

WESTERN CANADIAN SPILL SERVICES LTD.
INITIAL SPILL RESPONSE TEAM (ISRT)
GUIDELINE

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ROLE OF INITIAL SPILL RESPONSE TEAM (ISRT)

WCSS initial response teams are primarily comprised of industry volunteers from each of the 18 oil spill cooperatives whom have had specialized training and/or experience in the containment and recovery of an uncontrolled release of hydrocarbon in surface water. In some cases oil spill cooperative equipment custodians (contractors) are also members of area key response teams.

It is important for WCSS members to recognize that in the event of a spill they should not rely on area initial spill response teams; regulators will hold the responsible party accountable for the spill and the control and management of the spilled product. ISRT's will support a member with initial containment and recovery providing they are available and in a position to safely assist with initial containment and recovery operations.

The role of WCSS Oil Spill Cooperative ISRT's is to:

- Respond to spills of unknown origin under the request / direction of the lead provincial regulatory agency.
- Assist WCSS member companies with the initial containment and recovery phase of an upstream petroleum product spill in surface water.
- Assist with other types of incidents if deemed to be appropriate and safe to do so.

WCSS ISRT's focus is on initial spill response activities. Our expectation is that the responsible company will replace ISRT volunteers with their own staff and/or contractors within a 24-hour time frame. WCSS volunteers will work a maximum 12-hour shift.

(See WCSS Refined Product Spill Response Guideline and WCSS Spills Of Unknown Origin Guideline.)

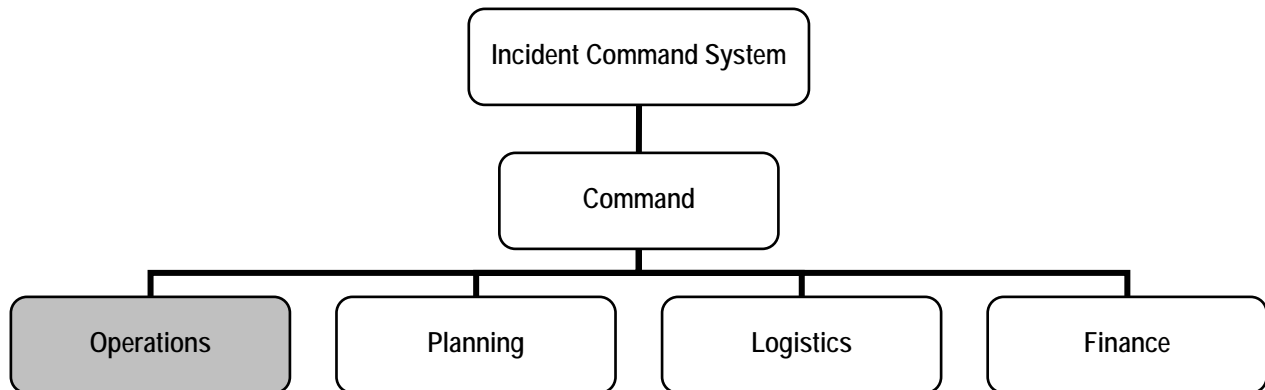
INITIAL SPILL RESPONSE TEAM STRUCTURE

The focus of the ISRT is in the operational area of a spill response organizational structure. It is our experience that a few volunteers with training and experience can organize themselves and safely and effectively deploy spill containment and recovery equipment and minimize the negative impact from the incident. We also recognize that where there is a spill into extreme conditions (i.e. fast water, substantial debris in water, large rivers, rivers with an ice sheet, broken or flowing ice conditions) that a more experienced spill responder will likely be required on site to assist the key response team with initial containment and recovery operations.

Prior to any containment and recovery operations the ISRT will complete a site hazard assessment and identify and implement safety controls prior to any work attempted on site. If the team are in agreement that the work is unsafe, they will not attempt to deploy equipment at the control point.

WCSS will not take responsibility for spills of unknown origin and/or for the legal obligations of the responsible party, we are in place to assist.

WCSS will be primarily involved in the operational section of the spill response organizational structure based on the Incident Command System. The following outlines where ISRT's will be involved in the spill organizational chart:



OPERATIONS SECTION

As indicated the command, planning, logistics and finance functions of the incident command system are ideally occupied by the responsible party (WCSS member that experiences the spill and requests assistance). Responding to the media and or public inquiries is also the role of the responsible party and or regulator.

Essentially the role of the ISRT will be to identify the best equipment deployment site which may differ from the control point (equipment access site) and deploy spill containment and recovery equipment at one or more locations. It is preferable that the responsible party identifies the best equipment deployment site; however it is most likely that all of the spill responders including the ISRT will have some input into the location and equipment deployment strategy.

The primary activities at the equipment deployment site are as follows:

- Team members and equipment arrive at the control point.
- An equipment deployment site is identified.
- An Operations Chief is selected (normally most experienced member).
- An Enform certified boat operator is identified.
- A site assessment is conducted and an equipment deployment strategy is identified.
- Responders conduct a hazard assessment and safety controls are identified and implemented.
- An on-site meeting is conducted to review the strategy, discuss safety issues and identify the role of responders.
- Primary containment and recovery spill equipment is deployed followed by the installation of a secondary system is deployed.
- In some cases a second equipment deployment site is identified and members repeat the process.
- The site(s) are monitored until the responsible party are in a position to take control.

