

Hazardous Material Management Standard



CONTENTS

- CONTENTS 1**
- VERSION CONTROL.....3**
- 1. PURPOSE & SCOPE.....4**
- 2. DEFINITIONS/ACRONYMS4**
- 3. REQUIREMENTS6**
 - 3.1 Hazardous Material Handling6**
 - 3.2 Transportation of Hazardous Materials.....7**
 - 3.3 Release Reporting.....7**
 - 3.4 Release prevention and response8**
 - 3.5 Container Systems and Tanks9**
 - 3.6 Plans and Records.....9**
- 4. COMPLIANCE & ENFORCEMENT10**
- 5. RESOURCES11**

Coming Into Force

This standard is applicable as of July 1, 2024 onward.

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Standard Revision

The General Manager of Environment and Sustainability is responsible for establishing, administering and maintaining this standard. The standard will be reviewed annually and revised as required or following an event which identifies a requirement for immediate amendment. All revisions will be made in consultation with the stakeholders.

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VERSION CONTROL

VERSION	DATE	CHANGES MADE	PREPARED BY	APPROVED BY
1.0	Feb 2021	NEW	Gary Kindrat Harris Switzman	
2.0	April 2024	Post Legal review by Bennett Jones and In-house legal.	James Jorgensen	
2.1	April 25, 2024	Compliance and enforcement section and Definitions	Harris Switzman James Jorgensen	
2.2	June 10, 2024	Legal review	Conrad Gibbs	

1. PURPOSE & SCOPE

- 1.1 The goal of this Hazardous Material Management Standard (Standard) is to protect public safety, prevent pollution of the Environment, and improve the airport community's ability to respond safely in the event of an emergency.
- 1.2 The provisions of this Standard apply to any person(s) Handling Hazardous Material on the Calgary International Airport (YYC) and Springbank Airport (YBW) properties (each a "**Property**" and together the "**Properties**") for any length of time, subject to any specific exemptions authorized by the Airport Authority in writing pursuant to section 4.2.
- 1.3 This Standard establishes requirements related to the Handling of Hazardous Materials on the Properties.
- 1.4 To the extent that this Standard conflicts with the requirements of any applicable Laws, the Laws apply.
- 1.5 To the extent that this Standard conflicts with the terms of any lease or licence agreement in effect between the Airport Authority and a person to which this Standard applies, the terms of the lease or licence apply.
- 1.6 This Standard applies in addition to any lease or licence agreements in effect between the Airport Authority and a person to which this Standard applies and does not in any way diminish the Airport Authority's rights under any private agreement or at Law or in equity.
- 1.7 This Standard is to be read together with any guidance materials published by the Airport Authority in respect of Hazardous Material Handling, as amended from time to time.

2. DEFINITIONS/ACRONYMS

Adverse Effect

Impairment of or damage to the Environment, human health or safety or property, as set out in the *Environmental Protection and Enhancement Act* (Alberta), as amended from time to time.

AVOP Airside Traffic Directives

Regulations, rules and procedures, published by the Airport Authority, regarding safe vehicle operation and aircraft handling at the Calgary International Airport (YYC) and referred to as the AVOP Airside Traffic Directives, as amended from time to time.

