periods of time</li> <li>➢ Fires, spills, landslides/erosion events, potential non-compliances, significant non-conformances (EMS Incidents)</li> <li>➢ Previously unidentified resource features, changes to the project plan, etc.</li> <li>➢ Any areas of potential soil disturbance</li> <li>➢ Situations requiring STOP WORK</li> <li>➢ Sightings - species of management concern, Invasive species,</li> <li>➢ Safety incidents and hazards,</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	<p><b>Have you followed up with corrective or preventative actions identified previously</b> i.e. inspections, pre-works or incidents, test/drills, audit findings?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<p><b>Other Obligations addressed</b> e.g. fire hazard assessment, FPOC, HBS submissions, Cat 2/4 reporting etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section C	Action #	Corrective/Preventative Action	By Who	Due Date	Completed Date

Inspected by (print): \_\_\_\_\_ Signature: \_\_\_\_\_



# ENVIRONMENTAL FIELD PROCEDURE - 01

## GENERAL

### Purpose and Scope

This Environmental Field Procedure (EFP) applies to all BC Timber Sales (BCTS) licensees, permittees, and contractors (LPC), including their employees, agents and subcontractors involved in field activities within the scope of the BCTS Environmental Management System (EMS). It describes procedures to reduce the risk of negative impacts on the environment. This EFP does not replace the requirements of legislation, licences, permits, and contracts.

### General Procedures

1. Complete a pre-work with your supervisor and/or the BCTS representative.
  - a. Obtain and review all project plan documents (e.g., harvest plan, harvest plan map, site plan supporting information, road layout and design and silvicultural treatment plans). Have them readily available during field activities.
  - b. Ensure you understand your role in the project plan prior to commencing work.
  - c. Know the flagging or field marking standards.
2. Look ahead and make sure that the Project Plan is workable.
  - a. View the area to familiarize yourself with the project plan, map contents, and site conditions.
  - b. Ensure all resource features, resource values or sensitive areas identified on the project plan documents can be located by you on the ground. Know the associated management strategies.
3. Monitor and inspect your work to ensure the work conforms to the project requirements.
  - a. Conduct operations to minimize potential impacts to hazardous or sensitive areas, resource features, resource values, water quality and site productivity.
  - b. Operate during favourable weather and site conditions. Know the project shutdown criteria.
  - c. Report to the project supervisor any conditions which may adversely affect the environment (e.g., siltation of streams, lakes or other water bodies or deterioration of the road).
4. Know the activity shutdown criteria (e.g., rainfall shutdown, fire hazard) including operational site conditions and timing windows (fisheries windows, community watersheds, migratory birds, wildlife, blasting, stakeholders).
5. Have the project plan map available and know your location at all times.
6. Keep the site clean and be prepared for emergencies, not limited to the following:
  - a. Inspect equipment regularly. Repair or maintain equipment as required.
  - b. Maintain fire suppression equipment and spill kits. Replace used supplies promptly.
  - c. Safely transport, store, and handle industrial waste (e.g., petroleum and chemical products, grease tubes, filters, batteries, coolant, wire rope, used spill pads).
  - d. Remove industrial waste regularly and dispose only at appropriate disposal facilities.
  - e. Understand the environmental Emergency Response Plan (eERP) and your responsibilities in it.

## Incident Reporting

1. Document on CHK-009 and report to site supervisor and BCTS in the event of:
  - a. Hazardous material spill, uncontrolled fire or erosion/landslide
  - b. Potential non-compliance and significant non-conformance
  - c. Safety incidents, accidents, close call or previously unidentified safety hazards



### Stop Work – Contact Project Supervisor and BCTS Representative if:

- There is a hazardous material spill, uncontrolled fire or erosion/landslide event
- There is uncertainty about the project plan, the responsibilities or the location of hazardous or sensitive areas.
- A previously unidentified resource feature, resource value or sensitive area is found (e.g., species of management concern, bear den, wildlife habitat feature, culturally modified tree).
- Unfavourable weather or site conditions could cause environmental damage.
- Conditions have the potential for immediate environmental damage.
- There is reason to believe the project plan will not work.



## ENVIRONMENTAL FIELD PROCEDURE - 02

### PROJECT SUPERVISION

#### Purpose and Scope

This Environmental Field Procedure (EFP) applies to all BC Timber Sales (BCTS) licensees, permittees and contractors (LPC), including their employees, agents and subcontractors, responsible for supervising field activities within the scope of the BCTS Environmental Management System (EMS). It describes the supervisors' responsibilities to prepare and supervise workers in such a manner as to reduce the risk of negative environmental impacts. This EFP does not replace the requirements of legislation, licences, permits and contracts.

#### Pre-work

1. Complete a pre-work meeting with your supervisor and/or the BCTS representative. Understand the information on the pre-work checklist. Ensure you obtain all relevant project information.
2. Prepare, complete and document a pre-work meeting with all workers involved in the project before the work commences:
  - a. Review relevant project information including contract, licence, permit, map, project plan, field marking standards, prescriptions, special conditions, requirements and specifications. Review environmental field procedures, environmental emergency response plans and any resource features, resource values, sensitive areas and stop-work conditions.
  - b. Provide copies of project plans and maps to workers.
  - c. Emphasize to workers that they must speak with the supervisor before any changes are made to the project plans.
  - d. View the site with workers to familiarize them with resource features, resource values, resource objectives, sensitive areas and special conditions, as relevant to their function and activities.
  - e. Document pre-work meeting with workers and record the names of attendees. A copy of the completed BCTS Prewrite Report can be used for this purpose.
  - f. Ensure all stakeholders are notified as required (e.g., DFO, affected water licensees or purveyors, trappers, guides, lodges, residents).
  - g. Additional pre-works with workers may be required if high risk sites have been identified, a project plan has changed or following a temporary operational shut down.
3. Additional pre-work with a BCTS representative is required after temporary operational shut down (inactive for 90 calendar days or more due to season, fire, operational restrictions, economics, etc.) or as requested.

#### Supervising and Monitoring Project Plans

1. Have a project plan prepared by a qualified professional as appropriate.
2. Look ahead to make sure that the Project Plan is workable.
  - a. Ensure resource features, resource values or sensitive areas are identified on the project plan map can be located on the ground. Communicate the associated management strategies to workers.
  - b. Stop work upon discovery of a previously unidentified resource feature, resource value or sensitive area; document and identify the previously unidentified resource feature on the project plan map. Report the discovery to the BCTS representative.
3. Assess the need for changes to the project plan. Licensees and permittees must amend the project plan with a qualified professional before conducting primary forest activities in a way that is different from what is described in the plan; report to the BCTS representative.
4. Know and monitor adherence to all EFP requirements.

## Supervisors Must Ensure All Workers:

1. Receive adequate training, orientation, information and instructions;
2. Have relevant EFPs available, and follow the requirements of the EFPs;
3. Have relevant project plans available, and understand their associated requirements.
4. Understand EFP stop-work procedures and incident reporting requirements (EFP-01, CHK-009).

## Monitor and Inspect Work:

1. Monitor and inspect current and completed works.
  - a. Review relevant items including:
    - i. Conformance to the project plan, especially areas with complexity or higher risk e.g., riparian areas or special sites;
    - ii. Conformance to EMS and Sustainable Forest Management requirements (e.g., EMS training completed and documented, pre-work(s) completed and documented, eERP completed, implemented and on-site, EFPs followed and onsite, etc.) and the BCTS Sustainable Forest Management Plan;
    - iii. Licence, permit and/or contract conditions;
    - iv. Compliance with all relevant legislation (e.g., *Forest and Range Practices Act, Wildfire Act, Forest Act, Transportation of Dangerous Goods Act, Fisheries Act*); and
    - v. Safety requirements.
  - b. Report any potential non-compliances to the appropriate agency and BCTS.
  - c. Assign corrective and preventative actions to identified non-conformances and potential non-compliances.
  - d. Follow-up on any actions identified by BCTS or the LPC inspections. Supervisor to ensure they have been carried out within the noted timelines.
2. Conduct self-inspections of the work at the frequency prescribed by BCTS pre-work or more frequently, if desired. The BCTS Client Self-Inspection Report can be used for this purpose.
3. Complete an inspection and notify BCTS prior to demobilization or temporary shutdown (inactive 90 calendar days or more due to seasonal, fire, operational restrictions, economics, etc). Ensure steps have been taken to protect resource features and prevent damage to the environment (e.g., ditches cleaned, culverts installed) prior to the shutdown of operations.

## Manage Documentation:

1. Keep required documentation onsite:
  - a. BCTS pre-work report, and records of your pre-works with workers,
  - b. Project Plans and other materials provided at the pre-work,
  - c. Environmental Emergency Response Plan (eERP) available to all workers,
  - d. EFPs available to workers as relevant to their activities,
  - e. BCTS inspection reports and LPC self-inspection reports,
  - f. Completed Incident Report forms for any incidents that have occurred during the work,
  - g. Training records
  - h. Completed emergency response test reports.
2. Provide records for review upon request by BCTS.

## In the Case of an Emergency or Environmental Damage:

1. Follow the eERP, including reporting to BCTS and external agencies.
2. Complete an Incident Report Form (CHK-009 or equivalent) and submit it to BCTS. Ensure corrective and preventative actions taken to address the incident are documented and completed.



### Stop Work – Contact Project Supervisor and BCTS Representative if:

- There is a hazardous material spill, uncontrolled fire or erosion/landslide event.
- There is uncertainty about the project plan, the responsibilities or the location of hazardous or sensitive areas.
- Previously unidentified resource feature, resource value or sensitive area is found (e.g., species of management concern, bear den, wildlife habitat feature, culturally modified tree)
- Unfavourable weather or site conditions could cause environmental damage.
- Conditions have the potential for immediate environmental damage.
- There is reason to believe the project plan will not work.





## ENVIRONMENTAL FIELD PROCEDURE - 03

### DEVELOPMENT & PLANNING

#### Purpose and Scope

This Environmental Field Procedure (EFP) applies to all BC Timber Sales (BCTS) contractors including their employees, agents, and subcontractors involved in development and planning activities within the scope of the BCTS Environmental Management System (EMS). It also applies to BCTS licensees and permittees making changes to a project plan. This EFP describes procedures to reduce the risk of negative impacts of these activities on the environment. This EFP does not replace the requirements of legislation, licences, permits, and contracts.

#### Preparation

1. Ensure development and planning activities are carried out by an appropriate qualified professional
2. Ensure you have copies of and are familiar with all standards, guidebooks, plans and other information relevant to the scope of work.
3. Ensure all required assessments have been identified.
4. At the pre-work meeting, discuss details of project approach, designs, layouts, or other project plan requirements including professional qualifications to develop a plan or make changes.

