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APPENDICES

Appendix A – Certificate of Approval
Appendix B – Inspection Checklists
Appendix C – Inspection Log
Appendix D – Manifests
1.0 BACKGROUND

1.1 Purpose

Oil/water separators are installed at MTO patrol yards to remove oil, grease and sediment from vehicle wash water.

1.1.1 Operation

When equipment is washed in the garage, some oil, grease, hydraulic fluid and/or fuels (collectively called oil and grease) are carried away with the wash water into the floor drains. At all of our patrol yards, floor drains are connected to a three-compartment oil/water separator. A schematic of the separator is shown below as Figure 1.

Separators operate on the principle of density. Materials lighter than water (such as oils) will float while materials heavier than water (such as grit and sediment) will sink. Water acts as the separating layer between the light and heavy layers.

In the oil/water separator, the flow of wash water is slowed down in the first compartment so that the droplets of oil and grease have enough time to float to the top, while sludge, grit and sediment can settle to the bottom. The oil & grease and the sediment stay in the first chamber while the treated wash water moves from near the bottom of the first compartment to the top of the second through a siphon tube. The same action takes place in the second and the third compartments to further clean the wash water. In the third chamber, the
water is mostly free of oil and grease and is either discharged to a ditch or a dry well.

1.1.2 Need for Oil/Water Separators

Regulations in Ontario dictate how much oil and grease can be present in wash water before discharging it into the environment. Without oil/water separators, patrol yard wash water would not likely meet the criterion. MTO must operate and maintain the oil/water separators properly to ensure that our regulatory obligations are met.

1.1.3 Certificate of Approval

The Ministry of the Environment (MOE) regulates wastes in Ontario. Wash water generated at patrol yards is considered a waste and, therefore, must meet the requirements of Ontario's environmental legislation. In order to install and operate our oil/water separators, MTO applied for and received a Certificate of Approval from the MOE. A copy of the Certificate of Approval is provided in this guide in Appendix A.

The Certificate of Approval permits MTO to install and operate oil/water separators, and discharge treated wastewater from the units into the environment. The Certificate of Approval also specifies a number of operational requirements, such as mandatory inspections, data recording and maintenance, on the operation of the units. These requirements mean that MTO must follow all of the directions specified in the Certificate of Approval in order to be in compliance with our regulatory requirements. The specific requirements will be spelled out in detail in the following section.
2.0 INSPECTIONS

Proper operation of our oil/water separators will ensure that wastewater discharged to the environment meets applicable guidelines and regulations. It will ensure that both MTO and its employees are protected from potential legal action.

Visual inspections for oily sheens, sediment and debris are conducted to ensure that the oil/water separators are operating the way that they were designed to. Regular visual inspections can also help identify problems with the separator early enough that adverse effects to the environment can be minimized.

There are THREE types of OWS inspections that **MUST BE** carried out. They are:

1. Inspection of floor grates / sumps / catch basins,
2. Inspection of OWS discharge outlet, and
3. Inspection of OWS chambers.

All inspections **MUST BE** recorded on the supplied log forms (record keeping is discussed further in Section 3.0). Checklists for completion of the required inspections are provided in Appendix B. Keep all of your completed inspection logs in Appendix C. Blank inspection forms are also provided in Appendix C.

This section will specifically outline your responsibilities in ensuring that our oil/water separators are being inspected and maintained properly.

2.1 Garage Floor Grates / Catch Basins / Sumps

In the winter months (October 1 to April 30), garage floor grates / sumps / catch basins must be visually inspected **once per week**. In the summer (May 1 to September 30), inspections must be conducted **once per month**. The inspections must consist of the following steps:
**Steps** | **Procedure** | **Observations**
---|---|---
Step 1 | Look for fuel, oil, grease, etc. A sheen (*i.e.*, a rainbow) may mean there is fuel present. | If present, find the source of the problem (*e.g.*, leaky vehicle) and fix it. If a spill has occurred, **STOP USING THE SEPARATOR** and contact the Maintenance Superintendent or the Environmental Unit.

Step 2 | Look for sediment or debris. | Sediment and debris must be cleaned out regularly (*i.e.*, once per week). If present, remove sediment. Store in secure location for disposal as waste. CATCH BASIN SEDIMENT **MUST BE PICKED UP BY AN MOE-CERTIFIED CARRIER OR DISPOSED AT A LANDFILL SITE BY AN MTO VEHICLE.**

Step 3 | Inspect for flow and offensive odours. | Offensive odours or difficulty draining may indicate that the outlet pipe is blocked with sediment. If outlet pipe is blocked, remove sediment (refer to Step 2, above).

Step 4 | Data recording. | Record the details of your inspection in the logbook (refer to Section 3.0 for details on what information is required).

### 2.2 OWS Discharge Outlet

#### 2.2.1 Discharges to a ditch

If your separator discharges to a ditch, you are required to carry out the following inspections of the pipe end in the ditch.
### Inspection Timing Frequency Procedure

<table>
<thead>
<tr>
<th>Inspection Timing</th>
<th>Frequency</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Months (May 1 to Sept 30)</td>
<td>Weekly, during discharging</td>
<td>Look for fuel, oil, sheens (<em>i.e.</em>, rainbow), foaming or floating debris, stained soil, dead vegetation, etc. If present, contact the Maintenance Superintendent or the Environmental Unit.</td>
</tr>
<tr>
<td>Winter Months (Oct 1 to Apr 30)</td>
<td>Weekly, during discharging**</td>
<td>Look for fuel, oil, sheens (<em>i.e.</em>, rainbow), foaming or floating debris, stained soil, dead vegetation, etc. If present, contact the Maintenance Superintendent or the Environmental Unit.</td>
</tr>
</tbody>
</table>

**Where outlet is covered in snow, no inspections are required. Do not uncover the pipe outlet, as it could cause the pipe to freeze and the separator to back up.

Record your observations in the logbook, including any statements saying that no inspections were conducted because of the snow.

#### 2.2.2 Discharges to a drywell

If your separator discharges to a drywell, you must carry out the following inspections of the drywell.

<table>
<thead>
<tr>
<th>Inspection Timing</th>
<th>Frequency</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Months (May 1 to Sept 30)</td>
<td>Weekly, during discharging</td>
<td>Look for fuel, oil, sheens (<em>i.e.</em>, rainbow), debris, stained soil, dead vegetation, etc. If present, contact the Maintenance Superintendent or the Environmental Unit.</td>
</tr>
<tr>
<td>Winter Months (Oct 1 to Apr 30)</td>
<td>Weekly, during discharging**</td>
<td>Look for fuel, oil, sheens (<em>i.e.</em>, rainbow), debris, stained soil, dead vegetation, etc. If present, contact the Maintenance Superintendent or the Environmental Unit.</td>
</tr>
</tbody>
</table>

