

## WESTERN CANADIAN SPILL SERVICES LTD. **OIL SPILL COOPERATIVES ROLE**

Oil Spill Cooperatives are an integral part of Western Canadian Spill Services Ltd. and are represented by the Provincial Chairman on its Board of Directors. The primary role of the oil spill cooperatives is to:

- Coordinate the cooperative equipment usage issues and oversee the maintenance program for the area's initial spill response equipment (cooperative equipment).
- Provide feedback and/or concerns related to the regional spill response equipment that is managed through the WCSS Oil Spill Advisor.
- Assist with the coordination of the annual WCSS training program.
- Coordinate the annual update and membership distribution of the cooperative's oil spill contingency manual (change pending in 2007 – updates available on the WCSS website).
- Prepare an annual cooperative budget.
- Submit statistical reports to WCSS headquarters.
- Review Cooperative information on the WCSS website (quarterly) and advise WCSS of changes.
- Promote WCSS and encourage volunteer participation.
- Identify spill preparedness issues that affect WCSS members and advise the appropriate Executive Committee member and/or the WCSS Managing Director.
- Participate in initial spill response activities for spills of unknown origin and or at the request of a WCSS member.

### **Cooperative Equipment Management**

Ensuring that the initial spill response equipment meets the minimum WCSS standard and is maintained in a state of readiness is a critical function of the oil spill cooperatives. WCSS is currently developing a cooperative equipment maintenance program that will be available in early 2007.

When the area's equipment is utilized it is important that:

- The user signs the WCSS Equipment Lease Agreement and a copy is forwarded to WCSS headquarters as soon as possible.
- Issues linked with the use of Cooperative equipment are identified and discussed with the WCSS Oilspill Advisor, Managing Director or Executive Sub-Committee Member.
- An assessment of the equipment (including an inventory) is completed by the cooperative with assistance from the WCSS Oilspill Advisor after equipment use and the user repairs/replaces damaged equipment and replaces consumables.
- Equipment use statistics are forwarded to WCSS headquarters on a quarterly basis.

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### ***Petroleum Industry's Commitment to Spill Preparedness and Environmental Protection***

Zurich Court, 1538 - 25th Avenue N.E.  
Calgary, Alberta T2E 8Y3  
Phone (403) 250-9606 Fax (403) 291-9408

Mailing Address  
Box 503, 3545 – 32 Avenue N.E.  
Calgary, Alberta T1Y 6M6

## **Regional Spill Response Equipment**

Each of the WCSS Zones has a regional spill response equipment cache that is maintained by contract custodians under the direction of the WCSS Oilspill Advisor. It is important for Cooperatives to be familiar with the equipment, how members access the equipment and advise WCSS of any concerns related to the equipment. A listing of the equipment can be found in the oil spill contingency manuals and on the WCSS website [www.wcss.ab.ca](http://www.wcss.ab.ca)

## **WCSS's Annual Training Program**

Cooperatives will work with the WCSS Executive Committee to identify training needs and coordinate an annual training exercise in each cooperative area. The Executive Committee will act as a training advisory committee and identify annual training objectives, goals, type of exercise and an exercise schedule. The Enform will play a key role in exercise coordination and will work closely with Cooperatives to execute the annual training program.

## **Oil Spill Contingency Manual**

The generic portion of the WCSS Oil Spill Contingency manual is distributed to oil spill cooperatives from Enform. Cooperatives insert area specific information (including control point information) and re-distribute to Cooperative members. The area members are required to maintain the manual and insert company information or ensure supplemental information is available in their corporate plan. The following outlines how the manuals are paid for:

- ENFORM is paid \$100.00/manual – Cooperatives insert area specific information and distribute to area members.

**Note:** WCSS plans to have the Oilspill Contingency Manual and Cooperative area updates on-line in 2007. Hardcopies of the manuals will be available through Enform.

## **Annual Cooperative Budget**

WCSS's annual budget is approximately \$1.5M and is obtained by charging members on a well count, km of pipeline and dollar amount/facility basis. Oil spill cooperatives submit an annual budget in early October and hold a joint meeting later in the month to present their budget and discuss budgeting issues. The budget is reviewed by the Executive Committee and a budget recommendation is presented to the WCSS Board of Directors for approval. The cut-off date for data collection is October 1st and members are invoiced in early January.

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## Statistical Information

Cooperatives are required to maintain equipment use and training statistics and submit those statistics in the “performance report” that is shared with the WCSS Board of Directors and reviewed with WCSS stakeholders in the annual stewardship report. The WCSS Board of Directors review the performance report at their quarterly meetings and base some of their management decisions on that information as well as operational reports and feedback from Cooperatives through the Executive Committee.

## WCSS Website Review

The WCSS website is used by members to access emergency response information. It is important that Cooperatives immediately advise of any changes in their area that affects the website and review the website information (recommend quarterly) [www.wcss.ab.ca](http://www.wcss.ab.ca) and advise WCSS headquarters of any changes. Obtaining Cooperative area updates as they occur will be critical once the WCSS Oilspill Contingency Manual is on-line.

## WCSS Promotion

The upstream petroleum industry believes that WCSS should be promoted as a positive initiative and that companies and individuals that volunteer as part of the Cooperative management team benefit from their volunteer time. Cooperative volunteers should:

- Promote volunteer involvement to Cooperative area petroleum companies.
- Identify companies that should have involvement and solicit a commitment for volunteer participation.
- Participate in trade shows/events where WCSS would benefit from that type of exposure. WCSS has a trade show booth for local events.
- Invite local media to annual exercises and outline the industry’s commitment to spill preparedness and environmental protection.
- Support WCSS corporate goals and objectives in a positive way.

## Identification of Cooperative Spill Preparedness Issues

It is recognized that Cooperatives are the first line of communication with area members and that Cooperative management teams understand the unique features and dynamics of the area that relate to spill preparedness. It is important for Cooperatives to communicate with their area Executive Committee liaison and/or the WCSS Managing Director where there are spill preparedness issues that affect the overall organization. The WCSS Board of Directors recognizes the importance of a strong voice from Cooperatives and supports this approach.

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## **Cooperative Spill Response**

Cooperative volunteers on behalf of WCSS may be involved in spill response activities under the following conditions:

- Spills of Unknown Origin – at the request and under direction from the lead regulatory agency (see WCSS policy)
- Initial Spill Response – to assist a member company with initial spill response in a watercourse (see ISRT Guideline).

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