#### Field Work

1. When conducting field work, ensure you:
  - a. Are familiar with relevant constraints and plans; understand how resource objectives relate to the project area;
  - b. Follow field marking standards; and
  - c. Note any discrepancies between the plans or objectives and the conditions in the field; notify the BCTS representative of any discrepancies.
2. Consider potential longer-term implications of the planned work such as providing future access. If you are not sure about possible longer-term requirements, ask the BCTS representative for direction.
3. Look at all options for timber development including roads, bridges, and culverts to ensure they are placed in the best location. Know when you can vary from specifications provided by BCTS, and when you must request approvals.

#### Plan Completion

1. Ensure the following information and requirements, as applicable, are correctly identified and incorporated into all layout and design work:
  - a. Forest Stewardship Plan information, site plan content and any amendments.
  - b. Applicable engineering, mapping, boundary, and field marking requirements.
  - c. Any key points noted during reconnaissance.
  - d. First Nations, stakeholders and other agencies commitments as communicated via BCTS.
  - e. Location of streams, terrain and other important features including wildlife tree retention areas and reserves and the related retention or buffer requirements.
  - f. Location of adjacent resource values.
  - g. Recommendations from professional assessments (e.g., terrain stability, windthrow, soil, watershed, stream).
  - h. Any measures to ensure stability of the area during extreme weather events; roads or cutblock boundary(s).

- i. Location of end-haul sections, spoil sites and quarry/pits; properly classified soils/rock.
  - j. Right-of-way design and markings including landing size and location.
  - k. Any necessary trails.
  - l. All shut down requirements and timing restrictions.
  - m. The harvesting system planned to be used and the retention levels for partial cut harvest prescriptions are identified in the harvest plan.
  - n. Appropriate referencing (photo ties, reference points).
2. Ensure major crossing site plans are identified for, or completed by, a qualified professional.
  3. Ensure water and sediment control measures are incorporated into the plan.
  4. Ensure all work is in conformance with applicable requirements and standards applicable to the BCTS business area.
  5. If you have any concerns about potential environmental impacts relating to this information and the associated prescriptions, contact your supervisor and the BCTS representative.



#### Stop Work – Contact Project Supervisor and BCTS Representative if:

- There is a hazardous material spill, uncontrolled fire, or erosion/landslide event.
- There is uncertainty about the project plan, the responsibilities, or the location of hazardous or sensitive areas.
- A previously unidentified resource feature, resource value or sensitive area is found (e.g., species of management concern, bear den, wildlife habitat feature, culturally modified tree).
- Unfavourable weather or site conditions could cause environmental damage.
- Conditions have the potential for immediate environmental damage.
- There is reason to believe the project plan will not work.



## ENVIRONMENTAL FIELD PROCEDURE - 04

### ROADS, BRIDGES AND CULVERTS

#### Purpose and Scope

This Environmental Field Procedure (EFP) applies to all BC Timber Sales (BCTS) licensees, permittees, and contractors (LPC), including their employees, agents, and subcontractors, involved in permanent and temporary road, bridge and culvert construction, maintenance, inspection, and deactivation within the scope of the BCTS Environmental Management System (EMS). It describes procedures to reduce the risk of negative impacts of these field activities on the environment. This EFP does not replace the requirements of legislation, licences, permits, and contracts.

#### Road, Bridge and Major Culvert Inspections

1. Understand all applicable inspection and engineering requirements. Know which sites and structures require assessments. Assessments must be done by those trained and professionally competent.
2. Review all relevant assessments prior to inspection. Understand their management implications.
3. Review or walk the project area, as well as the surrounding area of influence, to ensure all relevant field information is collected, complete, reported and mapped.
4. Understand and use the appropriate inspection form. Record all inspection results, identifying any deficiencies or additional inspection requirements and submit to the project supervisor.

#### Road Construction, Maintenance and Deactivation

1. Have a project plan (e.g., road layout and design, plans and profiles, deactivation, maintenance).
2. Ensure compliance with applicable timing windows and other specifications (e.g., fisheries windows, community watersheds, migratory birds, wildlife, recreation).
3. Ensure safety signage is posted on sites as required.
4. Construct and maintain the road to ensure the structural integrity of the road prism and clearing width are protected, the drainage systems are functional, and the road is safe for industrial use.
5. Report to the project supervisor any road conditions which may adversely affect the environment (e.g., siltation of streams, lakes or other water bodies, or deterioration of the road).
6. Incorporate considerations for extreme weather events and climate change to ensure functionality of roads and protection of the environment.
7. Have appropriate water control measures on roads at locations where there is a risk of erosion, impacts to water quality, classified stream or fish habitat.
8. Before equipment demobilization or prior to temporary or seasonal shutdown, and/or when precipitation is occurring in an amount causing erosion of surface material:
  - a. Install back-up cross ditches at culvert locations.
  - b. Establish water-bars and breach grader berms to disperse runoff.
  - c. Perform site clean-up to ensure water management features (culverts, ditches) are clean of introduced logging debris and functional.
9. Maintain natural surface drainage patterns. Avoid directing water onto unstable slopes or erodible soils; direct water to stable slopes and/or armour outfalls with rock.
10. Minimize the impact on water quality and site productivity:
  - a. Operate during favourable weather and site conditions. Know the project shutdown criteria.
  - b. Install culverts and other drainage structures concurrently with subgrade construction.
  - c. Utilize sediment control measures as required (e.g., silt fences, hay bales, rock armouring, swales, water bars or sediment ponds).

- d. Clean introduced debris from ditches, streams and culverts on an on-going basis before any impact can occur.
  - e. Ensure road surface drainage is directed to drainage structures and is not impeded.
  - f. Minimize erosion potential of exposed soil surfaces by seeding of disturbed areas.
  - g. Seeding must be at appropriate times and with an appropriate mix of seed to ensure effectiveness and avoid the spread of invasive species.
11. Control blasting to minimize fly-rock damage and slope instability. Adhere to blasting timing windows.
  12. Know the locations of end-haul and spoil sites.
  13. Do not remove gravel or other fill from Riparian Management Areas. Avoid constructing pullouts in Riparian Management Areas.
  14. When re-establishing natural drainage patterns during road deactivation, the road fill should be removed down to the natural ground level. Cut and fill slopes must be left in a stable condition.
  15. Prepare professional conformance and assurance statements if required for road design, construction, maintenance and deactivation.

### Bridge or Culvert Installation, Maintenance and Removal

1. Have a project plan deemed appropriate by a qualified professional (e.g., installation, deactivation, maintenance).
2. Bridges and major culverts (greater than or equal to 2000mm) require a coordinating registered professional and professional of record to oversee, design, inspect and sign-off the project.
3. Comply with timing windows, legislation and other specifications (e.g., *DFO Fisheries Act* "projects near water" requirements and guidance, fisheries windows, community watersheds, migratory birds, wildlife, blasting, stakeholders).
4. Construct and maintain bridges and culverts in accordance with the project plan. Ensure bridges and culverts are structurally sound, appropriate and safe for industrial use.
5. When working on crossings, know the stream classification, management zone and associated prescription. During construction of temporary access trails, minimize the impact to water features.
6. Minimize the impact on water quality and site productivity:
  - a. Install culverts and other drainage structures concurrently with subgrade construction.
  - b. Utilize sediment control measures as required (e.g., silt fences, hay bales, rock armouring, swales, water bars, or sediment ponds).
  - c. Clean introduced debris from ditches, streams and culverts on an on-going basis, and before any blockages can occur.
  - d. Incorporate considerations for extreme weather events and climate change to ensure functionality of roads and protection of the environment.
  - e. Minimize erosion potential of exposed soil surfaces by seeding of disturbed areas.
  - f. Seeding must be at appropriate times and with an appropriate mix of seed to ensure effectiveness and avoid the spread of invasive species.
7. Operate during favourable weather and site conditions. Know the project shutdown criteria.
8. Temporary structures such as log bundles must be removed prior to unfavourable conditions.
9. Avoid placing erodible materials on bridge decks, in stream channels or on flood plains. Clean bridge decks and remove erodible materials.
10. Maintain natural surface drainage patterns. Avoid directing water onto unstable slopes or erodible soils; direct water onto stable slopes and/or armour outfalls with rock.
11. Armour culvert inflows, outflows and fill slopes to minimize erosion as required. It is a good practice to pre-mark inlet and outlet culvert locations to ensure appropriate road prism fit. Culvert installation should consider skew, slope and percent of embedment as designed.
12. Dispose of wood culvert/bridge debris in designated sites outside riparian management areas.

13. Ensure professional conformance and assurance statements are prepared for bridges and major culverts by the professional of record (POR).

### Fire Hazard Assessment and Abatement

1. Complete hazard assessments at prescribed intervals and complete abatement in accordance with the *Wildfire Act* and Regulation. Submit assessment to BCTS upon request.
2. If burning is part of the plan for abatement, ensure required notification is made, approvals received and conditions followed. Ensure burn area is safe from escape and clear of hazardous or sensitive areas. Monitor burned sites for extinguishment.



#### **Stop Work – Contact Your Project Supervisor and BCTS Representative if:**

- There is a hazardous material spill, uncontrolled fire or erosion/landslide event.
- There is uncertainty about the project plan, the responsibilities or the location of hazardous or sensitive areas.
- A previously unidentified resource feature, resource value or sensitive area is found (e.g., species of management concern, bear den, wildlife habitat feature, culturally modified trees).
- Unfavourable weather or site conditions could cause environmental damage.
- Conditions have the potential for immediate environmental damage.
- There is reason to believe the project plan will not work.



## ENVIRONMENTAL FIELD PROCEDURE - 05

### HARVESTING

#### Purpose and Scope

This Environmental Field Procedure (EFP) applies to all BC Timber Sales (BCTS) licensees, permittees, and contractors (LPC), including their employees, agents, and subcontractors, involved in all phases of harvesting within the scope of the BCTS Environmental Management System (EMS). It describes procedures to reduce the risk of negative impacts of these field activities on the environment. This EFP does not replace the requirements of legislation, licences, permits, and contracts.

#### Project Plans

1. Have a project plan prepared by a qualified professional as appropriate. Ensure the project plan is applicable to the phase of operation.
  - a. Choose suitable landing and yarder setting locations that are stable and away from water courses.
  - b. Pre-mark or at least know existing culvert locations and classified stream locations; ensure they are functional at all times until these structures are removed.
  - c. If a change of plan is needed, stop work, then notify project supervisor. Changes to a project plan must be documented, made by a qualified professional, and meet the intended results and strategies for the project area and protect environmental values.