**Where outlet is covered in snow, no inspections are required. Do not uncover the drywell, as it could cause freezing and the separator to back up.
The weekly inspections should consist of the following steps:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Procedure</th>
<th>Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Use a clean sample container and lower it into the sampling port outlet while the separator is discharging. Alternatively, you can lift the cover of the drywell off using a loader and inspect the interior of the drywell.</td>
<td>If more than 4 inches (10 centimetres) of oil is present, arrange for the separator to be pumped out. Contact the Maintenance Superintendent for further directions. If a spill has occurred, STOP USING THE SEPARATOR and contact the Maintenance Superintendent or the Environmental Unit.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Inspect the effluent for evidence of oil, grease, sediment or fuel. Note any fuel-like odours.</td>
<td></td>
</tr>
<tr>
<td>Step 3</td>
<td>Inspect the drywell for evidence of sediment build-up or standing water. Excessive sediment may hinder proper drainage. Standing water means there is poor drainage. Either of these conditions requires that the drywell be cleaned out (fine material removed and sent for disposal, rocks replaced).</td>
<td></td>
</tr>
<tr>
<td>Step 4</td>
<td>If fuels, staining or odours are noted, STOP using the separator and contact the Maintenance Superintendent or the Environmental Unit.</td>
<td></td>
</tr>
<tr>
<td>Step 5</td>
<td>Record observations in the logbook.</td>
<td></td>
</tr>
</tbody>
</table>

2.3 Oil/Water Separator Units

Oil/water separator units must be inspected twice per year: once in the spring and once in the fall. Separators must not be inspected in the winter months to prevent possible freezing of the units, unless the inspection is carried out as an emergency inspection resulting from a spill or malfunction of the separator. Separator inspections must consist of the following steps:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Procedure</th>
<th>Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Inspect the first chamber (closest to the building). Look for floating oil, grease or fuel. Use a dip stick and place some water-finding paste on the bottom. Slowly insert the stick to find the thickness of floating oil (the paste will change colour when it finds water).</td>
<td>If more than 4 inches (10 centimetres) of oil is present, arrange for the separator to be pumped out. Contact the Maintenance Superintendent for further directions. If a spill has occurred, STOP USING THE SEPARATOR and contact the Maintenance Superintendent or the Environmental Unit.</td>
</tr>
</tbody>
</table>
### Step 2: Look for sediment.

Use a dip stick to attempt to measure the thickness of sediment at the bottom of the unit. Sediment must be cleaned out when it reaches a depth of about 12 inches (30 centimetres). OWS SEDIMENT **MUST** BE PICKED UP BY AN MOE-CERTIFIED CARRIER OR DISPOSED AT A LANDFILL SITE USING AN MTO VEHICLE. Refer to section 4.5 for a list of waste classifications.

### Step 3: Inspect for flow and offensive odours.

Offensive odours or difficulty draining may indicate that the outlet pipe is blocked with sediment. If outlet pipe is blocked, remove sediment or debris. To prevent freezing, **DO NOT** remove snow from outlet pipe.

### Step 4: Inspect chambers 2 and 3.

Look for floating oil, foam, scum or unusual odours or colour. If floating oil is present in chambers 2 and 3, there may have been a malfunction of the separator. Foam may indicate that unapproved soaps or cleaning products have been discharged to the separator. If any of the above conditions exist, **STOP** using the separator and contact the Maintenance Superintendent or the Environmental Unit.

### Step 5: Data recording.

Record the details of your inspection in the logbook (refer to Section 3.0 for details on what information is required).

---

### 2.4 When Inspections Are Not Required

Some of our patrol yards are not manned at all during the summer months. The **ONLY** time that inspections are **NOT** required is if your patrol yard:
a) is not manned at all during the period in question,

AND

b) has no vehicles/equipment stored or parked in the garage for the period in question,

AND

c) is not being used at all for vehicle maintenance for the period in question.

If your site meets all three of the above requirements, then you are not required to carry out visual inspections for the period of time when the above conditions exist because the unit will not be discharging. However, you MUST make a note in the logbook at the beginning and end of this period stating that the site is not manned.

2.5 Problems

There may come a time when you encounter some problems with your separator. The following pages identify some of the common problems that you may encounter with your separator along with recommended actions. This is not an exhaustive list. If you see a condition that is out of the ordinary, STOP using the separator and contact your supervisor, MTO Maintenance Superintendent and/or the MTO Waste Environmental Planner.
<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible causes</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inside the Garage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluid is backing up from the floor drains or sumps into the garage.</td>
<td>Sediment may be built up in the floor drains/grates and may be blocking the garage outlet pipe.</td>
<td>Dig out the sediment from the garage floor drains. Floor drain sediment must be picked up by an MOE-certified carrier or disposed at a registered landfill site by an MTO vehicle.</td>
</tr>
<tr>
<td></td>
<td>There is a blockage in the pipe between the garage and the separator.</td>
<td>Stop using the separator. Contact your supervisor and/or MTO Maintenance Superintendent about having the line between the garage and the separator steam-cleaned or routed by an MOE-certified carrier.</td>
</tr>
<tr>
<td>We had a spill of _________ (motor oil, fuel, hydraulic oil, pre-wet, antifreeze, etc.) in the garage. The fluid has entered the floor drains/sumps but has not yet reached the outlet pipe.</td>
<td>Leaky equipment, spill of bulked material</td>
<td>Stop the leak/spill. Attempt to stop the fluid by blocking the outlet pipe and cleaning up the spilled substance using spill booms, dry spill absorbent or rags. Dispose of spill clean-up materials as solid non-hazardous waste.</td>
</tr>
<tr>
<td>We had a spill of _________ (motor oil, fuel, hydraulic oil, pre-wet, antifreeze, etc.) and were not able to prevent the fluid from entering the separator. The separator did not contain all of the spilled material and some escaped into the environment.</td>
<td>Leaky equipment, spill of bulked material</td>
<td>Stop the leak/spill. Stop using the separator. Contact your supervisor and/or the MTO Maintenance Superintendent and inform them of the loss. Arrange to have the separator contents pumped out. Contact MOE Spills Action Centre (refer to Section 5.0 Emergencies for details). Additional work to clean up the material at the outlet may be required.</td>
</tr>
<tr>
<td>Problem</td>
<td>Possible causes</td>
<td>Solution</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Inside the Garage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We had a spill of __________ (motor oil, fuel,</td>
<td>Leaky equipment, spill of bulked material</td>
<td>Stop the leak/spill.</td>
</tr>
<tr>
<td>hydraulic oil, pre-wet,</td>
<td></td>
<td>Stop using the separator.</td>
</tr>
<tr>
<td>antifreeze, etc.) and were</td>
<td></td>
<td>Contact your supervisor and/or the MTO Maintenance Superintendent and</td>
</tr>
<tr>
<td>not able to prevent the fluid</td>
<td></td>
<td>arrange to have the separator contents pumped out.</td>
</tr>
<tr>
<td>from entering the separator.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All of the fluid was</td>
<td></td>
<td></td>
</tr>
<tr>
<td>contained to the separator</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(i.e. nothing escaped).</em>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Oil/Water Separator</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is oil on the water’s</td>
<td>Normal operation of the separator.</td>
<td>If there is less than 4 inches (10 centimetres) of oil in the 1st</td>
</tr>
<tr>
<td>surface in the 1st chamber.</td>
<td></td>
<td>chamber, no further action is required. This is normal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If more than 4 inches (10 centimetres) of oil is present in the 1st</td>
</tr>
<tr>
<td></td>
<td></td>
<td>chamber, stop using the separator, contact your supervisor, and arrange</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to have the separator contents pumped out.</td>
</tr>
<tr>
<td>There is oil on the water’s</td>
<td>Possible malfunctioning or overloading of the</td>
<td>Check to see if there is progressively less oil in each chamber. Check</td>
</tr>
<tr>
<td>surface in the 2nd and/or 3rd</td>
<td>separator.</td>
<td>the separator outlet.</td>
</tr>
<tr>
<td>chambers of the separator.</td>
<td></td>
<td>If there is no oil at the outlet, no further action is required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If there is evidence of oil at the outlet, there has been a spill. Contact</td>
</tr>
<tr>
<td></td>
<td></td>
<td>your supervisor and/or the MTO Maintenance Superintendent and inform</td>
</tr>
<tr>
<td></td>
<td></td>
<td>them of the loss. Refer to Section 5.0 <em>Emergencies</em> of this manual for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>procedures to follow.</td>
</tr>
<tr>
<td>Problem</td>
<td>Possible causes</td>
<td>Solution</td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Oil/Water Separator</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| There is foam on top of one or more chambers of the separator. | Unapproved soaps may have been discharged to the separator. | Stop using the separator.  
Contact your supervisor and/or the MTO Maintenance Superintendent to arrange to have the separator pumped out.  
Refrain from using any soaps or cleaning products other than the three approved soaps discussed in Section 4.3 of this manual.  
Ensure that approved soaps are being used at the correct dilution ratio. |
| The water level in the first chamber is very high. | Sediment may be blocking the siphon tube in the first chamber. | Measure the depth of sediment in the 1st chamber near the siphon tube. If it is more than 12 inches (30 centimetres), clean out the sediment (or arrange to have it pumped out by an MOE-certified carrier). |
| The water level in the separator is very high in all three chambers. | The outlet pipe may be blocked. | Stop using the separator.  
Check and remove obstructions from the outlet pipe.  
The outlet pipe may be frozen. | Stop using the separator.  
Contact your supervisor and/or the MTO Maintenance Superintendent. The outlet pipe may require heat tracing. |
<p>| The drywell may be filled with sediment. | Stop using the separator. Contact your supervisor and/or the MTO Maintenance Superintendent to arrange to have the contents of the drywell removed (i.e., the sediment must be removed and the crushed rock replaced). The removed sediment must be picked up by an MOE-licensed carrier or brought to a licensed landfill site by an MTO vehicle. |</p>
<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible causes</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drywell or Ditch</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| There is oil / fuel / rainbow in the drywell / ditch. | There has been a spill or the separator has failed. | Stop using the separator.  
Contact your supervisor and/or the MTO Maintenance Superintendent.  
Contact MOE Spills Action Centre (refer to Section 5.0 *Emergencies* for details).  
Further direction on clean-up procedures will be provided. |
| | There may be fuel/oil built up in the outlet pipe between the separator and the drywell / ditch. | Stop using the separator.  
Contact your supervisor and/or the MTO Maintenance Superintendent to arrange for steam-cleaning of the outlet pipe.  
Contact MOE Spills Action Centre (refer to Section 5.0 *Emergencies* for details). |
| The drywell is full of water and is not draining. | The drywell may be plugged with fine sediment. | Stop using the separator.  
Contact your supervisor and/or the MTO Maintenance Superintendent. Arrange for removal of the sediment and granular base. This material must be picked up by an MOE-certified carrier or transported to a licensed landfill site by an MTO vehicle. A new granular base must be installed. |
3.0 RECORD KEEPING