Airport Authority	The Calgary Airport Authority, which is the authority responsible for the operation, management and development of the Calgary International Airport (YYC) and Springbank Airport (YBW).
Container System	Any receptacle or network of receptacles that is used to contain a Hazardous Material, including any connected pipelines or piping. For the purposes of this Standard, Container Systems include any permanent, temporary, mobile or onboard (i.e., built into equipment) receptacle, or network of receptacles including any connected piping.
Emergency Response Plan	A documented plan to address the types of emergencies that might reasonably occur during the Handling of Hazardous Materials or during the use of any Container System for Hazardous Material Handling, and which contemplates both on-site and off-site potential consequences and associated prevention, preparedness, response and recovery issues, including contact information for appropriate emergency response service providers.
Environment	<p>The components of the Earth, including:</p> <ul style="list-style-type: none"> (i) Air, land and water; (ii) All layers of the atmosphere; (iii) All organic and inorganic matter and living organisms: and (iv) The interacting natural systems that include components referred to in paragraphs (i) to (iii), <p>as set out in the <i>Environmental Protection and Enhancement Act</i> (Alberta), as amended from time to time.</p>
Fire Safety Plan	A documented plan that provides accurate and timely information about a building, business, site, or event and its fire safety systems, contents, and processes during an emergency, with contents as required by the National Fire Code (Alberta Edition), as amended from time to time.
Handling	Carrying, lifting, transporting, moving, storing, dispensing, transferring or using.
Hazardous Material	Any substance with properties that could make it dangerous or harmful to human health or the Environment, including, without limitation, substances regulated under the

	<i>Transportation of Dangerous Goods Act, 1992</i> or the <i>Hazardous Products Act</i> , hazardous wastes and hazardous recyclable materials as defined according to the <i>Canadian Environmental Protection Act, 1999</i> , or substances listed in the List of Toxic Substances (Schedule 1) or Non-statutory list pursuant to the <i>Canadian Environmental Protection Act, 1999</i> , each statute as amended from time to time.
Laws	Federal, provincial, and municipal laws and their associated regulations and directives.
Property	All lands and areas comprising or associated with Calgary International Airport (YYC) or Springbank Airport (YBW).
Release	Includes discharge, spray, inject, inoculate, abandon, deposit, spill, leak, seep, pour, emit, empty, throw, dump, place and exhaust.
Responsible Person	Any person or entity who owns or has charge, management or control of a Hazardous Material that is brought onto or located on a Property.
Safety Data Sheet	A document that contains information about a Hazardous Material, including information related to the hazards associated with any Handling of the Hazardous Material in a workplace, as more particularly described in the <i>Hazardous Products Act</i> , as amended from time to time.
Tank	Any closed container, whether designed for temporary or permanent installation.
Violation	A violation of any requirement under this Standard
Violation (Significant)	A violation of any requirement under this Standard which has, in the opinion of the Airport Authority, acting reasonably, resulted in, or could have resulted in, the occurrence of personal injury or a significant Adverse Effect.

3. REQUIREMENTS

3.1 Hazardous Material Handling

3.1.1 Hazardous Material Handling must be compliant with all applicable Laws and with

the AVOP Airside Traffic Directives.

- 3.1.2 Responsible Persons are responsible for ensuring the safety of all persons on the Properties, as well as the protection of the Environment, with respect to the Handling of Hazardous Materials.
- 3.1.3 Hazardous Materials must be Handled in accordance with directions or requirements described within any applicable Safety Data Sheet, operational manual, code(s) of practice, industry standards, or guidelines.
- 3.1.4 Any person involved in the Handling of a Hazardous Material on a Property must have current training in accordance with prudent industry standards and as reasonably necessary to ensure the safe Handling of Hazardous Materials in the circumstances. Without limiting the generality of the foregoing, the minimum training requirements for Hazardous Material Handling on a Property are:
- 3.1.4.1 Training in accordance with the requirements of the *Transportation of Dangerous Goods Regulations*, notwithstanding that such training may not otherwise be required;
- 3.1.4.2 Workplace Hazardous Material Information System (WHMIS) training;
- 3.1.4.3 Training regarding procedures for environmental emergencies and Release response; and
- 3.1.4.4 Material-specific safety training regarding the Handling of Hazardous Materials.

3.2 Transportation of Hazardous Materials

- 3.2.1 Notwithstanding that the following may not be required under applicable Laws, any person transporting Hazardous Materials on a Property must, at a minimum:
- 3.2.1.1 Adhere to the requirements of the *Transportation of Dangerous Goods Act, 1992* and the *Transportation of Dangerous Goods Regulations*.
- 3.2.1.2 Ensure that a spill containment and recovery kit are immediately available at all times during transport.

