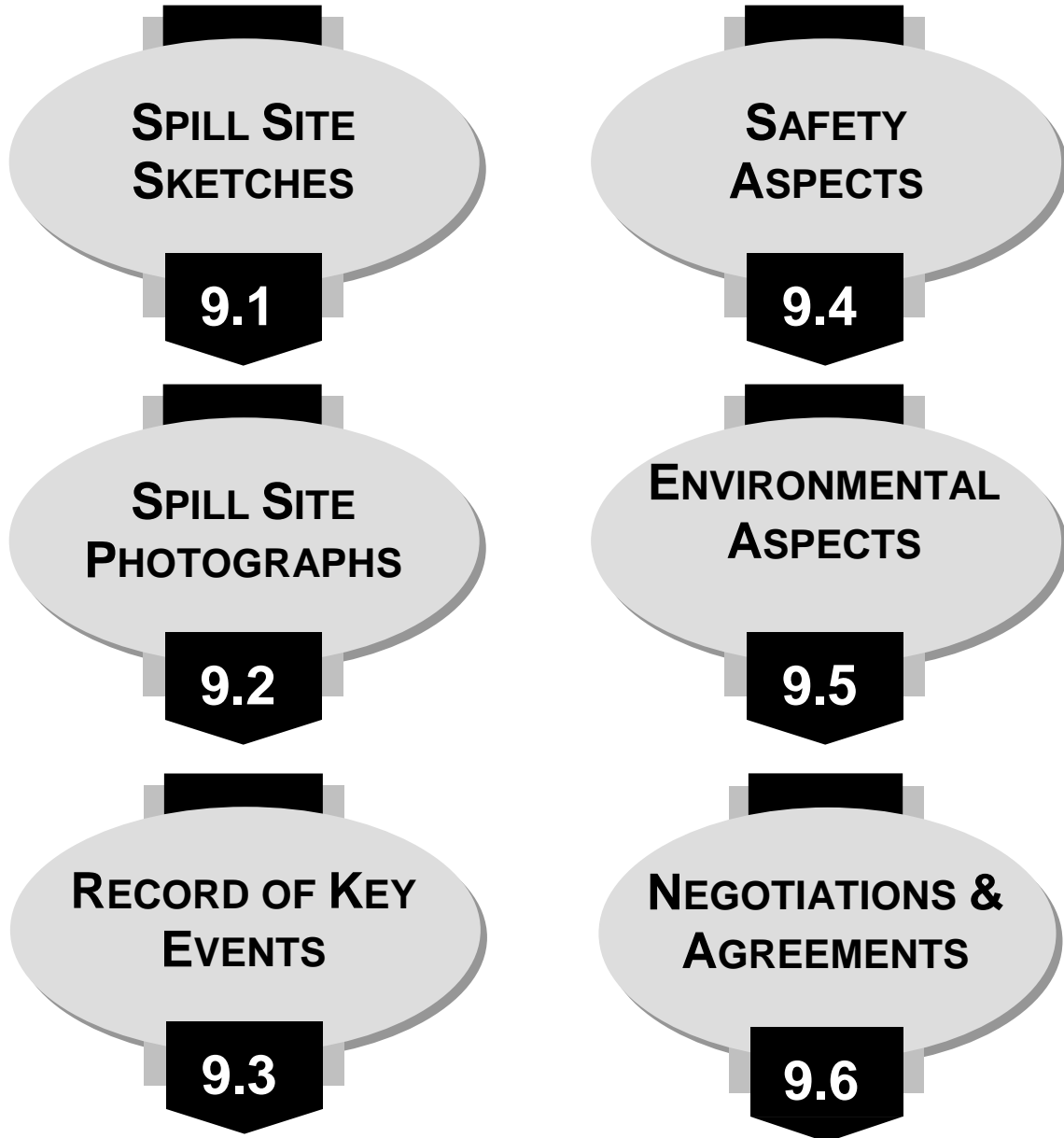


OIL SPILL CONTINGENCY MANUAL

SECTION 9

DOCUMENTATION CHECKLIST

Documentation



SPILL SITE SKETCHES

9.1

Action

- Prepare a sketch of the spill site*

Procedure

- As soon as possible, prepare a sketch of the area and add to it as work progresses at the site. It should include the following:
 - direction of true north
 - location of source spill (i.e.: pipeline break, tank, etc.)
 - boundaries of area affected by spill
 - approximate location(s) and size of obvious heavily and lightly affected areas
 - natural slope direction(s)
 - natural features including:
 - watercourses (indicate the name, size, flow direction and special features)
 - location / direction of flow, type (permanent / intermittent) and size
 - heights of land (i.e.: indicate rises / ridges)
 - vegetation types
 - approximate location and generic type (i.e.: trees, grass, etc.) of vegetation within spill site
 - locations showing how recovery was done
 - sample locations and identifiers with approximate distances to tie points (i.e.: survey pins, trees, large rock, etc.)
 - off-site features including:
 - vegetation types
 - natural features
 - access into spill (direction and location of access)
 - control sample locations

- permanent features that will remain after spill is completed
 - indicate type and brief description
- spill dimensions and area affected
 - include approximate dimensions and calculated area
 - tie points and off-site environmentally-sensitive areas
 - show approximate distances from tie points to key spill features (i.e.: source, sample locations, etc.)
- show approximate distances from edge of spill to nearest environmentally-sensitive areas of concern



Approximate Scale =

Spill Name _____

Location LSD _____ SEC _____

All distances approximately _____ (indicate m or ft)

