



BC Timber Sales
Environmental Management System
**General Awareness Training
(Tailgate Training)**

Introduction

1. This training session introduces the BC Timber Sales

Environmental
Management
System

or EMS, for short.

2. The EMS allows BCTS to be **certified** to the ISO 14001 standard, which is important in today's marketplace. It means that BCTS has a policy to protect the environment, and that everyone working under BCTS is following that policy.
3. Your part in the EMS is simple:

- Know about the **Environmental Policy**.

- Be familiar with the **E**nvironmental

Field

Procedures

or EFPs that you must follow for the task you are doing.

- Know what to do in the event of an **emergency** or if things aren't going according to plan.
 - Know what risks your job has in respect to damaging the environment (ie. know the applicable environmental aspects), and make plans to account for those risks in case of an event.
4. This training session will go over these responsibilities. You must complete this training before you begin work.

Environmental Policy

1. BC Timber Sales has an Environmental Policy that applies to all of the operations of BCTS licencees, permittees and contractors while working under BCTS. A portion of the policy is shown below, and is also on the back of EFP-01 General.
2. The following three key points are important to note in the Policy:

ENVIRONMENTAL POLICY

The British Columbia Ministry of Forests B C Timber Sales Program (BCTS) manages and administers timber harvesting and related forest management activities on BCTS timber sale licences and related tenures sold on Crown forestland throughout British Columbia.

BCTS is committed to complying with all laws

BCTS is committed to continually improving

BCTS is committed to preventing environmental impacts

It is the policy of the BCTS to:

- Comply with all relevant environmental legislation, regulations and the other requirements to which we subscribe.
- Strive for excellence in forest management by continually improving the performance of resource management activities and practices.
- Maintain a framework that sets and reviews environmental objectives and targets, and promotes the prevention of pollution associated with BCTS forestry activities.

3. You are expected to know that BCTS has an Environmental Policy, and to know where you can get a copy of the Policy. If you can remember the three key points, that's great - otherwise, you can always find them on the policy.

Environmental Field Procedures (EFPs)

1. BCTS has developed **E**nvironmental
Field
Procedures

or EFP's that describe how specific tasks are to be conducted so that we will comply with laws and prevent impacts on the environment.

2. There are a total of eight EFPs:

EFP 01 - General

This applies to everyone, all the time, while working under BCTS. It does not apply to anything you may do off of the licence area, such as your camps or shops.

EFP 02 - Project Supervision

This applies to the project supervisor and/or on-site foreman.

EFP 03 – Development and Planning

This applies to anyone involved in development and planning activities.

EFP 04 – Roads, Bridges and Major Culverts

This applies to anyone working on construction, maintenance, inspection and deactivation, either as a stand-alone project or as part of a licence or permit.

EFP 05 - Harvesting

This applies to all stages of a harvesting project or licence, from falling to loading.

EFP 06 - Fuel Handling

This applies to anyone who is handling fuel while working under BCTS.

3. Know which EFP's apply to the job you are doing, and review them on your own and with your supervisor before starting work.
4. Some key points in the EFPs are listed below:

EFP 01 General

Purpose and Scope

This EFP applies to all BCTS, Licensee, Permittee and Contractor workers involved in any field activities within the scope of the BCTS EMS, including all planning, harvesting, roads and Silviculture related activity. It describes general requirements to minimize impacts on the environment. This EFP does not replace the requirements of legislation, licences, permits and contracts.