3.3 Release Reporting

- 3.3.1 Any Release of a Hazardous Material that occurs on a Property that is:
- Greater than 1.5 m in any direction;
 - Has entered the stormwater collection system;
 - Has leaked off-site; or
 - Required an emergency response or specialized Hazardous Material response,

shall be reported to the YYC Integrated Operations Centre (IOC) as soon as possible by calling (403) 735-1300.

- 3.3.2 Responsible Persons must submit a completed spill report to the Airport Authority. The spill report form can be found at [YYC Spill Report Form](#).
- 3.3.3 Responsible Persons must maintain an up-to-date understanding of their obligations under applicable Laws in the event of a Release.
- 3.3.4 Responsible Persons must report Releases in accordance with the requirements of all applicable Laws, including, but not limited to, the *Environmental Protection and Enhancement Act* (Alberta) and the *Canadian Environmental Protection Act, 1999*.
- 3.3.5 A Responsible Person that provides a written report to an authority in accordance with any applicable Laws that relates to a Release on a Property shall provide a copy of the report to the Airport Authority as soon as possible following the provision of the report to the authority.

3.4 Release prevention and response

- 3.4.1 Emergency Response Plans developed pursuant to section 3.6.6 must address Release response.
- 3.4.2 Responsible Persons shall take all precautionary actions and other steps as are reasonably necessary to prevent Released substances that could cause an Adverse Effect from entering the Environment, including water infrastructure (sanitary and storm).
- 3.4.3 Responsible Persons shall ensure the availability of competent personnel and adequate equipment to contain, recover, and remediate any Release of Hazardous Materials on a Property, or the ability to procure same within a reasonable time following a Release.
- 3.4.4 If a Responsible Person does not implement an effective and timely response to a Release, as determined by the Airport Authority acting reasonably, then the Airport Authority may, but is not obligated to, take any action required to mitigate any Adverse Effect or risk of Adverse Effect from the Release.
- 3.4.5 Responsible Persons shall indemnify and hold and save harmless the Airport Authority from and against any and all claims, losses, suits, proceedings, actions, causes of action, demands, judgments, executions and liabilities whatsoever advanced by any person or entity in relation to any and all personal injury and bodily injury (including death) as well as any and all damages, costs, expenses, losses, charges, payments, fees, fines of any nature related to, occasioned by or arising out of any Violation or Violation (Significant) of this Standard by the Responsible Person or by those for whom the Responsible Person is, in law, responsible.

3.5 Container Systems and Tanks

- 3.5.1 Responsible Persons using any Tanks or Container Systems in connection with Hazardous Material Handling must use them in accordance with all applicable codes and standards specific to the Hazardous Material and the Tank or Container System in question.
- 3.5.2 Responsible Persons must obtain approval from the Airport Authority in respect of the use of any Tank or Container System with a total capacity greater than or equal to 230 L in connection with Hazardous Material Handling, or any material modifications to same, via the Airport Authority Construction and Installation Permit process.

3.6 Plans and Records

- 3.6.1 In the case of an organization with employees or agents that carry out Hazardous Material Handling on its behalf, the requirements in this section 3.6 apply on an organizational rather than individual level.
- 3.6.2 The Airport Authority's receipt or review of any documents provided under this section 3.6 in no way relieves a Responsible Person or its employees or agents from the obligation to comply with all applicable Laws, and shall not be considered to impose charge, management or control of a Hazardous Material onto the Airport Authority.
- 3.6.3 All documents required to be submitted to the Airport Authority will be stored in a centralized digital repository to support the Airports Authority's emergency response. The documents may be audited from time to time as part of the Airport Authority's environmental compliance and assurance program.
- 3.6.4 Responsible Persons must maintain an inventory of all Hazardous Materials Handled by the Responsible Person or its agents on a Property (an "**Inventory**"). Responsible Persons must retain Inventories for a period of 10 years and shall provide a copy of the Inventory to the Airport Authority upon request.
- 3.6.5 Responsible Persons must provide to the Airport Authority a copy of any Environmental Emergency Plan created pursuant to the *Environmental Emergency Regulations, 2019* in respect of a Hazardous Material listed in the Responsible Person's Inventory.
- 3.6.6 Within thirty (30) days of the execution of acknowledgement to this Standard, Responsible Persons shall develop an Emergency Response Plan. Once an Emergency Response Plan is prepared, and following any material changes to same, the Responsible Person shall submit a copy of the Emergency Response Plan to the Airport Authority.
- 3.6.7 Within thirty (30) days of the execution of acknowledgement to this Standard,