#### Falling

1. Fall next to boundaries only when boundaries are clearly visible (know where they are).
2. Use extra caution when falling adjacent to boundaries and reserves in order to minimize damage to standing trees and protect resource features, resource values (e.g., cultural) and sensitive areas.
3. Follow stream prescriptions when falling, limbing and bucking adjacent to watercourses.
4. Know which streams and gullies require cleaning of introduced debris.
5. Know leave-tree, stubbing and retention requirements, and monitor your progress to ensure the requirements are met.

#### Yarding, Skidding, Forwarding, Loading, Processing and Hauling

1. If yarding or skidding in steep or gullied terrain, ensure you implement yarding/skidding strategies to minimize impacts to soil productivity and water quality.
2. Use appropriate methods to minimize damage to reserve trees (e.g., dispersed retention trees, retention tree patches, etc.).
3. Know the applicable soil disturbance limits and use appropriate methods to avoid excessive soil disturbance (e.g., temporary access structures, gouges, ruts, scalps and compacted areas).
4. Minimize the impact on water quality and site productivity:
  - a. Take actions to mitigate potential erosion and/or sedimentation from temporary access trails.
  - b. Utilize sediment control measures as required (e.g., silt fences, hay bales or sediments ponds).
  - c. Clean introduced debris from ditches, streams, and culverts on an on-going basis, and before any blockages can occur.
5. Operate during favourable weather and site conditions. Know the project shutdown criteria.
6. Know the project shutdown criteria including operational site conditions and timing windows (e.g., fisheries windows, community watersheds, migratory birds, wildlife, blasting, recreation).
7. Know the stream classifications and implement riparian management area requirements (e.g., machine free zones, riparian reserve zones, stream cleaning, etc.) for the watercourses identified in the project plan.

8. Rehabilitate excavated and bladed temporary access trails, temporary roads, landings, etc., as required. Ensure rehabilitation activities maintain natural drainage patterns.
9. Temporary structures such as log bundles must be removed prior to unfavourable conditions.
10. Avoid decking wood, processing wood, and piling wood debris in riparian management areas.
11. Minimize decked wood and debris pile impacts to standing timber and reforested areas.
12. Report to the project supervisor any road conditions which may adversely affect the environment (e.g., siltation of streams, lakes or other water bodies or deterioration of the road).
13. Before equipment demobilization or prior to temporary or seasonal shutdown, perform site clean-up to ensure water management features (culverts, ditches) are clean of introduced logging debris and functional.

## Fire Hazard Assessment and Abatement

1. Complete hazard assessments at prescribed intervals and complete abatement in accordance with the *Wildfire Act* and Regulation. Submit assessment to BCTS upon request.
2. If burning is part of the plan for abatement, ensure required notification is made, approvals are received, and conditions are followed. Ensure burn area is safe from escape and clear of hazardous or sensitive areas. Monitor burned sites for extinguishment.



### Stop Work – Contact Project Supervisor and BCTS Representative if:

- There is a hazardous material spill, uncontrolled fire or erosion/landslide event.
- There is uncertainty about the project plan, the responsibilities, or the location of hazardous or sensitive areas.
- Previously unidentified resource feature, resource value or sensitive area is found (e.g., species of management concern, bear den, wildlife habitat feature, culturally modified tree)
- Unfavourable weather or site conditions could cause environmental damage.
- Conditions have the potential for immediate environmental damage.
- There is reason to believe the project plan will not work.





**BC Timber Sales**  
**Environmental Management System**  
**ENVIRONMENTAL FIELD PROCEDURE**  
**EFP 06 FUEL HANDLING**

***Purpose and Scope***

This Environmental Field Procedure (EFP) applies to all BCTS clients (Licensee, Permittee and Contractor workers) and BCTS staff who are responsible for fuel handling within the scope of BCTS EMS program. The purpose of this document is to bring together legislative requirements, industrial standards, and best management practices as it relates to fuel handling, storage, and transportation. The primary fuel used within the forest industry is diesel fuel (UN1202) found under Class 3, Flammable Liquids. This EFP is intended to help promote good fuel management and is not intended to supersede legislative requirements or criteria. Applicable Acts and Regulations include: Transportation of Dangerous Goods Act and Regulations, BC Motor Vehicle Act and Regulations, Environmental Management Act and Regulations, Hazardous Products Act and Regulation, Contaminated Sites Act and Regulations, Workers' Compensation Act and OHS Regulations.

<b>Table</b>	<b>Contents</b>	<b>Page #</b>
<b>1</b>	<b>Small Fuel Containers &lt;230 L</b> Includes drums, pails and canisters typically used to transport, store, and dispense small quantities of fuel, oil, solvents, and antifreeze	2
<b>2</b>	<b>Small Mobile (Truck Box) Tanks ≤450L Ancillary</b> tank located in the box of a pickup truck used to transport, store, and dispense fuel	3
<b>3</b>	<b>Large Mobile Tanks &gt;450 L to ≤3000L</b> Ancillary tank typically located in the box of a pickup truck used to transport, store, and dispense fuel	4
<b>4</b>	<b>Highway Tanks &amp; TC Portable Tanks, generally &gt;3000L</b> Used to transport fuel. Sometimes used to store and dispense fuel.	5
<b>5</b>	<b>Large Stationary Skid Tanks &gt;3000L</b> Used to store and dispense fuel, rarely used to transport fuel	6
<b>6</b>	<b>Definition of Terms</b> In an effort to keep this document short and to the point, some terms and clauses were used that may require further explanation or interpretation. The Definition of Terms is also used to provide examples. Transport Canada contact information	7 to 9  9
<b>7</b>	<b>Spill Kit Requirements</b> This section outlines minimum spill kit content requirements for BCTS clients	10

2021 Changes in Red Text





**BC Timber Sales**  
**Environmental Management System**  
**ENVIRONMENTAL FIELD PROCEDURE**  
**EFP 06 FUEL HANDLING**

**TABLE #1 SMALL FUEL CONTAINERS (Volumes <230L) Drums, Jerry Cans, Pails, Canisters**

**Legend**

■ Legal Requirement  
 ☑ BCTS Requirement

TYPE	CONDITION, DESIGN & MAINTENANCE	STORING & SECURING	DISPENSING	TRANSPORT (see column 2 for securing details)	PREVENTION & RESPONSE
<b>SMALL FUEL CONTAINERS</b> (Volumes < 230L)	<ul style="list-style-type: none"> <li>■ Must be designed, constructed, filled, closed, secured and maintained so under normal conditions of handling and transport there will be no accidental release of dangerous goods that would endanger public or worker safety.</li> <li>☑ Containers must be in good condition – not damaged, rusting or leaking.</li> <li>■ Jerry cans (&lt;150L) have a lifespan of 60 months from date of manufacture but may be used for 120 months if:                --Jerry cans are part of a fleet registered with TC;                --Used only for Class 3, PGII or PGIII products;                --Not damaged, cracked, deformed or leaking</li> <li>■ Drums (≥ 150 L) are designed for one-time use &amp; require reconditioning prior to use. Designed, constructed and maintained in good condition to securely contain product.</li> </ul> <p><b>Construction Standard</b></p> <ul style="list-style-type: none"> <li>■ TP 14850 (2018) are Small Containers for TDG ≤450L.</li> <li>■ CSA B376 (2014) are Portable Containers for Gasoline and Other Petroleum ≤ 25 L.</li> <li>■ ULC/ORD – C30 are Safety Containers &gt;5L and ≤ 25L.</li> </ul> <ul style="list-style-type: none"> <li>■ Containers less than 30 liters are exempt from TDG requirements but are still governed under WHMIS.</li> </ul> <p><b>Inspections</b></p> <ul style="list-style-type: none"> <li>☑ Licensees/ Contractors must self inspect containers on a regular basis. (plastic containers usually every 5 years). Immediately replace containers that are leaking.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Do not store small containers in Riparian Management areas or Marine Environments wherever practicable</li> <li>☑ Do not smoke where fuel is stored or dispensed</li> </ul> <p><b>Labeling</b></p> <ul style="list-style-type: none"> <li>■ Any container over 30 liters must have appropriate safety marks:               <ul style="list-style-type: none"> <li>● Label or Placard as required,</li> <li>● UN number and</li> <li>● Shipping Name</li> </ul> </li> <li>■ TDG safety marks on the outside of an enclosed unit must be visible if containers are stored within an enclosed unit.</li> <li>■ WHMIS labeling or appropriate Product Identification is required when storing hazardous products</li> </ul> <p><b>Securing</b></p> <ul style="list-style-type: none"> <li>■ As per manufacture’s recommendations, containers must be secured and kept level to prevent shifting, swaying, damage, escape from the vehicle and accidental release of product.</li> <li>■ Tie down straps must have safe combined working load ratings greater than the secured load.</li> </ul>	<ul style="list-style-type: none"> <li>■ Maintain current MSDS in a location available to worker</li> <li>☑ Do not dispense fuel in Riparian Management areas or Marine Environments wherever practicable.</li> <li>☑ Dispense all flammable and combustible substances only from drums in an upright position</li> <li>☑ Do not fill containers beyond their safe filling level (approximate safe level – 90%)</li> <li>☑ Store the hose above the pump (and drum) to avoid siphoning.</li> <li>☑ Only transfer fuel with a pump designed for the products being handled.</li> <li>☑ Check routinely for leaks drips and spills.</li> </ul>	<ul style="list-style-type: none"> <li>■ Drums must be properly arranged by:               <ul style="list-style-type: none"> <li>● Stacking in an upright, vertical position</li> <li>● Separating and Protecting through use of boards, stakes or sides on the vehicle to protect the load from moving</li> </ul> </li> <li>■ If multiple containers of diesel and/ or gasoline are transported and the combined capacity exceeds 2000L, the following conditions apply:               <ul style="list-style-type: none"> <li>● A shipping document must be completed for the goods hauled</li> <li>● The operator must have TDG training and possess a certificate</li> <li>● The load must have placards on all visible sides</li> </ul> </li> <li>■ Empty drum transport are exempt from TDG Regs provided:               <ul style="list-style-type: none"> <li>● Drum residue &lt;10%</li> <li>● If more than 10 drums then DANGER Placards are required on all four sides and include a shipping document outlining: the primary class, ‘residue drums’ and number of drums.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Take reasonable measures to prevent leaks &amp; spills</li> <li>■ Respond to all fuel spills</li> </ul> <ul style="list-style-type: none"> <li>☑ Where dispensing and storing fuel in higher risk areas consider utilizing additional Spill Control and Prevention Measures (see Table #6).</li> </ul> <p><b>Fire Control and Response</b></p> <ul style="list-style-type: none"> <li>☑ Maintain and self-inspect one suitable B:C-rated fire extinguisher ensuring it’s:               <ul style="list-style-type: none"> <li>● not actuated or tampered with</li> <li>● shows no obvious physical damage, ( i.e. corrosion, leakage, or clogged nozzle) to prevent its operation</li> <li>● pressure gauge reading or indicator is in operable range</li> <li>● safety seal or pin in place;</li> <li>● product id/WHMIS label in place</li> <li>● located in appropriate location, and</li> <li>● document self-inspections</li> </ul> </li> <li>☑ Maintain a spill kit of suitable size (See Table #7)</li> </ul>