3.1 Logbooks

MTO must keep and maintain a logbook for each oil/water separator it operates. Some patrol yards have two separators and it is a good idea to keep two separate logbooks for the units.

This binder is your logbook. It contains everything that you need to ensure compliance with regulations. You must ensure that you record all of your inspections in this book. All records **MUST** be kept in this log book for at least **two years**.

Keep this logbook in a prominent location where anyone can access it. Everyone who works in the building should know what this book is for and where to find it. If an MOE inspector shows up on site to inspect your facility, they will want to see this binder.

If you have an **unmanned site** for a period of time, you must make an entry at the beginning and end of the unmanned period stating that the site is unmanned, and that no inspections will be carried out. Refer to Section 2.4 for further information on unmanned sites.

3.2 Manifests

**Every shipment of registerable waste requires a manifest.** Manifests are required for every shipment of:

- oil or oily water from the separator,
- liquid from the floor grates / catch basins and the separator, and
- any other miscellaneous registerable wastes.

**Every time** the oil/water separator is pumped out, an MOE-certified carrier must be used. The carrier must be certified to accept the class of waste that you are hauling. Most septic haulers are **NOT** certified to haul oil/separator waste. Before hiring a contractor to pump out your separator, ensure that the carrier has the appropriate licensing to do the work first. Refer to section 4.5 for a list of waste classifications.

**It is your responsibility to ensure that the carrier you choose is certified to haul oil/water separator waste.**
A copy of every manifest for shipping of separator waste must be placed in the logbook under the appropriate tab. A record of each shipment must also be maintained. Refer to Appendix D for a sample shipment record, sample manifests and blank forms.

Sediment from garage catch basins / sumps must go to landfill unless it is tested by a laboratory and found to be acceptable. Sediment can either be picked up by an MOE-licensed carrier or transported to a certified landfill site by an MTO vehicle under MTO’s Waste Management C of A. Under no circumstances should catch basin sediment be placed back in the treated sand dome nor can it be used as fill, unless testing at a laboratory proves the material is not contaminated.

MTO maintains a Waste Management C of A – this means that MTO vehicles are certified to haul certain types of wastes. If you intend to haul waste to a landfill site in an MTO vehicle, contact the Waste Environmental Planner for clarification on which wastes MTO can legally transport.
4.0 MAINTENANCE AND OPERATION

4.1 What can go into the separator?

The separator is designed for two purposes:

1. To separate fuels, oils and grease from wastewater before it is discharged into the environment, and
2. To catch an accidental spill of fuel, oil or grease and prevent it from discharging into the environment.

Every day operation of the separator revolves around purpose #1. Vehicle washing activities will not generate a lot of fuels, oils and grease and will not overwhelm the separator.

If a spill of fuel, oil or grease occurs in the garage and happens to drain into the floor drains / sumps and into the separator, the separator will MOST LIKELY contain it (depending on how much was released). However, the separator is not designed to continue regular operations after it has contained a spill. The reason is that there is a higher probability that the fuel will either not have enough time to separate, or the amount of fuel will exceed the storage capacity of oil in the separator. If a spill does occur, the separator must be pumped out. Refer to Section 4.5 for oil/water separator clean out procedures.

Under NO circumstances must any fuels, oils, grease, unapproved soaps, cleaning products or solvents be deliberately discharged to the floor drains or the oil/water separator.

4.2 Prevention Practices

Proper prevention practices can improve the efficiency of the separator and ensure compliance with regulations. Examples of good prevention practices are provided below.

Keep equipment maintained.
Equipment that is well maintained is less prone to leaking. This can eliminate one of the main sources of oils, fuels and grease that can enter the separator.

Clean up spills immediately.
When spills occur, clean them up ASAP using dry absorbent. This will prevent the liquids from running into the separator. Used dry absorbent must be disposed as a registerable waste at a registered landfill site.
must be hauled to the dump in an MTO vehicle or by an MOE-licensed carrier. Spilled fluids **SHALL NOT** be washed into the floor drains.

**Sweep equipment before washing.**
Excess salt and sediment can affect proper operation of the separator. Always sweep salt and sediment from equipment before washing. Salt and sediment can be collected from the garage floor and returned to the treated sand storage building. Salt and sediment collected from inside the floor drains must be disposed as registerable waste (*i.e.*, it cannot be returned to the domes).

**Do not use unapproved cleaning solutions.**
Only three brands of soaps are approved for use in MTO garages. These are discussed in Section 4.3, below. No other cleaning solutions or solvents can be used in the garage or released through the separator, whether it is for washing vehicles or cleaning the garage floor.

