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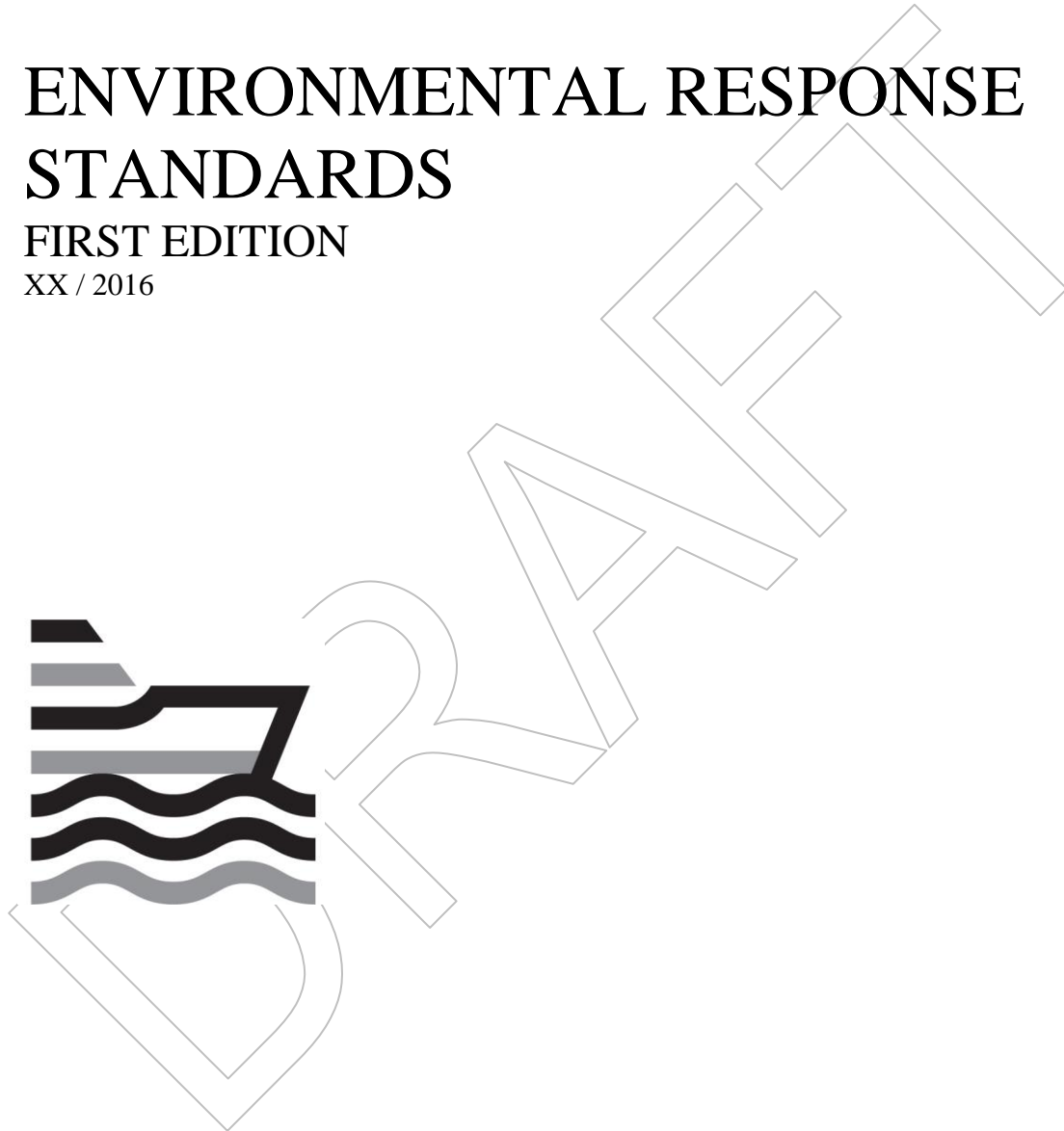


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(XX / 2016)

# ENVIRONMENTAL RESPONSE STANDARDS

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**1. GENERAL****1.1 INTRODUCTION**

1.1.1 The *Canada Shipping Act, 2001* (CSA 2001), Part 8, applies to all Canadian waters, which includes all inland waters and waters out to 200 nautical miles. It applies to vessels in those waters, oil handling facilities (OHF) engaged in or proposing to engage in the loading and unloading of oil to or from vessels and to certified Response Organizations (ROs), a RO seeking to renew their certificate of designation and to qualified person who makes an application to receive a certificate of designation.

1.1.2 It does not apply to vessels engaged in the location and removal of oil and gas from the seabed of internal waters, the territorial sea or the continental shelf of Canada. The *Canada Oil and Gas Operations Act* (1985) governs these activities, which is the responsibility of the Minister for Natural Resources Canada.

1.1.3 The *Environmental Response Standards* will support and provide context to the *Environmental Response Regulations* that deal with matters related to the prevention and response to marine spills from prescribed classes of OHFs that are engaged in the loading or unloading of oil to or from a vessel. The standards will also explain the types of vessels (prescribed) that require an arrangement with a response organization. This Transport Publication (TP) will support the Regulation and will replace the TP 12402 (Oil Handling Facilities Standard, 1995).