**BC Timber Sales**  
**Environmental Management System**  
**ENVIRONMENTAL FIELD PROCEDURE**  
**EFP 06 FUEL HANDLING**

**TABLE #2 SMALL MOBILE (TRUCK BOX) TANKS (Volumes: ≤450L)**

Legend

- Legal Requirement
- ☑ BCTS Requirement

TYPE	CONDITION, DESIGN, & MAINTENANCE	STORING & SECURING	DISPENSING	TRANSPORT (see column 2 for securing details)	PREVENTION & RESPONSE
<b>SMALL MOBILE (TRUCK BOX) TANKS</b> (Volumes: <450L)	<ul style="list-style-type: none"> <li>■ Must be designed, constructed, filled, closed, secured and maintained so under normal conditions of handling and transport there will be no accidental release of dangerous goods that would endanger public or worker safety.</li> <li>☑ Containers must be in good condition – not damaged, rusting, or leaking.</li> </ul> <p><b>Construction Standard</b></p> <ul style="list-style-type: none"> <li>■ <b>Diesel:</b> a spec or non-spec tank may be used. <b>Tanks used for diesel are exempt from being built to an engineering standard but must not pose a danger to public safety.</b></li> <li>■ <b>Gasoline:</b> An IBC Portable Tank CAN/CGSB 43.146 <b>spec tank is required and must bear a visible and legible Spec Plate.</b></li> <li>■ All Gasoline spec tanks must be tested and inspected by a Transport Canada (TC) Registered facility every 5 years. Proof that tests and inspections were conducted by a TC Registered facility within the last 5 years must be available upon request.</li> </ul> <p><b>Inspections</b></p> <ul style="list-style-type: none"> <li>☑ Licensees/ Contractors must self inspect tanks on a regular basis. Immediately replace containers that are leaking.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use a pressure relief cap that meets manufacturers design specifications</li> <li>■ Do not store small mobile tanks in riparian management areas or marine environments wherever practicable</li> <li>■ Do not smoke where fuel is stored or dispensed</li> <li>☑ <b>If a mobile tank (&gt;230L) is removed from the vehicle and placed on the ground, then secondary containment is required.</b></li> </ul> <p><b>Securing</b></p> <ul style="list-style-type: none"> <li>■ <b>As per manufacture's recommendations, ensure mobile fuel tanks are secured on a solid foundation and remains level to prevent shifting, swaying, damage, escape from the vehicle and accidental release of product.</b></li> <li>■ <b>Protect the fuel tank from wear or damage (i.e. rubber belting or mat).</b></li> </ul> <ul style="list-style-type: none"> <li>■ Tie down straps must have safe <u>combined</u> working load ratings <i>greater</i> than the secured load</li> </ul>	<ul style="list-style-type: none"> <li>■ Use dispensing pumps designed for the products being handled</li> <li>☑ Use an appropriate hose and nozzle (in accordance with ULC standards) for dispensing fuel</li> <li>☑ Make sure there is suitable bonding between tank <b>and vehicle</b> to prevent static charges when dispensing gasoline.</li> <li>■ Maintain current MSDS in a location available to workers</li> <li>■ Hoses and nozzles must be maintained and not leak.</li> <li>■ Do not dispense fuel in riparian management areas or marine environments wherever practicable.</li> <li>■ Nozzles must be store in drip containment after use or in an upright position so that it's above the tank.</li> <li>☑ Operators must stay with the nozzle <u>at all times</u> while dispensing fuel</li> <li>☑ Close valves when finished dispensing</li> <li>☑ Store hose in a safe manner to prevent damage and leaks (i.e. coiled on top of tank)</li> <li>☑ Do not fill tanks beyond their safe filling level (<i>approximate safe level – 90%</i>)</li> <li>☑ Keep fuel and equipment on level ground</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Mobile containers do not require secondary containment.</b></li> <li>■ If multiple tanks of diesel and/or gasoline are <b>complete</b> and carried on the vehicle and the <u>combined capacity</u> exceeds 2000 liters, the following conditions apply: <ul style="list-style-type: none"> <li>• A shipping document must be completed for the goods hauled</li> <li>• The operator must have a TDG training and possess a valid certificate</li> <li>• The load must be placarded on all visible sides.</li> </ul> </li> </ul> <p><b>Safety Labeling &amp; Spec Plates</b></p> <ul style="list-style-type: none"> <li>■ WHMIS labeling or appropriate <u>Product Identification</u> is required when storing hazardous products</li> <li>■ Maintain visible safety marks: <ul style="list-style-type: none"> <li>• Label or placard</li> <li>• UN number and</li> <li>• Shipping name</li> </ul> </li> <li>■ TDG safety marks must be visible on the tank or any enclosed storage unit</li> <li>■ Spec plates, decals or associated documentation--( ensuring paperwork is linked to the specific tank) must identify the following: <ul style="list-style-type: none"> <li>• Container Type &amp; Standard</li> <li>• Manufacturer and Date</li> <li>• Re-certification Date and TC Registered Facility</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Take reasonable measures to prevent leaks &amp; spills</li> <li>■ Respond to all fuel spills</li> <li>☑ Where dispensing and storing fuel in higher risk areas consider utilizing additional Spill Control and Prevention Measures (see Table #6).</li> <li>☑ Where tanks are stored on the ground, collision protection is required. (see Table #6)</li> </ul> <p><b>Fire Control and Response</b></p> <ul style="list-style-type: none"> <li>☑ Maintain and self-inspect one suitable B:C-rated fire extinguisher ensuring it's: <ul style="list-style-type: none"> <li>• not actuated or tampered with</li> <li>• shows no obvious physical damage, ( i.e. corrosion, leakage, or clogged nozzle) to prevent its operation</li> <li>• pressure gauge reading or indicator is in operable range</li> <li>• safety seal or pin in place;</li> <li>• product id/WHMIS label in place</li> <li>• located in appropriate location, and</li> <li>• document self-inspections</li> </ul> </li> <li>☑ Maintain a spill kit of suitable size (See Table #7)</li> </ul>



**BC Timber Sales**  
**Environmental Management System**  
**ENVIRONMENTAL FIELD PROCEDURE**  
**EFP 06 FUEL HANDLING**

<b>TABLE #3 LARGE MOBILE TANKS (Volumes: &gt;450L – ≤3000L)</b>					<b>Legend</b>
					<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> BCTS Requirement
TYPE	CONDITION, DESIGN, & MAINTENANCE	STORING AND SECURING	DISPENSING	TRANSPORT (see column 2 for securing details)	PREVENTION & RESPONSE
<b>LARGE MOBILE TANKS</b> (Volumes: >450L– 3000L)	<ul style="list-style-type: none"> <li>■ Must be designed, constructed, filled, closed, secured and maintained so under normal conditions of handling and transport there will be no accidental release of dangerous goods that would endanger public or worker safety.</li> <li>☑ Containers must be in good condition – not damaged, rusting, or leaking</li> <li><b>Construction Standard</b></li> <li>■ <b>All Tanks:</b> used to transport fuel (regardless of volume) must be designed, and constructed to a mobile tank standard and display a spec plate.</li> <li>■ <b>Spec Tanks:</b> used for diesel and gasoline may have one of the following spec plates:               <ul style="list-style-type: none"> <li>● UN 31A/B IBC Portable Tank and</li> <li>● TC57 Portable Tanks as per CAN/CGSB 43.146 (2016)</li> <li>● UN Portable Tanks as per CSA B625-14 (2018) &gt;450L</li> <li>● ULC/ORD 142.13</li> </ul> </li> <li>■ Non-Spec Tanks may no longer be used. Any tank without a spec plate is non-spec.</li> <li><b>Inspections</b></li> <li>■ All Spec tanks (listed above) must be tested and inspected by a Transport Canada (TC) Registered facility every 5 years. Proof that tests and inspections were conducted by a TC Registered facility within the last 5 years must be available upon request.</li> <li>☑ Licensees/ Contractors must self inspect tanks on a regular basis. Immediately replace containers that are leaking.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use a pressure relief cap that meets manufacturers design specifications</li> <li>■ Do not leave vehicles carrying auxiliary fuel in riparian management areas or marine environments wherever practicable.</li> <li>☑ Do not smoke where fuel is stored or dispensed</li> <li>☑ If a mobile tank (&gt;230L) is removed from the vehicle and placed on the ground, then secondary containment is required.</li> <li><b>Securing</b></li> <li>■ As per manufacture's recommendations, ensure mobile fuel tanks are secured on a solid foundation and remains level to prevent shifting, swaying, damage, escape from the vehicle and accidental release of product.</li> <li>■ Protect the fuel tank from wear or damage (i.e. rubber belting or mat).</li> <li>■ Tie down straps must have safe combined working load ratings greater than the secured load to ensure the tank is integrally mounted</li> </ul>	<ul style="list-style-type: none"> <li>☑ Use an appropriate hose and nozzle (in accordance with ULC Standards) for dispensing fuel</li> <li>■ Use dispensing pumps designed for the products being handled.</li> <li>■ Make sure there is suitable bonding between tank and vehicle to prevent static charges when dispensing gasoline.</li> <li>■ Maintain current MSDS in a location available to workers</li> <li>■ Hoses and nozzles must be maintained and not leak.</li> <li>■ Do not dispense fuel in riparian management areas or marine environments wherever practicable.</li> <li>■ Nozzles must be secured in drip containment after use or in an upright position so that it's above the tank.</li> <li>☑ Operators must stay with the nozzle at all times while dispensing fuel</li> <li>☑ Keep fuel and equipment on level ground</li> <li>☑ Close valves when finished dispensing</li> <li>☑ Store hose in a safe manner to prevent damage and leaks (i.e. coiled on top of tank)</li> <li>☑ Do not fill tanks beyond their safe filling level (approximate safe level – 90%)</li> </ul>	<ul style="list-style-type: none"> <li>■ Mobile containers do not require secondary containment</li> <li>■ If multiple tanks of diesel and/or gasoline are carried on the vehicle and the combined capacity exceeds &gt;2000 liters, the following conditions apply:               <ul style="list-style-type: none"> <li>● A shipping document must be completed and carried for the goods hauled</li> <li>● The operator must have a TDG training and possess a certificate</li> <li>● The load must be placarded on all visible sides.</li> </ul> </li> <li>■ If large mobile tanks are transported on a trailer, the trailer must meet Motor Vehicle Requirements, (GVW, brakes, lights and axels etc.).</li> <li>■ An Equivalent Level of Safety Permit must be obtained from Transport Canada prior to moving non-spec IBC's and Portable Tanks greater than ≥450L that contain dangerous goods in any quantity-including "residual" tanks. The Equivalency Permit will outline applicable use of tank, training and inspection requirements.</li> <li><b>Safety Labeling &amp; Spec Plates</b></li> <li>■ Maintain visible safety marks:               <ul style="list-style-type: none"> <li>● Label or placard, (placard if exceeding 500 kg)</li> <li>● UN number and Shipping name</li> </ul> </li> <li>■ TDG Placards must be visible</li> <li>■ Spec plates, decals or associated documentation--( ensuring paperwork is linked to the specific tank) must identify the following:               <ul style="list-style-type: none"> <li>● Container Type &amp; Standard</li> <li>● Manufacturer and Date</li> <li>● Re-certification Date and TC Registered Facility</li> </ul> </li> <li><b>Labeling</b></li> <li>■ WHMIS labeling or appropriate Product Identification is required when storing hazardous products.</li> </ul>	<ul style="list-style-type: none"> <li>■ Take reasonable measures to prevent leaks &amp; spills</li> <li>■ Respond to all fuel spills</li> <li>☑ Where dispensing and storing fuel in higher risk areas consider utilizing additional Spill Control and Prevention Measures (see Table #6).</li> <li>☑ Where tanks are stored on the ground, collision protection is required. (see Table #6)</li> <li><b>Fire Control and Response</b></li> <li>☑ Maintain and self-inspect one suitable B:C- rated fire extinguisher ensuring it's:               <ul style="list-style-type: none"> <li>● not actuated or tampered with</li> <li>● shows no obvious physical damage, ( i.e. corrosion, leakage, or clogged nozzle) to prevent its operation</li> <li>● pressure gauge reading or indicator is in operable range</li> <li>● safety seal or pin in place;</li> <li>● product id/WHMIS label in place</li> <li>● located in appropriate location, and</li> <li>● document self-inspections</li> </ul> </li> <li>☑ Maintain a spill kit of suitable size (See Table #7)</li> </ul>