Pre-work and General Procedures

- Complete a **pre-work** of the project plan with your supervisor.
 - Ensure you understand **your role** in the project plan prior to commencing work.
 - Obtain site maps, and prescriptions and other project documents. Have them readily available.
 - Know the **flagging or marking** standards.
- **Look ahead** and make sure that the project plan is appropriate.
 - **View the area** as required to familiarize yourself with the project plan including, map content, field marking and the location of hazardous or sensitive areas.
 - Ensure that all **resource features** identified on the site map can be located by you on the ground and are identified on the site map. Know the associated management strategies.
 - Report any previously unidentified resource features, values or sensitive areas to your supervisor.
- **Monitor your work** and ensure that the completed work has met the project objectives.
 - Conduct operations to minimize the impact on hazardous or sensitive areas, resource features, water quality, and site productivity. Operate during favorable weather conditions.
 - Have the site map available to you and **know your location** at all times.
 - Inspect equipment regularly and repair as required.
- **Keep the site clean and be prepared for emergencies**
 - Maintain all drainage systems. Fix or report any blocked drainages.
 - Ensure the safe transportation, storage, handling and disposal of fuel, oil and chemical products
 - Keep your equipment maintained to prevent any spills or leaks.
 - When a risk of fire exists, conduct operations in consideration of local fire restrictions and daily fire hazard ratings. Ensure that sufficient fire tools are available.
 - Understand the Emergency Response Plan and your responsibilities in it.
 - Maintain spill kits. Replace used supplies promptly.
- **Know the project shutdown criteria**, if applicable.
- **Contain and dispose of Industrial Waste (waste petroleum products, filters, batteries, coolant, etc.)**
 - Contain all waste daily and remove from the site on a regular basis. Recycle wastes if facilities are available. Dispose of wastes only at appropriate disposal facilities.
 - Provide waste storage areas and spill control measures to prevent contamination of the environment.

ALWAYS have a
Prewrite before
starting work!

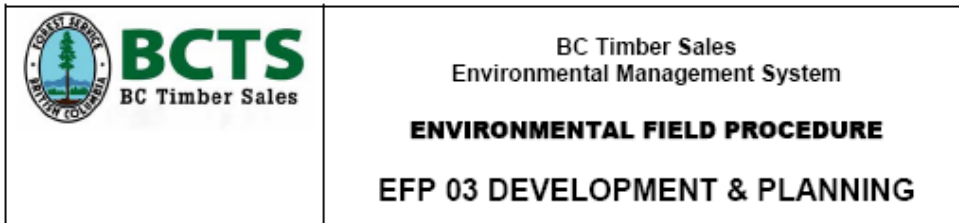
Report unidentified
features or
inconsistencies

Have a map available.

Understand the
Emergency Response
Plan.

Know when to stop
work and report to
your supervisor!

EFP 03 Development & Planning



Purpose and Scope

This EFP applies to all BCTS, Licensee, Permittee and Contractor workers involved in development and planning activities within the scope of the BCTS EMS. It outlines functional requirements to minimize impacts of these activities on the environment. This EFP does not replace the requirements of legislation, licences, permits and contracts.

Preparation

- Ensure that you have copies of and are familiar with all standards, guidebooks, and other information relevant to the scope of work.
- Ensure that all required assessments have been identified, and that personnel with appropriate qualifications will complete these assessments.
- At the pre-work meeting, discuss details of project approach, designs, layouts, or other project plan requirements including the ability to make changes.

Know who can conduct relevant assessments

Field Work

- When conducting field work, ensure that you:
 - Have copies of any relevant plans that have been prepared by BCTS
 - Consider all comments from stakeholders and other agencies
 - Follow flagging standards
 - Note any discrepancies between the plans and the conditions in the field
- 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 your supervisor for direction.
- Look at all options for roads, bridges, and culverts to ensure that they are placed in the best location. Know when you can vary from specifications provided by BCTS, and when you must request approvals.

Consider all options.

Completion

- Ensure the following information and requirements, as applicable, are correctly identified and incorporated into all layout and design work:
 - FDP/FSP information, Site Plan content, and any amendments.
 - MOF engineering, mapping, boundary, and marking requirements.
 - Any key points noted during reconnaissance.
 - The location of streams, terrain, and other important features including wildlife tree patches and reserves.

Meet all relevant layout and design specification requirements

EFP 03 Development & Planning


- Any measures to ensure the stability of areas having a moderate or high likelihood of landslides.
- Road or cutblock boundary(s).
- Location of end-haul sections, spoil sites and quarry/pits; properly classified soils/rock.
- Right-of-way design and markings, including landing size and location.
- Any necessary trails.
- The harvesting system planned to be used.
- Appropriate referencing (photo ties, reference points etc.).
- Ensure major crossing site plans are identified and/or completed.
- **Ensure all work is in compliance with applicable requirements.**
- **If you have any concerns** about potential environmental impacts relating to this information and the associated prescriptions, contact your supervisor.

