

## Standard Operating Procedure

<b>Document Title:</b> Site Wide Spill Reporting and Response	<b>Document Number:</b> ENV-SOP-0001
<b>Department:</b> Environment	<b>Owner:</b> Sylvie St. Jean

Version Created	Date	Author	Comments and Updated Sections
Rev 0	10/26/2017	Carolyn Winik	Updated Original SOP ENV-0015A
Rev 1	01/31/2018	Carolyn Winik	Updated Appendix 2: Spill Report Form
Rev 2	02/12/2018	Jono Irwin	Updated Appendix 1: Site Spill Response Flow Chart
Rev 3	10/25/2019	Carolyn Winik	Streamlined all sections as applicable for site wide response. Created separate Site Wide Spill Reporting Policy.

### Approvals

Title	Name	Signature	Date
General Manager	Eric Vinet		2-12-2019
Environmental Manager	Sylvie St. Jean		22-NOV-19
Business Services Manager	Rob Rutledge		11/22/19.
Construction Manager	Brian Gagne		28-NOV-19
Controller Finance	Sabina Janik		NOV 28/19.
Health & Safety Manager	Claude McKenzie		Dec 2, 19
Maintenance Manager	Tony Lord		NOV. 27. 19.
Mill Manager	Tyler Buckingham		22-NOV-19
Mine Manager	Darrol VanDeventer		22 Nov 2019.

<b>newgold™</b> Rainy River	<b>ENV-SOP-0001</b> <b>Site Wide Spill Reporting and Response</b>
<b>Department:</b> Environment	<b>Status:</b> Approved
<b>Review Frequency:</b> Biennial	<b>Date Approved:</b> December 2 <sup>nd</sup> 2019

## 1. Guidelines & Instructions

### **Spills that pose an immediate threat to human life/health and sustained and ongoing threat to the environment (e.g., bulk fuels, sediment dam breach, truck roll over):**

- Initiate Rainy River Emergency Preparedness and Response Plan through site radios and indicate environmental emergency.
  - The Environment On-Call (Environment Manager or designate) will be contacted immediately.

#### 1.1 Spill Response

- **STOP THE WORK:** When a spill is initially discovered all work should cease immediately if safe to do so. Work should stop until the source of the spill is eliminated.
- **STOP THE FLOW:** Once the work has stopped, the source of the spill should be identified and safely stopped as soon as possible.
- **STOP THE SPREAD:** The spill should be contained from spreading as safety allows. A spill kit, spill tray or any other appropriate materials as identified by the supervisor should be used to contain the spill from spreading.
  - Especially for spills which are a liquid, the flow should be diverted away from any nearby water courses
- **COMMUNICATE:** All spills must be reported to the area supervisor as soon as possible.
- Supervisors are to provide support and aid in the immediate spill response.
  - The spill should be documented and cleaned up
    - Removal of contaminated material to approved containment as identified by the Environmental Department.
    - Repairs and cleaning of any equipment or structural failure.
    - Post incident reporting as per Section 1.3.

**For all spills including spills on third party property, report as soon as possible to the Environmental Department.**

- During day shift, Supervisor to contact site Environment Team via site radio or on-call phone.
- In the event the spill is outside 0700hrs to 1630hrs the initial contact should be directed to: Environmental On-Call 1-807-632-6152 (Environmental Manager or designate).

## **1.2 Post Incident Reporting**

**All spill reporting must follow Site Spill Response Flow Chart (See Appendix 1):**

- All spills are to be documented using the Spill Reporting Form (Appendix 2) by the person first observing the spill or their supervisor or designate and completed by the end of shift.
- The Spill Reporting Form can be found on the Environment Department SharePoint page.
- The completed Spill Report is to be sent to the following emails:  
[RainyRiver.Enviro@newgold.com](mailto:RainyRiver.Enviro@newgold.com) and [RainyRiver.Incident@newgold.com](mailto:RainyRiver.Incident@newgold.com)
- For New Gold Departments only, the incident details are to be entered into INControl software by the supervisor or designate as soon as possible and before shift end.

