

# Hazardous Material Management Standard – Frequently Asked Questions



# VERSION CONTROL

VERSION	DATE	CHANGES MADE	PREPARED BY	APPROVED BY
1.0	May 2, 2024	NEW	James Jorgensen	
1.1	June 12, 2024	Legal Review	Janell Donohue	
1.2	June 14, 2024	Edits from Legal review included	James Jorgensen	

**1. Why was the Hazardous Material Management Standard established?**

- a. To provide guidance and support to responsible persons located on YYC and YBW properties. To ensure safe and environmentally responsible handling, transportation, use and storage of hazardous or dangerous goods and materials. This includes protecting any person, asset or element of the environment that could be exposed to hazardous material within the responsible person's care or control intentionally or accidentally.
- b. Establish a method to measure the performance of responsible persons against the expectations set forth in this standard.

**2. Who does this Hazardous Material Management Standard apply to?**

- a. The requirements within this standard apply to all employees, contractors, tenants, airport operators and commercial users of the Airport Authorities lands.

**3. What procedures does the Calgary Airport Authority have in-place to support the implementation of the Hazardous Material Management Standard?**

- a. The following documents have been developed to aid in the implementation of this standard and are available on The Source:
  - i. Spill and Release (HAZMAT) Response Standard Operating Procedure.
  - ii. YYC Hazardous Material Handling Standard Operating Procedure.
  - iii. Calgary Airport Authority Emergency Response Plan.
- b. This standard will be updated when new procedures are developed and enacted.
- c. The Calgary Airport Authority shall:
  - i. Conduct periodic audits and inspections of owners of hazardous material and facilities used in the handling of hazardous materials; and
  - ii. Evaluate the effectiveness of this standard and all related procedures by monitoring key performance metrics.

**4. Who will enforce the Hazardous Material Management Standard?**

- a. Enforcement of the standard is the responsibility of the Airport Authority. This will include staff from a variety of departments liaising with the Airport Authorities' Environment and Sustainability department.

**5. How can I submit the required reporting to the Airport Authority?**

- a. You can email submissions to [environment@yyc.com](mailto:environment@yyc.com).

**6. What documents am I required to submit to the Airport Authority or maintain and provide a copy upon request?**

- a. Hazardous material inventory (3.6.3) - Maintain and available upon request.
- b. Emergency Response Plan (3.6.4) - Submit to the Airport Authority
- c. Fire Safety Plan (3.6.6) - Submit to the Airport Authority
- d. Records relating to the design, construction, and operation of infrastructure use for hazardous materials management. (3.6.7) - Maintain and available upon request.
- e. A [Spill Report](#) is required if a spill has occurred.

**7. Are there templates I can use to help develop the Emergency Response Plan and Fire Safety Plan?**

- a. Yes, the *Links to Guidance* section at the back of the hazardous material standards provides links to templates.

Section of Standard	Informational Resource
Definition of Hazardous Material	<p>Government of Canada, "Transportation of Dangerous Goods - A Primer": <a href="https://tc.canada.ca/en/dangerous-goods/publications/transportation-dangerous-goods-primer">https://tc.canada.ca/en/dangerous-goods/publications/transportation-dangerous-goods-primer</a></p> <p>Government of Canada, "Lists of substances: <i>Canadian Environmental Protection Act, 1999</i>": <a href="https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/substances-list.html">https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/substances-list.html</a></p> <p>Government of Canada, "Canadian Environmental Protection Act and hazardous waste and hazardous recyclable materials": <a href="https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/general-information/fact-sheets/hazardous-waste-recyclable-materials.html">https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/general-information/fact-sheets/hazardous-waste-recyclable-materials.html</a></p>
<b>Error! Reference source not found.</b>	<p>Airport Authority, AVOP Airside Traffic Directives, available online for download <a href="https://www.yyc.com/Employees-operators/AVOP-Office">https://www.yyc.com/Employees-operators/AVOP-Office</a> (linked at "AVOP Manual")</p>