1.1.4 Oil Handling Facilities: This section of the TP will provide additional explanation of the requirements found in the regulations surrounding the details in the oil pollution prevention and emergency plans, exercises and training. It also describes the requirement for OHFs to have a declaration on site and to have an arrangement with a response organization (depending on the location of the facility).

1.1.5 Vessels: This section describes the requirements for prescribed classes of vessels to have a declaration on board and to have an arrangement with a response organization (depending on the location of the vessel).

**1.2 STATUTORY AUTHORITY**

1.2.1 As per the CSA 2001, Section 182, the Governor in Council may, on the recommendation of the Minister, make regulations for carrying out the purposes and provisions of Part 8, including regulations:

(a) respecting the circumstances in which operators of oil handling facilities shall report discharges or anticipated discharges of pollutants, the manner of making the reports and the persons to whom the reports shall be made (182(a));

(b) establishing classes of oil handling facilities and determining which of the requirements set out in sections 167.1 to 168.01 apply to the operators or, or to persons who propose to operate, oil handling facilities of each class (182(d.1));

(c) respecting oil pollution prevention plans and oil pollution emergency plans, including the time within which the plans shall be submitted to the Minister and the circumstances in which up-to-date plans shall be submitted to the Minister (182(d.2));

(d) respecting the procedures, equipment and resources referred to in paragraph 168(1)(e) and section 168.3 (182(d.3));

(e) respecting the information and documents referred to in sections 167.1 and 167.3 and subsection 168.01(2), including the time within which the information and documents shall be submitted to the Minister (182(d.4)); and

(f) prescribing anything that by this Part (Part 8) is to be prescribed (182(e)).

### 1.3 SUMMARY OF AUTHORITY

1.3.1 The *Environmental Response Standards* provides support to the *Environmental Response Regulations* as an instrument to ensure prescribed vessels have an arrangement with a RO and a declaration on board the vessel. The standards will also support the requirements of a prescribed OHF to have a declaration on site, an arrangement with a RO (where applicable), an oil pollution prevention and an oil pollution emergency plan, and the procedures, equipment and resources that an OHF will have for immediate use in the event of an oil pollution incident.

## 2. OIL HANDLING FACILITIES

### 2.1 GENERAL

2.1.1 This Part provides further explanation and support to the requirements found in the *Environmental Response Regulations* as it pertains to the prescribed classes of OHFs.

2.1.2 Part 8 of the CSA 2001 outlines the framework for prevention and response for those who propose to operate an OHF and operators of existing OHFs that are engaged in the loading or unloading of oil to or from a vessel.

2.1.3 The framework is built to ensure those persons who propose to operate an OHF notify the Minister of their intent and to provide the Minister with the plans in advance of commencement of operations.

2.1.4 For the operators of existing OHFs, the framework ensures that the operator of the OHF has an arrangement with a response organization (where applicable), an up to date oil pollution prevention and oil pollution emergency plans on site and have procedures, equipment and resources available for immediate use in the event of an oil pollution incident. The Act also establishes a requirement that if the operator proposes to make changes to its facility that will impact the loading and unloading of oil to or from a vessel, that the operator must notify the Minister of the intent, revise the plans and submit those plans to the Minister in advance of the change taking place.

2.1.5 The standards are intended to be used in support of the regulations and where necessary, provide further information for those items that are “specified” in the CSA 2001.

2.1.6 Each oil pollution prevention plan and oil pollution emergency plan will be unique, taking into account the geographic features specific to the facility.

## 2.2 PRESCRIBED CLASSES OF OIL HANDLING FACILITIES

2.2.1 CSA 2001 defines standards as including “specifications and technical and operational requirements”. Pursuant to Section 167.1 to 168.01 of the *CSA 2001*, the Minister may issue standards for OHFs. The standards provide details to persons who propose to operate an OHF of a class established by the regulations and for operators of OHFs of a class established by the regulations, in developing their oil pollution prevention plan and oil pollution emergency plan. These standards will also provide details on the requirements for procedures, equipment and resources as set out in the legislation (Section 168) and in the *Environmental Response Regulations* (made pursuant to Section 182 of the *CSA 2001*).

2.2.2 The classes of oil handling facilities set out in the *Environmental Response Regulations* are designed to be linked to the area in which they are located – at or south of 60 degrees north latitude or north of 60 degrees north latitude. It also establishes levels based on the facility’s maximum transfer rate per cubic metres per hour, in respect of oil that is loaded or unloaded to or from a vessel. In addition, these classes of OHFs must load or unload oil to or from a prescribed vessel referred to in Part 3 of the Regulations.

2.2.3 Though many of the requirements for OHFs are similar irrespective of their location, by separating them by geographical location allows the flexibility to establish different requirements. For example, OHFs located north of 60 degrees north latitude are not required to have an arrangement with a response organization just by the mere fact that there are currently no TC certified response organizations that service north of 60. However, in order to cover for the lack of a response organization, additional requirements are created in the regulations to ensure that those classes of OHFs have planned and are prepared to deal with a spill at the facility and have the necessary equipment, procedures and resources available to respond to a spill up to the total amount transferred.