Note: Ideal equipment deployment sites are areas in the river where the current is slow, the water surface looks flat and the river hydrology is favourable (directs surface material to a point on the shoreline). Control points are most often equipment access sites and the actual equipment deployment site will need to be determined.

ACTIVATION OF AN INITIAL SPILL RESPONSE TEAM

ISRT's are normally activated through the oil spill cooperative; through either the Cooperative Chairman or Alternate Chairman. The activities of the ISRT will generally follow the following sequence:

- Request for assistance from a member company or regulator is forwarded to the Cooperative Chairman, Alternate Chairman, Steering Committee Member, Area Administrator or Equipment Custodian.
- The Cooperative with consultation with WCSS Headquarters (when practical) will determine if it is appropriate for ISRT involvement.
- ISRT members are contacted on a call down list with a request to participate in the initial containment and recovery operations and advised of a meeting location (staging area, control point or equipment deployment site).
- The responsible party should arrange for spill response equipment to be dispatched to a control point or staging area. The responsible party must sign the equipment use agreement prior to the release of equipment from the custodian's yard or ASAP.

- The ISRT have the right to activate the Cooperative area's contract equipment custodian as part of the ISRT response. The custodian normally transports the equipment to the site and participates in the initial containment and recovery activities. Charges for the custodian's time and expenses are billed to the responsible party and the responsible party releases the custodian when appropriate.
- Once on site (control point) the ISRT organize themselves, conduct the site assessments and deploy spill equipment.

Non-WCSS members and/or companies with a memorandum of understanding with WCSS may also request assistance and will be required to sign a non-member equipment agreement and pay for all costs associated with WCSS involvement including equipment rental fees.

The Operations Chief should be a regulator in the case of a spill of unknown origin and it usually requires that one or two ISRT members only are called on to assist with the clean-up. Spills of unknown origin are usually small volume, low impact land based incidents. Unfortunately the majority of spills of unknown origin are illegal dumps of hydrocarbon waste material.

LIMITING LIABILITY

As indicated WCSS will not assume any liability for activities linked to an ISRT spill response. Ideally, the regulatory and/or representative from the responsible party will sign the WCSS "Spill Response Agreement" (attached) prior to initial response activities or as soon as the regulator or responsible company representative arrives on site.

ISRT volunteers will participate in a spill response on behalf of their company. Each company that provides an ISRT member shall bare the liability for their employee while involved in ISRT activities.

Some general safety rules for ISRT members include:

- No member of the ISRT will undertake any activity that is deemed to be unsafe.
- ISRT members will follow their company's safety program/procedures during a spill response.
- No activity will be undertaken at a spill site until a hazard assessment has been completed and safety controls have been implemented (includes documented safety briefing).
- WCSS boat operators must have the Enform Boat Handling training certification.
- Continuous monitoring of hazards and site conditions is mandatory during an ISRT spill response and all activities temporarily suspended if safety issues are identified.

TRAINING FOR INITIAL SPILL RESPONSE TEAM MEMBERS

The minimum training standard for WCSS ISRT members is as follows:

- Completion and certification in the Enform's "Spill Responder Course".
- Participation in a minimum of two Oil Spill Cooperative training exercises where spill response equipment was deployed in surface water.

It is a recognized asset for ISRT members to have spill experience, knowledge of the WCSS Oil Spill Contingency Manual, practical safety skills and a good understanding of the difference between control points and equipment deployment sites.

In addition to the training standard listed above:

- Boat operators must have completed and have certification in the Enform "WCSS Oil Spill Cooperative Boat Handling" course.
- Longer term ISRT members and members that would likely be designated as the Operations Chief should be considered for the Enform "Surface Water Oil Spill Containment and Recovery" course and On-Scene Spill Commander course.

TRACKING ISRT MEMBERS

The Oil Spill Cooperative is responsible to maintain the area's ISRT contact list and provide an annual update of the list to WCSS headquarters in Q1 of each year.

WCSS RECOGNITION PROGRAM

WCSS recognize the important contribution that ISRT members bring to the table. We also recognize the value to a participating company and the individual that is involved. The participating company will have a stronger spill preparedness program and possibly benefit should they require initial spill response assistance. The individuals involved will receive additional spill response training and be in a better position to effectively respond to their own companies spills.

WCSS will on request provide individual ISRT members with a letter acknowledging their contribution. ISRT members are normally linked with the Cooperative's management teams and have an opportunity to contribute to the industry's overall spill preparedness program. ISRT members are also eligible for WCSS funding to attend special training sessions/conferences.

ATTACHMENTS

Spill Response Agreement
Policy – Spills of Unknown Origin
Policy – Refined Product Spills
Water Safety Guidelines
WCSS Water Activity Hazard Assessment
WCSS Shoreline Crew and Observer Briefing Checklist
WCSS Boat Trip Plan
Member Equipment Use Agreement
Non-member Equipment Use Agreement