



**CONTINGENCY PLAN INSTRUCTION SHEET  
FOR PESTICIDE APPROVAL AND CERTIFICATE HOLDERS**

**INTRODUCTION**

The preparation of a contingency plan requires that a specific operation be looked at to identify what can create a hazard (ie. chemicals, fuel); how these products are stored, handled or transported; where leaks or releases may occur; what damage can result; who can respond to the incident and how they will respond. **The goal of a good contingency is a good action plan.**

1. **Reportable Quantities**

If a spill occurs and the amounts stated below are exceeded, then it is mandatory to contact the **Environmental Emergency number 1-800-565-1633.**

a)	Fuel/oil		100 litres or more
b)	Pesticides	Concentrate	5 kg or 5 litres
		Mix	70 litres or more

**NOTE:** **Judgement must be exercised** when reporting spills lower than the stated amounts. **(ie. spills on or near drinking water sources or other sensitive areas should be reported regardless of the amount)**

2. **Scope**

This section should describe the general purpose of the plan. (ie. type of work, geographic location)

3. **Notification Procedures**

Step 3.1: Upon discovery of a release it is necessary to immediately contact the **Environmental Emergency Number.**

Step 3.2: List various agencies which may need to be contacted depending on the severity of the situation; it is important to have these numbers available.

Step 3.3: Identify the names and phone numbers (24 hrs/day) of the appropriate company representatives, who will activate internal reporting procedures.

4. **Person in Charge**

This person **will be designated by the applicant for the Business Operator's Certificate to oversee response** to emergencies or accidental spills. **The person in charge will be considered to have full authority to make decisions, commit resources, and communicate with personnel representing government agencies and prepare a follow up report if necessary.** ( Following the incident and completion of the cleanup, the Nova Scotia Department of Environment and Labour may require a follow up report which documents the cause of the incident, response and clean up measures taken, final site conditions, and measures to prevent a re-occurrence. **State the position this individual holds in the business.**

5. **Containment and Clean-up Procedures**

Step 5.1: Indicate the names of pesticides, including PCP numbers, which may be stored on site or transported at any given time.

Step 5.2: Indicate maximum amount of pesticides on site, transported, and stored.

Step 5.3: Indicate types of equipment readily available for containment and clean-up. This should include absorbent materials, etc.

6. **Disposal**

Indicate acceptable disposal procedures suitable for the contingencies for which the plan was written.

7. **Public Relations**

Identify person who will respond to media/public inquiries.

8. **Reporting**

Indicate the person responsible for submitting damage investigation reports.

***A damage investigation report shall be submitted to the nearest NSDEL Regional or District Office within 48 hours after the release of a pest control product.***

9. **Signature of Fire Chief or designate.**

Signature by the Fire Chief or designate in no way constitutes approval of the plan. It simply means the fire department has seen the plan and been notified of the pesticides in storage. This signature is required for storage sites containing greater than any 25 litres or 25 kilograms or a combination of volume/litres or weight/kilograms greater than 25. A signature is not necessary for smaller quantities stored for immediate use.

10. **Training**

An emergency situation often provides unfamiliar, emotional and hostile working environment for the responders. Staff with little training or experience will have difficulty dealing effectively with an incident. Staff training should include a pre-season review of the contingency plan, and staff roles and responsibilities in the event of an incident.



**4. PERSON IN CHARGE**

Indicate person in charge in the event of an emergency. **See item # 4, "Person in Charge" as per Contingency Plan Instruction Sheet.** Also, state the position they hold in the business or company.

**(Please print)** \_\_\_\_\_

**5. CONTAINMENT AND CLEAN-UP PROCEDURES**

5.1 Pesticide(s) on site/transported

5.2 Maximum quantity on hand

5.3 Types of containment and clean-up equipment

**6. DISPOSAL**

Indicate disposal procedures of contaminated material.  
(This will normally involve consulting Department of Environment and Labour )

**7. PUBLIC RELATIONS**

Identify spokesperson in the event of a chemical emergency.

**(Please Print)** \_\_\_\_\_

**8. REPORTING**

Indicate person responsible for submitting chemical damage report.

**(Please Print)** \_\_\_\_\_

**9. \_\_\_\_\_**  
**(please print) Signature of Fire Chief or designate**

\_\_\_\_\_  
**Signature of Fire Chief or designate**

**Dated**

(Signature of the Fire Chief or designate in no way constitutes approval of the plan. It simply means the fire department has plan and been notified of the pesticides in storage. This signature is required for storage sites containing greater than 25 litre kilograms, or any combination of greater than 25. It does not apply to small quantities for immediate use.)

**The contingency plan must be submitted with the yearly renewal of the Business Operators Certificate and/or application for an approval.**

**A current copy of the operator's contingency plan must be available at all treatment sites while pesticide applications are being undertaken.**