## 2.3 DECLARATION

2.3.1 In accordance with the CSA 2001 Part 8, section 168, every OHF of a class established in regulation, shall have on site a Declaration, in the form set out in Schedule 1, that:

- (a) confirms the compliance with the *Environmental Response Regulations* and reporting requirements of the *Vessel Pollution and Dangerous Chemicals Regulations*;
- (b) confirms that the arrangement has been made (south of 60 degrees north latitude); and
- (c) identifies every person who is authorized to implement the arrangement (south of 60 degrees north latitude) and the oil pollution emergency plan.

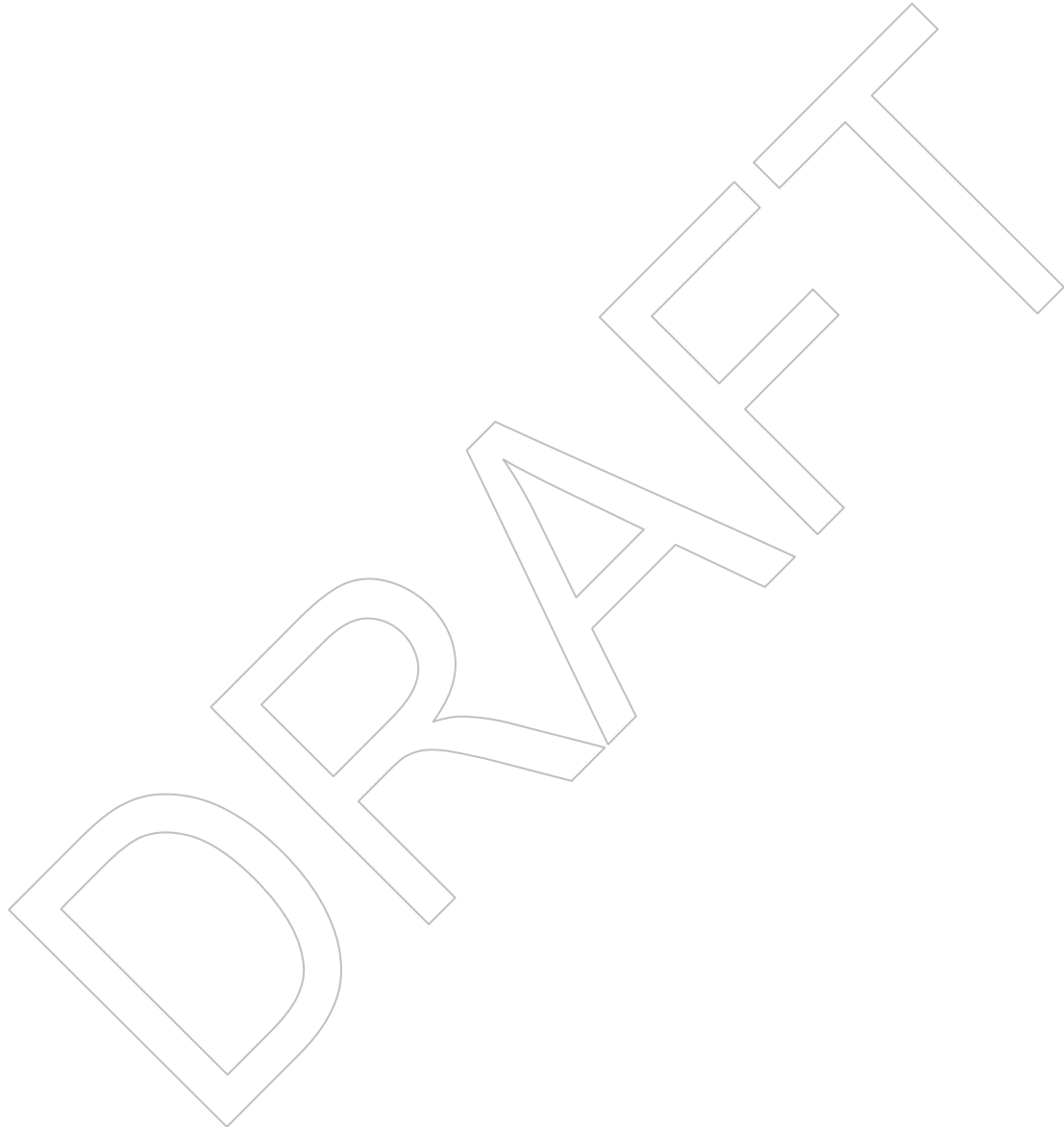
2.3.2 The purpose of the declaration is to bring together a few critical pieces of information from the oil pollution emergency plan and to have this information readily available in the event of an oil pollution incident. Experience has shown that the information supplied in this declaration can greatly reduce delays in mounting an effective response to an oil pollution incident.



2.3.3 There are two declarations found in schedule 1; one for OHFs located south 60 degrees north latitude and one for those located north of 60 degrees north latitude. The electronic version, that includes letter head, can be found in RDIMS at the following links:

- (a) [RDIMS-#6641854-OHF DECLARATION - SOUTH OF 60 - ENGLISH](#)
- (b) [RDIMS-#7663122-OHF DECLARATION - NORTH OF 60 DEGREES - ENGLISH](#)

See Schedule 1 for the OHF Declarations
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## 2.4 NOTIFICATION OF PROPOSED OPERATIONS

2.4.1 Upon receiving Royal Assent in December 2014, Bill C-3, *Safeguarding Canada's Seas and Skies* brought forward changes to the CSA 2001 which built a framework on the requirements for persons who propose to operate an oil handling facility. The Act lays out the timeframes for the submission of the oil pollution prevention and emergency plans (paragraphs 167.2(1)(a) and (b) of the CSA 2001) while the *Environmental Response Regulations* stipulate the timeframe for notifying the Minister of the person's intention to operate an OHF (section 167.1 of the CSA 2001).