## 2. Documentation

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The Spill Report Form (Appendix 2) will be used as the investigation report. The report must be completed prior to the end of shift.

Photos of the scene including initial spill, clean up, any witness statements, maintenance records, and contaminated material removal evidence should be included with the spill report in INControl.

The Supervisor is responsible for ensuring its completion prior to the end of shift.

Send completed Spill Report to the following emails: [RainyRiver.Enviro@newgold.com](mailto:RainyRiver.Enviro@newgold.com) and [RainyRiver.Incident@newgold.com](mailto:RainyRiver.Incident@newgold.com)

All records must be maintained for 5 years in New Gold's incident reporting system, INControl.

Follow up investigations may be required.

## 3. Reference Table

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- *Transportation of Dangerous Goods (TDG) Act*
- *O. Reg 189/98*
- *O. Reg 675/98*
- *ENV-POL-0001 – Environmental Site Wide Spills Policy*

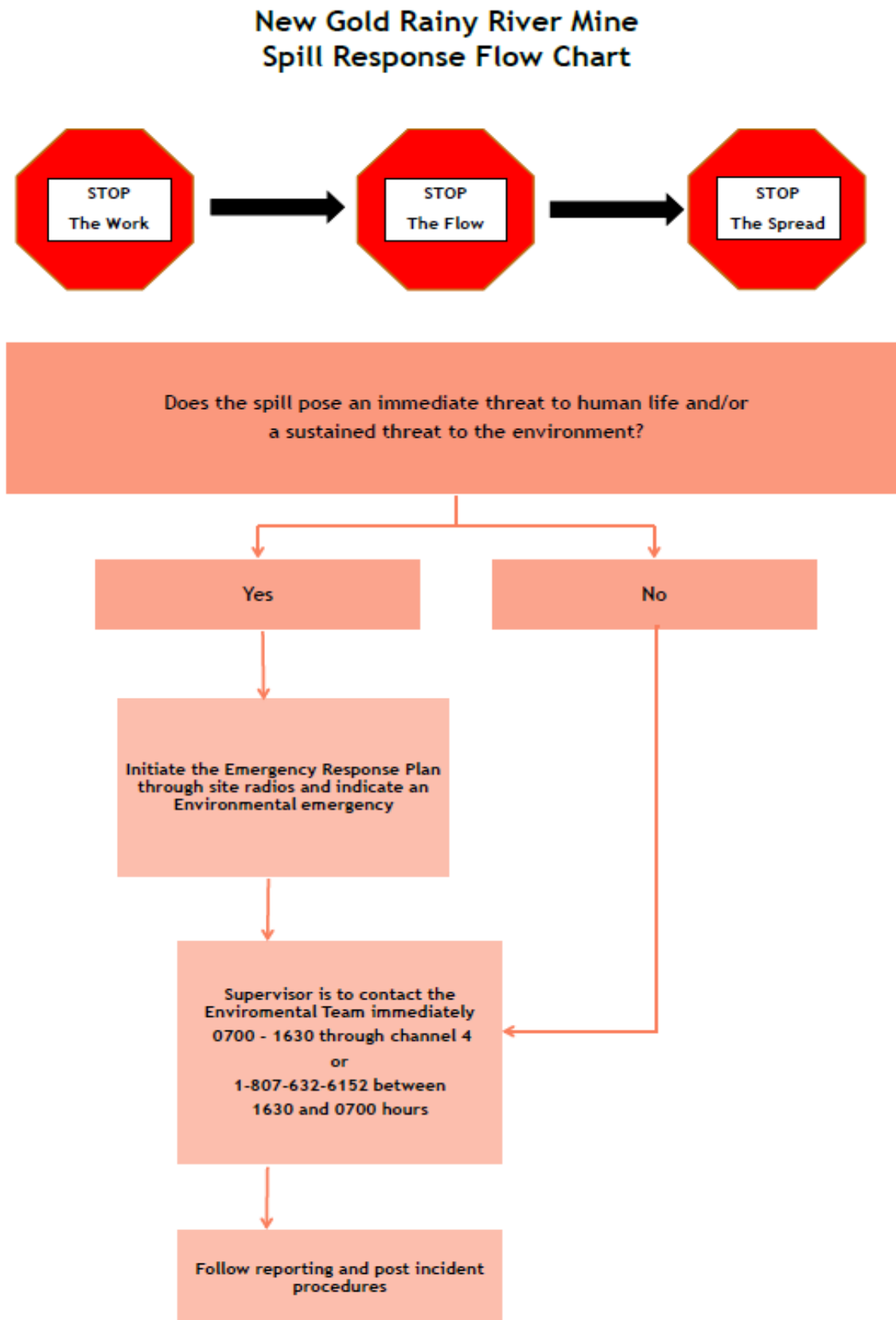
## 4. Appendix

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Appendix 1: Site Spill Response Flow Chart

Appendix 2: Spill Reporting Form

## Appendix 1: Site Spill Response Flow Chart



## Appendix 2: Spill Reporting Form

## SPILL REPORTING FORM

Date of reporting:		Time of reporting:	
Person first observing spill/witness;		Weather:	
Employer/Contractor associated with spill;			
Date of spill:	Time of Spill:	Duration of spill:	
Type of spilled material:			
Volume spilled:			
Spill location and address:			
Distance to, and nature of, nearest sensitive receptors (watercourse, 3 <sup>rd</sup> party, residence):			
Did any spill flow into watercourse or drainage? Yes <input type="checkbox"/> No <input type="checkbox"/> :			
Action taken, status of clean up and success of clean up:			
Volume of contaminated material removed from site:			
Type of contaminated material removed from site:			
