

Update to Minister/End-of-Spill Report Form

Environmental Emergency Program
SpillReports@gov.bc.ca

This report template can be completed to satisfy the requirements of either the End-of-Spill Report or the Update to Minister Report. Please specify which report you are completing in section I of this form. If any of the fields of this form are not applicable to the spill for which this form is being completed, indicate 'N/A' in the field; reports with incomplete fields will be sent back to the responsible person.

End-of-Spill Report: Section 6 of the Spill Reporting Regulation outlines the requirements for the End-of-Spill Report. Responsible persons must submit a written End-of-Spill Report to the Ministry of Environment and Climate Change Strategy within 30 days following the emergency response completion date of a spill as outlined in section 6 (1) of the Spill Reporting Regulation. Responsible persons must submit a written report to the Ministry of Environment and Climate Change Strategy as soon as practicable if either of the following two conditions are present:

1. The spill entered, or was likely to enter, a body of water as defined in the Spill Reporting Regulation
2. The quantity of the substance spilled was, or was likely to be, equal to or greater than the listed quantity for the listed substance as outlined in the Spill Reporting Regulation

Update to Minister Report: Section 5 of the Spill Reporting Regulation outlines the requirements for the Update to Minister Report. Responsible persons must submit a written report to the Ministry of Environment and Climate Change Strategy as soon as practicable if any of the following three conditions are present:

1. On request of the Minister
2. At least once every 30 days after the date that the spill began
3. At any time that the responsible person has reason to believe that information previously reported in the Initial Report has become inaccurate or incomplete

Complete this form and submit it by email to SpillReports@gov.bc.ca. For additional information, please visit the British Columbia [Environmental Emergency Program Report a Spill webpage](#).

Dangerous Goods Incident Report (DGIR) number:

Section I: Type of report

Sections 5 and 6 of Spill Reporting Regulation

This form is completed to satisfy the requirements of the:

☐ Update to Minister Report

☐ End-of-Spill Report

Section II: Contact information

Section 6 (2) (a) of the Spill Reporting Regulation

Details for person filling out the report

Name of company representative:

Company name:

Email:

Address:

Telephone number:

Details for responsible person Same as above	Name of company representative:
	Company name:
	Email:
	Address:
	Telephone number:
Details for owner of the substance spilled Same as above	Name of company representative:
	Company name:
	Email:
	Address:
	Telephone number:

Section III: Timing of the spill

Section 6 (2) (b) of the Spill Reporting Regulation

Date of spill:	Time of spill:	Duration of the spill (days):
Date reported:	Emergency response completion date ¹ :	

Section IV: Site description

Section 6 (2) (c) (d) of the Spill Reporting Regulation

Provide a description of the spill site and the sites affected by the spill. The description of the spill site may include a description of the receiving environment, the proximity to a nearby city/town/roadway, the type of vegetation in the area, how densely populated the area is, accessibility to spill site, nearby waterways, and any other defining characteristics of the area.

Latitude:	Degrees	Minutes	Seconds
Longitude:	Degrees	Minutes	Seconds
or			
Site civic address or location:	Street		
	City		Postal Code
or			
DLS or BCNTS (if applicable):		Site ID number (if applicable):	

¹ For the definition of the *emergency response completion date*, please refer to [B.C. Reg. 187/2017 Spill Reporting Regulation](#)

Section V: Description of the source, type, and quantity of the spill**Section 6 (2) (e) (f) of the Spill Reporting Regulation**

Description of the source of the spill (pipeline, rail, truck, facility, etc.):

Type of substance spilled (common name):

United Nations (UN) number of substance spilled (if applicable):

Item number from the table in the Schedule in the Spill Reporting Regulation:

Quantity (in litres or kilograms) of the substance spilled – if the quantity is unknown, provide a reasonable estimate and explain why the quantity is unknown and cannot be determined:

Section VI: Description of the circumstances, cause, and impacts of the spill**Section 6 (2) (g) (i) (ii) (iii) of the Spill Reporting Regulation**

Provide a description of the activity during which the spill occurred (transportation, transfer of cargo, fuelling, cleaning, maintenance, etc.):

Provide a description of the incident leading to the spill (tank rupture, overfill, collision, rollover, derailment, fire, explosion, etc.):

Provide a description of the underlying cause of the spill (human error, external conditions, organizational or management failure, etc.):

Section VII: Impacts to human health, the environment, and infrastructure**Section 6 (2) (g) (iv) (v) of the Spill Reporting Regulation**

Describe any adverse effects of the spill on human health (please state 'N/A' if there were no adverse effects on human health):

Number of people evacuated:

Number of fatalities:

Number of people injured:

Describe any adverse impacts on infrastructure² (please state 'N/A' if there were no adverse impacts to infrastructure):

Impacts to water

Was there an impact to a body of water?	Yes	No
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² For the definition of *infrastructure*, refer to section 91.1 of the [Environmental Management Act 2003](#)

Description of impact:	
Describe the body of water (stream, aquifer, fish habitat, naturally formed body of water, ditch, lake, etc.):	
Name of body of water:	
Impacts to the environment	
Was there an impact on flora (vegetation)? YES NO	If yes, list the common and species names:
Provide a description of the impact on flora (oiled, removed, etc.):	
Was there an impact on fauna (animals)? YES NO	If yes, list the common and species names:
Provide a description of impact on fauna (include injured, dead, etc.):	
Was there an impact on aquatic and/or terrestrial habitats? YES NO	If yes, list the type of habitat (riparian, breeding ground, etc.):
Provide a description of impact on aquatic and terrestrial habitats, including response actions taken to restore any of the impacts listed:	

Section VIII: Spill response actions**Section 6 (2) (h) of the Spill Reporting Regulation**

Action taken to comply with section 91.2 of the <i>Environmental Management Act 2003</i>	Who took the action (company, person, contractor, etc.)	Date that the action was taken (click the arrow or enter the date using the format YYYY-MM-DD)

Section IX: Waste disposal (please state 'N/A' if no waste was produced)**Section 6 (2) (i) of the Spill Reporting Regulation**

List the type of waste	Method of disposal	Location of disposal

Section X: Attached reports, maps, and photographs**Section 6 (2) (j) (k) of the Spill Reporting Regulation**

Report of results of sampling, testing, monitoring, and/or assessing carried out during spill response actions (including reports from Qualified Professionals), if applicable	Copy attached ☐
Map of the incident site and areas surrounding the incident site (required)	Copy attached ☐
Photographs of the spill (required)	Copy attached ☐

Section XI: Agencies on scene or notified**Section 6 (2) (l) (m) of the Spill Reporting Regulation**

List the names of all agencies that were at the incident site:

List the names of other persons or agencies that were advised about the spill:

Section XII: Additional comments

Section XIII: Verification of information provided

I confirm that the above information is true and complete.

Name of person completing form:

Date completed (YYYY-MM-DD)

Name of responsible person (person or company):

Date completed (YYYY-MM-DD)

Section XIV: Approval - For internal use only

Reviewed by:

Date completed (YYYY-MM-DD)