2.4.2 In Part 2 of the regulations it stipulates that a person proposing to operate an OHF must notify the Minister of the intent at least 180 days before commencing transfer operations. This timeframe is consistent with the CSA 2001 requirement (s. 168.01) for notifying the Minister when proposed changes are being made to the OHFs' operations.

2.4.3 Schedule 2 of these standards provides the information the person should provide to the Department when making such notification of the proposed operations (section 167.1).

2.4.4 This advance notice will provide the department with the time needed to prepare for the receipt of the plans (ss. 167.1(1) - 90 days prior to commencement), review the plans and schedule the necessary inspections.

2.4.5 The prescribed requirements for the oil pollution prevention and emergency plans that the person submits to the Department are found in Part 2 of the Regulations.

## 2.5 NOTIFICATION OF PROPOSED CHANGE TO OPERATIONS

2.5.1 As part of the changes made to the CSA 2001 as part of Bill C-3, Section 168.01 lays out the framework and requirements for operators of OHFs that propose to make a change or permit a change to the facility.

2.5.2 Section 168.01 of the Act sets out the circumstances and the timeframes for notifying the Minister, the timeframes for submitting the revised oil pollution prevention and oil pollution emergency plans to the Minister and the obligation on the operator to ensure the plans meet the requirements set out in the regulations.

2.5.3 Schedule 2 of these standards provides the information that the operator of the OHF should provide to the Department when making such a notification.

## 2.6 OIL PREVENTION POLLUTION PLAN (OPPP)

### 2.6.1 General

These standards provide supporting details to the requirements found in the *Environmental Response Regulations* on what must be contained in the OPPP. This plan is designed to ensure that the necessary planning is undertaken to help prevent a discharge of oil during the loading or unloading of a vessel.

2.6.1.2 Each OPPP will be applicable to the particular OHF, taking into account the requirements found in the regulations. The operator of an OHF or a person who proposes to operate an OHF, of a class set out in the regulations, should take into account the specifics of the facility and its surroundings when developing the plan.

2.6.1.3 The objective of an OPPP is to help the OHF prevent discharges into the marine environment when loading and unloading oil to or from a vessel, by identifying the hazards associated with the OHF's activities and to assess the risk to the environment from these activities. The desired result is continuous improvement towards eliminating discharges of oil into the marine environment. In order to minimize the risk to the marine environment, prudence and due diligence in maintaining an effective OPPPs and marine operations is essential to mitigate the threat and ultimately strengthen the existing marine oil spill preparedness and response regime in Canada.

2.6.1.4 Examples of the type of activities surrounding the transfer operations include:

- (a) Berthing and unberthing of vessels;
- (b) Communications;
- (c) Transferring oil in bulk to or from a vessel;
- (d) Maintaining vessels at the berth;
- (e) Emergency procedures;
- (f) Maintaining critical equipment; and
- (g) Environmental conditions.

2.6.1.5 The operator of an OHF or a person who proposes to operate an OHF must have an OPPP, describing the preventive measures established at the oil handling facility involving the loading or unloading of oil to or from a vessel. The requirements for an OHF OPPP specifically target classes of OHF levels set out in the regulations.

Sections 2.6.2 to 2.6.4 are areas that should be considered while developing the prevention plan. Incorporating these areas will help to strengthen the plan and the effectiveness of the prevention activities during an oil transfer at the facility.

### 2.6.2 Environmental Policy

When developing the OPPP, consideration should be given to including the OHF's environmental policy that:

- (a) is appropriate to the nature, scale and environmental impacts of the OHF's marine activities;
- (b) includes a commitment to continual improvements and prevention of marine pollution;
- (c) includes a commitment to comply with relevant environmental legislation and regulations, and with other requirements to which the OHF subscribes;
- (d) provides the framework for setting and reviewing environmental protection objectives and targets; and
- (e) is documented, implemented and maintained and communicated to all employees.

### 2.6.3 Hazard Identification, Risk Assessment and Mitigation

While developing the plan, it is encouraged to identify the hazards associated with the transfer of oil to or from a vessel, assess the risks with those hazards and highlight the measures that will be taken to prevent an incident from happening. This could include:

- (a) the procedures identifying those activities undertaken at the OHF that may impact the marine environment, identify what could go wrong and when. Examples of such activities include:
  - a. ensuring the OHF's design capability, condition and water depth can handle the size of vessels transferring at the facility;
  - b. vessel berthing and unberthing;
  - c. vessel mooring and maintaining moor;
  - d. managing general tanker hazards while vessels are alongside;
  - e. developing a joint, mutual acceptable (between vessel and OHF) plan for oil transfer;
  - f. implementing and maintaining the oil transfer plan;
  - g. suspending or completing the oil transfer;
  - h. a temporary or permanent change in the facility's design, equipment or operating procedures is introduced; if
  - i. the equipment fails or becomes defective.
- (b) an assessment of the probability and consequences of an incident resulting from the identified hazards.
- (c) identifying the processes (measures) used to manage the risks identified through the assessments.