<b>Error! Reference source not found.</b>	Transport Canada, TDG Bulletin – TDG Training: <a href="https://tc.canada.ca/en/dangerous-goods/tdg-bulletin-tdg-training">https://tc.canada.ca/en/dangerous-goods/tdg-bulletin-tdg-training</a> Canadian Centre for Occupational Health and Safety, Transportation of Dangerous Goods (TDG): <a href="https://www.ccohs.ca/oshanswers/legisl/tdg/tdg_overview.html#section-5-hdr">https://www.ccohs.ca/oshanswers/legisl/tdg/tdg_overview.html#section-5-hdr</a>
<b>Error! Reference source not found.</b>	Government of Alberta, "Hazardous waste spills": <a href="https://www.alberta.ca/hazardous-waste-spills.aspx#:~:text=Related%20Information-.24%2Dhour%20line,1%20800%20222%2D6514">https://www.alberta.ca/hazardous-waste-spills.aspx#:~:text=Related%20Information-.24%2Dhour%20line,1%20800%20222%2D6514</a>
<b>Error! Reference source not found.</b>	Airport Authority, Construction and Installation Permit (CIP) Application: <a href="https://cips.yyc.com/">https://cips.yyc.com/</a>
3.6.5	Government of Alberta, Emergency Response Plan template <a href="https://ohs-pubstore.labour.alberta.ca/bp040tmp">https://ohs-pubstore.labour.alberta.ca/bp040tmp</a>
3.6.7	City of Calgary Fire Safety Plans: <a href="https://www.calgary.ca/safety/fire-codes/fire-safety-plans.html#:~:text=Fire%20safety%20plans%20are%20binders,a%20Fire%20Safety%20Plan%20Box">https://www.calgary.ca/safety/fire-codes/fire-safety-plans.html#:~:text=Fire%20safety%20plans%20are%20binders,a%20Fire%20Safety%20Plan%20Box</a> .

## 8. How will the Airport Authority support the implementation of the Hazardous Material Management Standard?

- a. Revise the content of this standard from time to time;
- b. Develop internal training for employees;
- c. Communicate this standard and all changes to it to all employees, contractors, tenants, airport operators and commercial users of the Airport Authorities facilities;
- d. Verify conformance with the standard through periodic audits and incident investigation; and
- e. Issue written notice and/or penalties for violations of the standard.

**9. Why are we collecting documents like fire safety plans, emergency response plans and hazardous material inventories?**

- a. These are collected annually and held in a centralized repository to support the Airport Authority's emergency response. Documents are audited periodically as part of the Airport Authority's environmental compliance and assurance program.

**10. What am I responsible for when it comes to emergency response related to spills and releases?**

- a. The Spiller is fully responsible for cleaning up the spill and any subsequent remediation resulting from the release.
- b. The spiller must all report spills to the IOC
- c. If the spill has entered the environment, the spiller is responsible to report the spill to Alberta Environment and Protected Areas, and Environment and Climate Change Canada. By calling 1 800 222 6514 both agencies will be informed.
- d. "Entered the Environment "means if the substance spilled is not in complete care and control of the spiller. For example, entering the storm drainage system, a water body, into soils or entering the atmosphere (volatilization) resulting in an elevated environmental response for spill containment and/or remediation.
- e. Completing and submitting the spill report.
- f. Organizations that are not required by law to develop emergency response plans and conduct full scale simulation exercises are encouraged to develop emergency response plans and conduct regular mock emergency exercises to ensure an adequate level of preparedness for any environmental release or emergency.

**11. How can I determine if the product I am using is a hazardous material?**

- a. This standard applies to all hazardous material types and quantities listed in Table 1. Table 1 is based on the legislation triggered on Airport Authorities lands.



**Table 1: Summary of types and quantities of hazardous materials for which this standard applies.**

<b>Material Type</b>	<b>Quantity</b>	<b>Applicable Regulations</b>
<b>Petroleum hydrocarbons and allied petroleum products</b>	Permanent or Temporary Tank > 230 L	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197)  Calgary Fire Department Tank Permitting Bylaw
<b>Petroleum, Diesel or Gasoline</b>	Portable Tank, Slip Tanks and Tank Vehicles	Transportation of Dangerous Goods Regulations
<b>Any substance identified by a CAS registry number and listed in Schedule 1 (Part 1 &amp; 2) of the Environmental Emergency Regulations</b>	Refer to Schedule 1 (Part 1 & 2) of the Environmental Emergency Regulations	Environmental Emergency Regulations
<b>Canadian Environmental Protection Act Substance Lists</b>	As specified in the listed substances	Canadian Environmental Protection Act, 1999 and associated regulations and orders
<b>Any substance identified in Schedule 1 of the Transportation of Dangerous Goods Regulations</b>	The quantity above which an approved ERAP is required in accordance with section:  7.1 of Part 7 (Emergency Response Assistance Plan).	Transportation of Dangerous Goods Regulations
<b>Any substance listed in the Canada Occupational Health and Safety Regulations (SOR /86-304)</b>	As specified in the listed substances	Canada Labour Code, Part II
<b>Storage of Hazardous Waste and Hazardous Recyclables</b>	Section 11 and 18	Alberta Waste Control Regulations
<b>Storage of Hazardous material</b>		Alberta Fire Code and SDS sheets,