### 4.3 Soaps

Regular, commercial soaps of any kind **CANNOT** be used for any activity that may discharge to the oil/water separator.

Why? When soap and oils are mixed, the soap causes the oil droplets to break down into very tiny particles and mix with the water. These very tiny particles do not float and, therefore, cannot be retained or collected by the oil/water separator. When soaps are used in the separators, the oil breaks down and is discharged to the environment instead of being retained for disposal.

MTO carried out a soap study that evaluated a number of non-emulsifying soaps for use with oil/water separators. There are only **three brands of soap that are approved** for use with the separators:

<table>
<thead>
<tr>
<th>Brand</th>
<th>Supplier</th>
<th>Dilution Ratio (H₂O:soap)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotsy Blue Thunder</td>
<td>Metrovan Hotsy Equipment Ltd.</td>
<td>110:1</td>
</tr>
<tr>
<td></td>
<td>Surrey, BC</td>
<td></td>
</tr>
<tr>
<td>Indo 510</td>
<td>Flexo Products</td>
<td>62.5:1</td>
</tr>
<tr>
<td></td>
<td>Niagara Falls, ON</td>
<td></td>
</tr>
<tr>
<td>Zep Split Vehicle Wash</td>
<td>Zep Manufacturing</td>
<td>62.5:1</td>
</tr>
<tr>
<td></td>
<td>Mississauga, ON</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Dilution ratio, for Hotsy Blue Thunder, means 110 parts water to 1 part of soap. (e.g. water must be added at a rate of 110 times the amount of soap). So 100 millilitres (mL) of soap requires 11,000 mL (or 11 Litres) of water.
4.4 Inspections

Carrying out inspections is part of our regular oil/water separator maintenance program. It helps us identify problems early, so that they can be fixed before they become too serious.

Refer to Section 2.0 for detailed information on inspections.

4.5 Clean Out

Oil/water separators must be cleaned out by an MOE-licensed carrier that is certified to haul oil/water separator waste. The carriers must be certified by MOE to haul the following classes of waste:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>251L</td>
<td>Oil/water separator sludge/sediment</td>
</tr>
<tr>
<td>252L</td>
<td>Floating oil</td>
</tr>
</tbody>
</table>

If your carrier is not certified to haul your class of waste, you CANNOT use them. Both you and the carrier could face charges from the MOE!

When the carrier shows up to clean out the separator, the following steps should be followed:

1. Do not use the separator while the unit is being cleaned out.
2. Have the carrier clean out the floor drains first, including any accumulated oil or sediment.
3. Have the carrier pump out the separator. The carrier can either remove the sediment and the oil but leave the water, or they can pump the entire contents of all three chambers. Both options are acceptable; the only difference is the cost.
4. Sign and obtain a copy of the Waste Manifest (the carrier will supply and fill out this form). Ensure that the Waste Manifest identifies the specific patrol yard location.
5. Once the separator has been pumped out, **FILL THE CHAMBERS BACK UP WITH WATER**. Without the water layer, oil cannot float and the oil will seep out into the environment. All three chambers must be filled back up
with water so that the water level is at least 18 inches (45 centimetres) above the bottom of the siphon tubes (or at least 24 inches (60 centimetres) from the bottom of the separator). Do not fill up the separator by washing vehicles (this could cause fuels or oils generated by the vehicle washing to bypass the treatment system).
5.0 EMERGENCIES

5.1 What Constitutes an Emergency?

An emergency is when any oil, fuel or any other polluting substance has been discharged to the natural environment. This means any spills, bypass or loss of any fuel/oil, by-product, solvent, waste material or any other substance that comes out of the separator outlet pipe.

A spill of oils/fuels inside the garage, which is contained and cleaned up, does not require reporting. A spill that discharges into the floor drains and into the separator, but is contained by the separator does not require reporting.

A spill that discharges into the separator and either bypasses the separator or discharges out of the oil/water separator outlet pipe **DOES** require reporting.

5.2 Reporting an Emergency

All emergencies must be reported as soon as practical (i.e. without delay, as soon as possible after discovery of the emergency).

The first priority in an emergency is to ensure the site is safe and **STOP THE SPILL**. Other emergency contacts, such as the police or the fire department, should be made, if necessary.

Once the source of the spill has been stopped and the situation is temporarily under control, the following people should be contacted immediately:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOE Spills Action Centre</td>
<td>n/a</td>
<td>1-800-268-6060</td>
</tr>
</tbody>
</table>

The MOE Spills Action Centre (SAC) will ask for a lot of information related to the spill, the spiller and the site. You should be prepared to answer all of the questions before you call. A summary of the required information is provided below. A checklist that you can use for spill reporting is provided in Appendix B.

1. Your name, your telephone #.
2. Name of the company you work for and your position.
3. Name and telephone # of the spiller.
4. Description of where the spill occurred *(i.e. the address, where on site, etc.)*.
5. Date and time that the spill was discovered.
6. Name and telephone # of everybody who was contacted to respond to the spill (i.e. police, fire department, etc.).
7. How long the spill occurred for and whether or not it is still occurring.
8. What was discharged, how much was discharged, and the name and description of any hazardous substances that were spilled.
9. Source of the spill, location of the spill and any information about the cause of the spill.
10. Description of the area around the site, such as locations of wells, flood plains, fish & wildlife habitat areas, or private property.
11. Description of any conditions that may have aggravated or mitigated the situation, such as weather or surface/ground water conditions.
12. If the spill affected neighbouring properties, whether or not the neighbour(s) will allow the spill to be cleaned up on their property.
13. Whether any other pollutants were spilled as a result of the original spill.
14. What actions have/are/will be taken to clean up the spill.
15. Name and telephone # of every person responsible for cleaning up the spill.
16. Description of any circumstances that may slow down the spill cleanup (i.e. weather, traffic, etc.).
Appendix A

Certificate of Approval

(Note – Appendix A contains scans of faxes that are not accessible)
Her Majesty the Queen in right of Ontario as represented by the Minister of Transportation
301 St. Paul Street
St. Catharines, Ontario
L2R 7R4

Site Location: Various Patrol Yards Throughout the Province of Ontario

You have applied in accordance with Section 53 of the Ontario Water Resources Act for approval of:

establishment of sewage works for the collection, transmission, treatment and disposal of wastewater from the washing of highway maintenance vehicles at existing and functioning Patrol Yard Garages operated by the Ministry of Transportation and/or its agents at various locations in the Province of Ontario, as listed in Schedule "A", consisting of the following:

- collection of wastewater in trenches and/or catchbasins, and transmission to a pre-cast concrete type oil/water separator, with discharge to various receivers,

all in accordance with the items listed in Schedule "B".

For the purpose of this Certificate of Approval and the terms and conditions specified below, the following definitions apply:

(1) "Owner " means the Ministry of Transportation and its agents operating the Patrol Yards;

(2) "Ministry " means the Ontario Ministry of the Environment;

(3) "Director " means any Ministry employee appointed by the Minister under Section 5 of the Ontario Water Resources Act ;

(4) "Certificate " means a certificate of approval issued in accordance with Section 53 of the Ontario Water Resources Act ;

(5) "Works " means the facilities approved by the within certificate as described in its preamble, in the owner's application and in supporting information submitted by the Owner and to the extent approved by this certificate; and
"District Manager" means the District Manager of the District Office of the Ministry, closest to the vicinity of the works.

