

Spill Reporting Procedure for Transportation of Dangerous Goods

1. Application

This procedure applies to any University of Ottawa professor, student, or employee **TRANSPORTING** dangerous goods as defined by the Transportation of Dangerous Goods Act, Clear Language version dated 2002.

These persons are responsible for ensuring the goods are packaged properly, transported according to the applicable requirements, and reporting releases to the environment to the appropriate authorities.

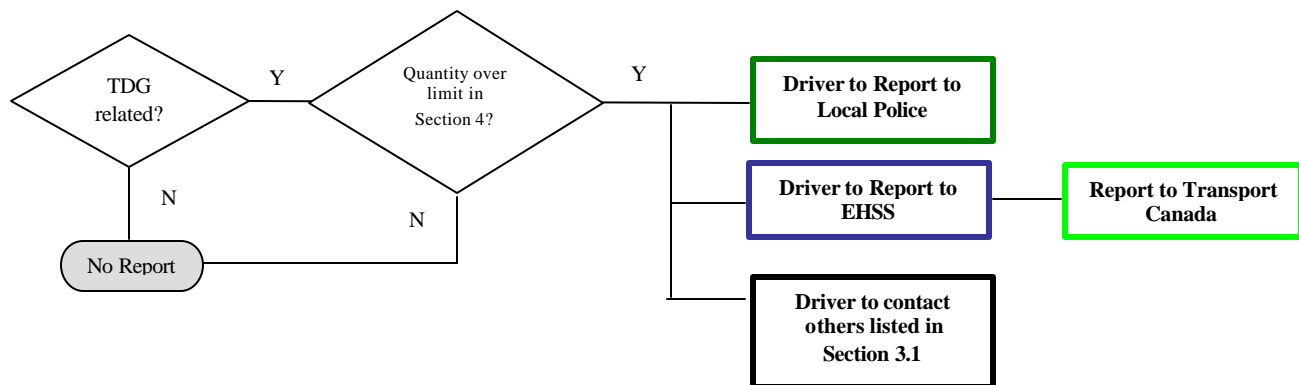
2. Insurance

As per the Ontario Transportation of Dangerous Goods Regulation 261 clause 8:

Every person who transports dangerous goods on a highway shall carry with an insurer licensed under the Insurance Act motor vehicle liability insurance in an amount of not less than \$2,000,000 for each motor vehicle or combination of vehicles used to transport dangerous goods.

The driver is to verify with Materials Management at (613) 562-5746 or by e-mail at mms@uottawa.ca if the insurance requirements are met if the vehicle is a University rental/lease. If the vehicle is not owned/rented/leased by the University, the owner must obtain proper insurance coverage.

3. Reporting TDG Spills



3.1 Call List for Verbally Reporting Spills of Dangerous Goods being transported by person employed by University.

The accidental release of dangerous goods during transport must be reported by the **driver** to:

1. the local police at 911 (or emergency number applicable to the area);
2. the University Environmental Health and Safety Service at (613) 562-5892;
3. the person at the University who signed the shipping document;
4. the vehicle leasing/rental company if the vehicle is rented;

3.2 Immediate Verbal Report Content

The immediate report must include as much of the following information as is known at the time of the report:

- (a) the shipping name or UN number of the dangerous goods;
- (b) the quantity of dangerous goods that
 - was in the means of containment before the accidental release, and
 - is known or suspected to have been released;
- (c) a description of the condition of the means of containment from which the dangerous goods were released, including details as to whether the conditions of transport were normal when the means of containment failed;
- (d) for a cylinder that has suffered a catastrophic failure, a description of the failure. For example, there was an explosion, a valve sheared off or there was a crack in the cylinder.
- (e) the location of the accidental release;
- (f) the number of deaths and injuries resulting from the accidental release; and
- (g) an estimate of the number of people evacuated from private residences, public areas or public buildings as a result of the accidental release.

4. TDG Clear Language Reporting Criteria

Class	Quantity	Emission Level
1	Any quantity that could pose a danger to public safety or > 50 kg	
2	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more	
3	> 200 L	
4	> 25 kg	
5.1	> 50 kg or 50 L	
5.2	> 1 kg or 1 L	
6.1	> 5 kg or 5 L	
6.2	Any quantity that could pose a danger to public safety or > 1 kg or 1 L	
7	Any quantity that could pose a danger to public safety	An emission level greater than the level established in section 20 of the "Packaging and Transport of Nuclear Substances Regulations"
8	> 5 kg or 5 L	
9	> 25 kg or 25 L	

5. Training

All personnel and students transporting dangerous goods shall participate in TDG Clear Language training for Drivers course offered by EHSS.

The training must be renewed every three (3) years. A copy of their training record will be maintained by EHSS.

6. Records of Shipment

A copy of the shipping document must be provided to EHSS and the EHS Officer (if from the Faculties of Medicine or Science). This can be faxed to EHSS at (613) 562-5112.

For more information on TDG and training please contact the Environmental Health and Safety Service at (613) 562-5892 or by e-mailing safety@uottawa.ca.