STOP WORK

And contact your project supervisor or the BCTS representative if:

- You are uncertain of the project plan, your responsibilities, or hazardous/sensitive areas.
- A previously unidentified cultural or resource feature, value or sensitive area is found.
- You experience unfavourable weather or site conditions that could cause environmental damage.
- You observe conditions that have the potential for immediate environmental damage.
- You feel the proposed project plan will not work to achieve the desired outcomes.

EFP 04
Roads, Bridges and Major Culverts

	<p>BC Timber Sales Environmental Management System</p> <p>ENVIRONMENTAL FIELD PROCEDURE</p> <p>EFP 04 ROADS, BRIDGES AND MAJOR CULVERTS</p>
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Purpose and Scope

This EFP applies to all Licensee, Permittee and Contractor workers involved in road construction, maintenance, inspection and deactivation within the scope of the BCTS EMS. It describes procedures and requirements to minimize impacts of these field activities on the environment. This EFP does not replace the requirements of legislation, licences, permits and contracts.

Road and Bridge Inspections

1. Understand all applicable inspection and engineering requirements. Know which sites and structures require assessments, and who is qualified to do them. Only conduct assessments that you are qualified to do.
2. Review all relevant assessments before conducting the inspection. Understand those assessments and their management implications.
3. Review or walk the project area, as well as the surrounding area of influence, to ensure complete collection and reporting/mapping of all relevant field information.
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.

Know the inspection standards and meet them

Road Construction, Maintenance and Deactivation

1. **Minimize** the impact on water quality and site productivity:
 - Operate during **favourable weather conditions**.
 - Utilize **sediment control** measures as required, including silt fences, hay bales, rock armouring, swales, water bars, or siltation detention ponds as appropriate.
 - **Clean** introduced debris from ditches, streams and culverts on an on-going basis before any impact can occur.
 - **Minimize erosion** potential of exposed soil surfaces by seeding of disturbed areas.
2. When working on crossings, **know the stream classification** and prescription, including timing windows and measures.
3. Install appropriate water control measures on roads at locations where there is a risk of erosion.
4. Ensure that road surface drainage is directed to drainage structures and is not impeded.
5. Avoid placing road material on bridge decks, or in stream channels or flood plains.
6. Avoid directing water onto unstable slopes or erodable soils; direct water to stable slopes and / or armour outfalls with rock.
7. When re-establishing natural drainage patterns during road deactivation, the road fill should be removed down to the natural stream channel. Fill slopes must be left in a stable condition after removal of culverts or other drainage structures.
8. Control blasting to minimize fly-rock damage and slope instability.
9. Know the locations of end-haul and spoil sites – **follow the plan**.
10. Ensure signage or notification requirements are followed.

Be aware of any environmental aspects including streams, weather constraints, erosion potential, and siltation issues

Know the stream classes and what they mean

EFP 04 Roads, Bridges and Major Culverts

Bridge or Major Culvert Installation, Maintenance and Removal

1. **Follow the project plan.** If uncertain, contact the project supervisor.
2. Ensure the work complies with timing windows and other specifications.
3. Plan to install culverts in one day if feasible.
4. Pre-mark the inlet and outlet location of all pipes to ensure they fit to the edges of the road prism. Accommodate skew, slope and amount of embedment, as designed.
5. Know the stream classification and prescriptions for the watercourses affected by the works.
6. **Minimize** the impact on water quality and site productivity:
 - Operate during **favourable weather conditions**. Know the project shut-down criteria.
 - Utilize **sediment control** measures as required, including silt fences, hay bales, or siltation ponds as appropriate.
 - **Clean** introduced debris from ditches, streams and culverts on an on-going basis, and before any plugging can occur.
 - **Minimize erosion** potential of exposed soil surfaces by seeding of disturbed areas.
7. Do not place road material on bridge decks, or in stream channels or flood plains. Remove any material inadvertently placed in these areas.
8. Avoid directing water onto unstable slopes or erodible soils; direct water to stable slopes and / or armour outfalls with rock.
9. In non-fish culvert installations, armour the inflows, outflows and fill slopes to minimize erosion, as required.
10. Dispose of wood culvert/bridge debris in designated sites, outside riparian management areas, or according to pre-work instructions.

Fire Hazard Assessment

1. Complete Hazard Assessments at prescribed intervals in accordance with the Wildfire Regulation. If a hazard exists, it must be abated or removed.
2. If burning is part of the project plan, insure required notification is made, approvals received and conditions followed. Ensure burn area is safe from escape and clear of hazardous/sensitive areas.