TWP ___ RGE _____

W _____ Meridian

SKETCH GUIDE – INCLUDE THE FOLLOWING, IF APPLICABLE

- orientation to north
- location of spill source
- edge of affected area
- lightly / heavily / affected area
- slope
- on-site features
- natural features
 - watercourses
 - heights of land
 - vegetation types
 - recovery bell holes, trenches, inverted weirs, major recovery / storage locations
- off-site features
 - vegetation types
 - natural features
 - access to spill site
 - control sample locations
- sample locations
 - sample locations and identifiers
- tie / reference points
 - permanent features that will remain on-site
- approximate measurements
 - spill dimensions and area affected
 - to tie points and off-site environmentally sensitive areas

SPILL SITE PHOTOGRAPHS

9.2

Action

- Take photographs of spill site. These will provide useful information to document:*
 - initial conditions at spill site
 - containment and recovery operations
 - conditions at end of spill response
 - recovery of area over time

Procedure

- Photographs are an important component of the documentation required during a spill response. The following information should be documented using photography:
 - if possible, aerial photographs of spill site
 - containment and recovery operations
 - areas of light and heavy accumulations of spilled material
 - any impacts caused by the spill material
 - a series of pictures documenting the recovery of an area over time.

NOTE

The following information should be written on each photograph:

- spill name and location (i.e.: legal subdivision)
- date and time
- direction that photograph is facing
- specific information being documented
- name of person who took each photograph

RECORD OF KEY EVENTS

9.3

Action

- Keep a chronological record of the key events related to the spill.*

Procedure

- The chronological record of the key events should include the following information as a minimum:
 - copy of initial spill report form
 - information on how spill was reported (date, time, individual)
 - information on internal and external reporting including copies of all reports
 - reports produced by initial responders
 - decisions regarding containment and recovery operations
 - successes and limitations of method selected
 - modifications to selected methods
 - any factors affecting clean-up operations
 - indications of success and failure
 - volumes of recovered materials
 - methods used in disposing of recovered materials
 - cost incurred on a daily basis
 - records of meetings, discussions, telephone calls, etc.

SAFETY ASPECTS

9.4

Action

- Document all aspects related to safety at the spill site.*

Procedure

- The following information should be collected regarding safety:
 - designation of Safety Supervisor
 - who was designated
 - timing
 - duties
 - safety meetings
 - date
 - time
 - location
 - topics discussed
 - attendance (names and signatures or initials)
 - actions taken
 - identification and resolution of concerns
 - identify all concerns raised by workers
 - indicate method chosen to resolve concern(s)
 - comment on acceptability of resolution to worker
 - identify hazards and methods used to mitigate

- worker requirements
 - keep records of equipment and resources used to meet workers' requirements (i.e.: washroom, washing facilities, rest areas, food services, rotations, etc.)
- incidents / accident
 - keep record of incidents (near-misses) and accidents
 - record internal company and government notifications
 - record steps taken to prevent reoccurrence
 - use internal company incident / accident report
- safety equipment and resource
 - keep records of types of safety equipment and expert consultants retained
 - keep records of maintenance and calibration of equipment
 - keep specific information on speciality equipment
- emergency equipment
 - document emergency fire, medevac equipment, etc. required on site
 - document review of ERP's with workers (i.e.: at safety meetings)
 - document results of ERP drills and exercises

ENVIRONMENTAL ASPECTS

9.5

Action

- Designate an Environmental site Supervisor.*

Procedure

- Document information on the person identified as Environmental Site Supervisor including person chosen qualifications, source, etc.

Action

- Identify environmental sensitivities / issues.*

Procedure

- Environmental sensitivities / issues.
 - document environmentally sensitive areas in/adjacent to the spill site
 - describe assessment results of these areas
 - outline measures implemented to prevent or lessen impacts to these areas
 - describe the results of these measures
 - document agreements reached on key issues with government, land owners and other stakeholders
- Provide details on the process used for taking samples including:
 - list of parameters chosen
 - rationale for selecting the parameters

- identification of sampling locations
- rationale for selecting these sites
- frequency of sampling
- rationale for selecting this frequency
- methods for taking samples including, container types, preservation techniques, sample numbering, etc.
- information on sample handling, storage and transport
- information on laboratory analysis
- information on results

NOTE

This is especially important where continuity of evidence is an issue.

NEGOTIATIONS & AGREEMENTS

9.6

Action

- Document all negotiations and agreements with internal company representatives, government representatives and third parties.*

Procedure

The following documentation should be kept on negotiations and agreements related to the spill.

- Internal to Company**
 - authority limits granted by company
 - financial limits
 - contractual authority
 - supervisory
 - media / public relations
 - work delegation agreements
 - government approvals requested and obtained
 - departments and individuals involved
 - details on consensus, mitigating factors
 - follow-up requirements / responsibilities
 - agreements regarding clean-up methods, goals, etc.
- Landowner(s) / Stakeholders**
 - permission from owner / government to enter property
 - consensus reached on how to deal with sensitive areas
 - consensus on alternate requirements regarding items such as accommodation, water, livestock relocation, etc.
 - alternate measures required
 - initial costs / inconveniences

Contractual Agreements

- agreements with contract labour suppliers, equipment suppliers, etc., regarding:
 - site responsibilities
 - worker capability, knowledge and training
 - compensation rates
 - equipment requirements
- agreements for use of WCSS equipment
- land entry agreements