You are hereby notified that this approval is issued to you subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. **INSTALLATION OF WORKS AT EXISTING PATROL YARDS**

   (1) In accordance with this Certificate, the Owner shall install Works at existing and functioning Patrol Yards currently discharging wastewater from washing of highway maintenance vehicles into the environment without treatment;

   (2) The oil/water separator shall be sized for peak inflows of wastewater in accordance with the following:

<table>
<thead>
<tr>
<th>Separator Liquid Holding Capacity (Litres)</th>
<th>Flow Capacity Range (Litres per minute)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>10 to 40</td>
</tr>
<tr>
<td>2700</td>
<td>30 to 80</td>
</tr>
<tr>
<td>4500</td>
<td>52 to 118</td>
</tr>
<tr>
<td>6000</td>
<td>70 to 150</td>
</tr>
</tbody>
</table>

   (3) The outfall of the oil/water separator shall be installed in accordance with the following:

   **Surface Discharge (where discharge occurs to the surface)**

   1. Where conditions permit, the Owner shall provide for greater than 300 metres separation between the discharge outfall and a surface waterbody/watercourse.

   2. Where a separation of greater than 300 metres is not achievable, Owner shall provide for greater than 30 metres between the separator discharge and the surface waterbody/watercourse.

   3. Notwithstanding the above, or if a separation of 30 metres between the separator outfall and the surface waterbody/watercourse is not achievable, the Owner shall ensure that in no case is wastewater piped directly to a surface waterbody/watercourse.
Subsurface Discharge (where discharge occurs to the subsurface)

1. Where conditions permit, the Owner shall ensure that the dry well is installed at a location which will optimise on-site attenuation and thereby minimize risk of impact on downgradient receptors.

2. Under no conditions can a dry well be utilized where the bottom of the dry well is less than 1 metre above the water table.

3. Where a separation distance of greater than 1 m between the bottom of the dry well and the water table is not achievable, surface discharge will be utilized.

2. APPLICATION PROCESS FOR INSTALLING SEWAGE WORKS AT EXISTING SITES

(1) For each existing patrol yard at which the Owner is installing Works in accordance with this Certificate, an application shall be submitted to amend this Certificate and its schedules accordingly; and

(2) A letter certifying compliance with condition No. 1, signed by MTO’s Manager of Operational Services or the Manager, Maintenance Office, will be included in every application for amendment to this Certificate in accordance with Subsection (1).

3. TERMS AND CONDITIONS APPLICABLE FOR EACH SITE

The following terms and conditions shall apply to the operation and maintenance of the Works at each existing patrol yard at which the Owner is installing oil/water separators in accordance with this Certificate:

3.1 VISUAL CHECKS

(1) The Owner shall perform the following visual inspections on the operation of the oil separator, at the frequencies indicated:

(a) Weekly inspections of the catchbasins and sumps located in the garage during the winter months i.e. between October and April) and monthly inspections of these facilities during summer months i.e. April to September) for any visible oil sheens and accumulations of sediment and other debris;

(b) Weekly inspections of the outlet of the oil/water separator during discharge of treated water for any visible sheen, foaming or floating debris; and
(c) semi-annual inspections of the contents of the oil/water separator for the accumulation of oil material and sediment.

(2) Where the removal of snow from the outlet of the oil/water separator would result in effluent freezing, pipe blockage, and subsequent malfunction of the separator, the inspections in subsection (1)(b) are not required, but such circumstances shall be documented in the log book required in Condition No. 3.4.

3.2 REPORTING EMERGENCIES

(1) As related to the approved Works, the Owner shall ensure that, upon the occurrence of any spill, bypass or loss of any product, by product, intermediate product, oils, solvents, waste material or any other polluting substance into the environment, such occurrence be immediately reported to the District Manager or his/her designate, during normal working hours, or otherwise the Spills Action Centre for the Ministry (Telephone No.1-800-268-6060).

(2) In furtherance to subsection (1), the Owner shall, within 10 working days of the occurrence, submit a written report of the occurrence to the District Manager, describing the cause and discovery of the spill or loss, clean-up and recovery measures taken, preventative measure to be taken and schedule of implementation.

3.3 OPERATION AND MAINTENANCE

The Owner shall ensure that the Works, any related equipment and appurtenances which are installed or used to achieve compliance with this Certificate are properly operated and maintained, including, the following:

(1) Aside from vehicle washing and floor clean-up allowed by this Certificate, the Owner shall at all other times use dry clean-up absorbent agents to capture and contain spilled materials handled in the service area.

(2) The Owner shall drain, collect, and dispose of all automotive fluids in accordance with the Ministry’s Guideline for the Handling of Selected Liquid Wastes from Retail Motor Vehicle Service Stations.

(3) All dry clean-up absorbent agents used in the service area shall be disposed of in accordance with O.Reg. 347/90, as amended.

(4) The Owner may only discharge waters containing those soaps, detergents or other surfactants to the separator, in accordance with Schedule "C".

3.4 RECORD KEEPING

(1) The Owner shall maintain a log-book at the site at all times, which shall be made
available for inspection and copying by Ministry personnel upon request. The log-book shall contain the following:

(a) Results of visual inspections as per Condition No. 3.1;

(b) Quantity and frequency of slop oil and sediment disposal from the oil separator, including a copy of the waste manifest; and

(c) copy of any spills reports to the District Manager required in Condition No. 3.2.

(2) The Owner shall maintain the records in the log-book for a period of at least 2 years from the date in which the record was created.

3.5 RECEIVING WATERS

Notwithstanding any other Condition in this Certificate, the Owner shall ensure that the effluent from the Works is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam on any receiving waters.

The reasons for the imposition of these terms and conditions are as follows:

1. Condition No. 1 is included to specify criteria for sizing Works to be installed at patrol yards, in order to enable compliance with the terms and conditions of this Certificate, such that the environment is protected.

2. Condition No. 2 is included to ensure that the Owner make application on a site specific basis for each patrol yard at which Works are to be installed, such that site specific conditions will be accounted for, in order to prevent deleterious effects on the environment.

3.1 Condition No. 3.1 is included to ensure that the Works are operated, inspected and maintained in accordance with Ministry guidelines.

3.2 Condition No. 3.2 is included to ensure that accurate information is readily available so that a proper and accurate assessment of the operating performance of the Works may be conducted and that appropriate measures be taken should the operating performance of the Works not be satisfactory.

3.3 Condition No. 3.3 is included to ensure that the Ministry is immediately informed of the occurrence of an emergency or otherwise abnormal situation so that appropriate steps are taken to address the immediate concerns regarding the protection of public health and the minimizing of severity of environmental damage and to be able to devise an overall abatement strategy to prevent long term degradation and the re-occurrence of the
situation.

3.4 Condition No. 3.4 is included to ensure that only certain types of waste waters are treated in the approved separator and to ensure that substances which may cause an adverse impact on the environment or separator operation are not discharged to the separator.

3.5 Condition No. 3.5 is imposed to ensure that the effluent discharged from the Works meets the Ministry's effluent quality requirements as specified on a continual basis thus minimizing environmental impact to the receiver.