STOP WORK


And contact your project supervisor or the BCTS representative if:

- You are uncertain of the project plan, your responsibilities, or hazardous/sensitive areas.
- A previously unidentified cultural or resource feature, value or sensitive area is found.
- You experience unfavourable weather or site conditions that could cause environmental damage.
- You observe conditions that have the potential for immediate environmental damage.
- You feel the proposed project plan will not work to achieve the desired outcomes.

Be aware of any environmental aspects including the stream classification, weather constraints, erosion potential, and siltation issues

Complete Hazard Assessment regularly.

EFP 05 Harvesting

	<p>BC Timber Sales Environmental Management System</p> <p>ENVIRONMENTAL FIELD PROCEDURE</p> <p>EFP 05 HARVESTING</p>
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Purpose and Scope

This EFP applies to all Licensee, Permittee and Contractor workers involved in all phases of harvesting and hauling within the scope of the BCTS EMS. It describes procedures and requirements to minimize impacts of these field activities on the environment. This EFP does not replace the requirements of legislation, licences, permits and contracts.

Falling

1. Fall next to boundaries only when boundaries are clearly visible (know where they are).
2. Retain marked boundary trees where safe to do so. Removal, damaging or cutting of trees outside the falling boundary is prohibited unless authorized.
3. Use extra caution when opening-up adjacent to boundaries and reserves, to minimize damage to standing trees and protect resource features.
4. Follow stream prescriptions when falling, limbing and bucking adjacent to watercourses. Know which streams and gullies require cleaning.
5. Fall trees to facilitate yarding method and direction, unless other resources such as streams or wildlife tree patches may be affected.
6. Know leave-tree, stubbing and retention requirements, and monitor your progress to ensure you meet the objectives.

Protect boundaries, reserves and streams when falling

Yarding, Skidding and Forwarding

1. If yarding or skidding in steep or gullied terrain, ensure you fully understand the yarding/skidding strategies and restrictions in place to prevent soil disturbance and to protect streams.
2. Ensure that your activities do not result in excessive soil disturbance.
3. Know the stream classification and prescriptions for the watercourses within the harvest block. Know and understand the riparian management area requirements (e.g.: machine free zones, riparian reserve zones, etc.).

Protect soil and prevent erosion when yarding or skidding

Loading, Processing and Hauling

1. Minimize decking impacts to standing timber and RMA's.
2. **Before moving equipment** at the end of operations, ensure roadside and landing conditions meet all drainage requirements.
3. **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).

Protect watercourses when hauling

Fire Hazard Assessment

1. Complete Hazard Assessments at prescribed intervals in accordance with the Wildfire Regulation. If a hazard exists, it must be abated or removed.
2. If burning is part of the project plan, insure required notification is made, approvals received and conditions followed. Ensure burn area is safe from escape and clear of hazardous/sensitive areas.

Assess and manage fire hazards

STOP WORK

And contact your project supervisor or the BCTS representative if:

- You are uncertain of the project plan, your responsibilities, or hazardous/sensitive areas.
- A previously unidentified cultural or resource feature, value or sensitive area is found.
- You experience unfavourable weather or site conditions that could cause environmental damage.
- You observe conditions that have the potential for immediate environmental damage.
- You feel the proposed project plan will not work to achieve the desired outcomes.

EFP 06 Fuel Handling

Purpose and Scope
 This Environmental Field Procedure (EFP) applies to all BCTS clients (Licensee, Permittee and Contractor workers) 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 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 Legislation and Regulation includes; Transportation Dangerous Goods Regulation, BC Motor Vehicle Regulation, WHMIS Regulation

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5	Large Stationary Skid Tanks Generally >3000L Used to store and dispense fuel, rarely used to transport fuel	6
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7	Spill Kit Requirements This section outlines minimum spill kit content requirements for BCTS clients	10

Provides detailed requirements for each size of tank listed in the Table of Contents

