

**VILLAGE OF MASSET HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 9
ENVIRONMENTAL MANAGEMENT & RESPONSIBILITIES**

INTRODUCTION

PURPOSE

To provide guidelines for the safe, efficient and environmentally responsible operation of the harbour in accordance with all environmental legislation and bylaws and to outline the environmental responsibilities of harbour users.

APPLICATION

This directive applies to all HA staff members and all harbour users.

HARBOUR USER RESPONSIBILITIES

A. GENERAL

1. Harbour users must follow all practices and procedures defined in this directive, the HA Berthage directive and all HA Directives.
2. Harbour users must follow all practices and procedures described in all HA signs and notices posted within HA property or as directed by HA staff.
3. Harbour users must comply with all environmental legislation (and bylaws) pertaining to their respective business operations.

B. WASTE OIL

1. Harbour users must return all waste oil to any oil vendor, designated collection site or service station displaying the recycling symbol.
2. Do not release waste oil or other pollutants onto HA property or water-lots.
3. Collect any used oil in clean containers and keep it separate from all other substances.
4. Deposit waste oil into the harbour waste oil shed
5. Waste oil must never be left or stored in open containers on harbour property.
6. Any oil spill or evidence of an oil spill on harbour property should be immediately reported to the harbour office and the Coast Guard.

C. WASTE OIL TANKS

1. Harbour users must try to return waste oil to their retailer or a licensed disposal site. However, if this option is unavailable for any reason, the HA provides waste oil tanks to be used as a last resort.
2. Only used oil, transmission fluid and brake fluid may be put in the waste oil tanks. Gasoline, diesel, water, paint thinner, antifreeze, resin or any other solvent must not be placed in the waste oil tanks. * NOTE * If tank contents are contaminated by substances other than oil, transmission fluid or brake fluid, disposal costs can be up to ten times the normal rate.
3. Ensure that any containers used to bring waste oil to the tank are recycled.
4. Do not put any solid waste (such as used absorbents) into the waste oil tanks or filter assembly.
5. Harbour users must not leave any waste material (other than products listed in B1) or empty containers in the tank area.

D. WASTE OIL FILTERS

1. All used oil filters must be deposited in the provided waste oil filter stations. Do not put any other waste in these drums!
2. Do not discard used oil filters in the garbage bins or in the harbour basin.
3. Ensure that oil filters are drained before depositing them into the oil filter drums.

E. ANTIFREEZE

1. Whenever possible, harbour users should have their vessel(s) winterized at a commercial boat yard.
2. Conserve antifreeze whenever possible. Always verify that antifreeze needs changing by checking the level or temperature protection and corrosion inhibition. Do not change antifreeze unless it is absolutely necessary.
3. If you must change antifreeze, do not spill it onto land or in the water. If a spill occurs, clean the spill and notify the HA and Coast Guard immediately.
4. Antifreeze must be stored in its original container.
5. If possible, return waste antifreeze to a local retailer offering a recycling service. Do not pour antifreeze into any drain or in the waste oil tanks.

F. WASTE LEAD-ACID BATTERIES

1. Return used batteries to your retailer for recycling.
2. Do not discard used batteries on HA property or into the harbour basin.
3. If the battery is leaking, transport it in a heavy-duty plastic bag or container or battery carrier. A leaking battery can be neutralized with lime, baking soda, washing soda or soda ash.

G. VESSEL FUELING

1. Raw fuel is extremely harmful to the marine environment, and careless procedures while fueling often lead to minor leaks or significant spills. Therefore, no fueling is permitted via fuel trucks on HA property or waterlots.
2. Gasoline fuel on the dock shall be limited to a single approved container of maximum 5 gallons or 25 Liters at a time on any of the harbour Authority's floats.
3. Any vessel fueling shall have a Fire extinguisher with a Class B rating available during the fueling procedure.

H. SPILL RESPONSE

1. Become familiar with the HA's emergency response procedures by reviewing the HA's Emergency Procedures Manual (EPM).
2. Immediately notify the HA of all spills regardless of severity by calling the Harbour Manager at 250-626-7362 (24 / 7) cell. For serious spills, also notify the Coast Guard Emergency Spill Response Line at 1-800-889-8852.
3. When a spill occurs, take all possible practical action to contain the spill and minimize its effects while having due regard for safety.

I. WASHING AND PAINTING VESSELS

Due to the high risk of pollutants entering the water, scraping, sandblasting or any uncontained preparation of vessels in the water is prohibited. Refer to Directive #16 for Tidal Grid use regulations.

J. REFUSE DISPOSAL

1. Do not discharge, dump, discard or dispose of rubbish, garbage, sewerage or waste materials of any kind on HA property unless it is placed in the appropriate disposal bin (if applicable).

2. The HA refuse disposal sites are for waste related to berthed vessels only! Anyone caught disposing of refuse of any nature suspected to be from any source other than one related to berthed vessels (i.e.: household garbage, grass / tree clippings etc.) may be charged with theft of service.
3. Return all recyclable materials to an authorized recycling center.

APPROVED:



Harbour Authority

Date