SCHEDULE "A"

The following is a list of patrol yards approved under this Certificate of Approval:

1. Agawa Patrol Yard
   Part of Location JL-164, Range 16, R.P.3215-11 & 3215-15
   Labelle Unorganized Township, District of Algoma, Ontario

2. Arden Patrol Yard
   Lot 18, Concession 8
   Central Frontenac Township, County Of Frontenac, Ontario

3. Armstrong Patrol Yard
   Part 1, Reference Plan No.: P-8060-55 on Highway No. 527, 0.6 kilometres south of the intersection with CN Tracks at Armstrong Station
   Unorganized Area, District of Thunder Bay, Ontario

4. Arrow Road Patrol Yard
   95 Arrow Road, Lot 17, Concession V
   Toronto City, Municipality Of Metropolitan Toronto, Ontario

5. Arthur Patrol Yard
   310 Smith Street
   Mt. Forest/Arthur/W. Luther/Arthur Township, County of Wellington, Ontario

6. Atikokan Patrol Yard
   Highway 11, approximately 2.8 km west of the Junction with Hwy. 11A to Atikokan,
   Part 1 of the Reference Plans P-3076-50 & P-3076-51
   Atikokan Township, District of Rainy River, Ontario

7. Baldwin Patrol Yard
   24698 Highway No. 48, Lots 13 & 14, Concession VIII
   Immediately West of Highway No. 48, 0.5 Km. North of Smith Boulevard
Georgina Town, Regional Municipality of York, Ontario

8. Barrie (Lower) Patrol Yard
   67 Ardagh Road,
   Barrie City, County of Simcoe, Ontario

9. Barrie (Main) Patrol Yard
   Lot 6, Concession 1
   Barrie City, County of Simcoe, Ontario

10. Barriefield Patrol Yard
    Lot 1, Concession 2
    Kingston City, County Of Frontenac, Ontario

11. Barrys Bay Patrol Yard
    Lots 186 and 187, Concession 'B' Highway 60/62, at the East Limits of Barrys Bay
    Sherwood, Jones & Burns Township, County Of Renfrew, Ontario

12. Batchawana Patrol Yard
    Hwy. 17, 1.3 km. E. of the Junction with Hwy. 563
    Part 1, Reference Plan P-2375-19 & P-2395-30
    Fisher Unorganized Township, District of Algoma, Ontario

13. Beardmore Patrol Yard
    Highway 11, 0.5 km N. of Beardmore
    Beardmore Township, District of Thunder Bay, Ontario

14. Beaverdams Patrol Yard
    2636 Hansler Road, R.R. #1
    Thorold City, Regional Municipality Of Niagara, Ontario

15. Belle River Patrol Yard
    1860 Belle River Road
    Lakeshore Town, County of Essex, Ontario

16. Bergland Patrol Yard
    Part of Lot of 2, Concession 4
    Rainy River Town, District of Rainy River, Ontario

17. Blake Patrol Yard
    Part of Lot 10, Concession 6N, Highway 61
    Neebing Township, District of Thunder Bay, Ontario

18. Blind River Patrol Yard
    Part of Lot 7, Concession 1
Striker Unorganized Township, District of Algoma, Ontario

Lot 17, Concession 2
Highway 62, 3.5 Kilometres North of Highway 33
Prince Edward County City, County of Prince Edward, Ontario

20. Bow Lake Patrol Yard
Lot 20, Concession 10
Faradaya Township, County Of Hastings, Ontario

21. Bowen Patrol Yard
1900 Bowen Road
Fort Erie Town, Regional Municipality of Niagara, Ontario

22. Brechin Patrol Yard
South half of Lot 11, Concession 6, Junction of Highway 12 and County Road No. 169
Ramara Township, County of Simcoe, Ontario

23. Britt Patrol Yard
Lot B, Concession 17
Henvey Unorganized Township, District of Parry Sound, Ontario

24. Brock Road Patrol Yard
1085 Toy Avenue, Lot 18, Concession 1
Pickering City, Regional Municipality of Durham, Ontario

25. Bruce Mines Patrol Yard
Part of South Half of Lot 5, Concession 4, R. P. P-3362
Plummer Additional Township, District of Algoma, Ontario

26. Burlington Patrol Yard
1205 Lakeshore Road
Regional Municipality of Halton, Ontario

27. Caledon Patrol Yard
18147 Highway No. 10, Lot 14, Concession XIV
Immediately East of Highway No. 10, 1 Km. South of Highway No. 24
Caledon Town, Regional Municipality of Peel, Ontario

28. Camden East Patrol Yard
Lot 20, Concession 5
Loyalist Township, County of Lennox & Addington, Ontario

29. Canfield Patrol Yard
Lot 1, Concession 13  
Township of North Cayuga, Regional Municipality of Haldimand-Norfolk, Ontario

30. Carleton Place Patrol Yard  
Lot 14, Concession 10  
Beckwith Township, County of Lanark, Ontario

31. Carlsbad Springs Patrol Yard  
Lot 19, Concession 11  
Cumberland Township, Regional Municipality of Ottawa-Carleton, Ontario

32. Cartier Patrol Yard  
Highway 144, at Old Cartier Road  
Cartier Township, District of Sudbury, Ontario

33. Chapleau Patrol Yard  
Part of Location A, Block B  
Chapleau Township, District Of Sudbury, Ontario

34. Claireville Patrol Yard  
Highway 50, Lot 7, Concession X  
Vaughan City, Regional Municipality of York, Ontario

35. Clavering Patrol Yard  
Lot 38, Concession 2, 4.7 km. N. of Hepworth on Highway #6  
South Bruce Peninsula Town, County of Bruce, Ontario

36. Clinton Patrol Yard  
Lot 21-22, Huron Road  
Goderich Township, County of Huron, Ontario

37. Cloyne Patrol Yard  
Lot 18, Concession B  
North Frontenac Township, County Of Frontenac, Ontario

38. Cobocook Patrol Yard  
Lot 19, Concession GRR  
Bexley Township, County Of Victoria, Ontario

39. Cochrane Patrol Yard  
Lot 8, Concession 6  
Lamarche Unorganized Township, District of Cochrane, Ontario

40. Coldwater (North) Patrol Yard  
Lot 1, Concession 11, 2.5 Kilometres North of Coldwater
<table>
<thead>
<tr>
<th></th>
<th>Location Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Coldwater (South) Patrol Yard&lt;br&gt;Lot 1, Concession 11, 1100 FR Nelson Road&lt;br&gt;Oro-Medonte Township, County of Simcoe, Ontario</td>
</tr>
<tr>
<td>42</td>
<td>Coldwater Patrol Yard&lt;br&gt;Lot 1, Concession 11&lt;br&gt;Oro-Medonte Township, County of Simcoe, Ontario</td>
</tr>
<tr>
<td>43</td>
<td>Cookstown Patrol Yard&lt;br&gt;3740 Highway 89&lt;br&gt;Essa Township, County of Simcoe, Ontario</td>
</tr>
<tr>
<td>44</td>
<td>Courtright Patrol Yard&lt;br&gt;Lot 27, Concession 5&lt;br&gt;Moore Township, County of Lambton, Ontario</td>
</tr>
<tr>
<td>45</td>
<td>Crosby Patrol Yard&lt;br&gt;Lot 22, Concession 1&lt;br&gt;Rideau Lake Township, United Counties of Leeds &amp; Grenville, Ontario</td>
</tr>
<tr>
<td>46</td>
<td>Crystal Beach Patrol Yard&lt;br&gt;Lot 33, Concession 1, Highway 401 at County Road #2&lt;br&gt;Elizabethtown Township, United Counties of Leeds &amp; Grenville, Ontario</td>
</tr>
<tr>
<td>47</td>
<td>Dacre Patrol Yard&lt;br&gt;Lot 37, Concession D&lt;br&gt;Grattan Township, County Of Renfrew, Ontario</td>
</tr>
<tr>
<td>48</td>
<td>Dawson Road Patrol Yard&lt;br&gt;Lot 23, Concession A&lt;br&gt;Thunder Bay City, District of Thunder Bay, Ontario</td>
</tr>
<tr>
<td>49</td>
<td>Denbigh Patrol Yard&lt;br&gt;Lot 22, Concession 6&lt;br&gt;Addington Highlands Township, County of Lennox &amp; Addington, Ontario</td>
</tr>
<tr>
<td>50</td>
<td>Dinorwic Patrol Yard&lt;br&gt;Part H. W. 163, Plan P-233T-47&lt;br&gt;Southwold Unorganized Township, District of Kenora, Ontario</td>
</tr>
<tr>
<td>51</td>
<td>Dorset Patrol Yard&lt;br&gt;Lot 1, Concession 11</td>
</tr>
</tbody>
</table>
52. Dryden Patrol Yard  
   Part of Lot 5, Concession 6  
   Dryden City, District of Kenora, Ontario