**BC Timber Sales**  
**Environmental Management System**  
**ENVIRONMENTAL FIELD PROCEDURE**  
**EFP 06 FUEL HANDLING**

<b>TABLE #4 HIGHWAY &amp; TC PORTABLE TANKS</b> <b>(Fuel Trucks &amp; Pup-Trailers with Volumes &gt; 3000L)</b>		Legend			
		<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> BCTS Requirement			
TYPE	CONDITION, DESIGN & MAINTENANCE	STORING AND SECURING	DISPENSING	TRANSPORT (see column 2 for securing details)	PREVENTION & RESPONSE
<b>HIGHWAY &amp; TC PORTABLE TANKS</b> (Volume > 3000L)	<ul style="list-style-type: none"> <li>■ Must be designed, constructed, filled, closed, secured and maintained so under normal conditions of handling and transport there will be no accidental release of dangerous goods that would endanger public or worker safety.</li> </ul> <p><b>Construction Standard</b></p> <ul style="list-style-type: none"> <li>■ <b>All Tanks:</b> used to transport fuel and sometimes to store and dispense fuel. Tanks must be designed, constructed and/or tested to a design standard specification and display a visible and legible spec plate to that standard.</li> <li>■ <b>Spec Tanks:</b> used for diesel and gasoline may have one of the following spec plates:               <ul style="list-style-type: none"> <li>● UN 31A/B IBC Portable Tank and</li> <li>● <b>TC57 Portable Tanks as per CAN/CGSB 43.146 (2016)</b></li> <li>● <b>UN Portable Tanks as per CSA B625-14 (2018)</b></li> <li>● <b>TC44 Portable Tanks as per CSA B626-09 (R2015) &gt;3000L only</b></li> <li>● ULC/ORD 142.13</li> </ul> </li> <li>■ Non-Spec Tanks may no longer be used. Any tank without a spec plate is non-spec.</li> </ul> <p><b>Inspections</b></p> <ul style="list-style-type: none"> <li>■ All Highway and Transport Canada (TC), Portable Tanks must be tested and inspected by a TC Registered facility every five years. Proof that tank tests and inspections were conducted by a TC Registered Facility must be available upon request.</li> <li><input checked="" type="checkbox"/> Licensees/ Contractors must self inspect tanks on a regular basis. Immediately replace containers that are leaking.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use a pressure relief hatch that meets manufacturers design specifications</li> <li>■ Do not leave fuel truck or pup trailer in riparian management areas or marine environments wherever practicable.</li> <li><input checked="" type="checkbox"/> Do not smoke where fuel is stored or dispensed</li> </ul> <p><b>Securing</b></p> <ul style="list-style-type: none"> <li>■ Fuel truck tanks must be integrally mounted to the unit.</li> <li>■ Ensure tank is secure, stable and remains level to prevent accidental release of product.</li> </ul> <p><b>Labeling</b></p> <ul style="list-style-type: none"> <li>■ Product identification is an acceptable substitute for supplier or workplace labels and may be affixed to the sides of the tank compartments and piping.</li> <li>■ <b>All Portable Tanks must have appropriate TDG safety marks including:</b> <ul style="list-style-type: none"> <li>● Label or placard;</li> <li>● UN Number;</li> <li>● Shipping Name</li> </ul> </li> <li>■ <b>Spec Plates must identify the following:</b> <ul style="list-style-type: none"> <li>● Container Type &amp; Standard;</li> <li>● Manufacturer &amp; Date;</li> <li>● Recertification Date &amp; TC Registered Facility</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Use an appropriate hose and nozzle (in accordance with ULC standards) for dispensing fuel</li> <li>■ Use dispensing pumps designed for the products being handled</li> <li><input checked="" type="checkbox"/> <b>Check routinely for leaks drips and spills.</b></li> <li>■ Make sure there is suitable bonding <b>between tank and vehicle to prevent static charges when dispensing gasoline.</b></li> <li>■ Maintain current MSDS in a location available to workers</li> <li>■ Do not dispense fuel in riparian management areas or marine environments wherever practicable.</li> <li>■ Hoses and nozzles must be maintained and not leak.</li> <li>■ Store hose in a safe manner to prevent damage and leaks (i.e. coiled on top of tank).</li> <li><input checked="" type="checkbox"/> Dispensing <b>gasoline</b> fuel directly from a fuel truck into the equipment is <b>NOT</b> permitted</li> <li><input checked="" type="checkbox"/> Close valves when finished dispensing</li> <li><input checked="" type="checkbox"/> Operators must stay with the nozzle <u>at all times</u> while dispensing fuel</li> <li><input checked="" type="checkbox"/> Do not fill containers beyond their safe filling level (<i>approximate safe level – 90%</i>)</li> <li><input checked="" type="checkbox"/> Keep fuel and equipment on level ground</li> </ul>	<ul style="list-style-type: none"> <li>■ Fuel trucks and pup-trailers used to transport products on public roads must meet Motor Vehicle requirements (i.e. GVW, brakes, lights, axles, etc.) and TDG requirements (Placards &amp; Documentation)</li> <li>■ When the total capacity of a fuel tank exceeds 2000 liters, the shipper/driver is required to:               <ul style="list-style-type: none"> <li>-Complete a shipping document for the goods hauled or residue last contained</li> <li>-Maintain a valid TDG training certificate</li> <li>-Visible spec plate</li> </ul> </li> <li>■ Placard the load on all four sides</li> <li>■ Non-Spec tanks may no longer be used.</li> <li>■ <b>An Equivalent Level of Safety Permit must be obtained from Transport Canada prior to moving non-spec IBC's and Portable Tanks greater than ≥450L that contain dangerous goods in any quantity-including "residual" tanks. The Equivalency Permit will outline applicable use of tank, training and inspection requirements.</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Take reasonable measures to prevent leaks &amp; spills</li> <li>■ Respond to all fuel spills</li> <li><input checked="" type="checkbox"/> Where dispensing and storing fuel in higher risk areas consider utilizing additional Spill Control and Prevention Measures (see Table #6).</li> </ul> <p><b>Fire Control and Response</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Maintain and self-inspect one suitable B:C-rated fire extinguisher ensuring it's:               <ul style="list-style-type: none"> <li>● not actuated or tampered with</li> <li>● shows no obvious physical damage, (i.e. corrosion, leakage, or clogged nozzle) to prevent its operation</li> <li>● pressure gauge reading or indicator is in operable range</li> <li>● safety seal or pin in place</li> <li>● product id/WHMIS label in place</li> <li>● located in appropriate location, and</li> <li>● document self-inspections</li> </ul> </li> <li><input checked="" type="checkbox"/> Maintain a spill kit of suitable size (See Table #7)</li> </ul>