#### 2.6.4 Risk Identification and Analysis

The plan should contain procedures that identify the environmental factors of the OHFs activities that the OHF can control, and over which the OHF can be expected to have an influence, in order to determine those risks which have or can have significant impacts on the marine environment. The factors related to those significant impacts should be considered in setting its environmental protection objectives.

#### 2.6.5 Duties of Operators

It is important that the plan describes those preventative duties that the operator of the OHF is responsible for and that are in line with the regulations. As per the regulations, some of those duties include:

- (a) securing the vessel while taking into consideration the weather and the tidal and current conditions, and that the mooring lines are tended so that the movement of the vessel does not damage the transfer conduit or its connections. This is a shared responsibility between the vessel and the operator of the OHF where applicable.
- (b) loading or unloading procedures;
- (c) reporting for readiness prior to commencement of the transfer operation;
- (d) communications between the vessel and OHF;
- (e) readiness of equipment and procedures for the transfer; and
- (f) attendance of competent personnel during the transfer operation.

#### 2.6.6 Training for Operators

The operator of the OHF must ensure the personnel engaged in the loading and unloading of a vessel are prepared for the responsibilities that they may be requested to undertake by receiving the appropriate training.

2.6.6.1 The training should include but is not limited to the following criteria:

- (a) Equipment deployment techniques;
- (b) Spill prevention, control, and countermeasure;
- (c) WHMIS;
- (d) Roles and responsibilities of various responders; and
- (e) Site safety plan.

## 2.7 OIL POLLUTION EMERGENCY PLAN (OPEP)

### 2.7.1 General

The standards provide supporting details to some of the requirements found in Part 2 of the *Environmental Response Regulations* on what must be contained in the OPEP. This plan is designed to be used in the planning process in the preparation to respond to a discharge of oil during the loading or unloading of a vessel.

2.7.1.1 Each OPEP will be unique, taking into account the resources, equipment, procedures and geographic features used in the event of a discharge of oil during loading or unloading of a vessel at the OHF.

2.7.1.2 The operator of an OHF or a person who proposes to operate an OHF, of a class set out in the regulations, must take into account the specifics of the facility and its surroundings when developing the plan.

2.7.2 The OPEP must include the information set out in the regulations. The policies and procedures that are important in the plan are those that the operator of the OHF will follow in the event of an oil pollution incident. Some examples of such policies and procedures would be:

- a description of the activities (procedures) that will be carried out in the event of an oil pollution incident.
- the procedures, equipment and resources that the operator of the OHF must plan for and have available for immediate use and will implement in the event of a discharge of oil during the loading or unloading of a vessel. The details are found within the regulations including time standards that the facility must achieve in the event of a spill. These time standards are critical to ensure an immediate response is undertaken by the operator of the OHF.
- the commitment to shut down immediately and not restart loading or unloading operations in a manner that would interfere with the immediate, effective and sustained response to the oil pollution incident.
- the commitment to not restart loading and unloading operations until it is safe to do so.
- the procedures which the operator of the OHF plans to follow in response to an oil pollution incident.

### 2.7.3 Scenario development and Factors

As part of the plan, oil pollution scenarios must be developed that describe the incident and the proposed response to possible discharge.

2.7.3.1 As per the Regulations, the assumptions used in each scenario that is developed, must take into account, at a minimum, the following factors.

- the nature of the oil product;
- the types of vessels that are loaded or unloaded at the OHF;
- the tides and currents that exist at the OHF;
- the meteorological conditions that exist at the OHF;
- the surrounding areas of environmental sensitivities that would likely be affected by an oil spill;

- the measures that will be implemented to minimize an oil pollution incident; and
- the time in which an effective response to an oil pollution incident can be carried out that meets or exceeds the times in stated in the regulations.

#### **2.7.4 Oil Pollution Incident - Priorities**

As per the Regulations, the OPEP must contain a description of the activities that will be carried out in the event of an oil pollution incident, taking into account the priorities, the order and the time within which those activities will be carried out and the names of the persons responsible for carrying them out.

2.7.4.1 The following are the priorities that must be considered:

- the safety of the facility's personnel;
- the safety of the facility;
- the safety of the communities living adjacent to the facility;
- the prevention of fire and explosion;
- the minimization of the oil pollution incident;
- the notification and reporting of the oil pollution incident;
- the environmental impact of the oil pollution incident; and
- the requirements for cleaning up the oil pollution incident including the areas of environmental sensitivities/ecosystems around the OHF.

#### **2.7.5 Exercises**

The exercise program is an integral part of the OHF's emergency plan. The primary goal of the exercise program is to evaluate the effectiveness of all aspects of the procedures, equipment and resources identified in the plan, the capabilities of OHF response staff, and the interaction between the OHF, vessels, other government agencies and response organizations. Exercises are a tool to ensure the knowledge, skills and ability of the personnel engaged in the response activities are understood and can be tested in a controlled environment. Exercises are divided in four categories: internal notification, external notification, deployment and table-top (management).