53. Duff's Corners Patrol Yard  
   1389 Highway 2, Rural Road #1  
   Ancaster Town, Regional Municipality of Hamilton-Wentworth, Ontario

54. Dunchurch Patrol Yard  
   Lot 30, Concession 10  
   Croft Unorganized Township, District of Parry Sound, Ontario

55. Durham Patrol Yard  
   County Road #4, Lot 57, Concession 2, WGR  
   Bentinck Township, County of Grey, Ontario

56. Ear Falls Patrol Yard  
   Hwy. 105, 1.4 km North of Junction with Hwy. 804  
   Ear Falls Township, District of Kenora, Ontario

57. Echo Bay Patrol Yard  
   Highway 17, 1.6 km. south of the Junction with Highway 638  
   MacDonald Unorganized Township, District of Algoma, Ontario

58. Eganville Patrol Yard  
   Lot 20, Concession 12  
   North Algonia Wilberforce Township, County Of Renfrew, Ontario

59. Elginfield Patrol Yard  
   Lot 37, Concession 6  
   Lucan Biddulph Township, County of Middlesex, Ontario

60. Elk Lake Patrol Yard  
   Lot 6, Concession 5  
   James Township, District of Timiskaming, Ontario

61. Elliot Lake Patrol Yard  
   134 Highway 108  
   Elliot Lake City, District of Algoma, Ontario

62. Elsinore Patrol Yard  
   Lot 44, Indian Strip (Half Mile Strip)
Arran-Elderslie Municipality, County of Bruce, Ontario

63. Emo Patrol Yard
Lot Part of 41, Concession River Range
Emo Township, District of Rainy River, Ontario

64. Emsdale Patrol Yard
Lot 15, Concession 10
Perry Township, District of Perry Sound, Ontario

65. Englehart Patrol Yard
Lot 11, Concession 5
Evanturel Township, District of Timiskaming, Ontario

66. Farley's Corner Patrol Yard
Lot 30, Concession 11
Pringle Township, District of Parry Sound, Ontario

67. Feronia Patrol Yard
Lot 5, Concession 1
Widdifield Unorganized Township, district of Nipissing, Ontario

68. Field Patrol Yard
Lot 14, Concession 6, Highway 64, 1 km North of Highway 539
West Nipissing Municipality, District of Nipissing, Ontario

69. Flesherton Patrol Yard
Lot 150, Concession 2
Artemesia Township, County of Grey, Ontario

70. Foleyet Patrol Yard
Lot 6, Concession 6
Foleyet Unorganized Township, District of Sudbury, Ontario

71. Forest Home Patrol Yard
Lot 16, Concession 14
Oro-Medonte Township, County of Simcoe, Ontario

72. Fraserville Patrol Yard
Lot 1, Concession 8
Cavan-Millbrook-N. Monaghan Township, County Of Peterborough, Ontario

73. Geraldton Patrol Yard
Highway 11, 1 Km. East of the Junction with Highway 584
Ashmore Unorganized Township, District of Thunder Bay, Ontario
| 74. | Goderich Patrol Yard  
Block C, Western Division  
Township of Goderich, County of Huron, Ontario |
| 75. | Gogama Patrol Yard  
Lot 560  
Jack Unorganized Township, District of Sudbury, Ontario |
| 76. | Gore Bay Patrol Yard  
Lot 5, Concession 9, Highway 540 B, 0.5 km North of Highway 540  
Gordon Township, District of Manitoulin, Ontario |
| 77. | Gormley Patrol Yard  
1700 Major Mackenzie Drive  
Richmond Hill Town, Regional Municipality of York, Ontario |
| 78. | Goulais River Patrol Yard  
Hwy. 17, 1.9 km. S. of the Junction with Hwy. 552  
VanKoughnet Unorganized Township, District of Algoma, Ontario |
| 79. | Grafton Patrol Yard  
Lot 22, Concession 1  
Haldimand Town, Regional Municipality of Haldimand-Norfolk, Ontario |
| 80. | Gravenhurst Patrol Yard  
Lot 2, RE MR - Highway 11  
Gravenhurst Town, District Municipality of Muskoka, Ontario |
| 81. | Haley Station Patrol Yard  
Lot 22, Concession 3  
Ross Township, County Of Renfrew, Ontario |
| 82. | Hearst Patrol Yard  
Lot 2, Concession 11  
Way Unorganized Township, District of Cochrane, Ontario |
| 83. | Highway 400/Highway 9 Patrol Yard  
17465 Weston Road,  
King Township, Regional Municipality of York, Ontario |
| 84. | Highway 401 and Highway 10 Patrol Yard  
6130 Edwards Boulevard,  
Mississauga City, Regional Municipality of Peel, Ontario |
85. Hillsdale Patrol Yard  
   2224 Flos Road,  
   Springwater Township, County of Simcoe, Ontario

86. Hilton Beach Patrol Yard  
   Lot C, Concession 16, Reference Plan P-2888-3  
   Hilton Township, District of Algoma, Ontario

87. Hinkler Lake Patrol Yard  
   Crown Land (Highway 129, 25.8 km north of the junction with Highway 556)  
   Martel Unorganized Township, District of Algoma, Ontario

88. Homer Patrol Yard  
   571 York Road  
   Niagara-On-The-Lake Town, Regional Municipality of Niagara, Ontario

89. Hornepayne Patrol Yard  
   Part of Lot 13, Concession 4  
   Wicksteed Township, District of Algoma, Ontario

90. Huntsville Patrol Yard  
   Lot 2, Concession 14  
   Huntsville Town, District Municipality of Muskoka, Ontario

91. Hymers Patrol Yard  
   Lot 6, Concession 5, Northeast corner of Highways 588 and 595  
   Gillies Township, District of Thunder Bay, Ontario

92. Ignace Patrol Yard  
   Part 1, Location L.K.399, Ref. Plan P-28 55-27  
   Ignace Township, District of Kenora, Ontario

93. Iona Patrol Yard  
   Lot C, Concession A  
   Chatham-Kent City, County of Kent, Ontario

94. Iron Bridge Patrol Yard  
   Part of Lot 5, Concession 3  
   Gladstone Unorganized Township, District of Algoma, Ontario