**BC Timber Sales  
Environmental Management System  
ENVIRONMENTAL FIELD PROCEDURE  
EFP 06 FUEL HANDLING**

**TABLE #5 LARGE STATIONARY SKID TANKS (Generally Volumes > than >3000L)**

Legend	
■	Legal Requirement
☑	BCTS Requirement

TYPE	CONDITION, DESIGN & MAINTENANCE	STORING AND SECURING	DISPENSING	TRANSPORT (see column 2 for securing details)	PREVENTION & RESPONSE
LARGE STATIONARY SKID TANKS (Volume >3000L)	<ul style="list-style-type: none"> <li>■ Stationary Tanks are not designed to transport fuel and must be emptied prior to moving. TC has designated the CAN/ULC-601 as a Utility tank and may be relocated (empty) with an <i>Equivalent Level of Safety Permit</i>.</li> <li>☑ <b>All Tanks:</b> must be designed, constructed, and tested to a design standard specification and must bear a visible and legible Spec Plate to that standard</li> <li>■ <b>Spec Steel Tanks:</b> used to store flammable and combustible liquids (diesel or gas) and will generally have one of the following markings:               <ul style="list-style-type: none"> <li>● ULC-S601 Shop Fabricated AST for</li> <li>● ULC-S602 AST Steel Tanks</li> <li>● ULC-S630 AST Vertical Tanks</li> <li>● ULC-S643 AST Vertical Tank;</li> <li>● ULC-S653/S655 AST Steel Tanks Assembly</li> <li>● All tanks must be constructed and maintained to conform to a ULC specification for stationary above ground tanks.</li> </ul> </li> <li>■ <b>Non-Spec Tanks:</b> All non-spec tanks must be taken out of operation. Any tank without a spec plate is non-spec.</li> </ul> <p><b>Inspections</b></p> <ul style="list-style-type: none"> <li>■ Licensees/ Contractors must self inspect tanks on a regular basis. Immediately replace containers that are leaking.</li> </ul>	<ul style="list-style-type: none"> <li>☑ All stationary tanks must have secondary containment. Options include:               <ul style="list-style-type: none"> <li>● Tank-in-tank (vacuum monitored, visible access port or visible access hatch).</li> <li>● Tank-in-box (visible access hatch)</li> <li>● Tank in berm with geotextile liner (orequivalent)</li> </ul> </li> <li>☑ Skid Tank shall be equipped with overfill protection.</li> <li>☑ Use a pressure relief cap that meets manufacturers design specifications</li> <li>☑ Store nozzle &amp; hose in a safe manner to prevent damage and leaks (i.e. on a retractor, hose reel or coiled)</li> <li>■ Do not place stationary skid tanks in riparian management areas or marine environments, unless no other area is practicable.</li> <li>☑ Ensure All stationary tanks are properly grounded;</li> <li>☑ Do not smoke where fuel is stored or dispensed</li> <li>☑ Ensure physical protection against collision damage.</li> </ul> <p><b>Storage</b></p> <ul style="list-style-type: none"> <li>☑ Large stationary skid tanks must be:               <ul style="list-style-type: none"> <li>● Above ground, doubled wall with a positive containment monitoring leak protection feature, (vacuum gauge, visual port or dipstick);</li> </ul> </li> </ul> <p><b>Securing</b></p> <ul style="list-style-type: none"> <li>■ As per manufacture's recommendations, tanks must be appropriately secured to the skid and kept level to prevent shifting, swaying, damage escape and accidental release of product.</li> <li>■ Tanks must be mounted to a fire-resistant cradle and skid.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use dispensing pumps designed for the products being handled</li> <li>☑ Use an appropriate hose and nozzle (in accordance with ULC standards) for dispensing fuel.</li> <li>■ Make sure there is suitable bonding to prevent static charges when dispensing gasoline</li> <li>■ Maintain current MSDS in a location available to workers</li> <li>■ Hoses and nozzles must be maintained and not leak</li> <li>■ Do not dispense fuel in riparian management areas or marine environments wherever practicable.</li> <li>■ Maintain a record of inventory</li> <li>☑ Operators must stay with the nozzle <u>at all times</u> while dispensing fuel.</li> <li>☑ <b>Written and posted SOPs</b></li> <li>☑ Store nozzle &amp; hose in a safe manner to prevent damage and leaks (i.e. on a retractor, hose reel, coiled or above the tank to prevent siphoning)</li> <li>☑ Close valves when finished dispensing</li> <li>☑ Do not fill tanks beyond their safe filling level (<i>approximate safe level – 90%</i>)</li> <li>☑ Keep fuel and equipment on level ground</li> </ul>	<ul style="list-style-type: none"> <li>■ Stationary Tanks (&gt;450L) must never be used to transfer fuel.</li> <li><b>TDG Transport</b></li> <li>■ Prior to moving a stationary fuel (diesel or gas) tank with a capacity &gt;450L and ≤2000 ensure:               <ul style="list-style-type: none"> <li>● Tank is pumped empty (5% or less);</li> <li>● Obtain an <i>Equivalent Level of Safety Permit</i> from TC;</li> <li>● The AST is placarded on all four sides with TDG Classification and Shipping Name;</li> </ul> </li> <li>■ When relocating an empty stationary AST with a total capacity &gt;2000L, the following TDG Regulations must be implemented:               <ul style="list-style-type: none"> <li>● Tank must be emptied to &lt;5% and/or contain &lt;500L;</li> <li>● Obtain an <i>Equivalent Level of Safety Permit</i> from TC;</li> <li>● A shipping document must be completed for the <i>Residual Last Contained</i>;</li> <li>● The hauler/operator must possess a valid TDG training certificate;</li> <li>● The skid tank must be placarded on all four sides displaying TDG Classification, Shipping Name and UN number.</li> </ul> </li> <li>■ WHMIS labeling or appropriate <u>Product Identification</u> is required when storing hazardous products</li> </ul>	<ul style="list-style-type: none"> <li>■ Take reasonable measures to prevent leaks &amp; spills</li> <li>■ Respond to all fuel spills</li> <li>☑ Where dispensing and storing fuel in higher risk areas consider utilizing additional Spill Control and Prevention Measures (see Table #6).</li> <li>☑ Where tanks are stored on the ground, collision protection is required. (see Table #6)</li> </ul> <p><b>Fire Control and Response</b></p> <ul style="list-style-type: none"> <li>☑ Maintain and self-inspect one suitable B:C-rated fire extinguisher ensuring it's:               <ul style="list-style-type: none"> <li>● not actuated or tampered with</li> <li>● shows no obvious physical damage, ( i.e. corrosion, leakage, or clogged nozzle) to prevent its operation</li> <li>● pressure gauge reading or indicator is in operable range</li> <li>● safety seal or pin in place;</li> <li>● product id/WHMIS label in place</li> <li>● located in appropriate location, and</li> <li>● document self-inspections</li> </ul> </li> <li>☑ Maintain a spill kit of suitable size (See Table #7)</li> </ul>



**BC Timber Sales**  
**Environmental Management System**  
**ENVIRONMENTAL FIELD PROCEDURE**  
**EFP 06 FUEL HANDLING**

**TABLE #6 Definition of Terms**

Additional Spill Control Prevention	<ul style="list-style-type: none"> <li>• Re-assess the environmental risk and implement additional control measures</li> <li>• Review the BCTS Fuel Handling Environmental Field Procedure 06 to ensure procedures address the risk factors</li> <li>• Review Spill Response awareness and preparedness, conduct a spill drill and increase monitoring of dispensing area locations</li> <li>• Enhance minimum Spill Kit requirements as outlined in Table #7</li> <li>• Move the fuel storage to a lower risk location</li> <li>• Add secondary containment or double-walled containers</li> <li>• Breakaway valves on hoses</li> <li>• Collision Protection e.g. guard logs</li> <li>• Tanks located more than 6 meters from a building</li> <li>• Tarps for containment</li> <li>• Materials to block culverts when needed</li> <li>• Sandbags and PVC pipe for underflow containment</li> <li>• Sandbags for diversions and upstream eddy containment</li> </ul>
B:C Fire Extinguisher	<p>The number represents the size of fire the extinguisher will put out under normal use (non-expert)</p> <ul style="list-style-type: none"> <li>• An 80 rated fire extinguisher will cover 15.25 square meters</li> <li>• A 40 rated fire extinguisher will cover 9.15 square meters. Therefore two 40 rated fire extinguishers will cover the same area as one 80 rated fire extinguisher</li> <li>• The B:C represents the type of fires: “B” fire is for flammable liquids, while a “C” fire is for electrical</li> </ul>
Bioremediation Product	<p>Any form of nutrients, bacteria or enzymes that when added and mixed with the soil, will enhance the biological breakdown of petroleum hydrocarbon contaminated soil. This product is intended for small leaks, drips and spills that are below the reportable quantities and not impacting surface water or groundwater.</p>
Breakaway valve	<p>An in-line device containing a flutter valve that, upon accidental separation of the hose, will automatically close and prevent fuel from being discharged</p>
Collision Protection	<p>A barrier sufficient to alert the operator and prevent accidental damage to the container and release of the product.</p>
Enclosed space	<p>Any structure enclosed by three sides</p>
Equivalent Level of Safety (Permit) issued by Transport Canada	<p>Permits for Equivalent Level of Safety allows the handling, offering for transport or transporting of dangerous goods in a manner that does not necessarily comply with the Transportation of Dangerous Goods (TDG) Regulations. Permits are only issued if the risk to health, safety and the environment are mitigated reasonably. It is not necessary to obtain a permit to handle, offer for transport or transport dangerous goods if the TDG Act and Regulations are fully complied with.</p> <p>Note: Some organizations such as the Forest Products Association of Canada, have an Equivalent Level of Safety Permit authorized for their members.  <a href="https://wwwapps.tc.gc.ca/Saf-Sec-Sur/3/approvals-approbations/SearchCertificates.aspx">https://wwwapps.tc.gc.ca/Saf-Sec-Sur/3/approvals-approbations/SearchCertificates.aspx</a></p> <p>To Apply for an Equivalency Certificate (Permit of Equivalent Level of Safety). Please go to TC link below:  <a href="https://tc.canada.ca/en/dangerous-goods/how-apply-equivalency-certificate-permit-equivalent-level-safety">https://tc.canada.ca/en/dangerous-goods/how-apply-equivalency-certificate-permit-equivalent-level-safety</a></p>
Fuel Storage Facility	<p>Any location where fuel in excess of 500 litres is stored on a BCTS tenure</p>
Equivalent Spill Response Equipment	<p>In an attempt to provide some flexibility in the minimum requirements of a spill kit, the following equivalent standards are listed. The intention of this equivalent list is to provide alternatives where conditions might be warranted:</p> <ul style="list-style-type: none"> <li>• 2L of Sphag Sorb (peat moss) = 5 Absorbent pads</li> <li>• One large heavy duty plastic bag = One five (5) gallon pail</li> <li>• Plug-N-Dike = Bentonite clay or “drillers clay”</li> <li>• Containment boom = log boom with tarp “skirt”</li> </ul>