2.7.5.1 When designing an exercise, specific evaluation criteria should be developed. The evaluation criteria should be based on the actions expected to be carried out as described in the procedures in the OPEP. A copy of the exercise design document should be sent to Transport Canada at least 30 days in advance of the exercise to allow the marine safety inspector sufficient time to review the objectives of the exercise, raise any concerns and to be prepared to attend and evaluate the exercise when it is conducted.

2.7.5.2 To test the interaction between various parties, exercises should be coordinated with Transport Canada Marine Safety and Security, vessels that could be used when responding to an oil pollution incident and vessels engaged in oil transfer operations, response organization(s), the Canadian Coast Guard, Environment Canada and Climate Change and First Nations.

2.7.5.3 As per the regulations, it is important to identify any gaps as a result of the exercise and make the appropriate adjustments to the prevention or emergency plan.

2.7.5.4 The following table lays out the objectives of the various types of exercises, a description of the exercises and the suggested frequency the exercises should be carried out.

**OIL HANDLING FACILITIES - EXAMPLE OF EXERCISE PROGRAM**

TYPES OF EXERCISE	DESCRIPTION	FREQUENCY
<p><b>Internal notification:</b>  <b>Objective:</b> Verify the ability to contact, in a reasonable time, OHF response staff identified in the OHF's emergency plan.</p>	<ul style="list-style-type: none"> <li>▪ Notification of emergency call out</li> <li>▪ Activation of the OHF response/management team</li> </ul>	<p>Two (2) times a year</p>
<p><b>External notification:</b>  <b>Objective:</b> Verify the ability to contact OHF authorities, company management, governments and other organizations identified in the OHF's emergency plan within a reasonable time.</p>	<ul style="list-style-type: none"> <li>▪ External notification systems – emergency call out to OHF neighbours</li> <li>▪ Mobilization of the OHF response/Management team</li> <li>▪ Activation of ROs and contractors</li> <li>▪ Notification of government and non-government agencies</li> <li>▪ Notification of the federal emergency number found in the plan</li> </ul>	<p>Once a year</p>
<p><b>Deployment:</b>  <b>Objective:</b> Evaluate the effectiveness of the OHF response team in following the procedures established to contain/recover a spill, using response equipment described in the emergency plan within time standards.</p>	<ul style="list-style-type: none"> <li>▪ Shut down procedures</li> <li>▪ Source control</li> <li>▪ Deployment of equipment</li> <li>▪ Containment and recovery activities</li> <li>▪ Site Safety Plan development</li> </ul>	<p>Once a year</p>
<p><b>Table Top - Management:</b>  <b>Objective:</b> Evaluate all aspects of the OHF's response management system by simulating an incident using a scenario with inputs. Simulation of deployment of equipment and activation of personnel. Test the communication, briefing, reporting and data and records collection and management techniques.</p>	<ul style="list-style-type: none"> <li>▪ Identification of the On-Scene Commander</li> <li>▪ Establishment of the management team</li> <li>▪ Understanding roles and responsibilities of mandated agencies</li> <li>▪ Situational analysis</li> <li>▪ Spill Trajectory</li> <li>▪ Environmental assessment</li> <li>▪ Site Security</li> <li>▪ Financial record management</li> <li>▪ Equipment tracking</li> <li>▪ Waste management (disposal)</li> <li>▪ Preparation of Incident Action Plan</li> <li>▪ Public Awareness/notification</li> <li>▪ Post incident de-briefing</li> </ul>	<p>Once every three (3) years</p>

2.7.5.5 For those prescribed OHFs that have a shortened shipping season, for example, OHFs located north of 60 degrees north latitude, the suggested frequency noted in the above table, may not be feasible. As an alternative, a deployment and notification exercise should be conducted once each season, prior to receiving the first shipment.



### 2.7.6 Training

Training is an integral part of the OHF's emergency plan. Training activities are a tool to ensure the knowledge, skills and ability of the personnel taking part in the response activities are current and correspond to their roles in an incident.

The following are examples of the type of training criteria that should be considered when providing training to personnel or other individuals who might be called upon to respond to an oil pollution incident.

#### 2.7.6.1 TRAINING CRITERIA

##### a) FAMILIARIZATION WITH THE EMERGENCY PLAN

GOAL: Each OHF staff member is familiar with the contents of the oil pollution emergency/prevention plan and be proficient in the functions that may be assigned to them.

##### b) TRAINING OF THE NOTIFICATION SYSTEM

GOAL: Members of the OHF response team are trained in the procedures on how to activate the internal/external notification system.

##### c) TRAINING FOR RESPONSE MANAGERS - ROLES AND RESPONSIBILITIES DURING AN INCIDENT

GOAL: The OHF response team managers are familiar with their roles and responsibilities during an incident and their interaction with representatives of government and non-government agencies involved in an effective spill response.

##### d) THEORETICAL AND HANDS-ON TRAINING FOR DEPLOYMENT OF POLLUTION COUNTERMEASURE EQUIPMENT.

GOAL: Provide the response team with the ability to effectively use the equipment to contain, within one hour, and recover within six hours a spill occurring during oil transshipment (the time standards found in the Regulations). It is important this type of training covers the handling of all response equipment described in the emergency plan e.g., containment equipment (booms, absorbent material, anchors, etc), recovery equipment (vacuum trucks, oil skimmers, etc) and establishing temporary storage for recovered oil and oily waste, as required. If the emergency plan includes other strategies, the OHF response team should know how to handle the appropriate equipment and the procedures.