Method of disposal (attach copy of documentation):			
Description of spill/Activity at time of spill:			
Equipment or source of spill (make/model/ID):			
Preliminary assessment of cause: Mechanical Failure <input type="checkbox"/> Impact/Collision <input type="checkbox"/> Procedural error <input type="checkbox"/> MVA <input type="checkbox"/>			
Other (describe) <input type="checkbox"/> :			
Items used from spill kit:		kit replenished: <input type="checkbox"/> Y <input type="checkbox"/> N	
Preliminary corrective actions/mitigation:			
Report completed by:		Contact information:	
Title/Company:		Date:	

### **REPORT ALL SPILLS IMMEDIATELY TO CREW SUPERVISOR**

CREW SUPERVISOR TO REFERENCE SPILL REPORTING PROCEDURE ENV-SOP-0001

**CONTACT NEWGOLD ENVIRONMENT IMMEDIATELY IF SPILL IS EXTERNALLY REPORTABLE**

**1-807-632-6152**

Email completed to [rainyriver.enviro@newgold.com](mailto:rainyriver.enviro@newgold.com) and [rainyriver.incident@newgold.com](mailto:rainyriver.incident@newgold.com)

**For New Gold Departments only, incident details to be entered into INControl software within 24 hours of the occurrence by the Supervisor or Designate.**

## ENV-SOP-0001 - Site Wide Spill Reporting and Response Procedure

### ACCEPTANCE Form

I (print name) \_\_\_\_\_ have read the above procedure and acknowledge the expectations set at the Rainy River Mine Site.

*It is the responsibility of all personnel and contractors to ensure that they are aware of all current standard operating procedures that relate to the mining operation. It should be understood that standard operating procedures are working documents and are the minimum standard required. Changes will be made to the content of these standard operating procedures on an as required basis. Circumstances will require changes to standard operating procedures during operations and your Supervisor will inform you of any changes.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_