

Guidelines

1. Scope

This document may be used to develop and implement a Spill Prevention and Control Plan (SPCP) that identifies and mitigates key spill risks on Huracan sites. It may be used on its own or in conjunction with higher level area, client or project plans.

2. Responsibility

Line managers and supervisors shall be responsible for compliance with the Environmental Standard (Section 5.2.4): "All sites shall have a written SPC Plan if hazardous substances are used or stored on their sites. The SPC Plan shall prevent pollution by identifying potential spill scenarios and developing procedures to prevent and control them".

3. Implementation

The following text instructs those responsible for preparing the site Spill Prevention and Control plan in the use of this format so that the resulting plan clearly identifies where the site-specific spill risks are and how those risks will be managed through prevention and mitigation measures.

3.1) SPCP General Information (Page 1)

- a) Fill out the Site name and Plan owner information.
- b) Revision history spill plans is recommended to be reviewed regularly by site management to reflect changes made in response to deficiencies identified through drills of the plan, changes in site management, operations, local external support, etc. Plans should be reviewed at least once every 12 months.
- c) The site manager must approve the SPCP.
- d) Identify all operations currently carried out on the site.
- e) Note any issue that are critical to implementing the SPCP, i.e. specific contractual or client requirements, regulatory reporting requirements, safety issues (high fire risks, explosives or radioactive stores, etc) and key environmental sensitivities. Attach related documents such as client SPC plans.
- f) Complete and maintain updated, an emergency contact list. Include mobile, office and home phone numbers as required. Test the contact list regularly.

3.2) Spill Risk Areas and Measures Summary (Page 2)

Use this sheet to record where spills are most likely to occur, how they are most likely to occur (scenarios or pathways) and the potential consequences of a spill on the site. Consequences could be environmental damage, health or safety risk to people and impact on Huracan's reputation.

This form will be used to list:

- a) Hazardous materials (stored or used): such as chemicals, solvents, hazardous liquid wastes, and new oil.
- b) Location (Hazardous material spill risk areas): these areas are those where hazardous material spills can occur. Mark on the site map and attach a copy to the SPCP.

Document Control	Responsible Dept	Document Number	Status	Rev Date	Next Review	Page
HSE Management	HSE	SPCPG-2014-R1	Active	19-Aug-14	18-Aug-15	Page 1 of 2

- c) Volume stored and type of container.
- d) Use (process): the type of operation or activity where the hazardous substance is used; e.g., additive for cementing operations, oil for truck engines, or solvent for tool maintenance.
- e) Potential pathways or scenarios: i.e. spills during loading and unloading of hazardous materials, spills during a transfer of wastewater from storage tanks to a vacuum unit, refuelling vehicles, fire events causing release of hazardous materials, etc.
- f) Potential receptors: such as air, soil, ground or surface water (river, lakes, streams, sea, etc), people and communities.
- g) Initial risk: for the risk area, estimate the risk using the site specific risk assessment.

The SPCP is recommended to be available in appropriate areas and procedures posted in areas where hazardous materials are stored or used. In addition, the SPCP will be filed in the Site Environmental History File.

Document Control	Responsible Dept	Document Number	Status	Rev Date	Next Review	Page
HSE Management	HSE	SPCPG-2014-R1	Active	19-Aug-14	18-Aug-15	Page 2 of 2