##### e) TRAINING IN THE SAFETY COMPONENT OF THE EMERGENCY PLAN

GOAL: Each member of the OHF response team is familiar with the safety standards and relevant health and safety legislation. This legislation includes such things as federal, provincial and territorial occupational health and safety laws, such as the *Transportation of Dangerous Goods Act*, Workplace Hazardous Materials Information System (WHMIS) requirements, etc.

### 2.7.6.2 Recommendations and Guidance for Training

The following types of courses are recommended to prepare OHF personnel for oil pollution incidents:

- (a) Familiarization with the OPEP;
- (b) Training of the notification system;
- (c) Training for response managers - roles and responsibilities during an incident;
- (d) Theoretical and hands-on training for deployment of pollution countermeasure equipment;
- (e) Training in the safety component of the plan;
- (f) Transfer operations;
- (g) Basic vessel information;
- (h) Vessel arrival /departure procedures;
- (i) Small vessel operator training appropriate to the vessel operating requirements; and
- (j) Familiarization with response management systems (i.e. Incident Command System).

**3. VESSELS****3.1 GENERAL**

3.1.1 All prescribed vessels destined to a Canadian port must ensure that they have a valid arrangement in place with the certified oil spill response organization (RO) in their region prior to arrival in Canadian waters.

3.1.1.1 The CSA 2001 Part 8, paragraph 167(1)(a) states the following:

*“(a) every prescribed vessel or vessel of a prescribed class shall have an arrangement with a response organization in respect of a quantity of oil that at least the total amount of oil that the vessel carries, both as cargo and as fuel to a prescribed maximum quantity, and in respect of waters where the vessel navigates or engages in marine activity”*

**3.1.2 Declaration**

The purpose of the declaration is to bring together a few critical pieces of information that are readily available in the event of an oil pollution incident. Experience has shown that the information supplied in this declaration can greatly reduce delays in mounting an effective response to an oil pollution incident.

In paragraph 167(1)(b) of the CSA 2001, every prescribed vessel must have on board a declaration, that:

- (a) Identifies the name and address of the vessels insurer or, in the case of a subscription policy, the name and address of the lead insurer who provides pollution insurance coverage in respect of the vessel;
- (b) Confirms the arrangement has been made (south of 60 degrees north latitude), and
- (c) Identifies every person who is authorized to implement the arrangement (south of 60 degrees north latitude).

3.1.2.1 In addition to the above, the declaration also identifies the name of the person responsible for implementing the Shipboard Oil Pollution Emergency Plan (SOPEP) required by subsection 27(1) of the *Vessel Pollution and Dangerous Chemicals Regulations*.

3.1.3 There are two declarations found in schedule 3 of this standard; one for vessels located south 60 degrees north latitude and one for vessels located north of 60 degrees north latitude. The electronic version, that includes letter head, can be found in RDIMS at the following links:

- (a) [RDIMS-#6816303-ER VESSEL DECLARATION, SOUTH OF 60 - ENGLISH](#)
- (b) [RDIMS-#7662591-ER VESSEL DECLARATION - NORTH OF 60 - ENGLISH](#)

See Schedule 3 for the Declaration for a Vessel

**4. SCHEDULES**

**SCHEDULE 1 - OIL HANDLING FACILITY DECLARATION SOUTH OF 60 DEGREES NORTH LATITUDE**

Pursuant to subsection 168(1) of the *Canada Shipping Act 2001* (CSA 2001), I,  
\_\_\_\_\_, declare to comply

*(Name of the Operator of the oil handling facility)*

- (i) with the Environmental Response Regulations on the detection of an oil pollution incident that arises out of the loading or unloading of oil to or from a vessel (declare the manner in which the operator will comply with the regulations).
- (ii) with the *Vessel Pollution and Dangerous Chemicals Regulations (SOR/2012-69)*, respecting the circumstances in which operators of oil handling facilities shall report discharges or anticipated discharges of oil, the manner of making the reports and the persons to whom the reports shall be made.
- (iii) with CSA 2001, Part 8 paragraphs 168(b)(ii) and (iii) in which

I have an arrangement with the response organization known as

\_\_\_\_\_  
*(Name of response organization)*

The arrangement is with respect to \_\_\_\_\_ tonnes of oil and in respect of  
*(Number of tones)*

\_\_\_\_\_  
*(Geographic location of the oil handling facility)*

The persons listed below are authorized to implement the arrangement.

\_\_\_\_\_  
*(Name, address, telephone number and fax or e-mail address)*

\_\_\_\_\_  
*(Name, address, telephone number and fax or e-mail address)*  
*(If required, attach additional pages)*

The persons listed below are authorized to implement the oil pollution emergency plan.