TABLE #3 LARGE MOBILE TANKS (Volumes: 450L – 3000L)					
TYPE	CONDITION, DESIGN, & MAINTENANCE	STORING AND SECURING	DISPENSING	TRANSPORT	Legend
					<input type="checkbox"/> Legal Requirement <input checked="" type="checkbox"/> BCTS Requirement <input type="checkbox"/> Information
LARGE MOBILE TANKS (Volumes: 450L – 3000L)	<ul style="list-style-type: none"> ■ Must be filled and capped so that under normal conditions there will be no leakage that would endanger public or worker safety ☑ Containers must be in good condition – not damaged, rusting, or leaking <p>Construction Standard</p> <ul style="list-style-type: none"> ■ All Tanks: used to transport fuel (volume >5%) must be designed, and constructed to a mobile tank standard and display a spec plate: ■ Spec Tanks: used for diesel and gasoline may have one of the following spec plates: <ul style="list-style-type: none"> • CGSB 43.146 • ULC/ORD 142.13 (until 2010) ■ Non-Spec Tanks: May be used to until January 1, 2010 provided the following criteria are met: <ul style="list-style-type: none"> • Non-Spec Tank is only used to transport diesel fuel • Non-Spec Tanks: is tested annually by a TC Registered facility and displays an inspection plate (see Glossary) <p>Inspections</p> <ul style="list-style-type: none"> ■ Non-spec diesel tanks used to transport fuel require annual testing by a Transport Canada (TC) Registered facility ■ All Spec tanks must be inspected by a Transport Canada Registered facility every 60 months (5 years) ☑ Licensee / Contractor must regularly inspect tanks for leaks and maintenance issues 	<ul style="list-style-type: none"> ■ Use a pressure relief cap that meets manufacturers design specifications ☑ Do not leave vehicles carrying auxiliary fuel in riparian management areas or marine environments wherever practicable. ☑ Do not smoke where fuel is stored or dispensed <p>Securing</p> <ul style="list-style-type: none"> ■ Containers must be appropriately secured to prevent shifting, swaying, damage or escape from the vehicle ■ Tie down straps must have safe combined working load ratings greater than the secured load to ensure the tank is integrally mounted <p>Labeling</p> <ul style="list-style-type: none"> ■ WHMIS labeling or appropriate Product Identification is required when storing hazardous products ■ TDG safety marks (labels or placards, UN number, shipping name) must be visible on the tank or any enclosed storage unit 	<ul style="list-style-type: none"> ■ Use an appropriate hose and nozzle (in accordance with ULC Standards) for dispensing fuel ■ Use dispensing pumps designed for the products being handled. ■ Make sure there is suitable bonding to prevent static charges when dispensing gasoline ■ Maintain current MSDS in a location available to workers ☑ Hoses and nozzles must be maintained and not leak ☑ Do not dispense fuel in riparian management areas or marine environments wherever practicable. ☑ Operators must stay with the nozzle at all times while dispensing fuel ☑ Nozzles must be secured in drip containment after use or in an upright position so that it is above the tank. ☑ Close valves when finished dispensing ☑ Store hose in a safe manner to prevent damage and leaks (i.e. on a retractor, hose reel or coiled) ☑ Do not fill tanks beyond their safe filling level (approximate safe level – 90%) 	<ul style="list-style-type: none"> ■ If multiple tanks of Class 3 product (diesel) are carried on the vehicle and the combined capacity exceeds 2000 litres, the following conditions apply: <ul style="list-style-type: none"> • A shipping document must be completed for the goods hauled • The operator must have a TDG training and possess a certificate • The load must be placarded on all visible sides ■ Non-Spec tanks that are transported empty (volume <5%) do not require annual inspection as they can be moved in accordance with the Equivalent Level of Safety Permit 7544 until May 31, 2009 (see Glossary) <p>Labeling</p> <ul style="list-style-type: none"> ■ Maintain visible safety marks: <ul style="list-style-type: none"> • Label or placard, • UN number and • Shipping name ■ TDG Placards are required to be visible on all four sides of the tank 	<ul style="list-style-type: none"> ■ Take reasonable measures to prevent leaks & spills ☑ Spill control measures are required <ul style="list-style-type: none"> • Spill Kit as per Minimum Requirements • Locate large mobile tanks where potential spills cannot reach water courses or marine environments ☑ Additional spill prevention and control measures may be required in higher risk areas See BCTS Fuel Management Supplement ☑ If large mobile tanks are placed on the ground, the following requirements apply: <ul style="list-style-type: none"> • Collision protection will be provided • Additional spill prevention and control measures <p>Fire Control and Response</p> <ul style="list-style-type: none"> ☑ Maintain one 80-BC rated fire extinguisher for normal dispensing of fuel

Uses symbols to distinguish between legal requirements, BCTS EMS requirements and points provided for information only for:

- Condition, design and maintenance,
- Storing and Securing,
- Dispensing,
- Transport, and
- Prevention & Response

of fuel storage containers.