**BC Timber Sales**  
**Environmental Management System**  
**ENVIRONMENTAL FIELD PROCEDURE**  
**EFP 06 FUEL HANDLING**

**TABLE #6 Definition of Terms**

Large Means of Containment	A means of containment with a capacity greater than 450 litres. For example, a highway cargo tank, large slip tank etc.
Material Safety Data Sheets (MSDS)	MSDS--are summary documents that provide information about the hazards of a product and advice about safety precautions under the Workplace Hazardous Materials Information System (WHMIS).
Plug-N-Dike	Commercial product name for bentonite clay also known as "drillers clay". It is not the intention for BCTS to endorse a single product name over other products of a similar and equal nature.
Small Means of Containment	A means of containment with a capacity less than or equal to <230 litres. For example, a drum, jerry cans, or intermediate bulk container.
Spec Tank	A "Spec Tank" or "Specification Tank" is a means of containment that complies with one of the specifications set out in one of the Safety Standards referred to in Part 5 of the TDG regulations. An example of a "spec tank" would be a TC406 highway tank meeting all of the TC406 specification requirements described in CSA Standard B620-03 <i>Highway Tanks and Portable Tanks for the Transportation of Dangerous Goods</i> .
TC	Transport Canada: Federal Agency that oversees the transportation of dangerous goods on land, sea and air
TDG	Transportation of Dangerous Goods Regulation
ULC	Underwriters Laboratory of Canada (Engineering Standards) Mobile tanks built to ULC Standards (142.13) have been replaced by the Canadian General Standards Board (CGSB) Standard (43.146)
UN Number	United Nations Number: Used to identify a specific dangerous good. Diesel: UN 1202; Gasoline UN 1203
Workplace Hazardous Materials Information System (WHMIS) Labelling & product identification	Hazardous products in the workplace must be identified through one of the following means: <ul style="list-style-type: none"> <li>• Supplier label</li> <li>• Workplace Label (attached when no supplier label was provided or the supplier label is lost or removed) <ul style="list-style-type: none"> <li>○ Name of the product</li> <li>○ Safety precautions</li> <li>○ Reference to SDS</li> </ul> </li> <li>• Product Identifier (name of the product, color coding, etc.)</li> </ul>

TRANSPORT CANADA CONTACT INFORMATION

Transport Canada welcomes your questions, comments and suggestions. For You can contact them by e-mail, mail or telephone and they will address your concerns as quickly as possible. See website link below for details!

<http://www.tc.gc.ca/eng/contact-us.htm>

Leak Test and Inspection Facilities for Highway and TC Portable Tanks, (Registered per Standard CSA B620) can be found at the Transport Canada website link below!

<http://wwwapps.tc.gc.ca/saf-sec-sur/3/fdr-rici/highway/tanks.aspx>



**BC Timber Sales**  
**Environmental Management System**  
**ENVIRONMENTAL FIELD PROCEDURE**  
**EFP 06 FUEL HANDLING**

**TABLE #7** **SPILL KIT**  
**(Minimum Requirements)**

<p><b>In Equipment / Machinery (excavators, skidders)</b></p> <p>Spill kits must be present on equipment, (appropriate for type and potential size of spill).</p> <ul style="list-style-type: none"> <li>• Spill kits must include: <ul style="list-style-type: none"> <li>○ One large heavy duty plastic bag or other suitable container</li> <li>○ Absorbent pads (or equivalent absorbent material), appropriate for the type of spill,</li> </ul> </li> <li>• Personal protective safety gear as required for the type of spill</li> </ul>	<p><b>Vehicles carrying auxiliary fuel (e.g. pick-up truck box tanks or multiple small containers)</b></p> <p>Spill kits must be present in vehicles transporting and dispensing fuels</p> <ul style="list-style-type: none"> <li>• Spill kits must include a minimum of: <ul style="list-style-type: none"> <li>○ 3 - Heavy duty plastic bags or suitable container(s),</li> <li>○ 10 - absorbent pads (or equivalent absorbent material) appropriate for the type of spill,</li> <li>○ 3 – 3"x 48" absorbent booms/ socks,</li> <li>○ bioremediation product,</li> <li>○ One shovel</li> <li>○ A container of emergency tank sealant (i.e. Plug-N-Dike, Seal-it or equivalent)</li> </ul> </li> <li>• Personal protective safety gear as required for the type of spill</li> </ul>	<p><b>Stationary or Mobile Fuel Storage &amp; dispensing (tanks or multiple-drum caches)</b></p> <p>Spill kits must be present at points where fuel is dispensed.</p> <ul style="list-style-type: none"> <li>• Spill kits must include a minimum of: <ul style="list-style-type: none"> <li>○ Five large heavy duty plastic bags, or one open topped containment drum (or equivalent),</li> <li>○ 20 absorbent pads (or equivalent absorbent material) appropriate for the type of spill,</li> <li>○ 6 – 3"x 48" absorbent booms/ socks,</li> <li>○ Two 10' linkable marine booms (if near marine operations),</li> <li>○ bioremediation product,</li> <li>○ One container of emergency tank sealant (i.e. Plug-N-Dike or equivalent),</li> <li>○ One shovel</li> </ul> </li> <li>• Personal protective safety gear as required for the type of spill</li> </ul>
--	--	--



**STOP WORK**

- and contact your project supervisor and the BCTS representative if:**
- You are uncertain of the project plan, your responsibilities, or the location of hazardous/sensitive areas.
  - A previously unidentified resource feature, resource value (e.g. cultural) or sensitive area is found.
  - You experience unfavorable weather or site conditions that could cause environmental damage.
  - You observe conditions that have the potential for immediate environmental damage.
- You believe the project plan will not work.



# BC Timber Sales Fuel Handling

**A pictorial of key requirements of  
the BCTS FUEL HANDLING  
ENVIRONMENTAL FIELD  
PROCEDURE 06**

**BCTS**  
BC Timber Sales

# Fuel Handling

## Purpose

- The purpose of this pictorial is to support the BCTS EMS Fuel Handling Environmental Field Procedure #06, (EFP 06) by displaying requirements of commonly utilized tanks by BCTS Licensees, Permittees and Contractors (LPC's) to help prevent and minimize impacts of fuel on the environment.
- EFP 06 brings together legislative requirements, forest industry standards and best management practices as it relates to fuel handling, storage and transportation.
- EFP 06 applies to all BCTS LPC's and their workers involved in fuel handling within the scope of the EMS Program.

# Key Sections of EFP-06

- **Truck Box (Slip Tanks) and other large portable tanks--230 to 3000 liters (EFP-06 Table #2 and #3)**
  - non-specification tanks can only be used for diesel in the 230L to 450L volume range and;
  - tanks for diesel and gasoline in the >450L to 3000L volume range must be specification containers and tested by a Transport Canada Registered Facility every 5 years;
- **Large (double walled) Stationary Skid Tanks**
  - EFP-06 Table #5
- **Spill Kits**
  - EFP-06 Table #7



# Truck Box Slip Tanks

Fire Extinguisher

WHMIS Label

Drip Containment Options



Spec. Plate

Proper fuel dispensing pump

TDG Label

Spill Kit

Tank secured to prevent movement

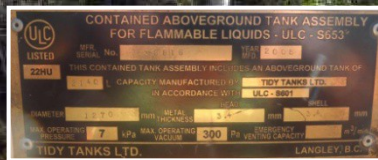
ⓘ All tanks >450L must be tested by a Transport Canada Registered Facility every 5 years.