\_\_\_\_\_  
*(Name, address, telephone number and fax or e-mail address)*

\_\_\_\_\_  
*(Name, address, telephone number and fax or e-mail address)*  
*(If required, attach additional pages)*

\_\_\_\_\_  
*(Signed by the operator of the oil handling facility or its representative)*

\_\_\_\_\_  
*(Date)*

**DECLARATION - OIL HANDLING FACILITY NORTH OF 60 DEGREES NORTH  
LATITUDE**

Pursuant to subsection 168(1) of the *Canada Shipping Act 2001* (CSA 2001), I,  
\_\_\_\_\_, declare to comply

*(Name of the Operator of the oil handling facility)*

- (i) with the *Environmental Response Regulations*, on the detection of an oil pollution incident that arises out of the loading or unloading of oil to or from a vessel (declare the manner in which the operator will comply with the regulations).
- (ii) with the *Vessel Pollution and Dangerous Chemicals Regulations (SOR/2012-69)*, respecting the circumstances in which operators of oil handling facilities shall report discharges or anticipated discharges of oil, the manner of making the reports and the persons to whom the reports shall be made.

All the information contained in the submission is true and complete to the best of my ability and accurately reflect our interpretation of the regulations.

The persons listed below are authorized to implement the oil pollution emergency plan.

\_\_\_\_\_  
*(Name, address, telephone number and fax or e-mail address)*

\_\_\_\_\_  
*(Name, address, telephone number and fax or e-mail address)*  
*(If required, attach additional pages)*

\_\_\_\_\_  
*(Signed by the operator of the oil handling facility or its representative)*

\_\_\_\_\_  
*(Date)*

**SCHEDULE 2 – NOTIFICATION OF PROPOSED OPERATIONS OR  
NOTIFICATION OF A CHANGE TO OPERATIONS**

<b><u>OHF OPERATOR</u></b>	
•	Company Name _____
•	Company Address _____
•	Authorized person in charge of OHF _____
•	Contact information- (e-mail and telephone number) _____
<b><u>SITE</u></b>	
•	Facility Name _____
•	Facility Mailing Address _____
•	Geographic Location –Please include area nautical chart number (if applicable) _____
<b><u>NATURE OF OPERATION (PROPOSED OR CHANGED)</u></b>	
•	Load or unload from oil tankers (or tank barges) >150 tonnes _____
•	Load or unload from vessels >400 tonnes or carry oil as fuel or cargo _____
<b><u>SHIPPING COMPANY NAME AND CONTACT</u></b>	
_____	
<b><u>QUANTITY AND TYPE OF PRODUCT TRANSFERRED (PROPOSED OR CHANGED)</u></b>	
<b>PRODUCT(S)</b> _____	
<b>QUANTITY</b> _____	
<b>TRANSFER RATE M3/H</b> _____	
<b>ANNUAL TRANSFER AMOUNT (METRIC TONNES)</b> _____	
<b><u>OIL POLLUTION PLANS</u></b>	
•	Do you have a current oil pollution emergency plan at your facility? <b>Y / N</b>
•	Do you have a current oil pollution prevention plan at your facility? <b>Y / N</b>
•	Do you have a current OHF Declaration at your facility? <b>Y / N</b>
<b><u>OIL SPILL RESPONSE EQUIPMENT</u></b>	
•	Do you have a current inventory of oil spill response equipment at OHF site? <b>Y / N</b>
<b><u>DATE SUBMITTED</u></b>	
Year/Month/Day _____	MSI _____ FILE# _____

**SCHEDULE 3 - DECLARATION FOR A VESSEL THAT IS IN WATERS SOUTH OF THE SIXTIETH PARALLEL OF NORTH LATITUDE**

Pursuant to subparagraph 167(1)(b)(i) of the *Canada Shipping Act 2001*, I declare that

(a) with respect to pollution insurance coverage, the vessel's insurer is:

\_\_\_\_\_  
*(Name, address, phone number)*

(b) in accordance with paragraph 167(1)(a) of the *Canada Shipping Act 2001*, I have an arrangement with the response organization known as:

\_\_\_\_\_  
*(Name of Response Organization)*

(c) the arrangement is in respect of \_\_\_\_\_ tonnes of oil and in respect of the following waters: \_\_\_\_\_

*(waters in which the vessel is operating)*

(d) pursuant to subparagraph 167(1)(b)(iii) of the *Canada Shipping Act 2001*,

(i) the following persons are authorized to implement the arrangement described in paragraph (b)

\_\_\_\_\_  
*(Name, telephone, fax or telex number)*

\_\_\_\_\_  
*(Name, telephone, fax or telex number) (if required attach additional pages)*

(ii) the following persons are authorized to implement the shipboard oil pollution emergency plan required by subsection 27(1) of the *Vessel Pollution and Dangerous Chemicals Regulations*

\_\_\_\_\_  
*(Name, telephone, fax or telex number)*

\_\_\_\_\_  
*(Name, telephone, fax or telex number) (if required attach additional pages)*

\_\_\_\_\_  
*(Signed by Master or owner) (Date)*

**DECLARATION FOR A VESSEL THAT IS IN WATERS NORTH OF THE SIXTIETH  
PARALLEL OF NORTH LATITUDE**

Pursuant to subparagraph 167(1)(b)(i) of the *Canada Shipping Act 2001*, I declare that

(a) with respect to pollution insurance coverage, the vessel's insurer is:

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*(Name, address, phone number)*

(b) The following persons are authorized to implement the shipboard oil pollution emergency plan required by subsection 27(1) of the *Vessel Pollution and Dangerous Chemicals Regulations*

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*(Name, telephone, fax or telex number)*

---

*(Name, telephone, fax or telex number) (if required attach additional pages)*

---

*(Signed by Master or owner) (Date)*