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| Fuels Safety Program | Ref. No.: FS-213-14 | Rev. No.: |
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Subject: **Guidelines for Responding to Fuel Oil Spills and Leaks**
Distribution: Posted on TSSA website and sent to Liquid Fuels Advisory Council and, TSSA Liquid Fuels Risk Reduction Group, Canadian Federation of Agriculture, Canadian Oil Heat Association, Ontario Petroleum Contractor's Association and posted to the TSSA website"

INTRODUCTION

This advisory contains guidelines for responding to accidental releases (spills) and leaks of fuel oil, including incident assessment, containment, reporting and documentation and connecting a temporary /emergency fuel supply.

Adherence to these guidelines will help ensure incidents are handled in a manner that best protects the environment and that preserves the scene of the incident for investigation (as required by s. 21(2) of the Fuel Oil Regulation (O. Reg. 213/01)).

For incident reporting obligations under the regulation, see the "Guideline for Incident Reporting Criteria for Hydrocarbon Fuels Industry" (May 2002, on TSSA website).

GUIDELINES FOR RESPONDING TO FUEL OIL LEAKS AND SPILLS

1. Take spill control supplies to the site of the fuel oil leak or spill (the "incident").
2. Once at the incident site, assess the incident hazard.
3. Make the installation safe. Stop, minimize and contain the spill or leak.
4. Contact the Spills Action Center (SAC): **1-800-268-6060**; follow the "Guideline for Incident Reporting Criteria for Hydrocarbon Fuels Industry" (May 2002).
5. If there is an immediate need to disturb any article (i.e., beyond closing the tank manual isolation valve, installing a spill tray under the tank, or plugging the vent pipe without the use of tools), inform the SAC operator that this is an emergency situation and request an immediate telephone call from the TSSA Fuels Safety Program on-call person.
6. After calling SAC, and while waiting for TSSA, document the incident. Take pictures of the incident including the dwelling, tank, piping, appliance, affected area and point of product loss. The pictures should also include a reference object such as a ruler, pen or similar device.
7. Prepare an incident report that includes the following information:
 - a. Name and contact information of the responder(s)
 - b. Incident date/time
 - c. Cause and source of leak/spill (tank, line, overfill, etc.)

- d. Incident site and on-site contact person information:
 - i. name
 - ii. address, including city/town/municipality and nearest intersection and/or GPS coordinates
 - iii. phone number
 - iv. e-mail address
 - e. Estimated volume of fuel lost to the environment
 - f. Estimated volume remaining in the tank
 - f. Distance to nearest body of water (ditch, creek, river, lake)
 - g. Distance to water well
 - h. Distance to property line
 - i. Fuel system information:
 - i. tank manufacturer
 - ii. type of tank (e.g, single wall, double wall, steel, fibreglass)
 - iii. tank size
 - iv. end outlet or bottom outlet
 - v. tank manufacture date
 - vi. tank serial number (if available)
 - vii. tank service valve location
 - viii. installation date
 - ix. type of supply and return line
 - x. type of line protection
 - xi. filter manufacturer
 - j. Fuel distributor and last fill date (if available)
 - k. Location of the tank
8. If there is no response from TSSA within 45 minutes, the responder(s) may:
- a. Assess the required work by certified and qualified personnel which may require repositioning/removal of the tank/equipment. The tank and equipment should stay on site.
 - b. If properly trained:
 - i. collect a visible pool of product and store on-site in a secure and protected manner; and
 - ii. collect any visibly contaminated soil and store on site in a secur and protected manner (call before you dig: 1-800-400-2255);
9. If necessary, set up a temporary/emergency fuel supply. If the temporary/emergency fuel supply utilizes a 205 L (45 gal) drum:
- a. As required by the Ontario Installation Code for Oil-burning Equipment, clause 3.3.1, the drum must be in good condition.
 - b. The drum bears either the embossed:
 - i. certification marking "CTC", "BTC", "ICC", "DOT", or "TC" followed by 5, 5A, 5B, 5C, or 5M; or
 - ii. marking "UN" followed by 1A1/X/175, 1A1/Y/175, 1B1/X/175, or 1B1/Y/175.
 - c. Protect outdoor drums with secondary containment in a manner that prevents rain-water accumulation (e.g., by installing a tarp).
 - d. Fuel oil tubing/piping must comply with the current Fuel Oil Code Adoption Document and CSA-B139ON-06.
 - e. The drum must be vented in accordance with section 6.13 of the current Fuel Oil Code Adoption Document and CSA-B139ON-06.
 - f. Limit use of the temporary/emergency fuel supply to no more than 30 days.