

How to Use Manual

1.1

NOTE:

This manual has been designed to help the oil and gas industry in Western Canada effectively deal with a petroleum product spill that may impact the community or the environment.

Although certain portions of this manual have been prepared using the Canadian standard for industrial emergency response, it is not designed to be an all-event emergency response plan. For information on the preparation of this type of plan, refer to CAN/CSA-Z731-03 *Emergency Preparedness and Response*, available from Canadian Standards Association.

In general, there are four categories of information in the Oil Spill Contingency Manual.

1

Contacts (Section #2)

This section outlines contacts that would likely be required during the initial stages and on-going control operations of a spill response.

❖ **Company Responsibility** – On receipt of this manual, companies should complete Section 2.2 and Section 2.4 and/or maintain this manual with their Corporate and/or facility Emergency Response Plan.

Note: It is the responsibility of the manual holder to obtain manual updates from the WCSS website (www.wcss.ab.ca). The local cooperative will no longer distribute hard copies of the manual updates.

2

Checklists (Section #3-8)

These sections are intended to provide initial spill responders with specific checklists that will assist them with their spill control activities.

3

Documentation (Section #9-10)

This section contains the documentation required to lease WCSS equipment. It pertains to both members and non-members.

4

Maps (Section #11)

This section will include maps that are relevant to the Cooperative geographic area.

Abacus Datagraphics Ltd. is responsible for the WCSS mapping. The present mapping is consistent in format for all area Cooperatives, excluding Area C. Any required mapping can be quickly provided by simply contacting:

**ABACUS DATAGRAPHICS LTD.
4728 – 78A Street Close
Red Deer, AB T4P 2J2
Phone: 403-346-7555
Fax: 403-346-7530**

**MCELHANNEY & ASSOCIATES (Area C)
8808 Northern Lights Drive
Fort St John, BC V1J 6M2
250-787-0356**

Information available through Abacus includes:

- control point maps.
- cooperative area maps.
- water users.
- trap line boundaries.
- routing and ownership of high-pressure pipelines.
- topographical maps.
- custom mapping showing whatever information is needed.

Manual Updates

It is the manual owner's responsibility to update their own manual at a minimum of once per year. Updates are available through the WCSS website: www.wcss.ab.ca/

Ordering Oil Spill Contingency Manuals

Copies of this manual are available from:

Western Canadian Spill Services Ltd.
#280, 6815 – 8 Street NE
Calgary, AB
T2E 7H7
Phone: (587) 393-9620