Minimum Spill Kit Requirements are also indicated in Table #07 of EFP-06.

Fuel Handling Supplement (Supplement to EFP06)

	BC TIMBER SALES FUEL HANDLING SUPPLEMENT "Risk assessment and additional measures"
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Purpose

This Fuel Handling Supplement is a guide used in conjunction with BCTS Fuel Handling EFP #06 to promote appropriate fuel handling within the scope of BCTS EMS Program. The supplement includes a risk assessment method that identifies associated risks to various fuel management situations and provides additional preventative and control measures for BCTS clients to consider in reducing risks.

TABLE A. RISK ASSESSMENT

Risk Identification	HIGH	MEDIUM	LOW	Assigned Numerical Value
Numerical Value	3	2	1	
Environmental Factors				
Distance to nearest watercourse or water body	< 50m	50m-100m	> 100m	
Soil characteristics at or around the Fuel Facility	Porous or unknown	Semi-porous	Non-porous (i.e. clay/bedrock)	
Terrain slope at or around the Fuel Facility	> 6% slope	2%-6% slope	< 2% slope	
Operational Factors				
Site designation or description	High traffic logging road (Main Line)	Low traffic logging road (Side Spur)	No through traffic logging road	
Duration of operation of the Fuel Facility	> 6 days	2-6 days	< 2 days	
Volume of fuel stored at the Fuel Facility	>4500L	500L-4500L	< 500L	
Number of times the Fuel Facility is accessed	> 12x per day	6-12x per day	< 6x per day	
Amount of traffic around the Fuel Facility	> 15 personnel on site	5-15 personnel on site	< 5 personnel on site	
Prevention & Preparedness Factors				
Distance to additional spill response cache or equipment	> 60 minutes	15-60 minutes	< 15 minutes	
Additional Spill Control measures	Tank with no secondary containment	Tank with secondary containment	Tank with secondary containment and additional spill controls (i.e. berms, sloped to a sump)	
Last known Spill Response Training	More than 2 years	Between 1-2 years	Within the last year	
Risk Value	(Add the Assigned Numerical Values)			

TABLE B. RISK RANKING: LOW

Numerical Value	Risk Ranking	Preventative Measures	Control Measures
<12	LOW	<ul style="list-style-type: none"> • To extend the life of a mobile tank: Use a rubber mat or a piece of plywood between the mobile tank and the truck box or support system • To minimize spillage and leakage from the fill cap: Use a stem pipe to extend the filling bung of the mobile tank 	<ul style="list-style-type: none"> • Must meet minimum Spill Kit Requirements • Locating containers or caches where potential spills would not reach waterways or watercourses

TABLE C. RISK RANKING: MEDIUM

February 3, 2009

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	BC TIMBER SALES FUEL HANDLING SUPPLEMENT "Risk assessment and additional measures"
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Numerical Value	Risk Ranking	Preventative Measures	Control Measures
12-23	MEDIUM	<p><u>TAKE IMMEDIATE PREVENTATIVE MEASURES:</u></p> <ul style="list-style-type: none"> • Re-assess all the risk factors to determine if one or more ratings can be reduced • Re-assess the environmental impact that a spill may have on the receiving environment • Review additional spill response equipment that may be required for containment and recovery • Review standard operating procedures to ensure that the procedures address the risk factors 	<p><u>TAKE IMMEDIATE CONTROL MEASURES:</u></p> <ul style="list-style-type: none"> • Moving fuel storage to a lower risk location • Add secondary containment or double walled containers <p><u>STORE ADDITIONAL SPILL CONTROL EQUIPMENT</u></p> <ul style="list-style-type: none"> • Tarps for tarp containment • Plywood for culvert blocks <p><u>ENSURE COLLISION PROTECTION:</u></p> <ul style="list-style-type: none"> • A barrier sufficient to alert the operator and prevent accidental damage to the container and release of the product or, • Placement of the container in a location where the potential of collision has been minimized or eliminated <p><u>SPILL PREPAREDNESS:</u></p> <ul style="list-style-type: none"> • Spill Response awareness • Review Emergency Response Procedures at the start every season or with new crew/ employee(s)

