



**NEWPORT YACHT CLUB STONEY CREEK**  
**711 North Service Road, Stoney Creek, ON L8E 4Z5**  
**905-643-0195**

## **SPILL CONTINGENCY PLAN**

### **Definition of a Spill:**

“spill” means a discharge of a pollutant,

1. Into the natural environment
2. From or out of a structure, vessel or other container
3. That is abnormal in quality or quantity in light of the circumstances of the discharge

### **Spill Reporting Requirements**

Any person causing or aware of the spill shall report immediately to:

1. Newport Commodore (289-253-7731) or Newport Property Manager (905-971-9246)
2. Ministry of Environment, Conservation and Parks – Spills Action Centre – 1-800-268-6060
3. City of Hamilton Spills Reporting Line – 905-540-5188
4. The owner of the spilled material and person responsible for the spilled material
5. People causing the spill should do everything possible to contain the spill, protect the health and safety of the public/members/homeowners, minimize property damage, protect the environment, clean up the spill and restore the affected area to its condition prior to the spill.

Please Note: The club could be subject to a fine if a large spill is not reported.

### **Emergency Phone Numbers**

**Company Contact:**

- Commodore, Zena Thomas 289-253-7731
- Property Manager, Mark Thomas 905-971-9246
- Director of On Water, Nigel Reed 905-467-2766

**Ministry of the Environment, Conservation and Parks – Spills Action Centre – 1-800-268-6060**

**Municipality (City of Hamilton Spill Reporting Line): 905-540-5188**

**Ambulance: 911 – 905-540-5782**

**Fire Department: 911**

**Police: 911 – 905-546-4925**

**Hospital (Hamilton General): 905-521-2100**

**Poison Control Centres: 1-800-268-9017**

**Ontario Hydro: 1-800-434-9017**

**When calling the above agencies, provide the following information:**

1. Type of product spilled: Gas, Diesel, Oil or unknown
2. Source of Spill – Boat, Dredger or other
3. Quantity Spilled: ( ) Litres ( ) Gallons
4. Wind direction and strength
5. What actions are presently being taken by the facility to prevent spill from spreading out
6. Is the spill within a confined area or not?

NOTE: All spills must be logged in an Incident Report Sheet, with the information above listed. Incident Reporting Sheet will be located at the Clubhouse.

**Additional Information**

The safety of people, our members and homeowners are a prime concern. Before any action, you need to do a quick assessment of the situation to find the source of the spill and identify if there is an immediate danger within the marina.

Appropriate PPE should be put on immediately if needed. A spill kit accompanied with appropriate PPE should be stored in a centralized location that is within ready access to the spill.

**Location of Spill Contingency Plan:** Clubhouse bulletin Board and website

**Location of Spill Kits:** Container (for larger items) and clubhouse (for smaller items) (place to be determined)

**If a spill occurs, the following steps should be taken:**

**1. Immediately stop the flow of the spill**

Identify where it is coming from.

Notify dredging team or boat/vessel owner depending on the equipment. If from a City Overflow, notify the City Spills Action Team. Act quickly.

Shut off any pumps, equipment, bilges or close valves if applicable

Secure area against further spread.

**2. Notify appropriate people in the vicinity.**

Sound alarm if applicable

Only allow authorized members/staff to address the spill

Understand what the component of the spill is and any dangers that could be present (i.e., flammability)

Provide appropriate PPE if needed

Avoid contact with eyes, skin, clothing, shoes, etc

**3. Contain the spill:**

Act promptly

Block off other areas of marina if not an in-water spill

Surround spilled material with booms or commercial absorbents, earth, kitty litter, peat, straw or sand (depending on where the spill is)

Use a liquid type recovery vacuum if needed and safe to do so

If large gas spill: Rope area off and proceed with clean-up. If on land, contact Fire Department if necessary.

**4. Obtain assistance if/as needed**

Board of Directors and Harbormaster should be notified immediately

Notify fire/police/public works/City/contractors depending on what the spill is.

**5. Notify applicable Government Agencies**

Prompt notifications are required especially for spills that have entered or may enter receiving water or sewers

Report all spills to Ministry of Environment, Conservation and Parks Spills Action Centre – 1-800-268-8080 and City of Hamilton Spill Reporting Line 905-540-5188

Spills to marina waters require contact to Environment Canada 905-312-0900

Spills to water bodies with fish or spills on or adjacent to First Nations land require contact with Environment and the emergency program office

For all other spills, contact the provincial emergency program office

**6. Commence recovery, cleanup and restoration action:**

Recover spill with booms and vacuum systems and contain recovered liquid for re-use if safe to do so, or dispose of through appropriate channels

Use inert absorbent to complete cleanup

Carry out cleanup and disposal in consultation with provincial and federal regulatory personnel

Note: Never spray soap or other dispersant on any spill. This will have a negative effect on the environment.

**For Large Spills on Water**

1. Make sure no one is on docks near spill
2. Do NOT allow boats to enter spill area
3. Do NOT allow boats to start up in spill area
4. Ensure there is NO Smoking anywhere that fuel can be smelled
5. Stand by to contact the Fire Department if needed

**Specific to the Dredging Machine**

1) Check for evidence of oil on water daily - if there is evidence, immediately deploy oil absorbent containment booms and oil only absorbent pads. Contain dredging machine. Then determine source and repair

2) check oil levels on engine and gearbox dip sticks

3) check oil level in hydraulic fluid tank sight gauge to ensure no loss is evident

4) lubricate all grease fittings and wipe excess grease with paper towels or absorbent cloths

5) If diesel or oil is spilled, do not wash away. A containment boom should be set up. Oil and diesel will not dissipate the way gasoline will.

## **Sinking or Sunken Boat**

Sunken boats commonly result in oil pollution when fuel bubbles and escapes from the submerged fuel tank (often through the air vent).

1. Know location and proper use of emergency pumps.
2. If boat has sunk, place oil spill containment around the boat since fuel will usually bubble up to the surface resulting in an oil spill.
3. Inform boat owner of proper procedure to remove boat.

### **Education & Communication**

Always act responsibly.

Communicate immediately with any Newport members or homeowners affected by the spill

Remind our members not to discharge oily residue from their bilge in to the marina water.

Recommend to members to keep absorbent socks or sheets on their boats to contain any spill.

Educate – work with local authorities to create educational sessions for members

Encourage open communication from members back to the Board should they observe irresponsible action within the marina.

Continue to communicate and re-enforce our no gassing policy in the marina.