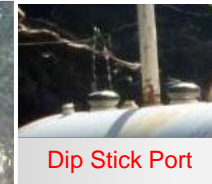


# Large Double Walled Stationary Skid Tanks

**ULC-S601 Spec Plate**



**Positive Containment Check**



**TDG, WHMIS and Safety Labels**

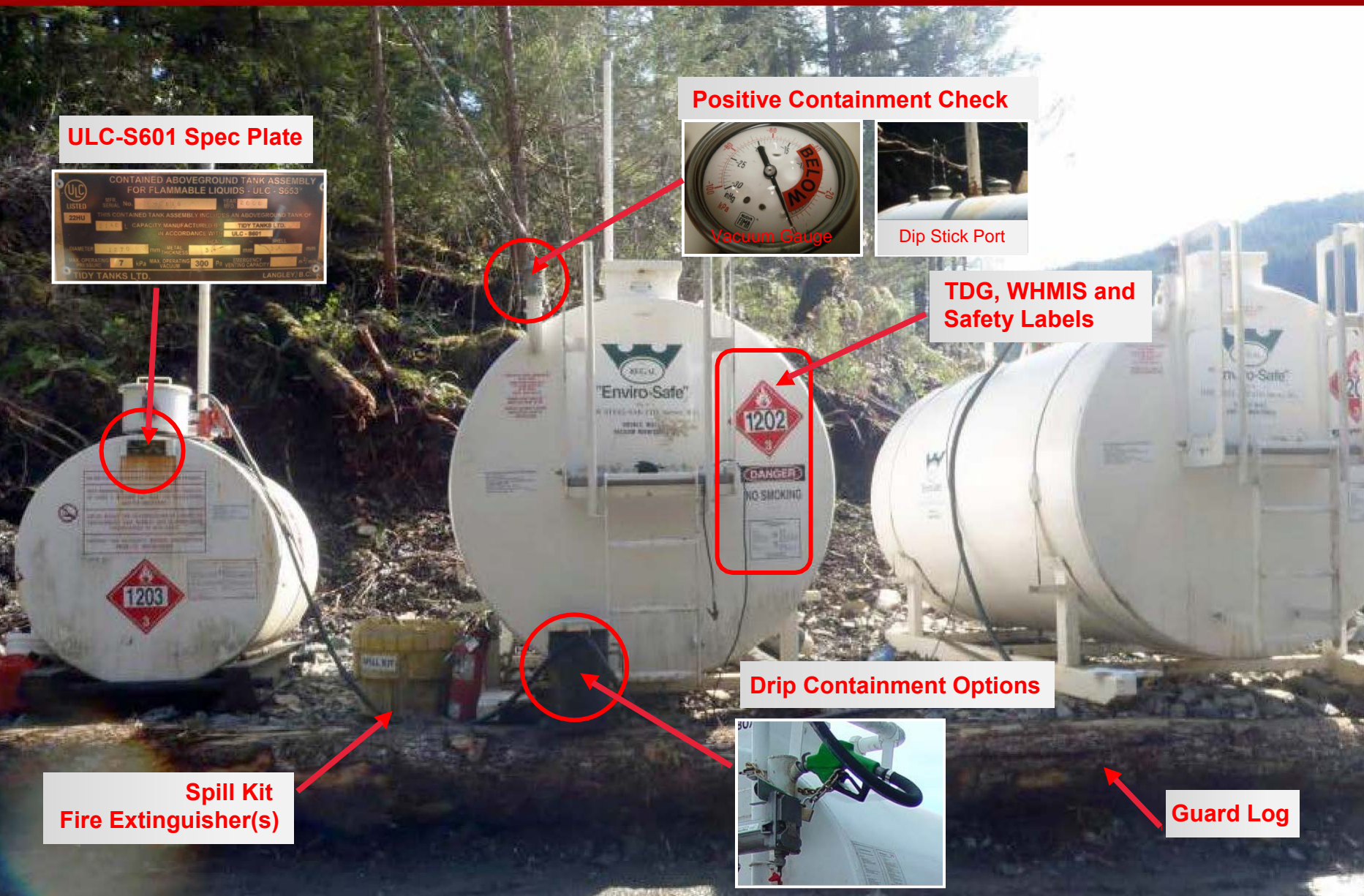


**Drip Containment Options**



**Guard Log**

**Spill Kit  
Fire Extinguisher(s)**



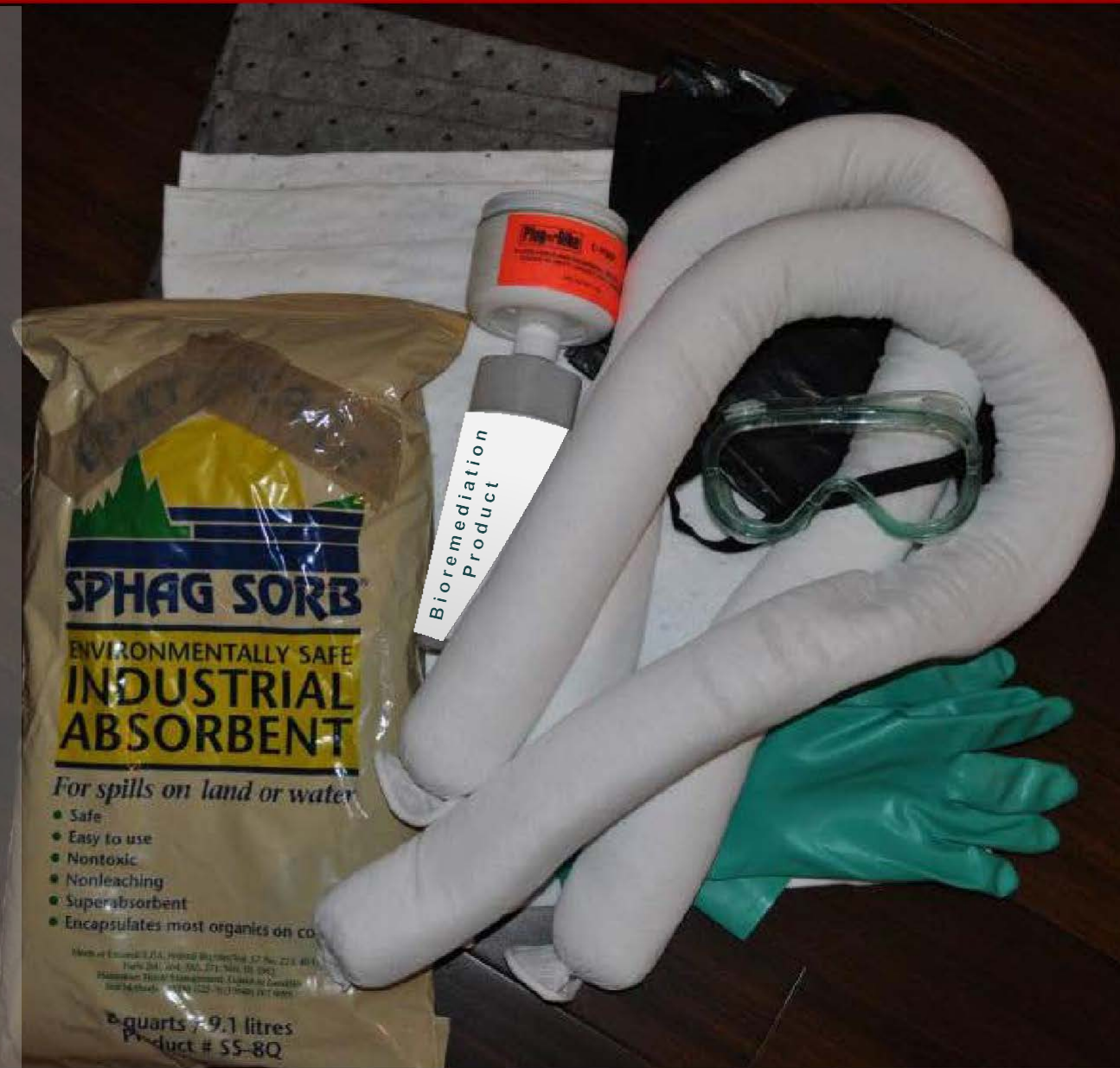


# Spill Kits

Spill kits must be present in all equipment, vehicles transporting and dispensing fuel, near stationary tanks and mobile fuel storage and dispensing areas.

- Spill kits must include a minimum of:
  - heavy duty plastic bags or suitable container(s),
  - absorbent pads (or equivalent absorbent material) appropriate for the type of spill,
  - absorbent booms/ socks,
  - bioremediation product,
  - a shovel
  - a container of emergency tank sealant (i.e. Plug-N-Dike, Seal-it or equivalent)
- personal protective safety gear as required for the type of spill

**See Fuel Handling Environmental Field Procedure 06, (Table #7) for details regarding spill kit requirements.**





## BC TIMBER SALES – Working with Indigenous Peoples

Last Updated: September 19, 2022

**BC Timber Sales** (BCTS) manages the harvesting and reforestation of approximately 20 per cent of the allowable annual cut for public land, generating economic prosperity in British Columbia through safe and sustainable forest management and the auction of timber. As part of our business planning, there are guiding principles for forest sector safety, sustainable forest management, and reconciliation with Indigenous Peoples.

**Reconciliation with Indigenous Peoples** is integral to BCTS' mandate and its long-term success, and the program will continue to engage with Indigenous Peoples on how to best collaborate and continue our collective journey towards reconciliation. Part of this journey is improving cultural awareness and the understanding of Indigenous Peoples' history, relationship with the land and legal framework. This includes opportunities to build effective and ongoing relationships with Indigenous Peoples.

**Working together with Indigenous Peoples** takes willingness to building relationships by participating in open exchanges regarding wants, experiences and culture. Each Indigenous Nation has unique cultures, community interests, and concerns regarding operations in their territories. Indigenous Peoples would like the land to be treated with respect, and the impacts to the land and its values minimized. As part of building relationships and informing operational decisions, it is important to understand Indigenous Peoples' connection to the land and how Indigenous knowledge can inform such decisions.

**Understanding our shared history** and why it has led to intergenerational trauma for Indigenous Peoples is an important step towards reconciliation, righting some wrongs from the past, and improving relationships with Indigenous Peoples.

The following information provides further insight into why we need to work with Indigenous Peoples but is only a fraction of available information. This document should be considered a starting point in educating all who work with BCTS.

**Ongoing Learning** is important to understand why colonialism has resulted in ongoing generational trauma for Indigenous Peoples. This includes educating ourselves on traditional governance, Indigenous Peoples' connection to the land, and the importance of traditional knowledge.

We need to build positive relationships through self-discovery and awareness, and understanding why cultural humility and cultural safety are important to healing relationships.

Education, listening to each other, and understanding everyone's points of view and culture are important to reduce potential conflict.

The ability to work respectfully, knowledgeably, and effectively will result in positive relationships.

**Colonialism has greatly impacted Indigenous Peoples** through racist and colonial policies, and the effects are still seen today. Some examples of this are: the continuing existence of the *Indian Act*; residential and day schools; Indian hospitals; the sixties and millennium scoops; the missing and murdered Indigenous women and girls, and past and current provincial and federal government systems.

By working together, we can shift the status quo and renew trust based relationships with Indigenous Peoples based on respect.

Success will be when Indigenous Peoples believe they are self-governing, self-reliant and self-determining.

**Indigenous and Non-Indigenous Peoples** need to work together to build a better British Columbia. This includes all who work directly for BCTS, TSL holders and contractors.

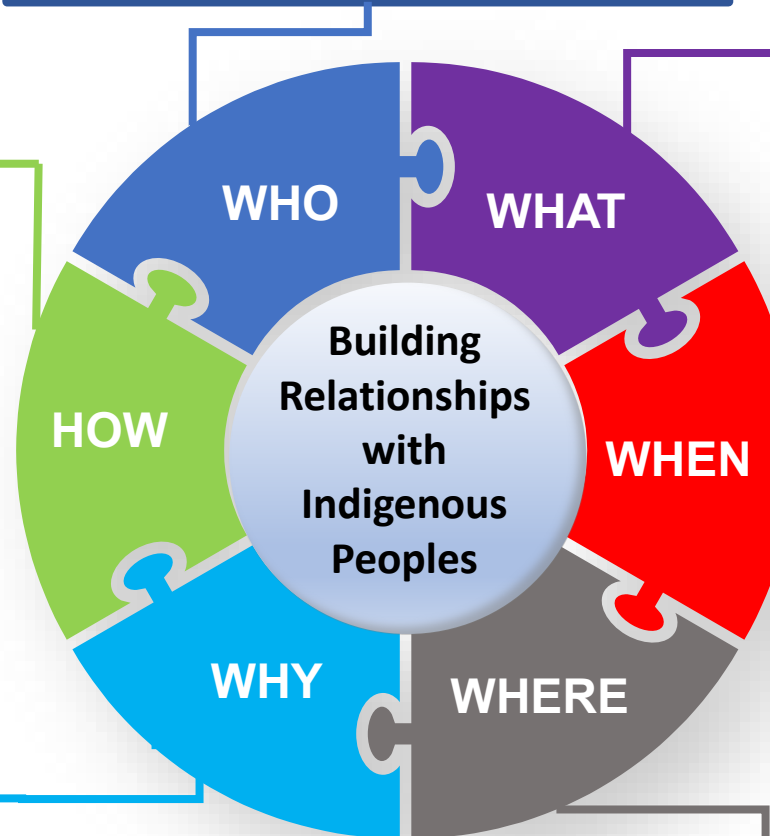
**Colonialism** forced Indigenous Peoples to disconnect from their lands, culture, and community.

To attempt to right wrongs from the past, we must work together to move towards reconciliation and build positive relationships with Indigenous Peoples.

Since **European contact** in the late 1700s (for BC) colonialism has greatly impacted Indigenous Peoples through assimilation, systematic destruction of culture, and disease.

The goal of the Province (including BCTS) is to reconcile with Indigenous Peoples. This includes providing opportunities for Indigenous communities to participate in BC's economy.

This process is ongoing, and reconciliation will be achieved when everyone agrees. This may take time and will evolve over time.



**As part of reconciliation**, building respectful relationships, and forming positive partnerships with Indigenous Peoples will take place within and outside of government and on government worksites, and industry (including forestry) is also working to partner with Indigenous Peoples.