TABLE D. RISK RANKING: HIGH

Numerical Value	Risk Ranking	Preventative Measures	Control Measures
>23	HIGH	<p><u>TAKE IMMEDIATE PREVENTION MEASURES:</u></p> <ul style="list-style-type: none"> • Re-assess all the risk factors to determine if one or more ratings can be reduced • Re-assess the environmental impact that a spill may have on the receiving environment and implement preventative measures • Review the implementation of the Emergency Response Plan and Procedures with all operators who work at the high risk site • Review the Standard Operating Procedures to ensure that the procedures address the risk factors • Be Prepared! Store additional spill response equipment on-site for containment and recovery • Make sure Spill Training is up-to-date 	<p><u>TAKE IMMEDIATE CONTROL MEASURES:</u></p> <ul style="list-style-type: none"> • Move the fuel storage to a lower risk location • Add secondary containment or double-walled containers • Review Spill Response awareness and preparedness <p><u>STORE ADDITIONAL SPILL CONTROL EQUIPMENT</u></p> <ul style="list-style-type: none"> • Tarps for tarp containment • Plywood for culvert blocks • Sandbags and PVC pipe for underflow containment • Sandbags for diversions and upstream eddy containment <p><u>ENSURE COLLISION PROTECTION:</u></p> <ul style="list-style-type: none"> • A barrier sufficient to alert the operator and prevent accidental damage to the container and release of the product or, • Placement of the container in a location where the potential of collision has been minimized or eliminated

February 3, 2009

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The supplement includes a risk assessment method that identifies associated risks to various fuel management situations and provides additional preventative and control measures for BCTS clients to consider in reducing risks.

Emergency Preparedness

1. BCTS has developed an **E**mergency
Response
Manual

or ERM for short. This describes how BCTS operations will respond to **FIRE**, **SPILLS**, or major **EROSION** events.

2. If there is a risk of fire, spill or erosion emergency on your project, you will have a brief

Emergency
Response
Plan

or ERP for short, that describes how the ERM applies to your project. It will have phone numbers and people to call in the event of an emergency, a brief review of the emergency response procedures, and the location of spill kits and fire extinguishers.

3. Review the ERP as it applies to you, and know where it is kept on the job site so you can refer to if you need to.

Closing the Loop

1. The BCTS Policy commits BCTS to “continually improving”. We accomplish this by inspecting our work, learning from our mistakes, and taking corrective action to prevent the mistakes from happening again.
2. If you know of any problems or have any concerns about how our activity may be affecting the environment, please report it to your supervisor.

Audits and Auditors

Part of being ISO 14001 certified is being audited, to make sure we continue to do what we said we were going to do. Expect to be audited at some point in time, either by BCTS directly or by an independent outside auditor. Some examples of the kinds of questions that an auditor will ask are:

1. Are you familiar with the BCTS Environmental Policy? Do you remember any of the kinds of commitments that BCTS made in the policy, or can you find it and show me?
2. Did you get a Prewrite before starting work? From who? What kinds of issues did you discuss in the Prewrite? Did you get a map? Can you show me where you are on the map?
3. What are the potential environmental concerns associated with this project and your activity? What are the environmental features? Are there any streams of special concern, or other issues? Where are these features shown on the map? How are they marked in the field?
4. Which specific procedures (EFPs) apply to the job or task you are doing? Do you have them with you (and can you show me)? What particular requirements do the EFPs have in them?
5. Where is the ERP? Where is the emergency response equipment (spill kits, fire extinguishers, radios)? Can you show me where the equipment is, and how to use it? Does it work?
6. What would you do in the case of an emergency (fire, spill, and landslide)? Who would you call, and when? What size spill would you report to your supervisor or directly to BCTS?
7. What are the requirements for fuel storage? Do you meet the labelling requirements (and can you show me)?
8. Have you received EMS training? What other training have you had?

Be cooperative at all times during the audit - remember, it's all part of continually improving!