Responsible Persons shall develop a Fire Safety Plan for any areas where the Responsible Person or its agents Handle flammable or combustible liquids. Once a Fire Safety Plan is prepared, and following any material changes to same, the Responsible Person shall submit a copy of the Fire Safety Plan to the Airport Authority and ensure that a copy is stored adjacent to the applicable building's fire panel.

- 3.6.8 Responsible Persons shall maintain, and provide upon request, records related to the design, construction and operation of infrastructure that the Responsible Person or its agents use for Hazardous Material management on a Property, including but not limited to Tanks and Container Systems.

4.COMPLIANCE & ENFORCEMENT

- 4.1 All Responsible Persons must comply with this Standard at all times and cooperate with all Airport Authority personnel to address any Violation of the requirements of this Standard.
- 4.2 A Responsible Person may seek a written exemption from the Airport Authority with respect to one or more requirements in this Standard. The decision of whether to grant an exemption, and of whether to attach any conditions to such exemption, is entirely at the discretion of the Airport Authority.
- 4.3 Upon providing reasonable notice, the Airport Authority may conduct an audit of a Responsible Person's compliance with this Standard. The Airport Authority's ability to conduct an audit under section 4.2 or the carrying out of such audit in no way relieves a Responsible Person or its employees or agents from the obligation to comply with all applicable Laws, and shall not be considered to impose charge, management or control of a Hazardous Material onto the Airport Authority.
- 4.4 If the Responsible Person has executed an Airport Operating Licence (the "AOL") with the Airport Authority, this Standard will continue to apply except that the consequences outlined in section 4.7 below for Violations and Violations (Significant) will be inapplicable and the Responsible Person will instead be subject to the consequences set out in the AOL.
- 4.5 If the Responsible Person does not have an executed AOL with the Airport Authority, Violations and Violations (Significant) will be subject to the consequences outlined in section 4.7 below.
- 4.6 Any Violation or Violation (Significant) of the requirements of this Standard, may result in the issuance of a warning letter, submission of a corrective action plan and/or payment of a monetary penalty, at the discretion of Airport Authority, as indicated in Table 1 below. Where multiple Violations or Violations (Significant) occur, multiple consequences, including multiple monetary penalties, will apply. In addition,

the Airport Authority may resort to any and all rights and remedies available to it at law or in equity, all of which rights are intended to be cumulative and not alternative. Any provision contained in this Standard as to certain rights and remedies is not to be interpreted as excluding any other or additional rights and remedies available to the Airport Authority at law or in equity.

Table 1: Summary of consequences associated with Violations of this Standard

Violation by a Responsible Person	Potential Consequences
Violation	<ul style="list-style-type: none"> • Warning Letter; and/or • Corrective Action Plan
Violation (Significant)	<ul style="list-style-type: none"> • Monetary Penalty of \$10,000; and/or • Corrective Action Plan
Continuous Violation	<ul style="list-style-type: none"> • Monetary Penalty of \$2,500 per day; and/or • Corrective Action Plan
Repeated Violation	<ul style="list-style-type: none"> • Monetary Penalty of \$2,500; and/or • Corrective Action Plan