95. Kakabeka Falls Patrol Yard  
   Lot 20, MR 331, Concession D  
   Paipoonge Unorganized Township, District of Thunder Bay, Ontario
<table>
<thead>
<tr>
<th>Number</th>
<th>Location Details</th>
</tr>
</thead>
</table>
| 96.    | Kanata Patrol Yard  
Lot 3, Concession 2  
Kanata City, Regional Municipality of Ottawa-Carleton, Ontario |
| 97.    | Kapuskasing Patrol Yard  
Lot 3, Concession 16  
Val Rita-Harty Township, District of Cochrane, Ontario |
| 98.    | Kempville Patrol Yard  
Lot 12, Concession 7  
North Grenville Township, United Counties of Leeds & Grenville, Ontario |
| 99.    | Kennedy Patrol Yard  
2064 Kennedy Road, Lots 29 and 30, Concession II,  
West side of Kennedy Road, immediately north of Highway No. 401  
Toronto City, Ontario |
| 100.   | Kenogami Patrol Yard  
Lot 5, Concession 6  
Eby Unorganized Township, District of Timiskaming, Ontario |
| 101.   | Kenora Patrol Yard  
Part of Lot 3, Concession 7, 700 m west of Highway 17A and Highway 658 Junction  
Kenora City, District of Kenora, Ontario |
| 102.   | Kent Centre Patrol Yard  
Lot 25, 1 ECR  
Chatham-Kent City, County of Kent, Ontario |
| 103.   | Killarney Patrol Yard  
1096 Highway 637  
Killarney Municipality, District of Sudbury, Ontario |
| 104.   | Kincardine Patrol Yard  
Lot 1, Concession 1  
Kincardine-Bruce-Tiverton Township, County of Bruce, Ontario |
| 105.   | Lansdowne Patrol Yard  
Highway 401 at Country Road 3  
Front of Leeds & Lansdowne Township, United Counties of Leeds & Grenville, Ontario |
| 106.   | Lindsay Patrol Yard  
Lot 14, Concession 6  
Ops Township, County Of Victoria, Ontario |
107. Little Current Patrol Yard  
Lot 23, Concession 1, Highway 540/Worthington Street, at Cockburn Street  
Northeastern Manitoulin & The Islands Town, District of Manitoulin, Ontario

108. Longbow Corners Patrol Yard  
Lot 2, Concession 1  
Haycock Unorganized Township, District Kenora, Ontario

109. Longlac Patrol Yard  
Highway 11, 4.8 Km. East of the Village of Longlac  
Daley Township, District of Thunder Bay, Ontario

110. MacTier Patrol Yard  
Lots 2 and 3, Concession 5  
Georgina Bay Township, District of Muskoka, Ontario

111. Madoc Patrol Yard  
Lot 3, Concession 7  
Madoc Township, County Of Hastings, Ontario

112. Maple Patrol Yard  
3825 Major Mackenzie Drive  
Vaughan City, Regional Municipality of York, Ontario

113. Marathon Patrol Yard  
Highway 17, 2.1 Km West of the Junction with Highway 626  
O'Neil Unorganized Township, District of Thunder Bay, Ontario

114. Marysville Patrol Yard  
Lot 33, Concession 1  
Tyendinaga Township, County Of Hastings, Ontario

115. Matachewan Patrol Yard  
Highway 66, 0.5 km west of the Junction of Highways 65 and 66  
Township of Cairo, District of Timiskaming, Ontario

116. Matheson Patrol Yard  
Lot 4, Concession 6  
Bowman Unorganized Township, District of Cochrane, Ontario

117. Mattawa Patrol Yard  
Lot 21, Concession 15, Highway 15, 5 km west of junction Highway 533  
Mattawa Town, District of Nipissing, Ontario
| 118. | Maynooth Patrol Yard  
Lot 11, Concession 14 WHR  
Herschel Township, County Of Hastings, Ontario |
| 119. | McKerrow Patrol Yard  
Lot 5, Concession 1  
Baldwin Township, District of Sudbury, Ontario |
| 120. | Meaford Patrol Yard  
Lots 44 and 13, Concession 4, R.P. 309  
Meaford Town, County of Grey, Ontario |
| 121. | Midhurst Patrol Yard  
Part of Lot 3, Concession 4  
Springwater Township, County of Simcoe, Ontario |
| 122. | Mimico Patrol Yard  
461 Kipling Avenue, Lot 6, Concession 2  
Toronto City, Ontario |
| 123. | Mindemoya Patrol Yard  
Lot 16, Concession. 5  
Carnarvon Unorganized Township, District of Manitoulin, Ontario |
| 124. | Minden Patrol Yard  
Lot 5, Concession 12, 3.0 km. South of the Junction of Highway 121/35  
Lutterworth Township, County of Haliburton, Ontario |
| 125. | Missinabie Patrol Yard  
Crown Land, Part 1, Reference Plan P-2829-5  
West Unorganized Township, District of Algoma, Ontario |
| 126. | Mitchell Patrol Yard  
Lot 26, Concession 4  
Perth West Township, County of Perth, Ontario |
| 127. | Morrisburg Patrol Yard  
Lot 31, Concession 2  
South Dundas Township, United Counties of Stormont, Dundas & Glengarry, Ontario |
| 128. | Morriston Patrol Yard  
7 Queen Street  
Puslinch Township, County of Wellington, Ontario |
129. Nagagami Patrol Yard  
Lot 6, Concession 8  
McMillan Unorganized Township, District of Cochrane, Ontario

130. Nestor Falls Patrol Yard  
Part 1, Plan P-25-14-13  
Phillips Unorganized Township, District of Kenora, Ontario

131. New Hamburg Patrol Yard  
Lot 19, HBR  
Wilmot Township, Regional Municipality of Waterloo, Ontario

132. Newtonville Patrol Yard  
1400 Newtonville Road, Lots 8 and 9, Concession 1, West side of Newtonville Road immediately north of Highway No. 401, 1 Km. south of Highway No. 2  
Clarington Municipality, Regional Municipality of Durham, Ontario

133. Nickle Lake Patrol Yard  
Lot 5, Concession 3  
Watten Unorganized Township, District of Rainy River, Ontario

134. Nilestown Patrol Yard  
Lot 24, Concession 1  
North Dorchester Township, County of Middlesex, Ontario

135. Nipigon Patrol Yard  
Lot 14, Concession 1, 100 m north of Highway 11 and Highway 17 Junction  
Nipigon Township, District of Thunder Bay, Ontario

136. Noelville Patrol Yard  
Lot 1, Concession 4  
French River Municipality, District of Sudbury, Ontario

137. Norwood Patrol Yard  
Lot 20, Concession 10  
Asphodel-Norwood Township, County Of Peterborough, Ontario

138. Oldcastle Patrol Yard  
Lot 303, South Talbot Road  
Tecumseh Town, County of Essex, Ontario

139. Ormsby Patrol Yard  
Lot 25, Concession 8  
Limerick Township, County Of Hastings, Ontario
140. Palermo Patrol Yard
    Part of Lot 31, Concession II
    Milton Town, Regional Municipality of Halton, Ontario

141. Paris Patrol Yard
    Lot 10, Concession 2
    Brant County City, County of Brant, Ontario

142. Parry Sound Patrol Yard
    Lot 138, Concession B
    Foley Unorganized Township, District of Parry Sound, Ontario

143. Pearl Patrol Yard
    Lot 5, Concession 3
    Shuniah Township, District of Thunder Bay, Ontario

144. Pembroke Patrol Yard
    Lot 26, Concession B
    Alice & Fraser Township, County of Renfrew, Ontario

145. Pickle Lake Patrol Yard
    Connell Unorganized Township, District of Kenora, Ontario

146. Point Alexander Patrol Yard
    Lot 25, Range B, Highway 17, 160 km east of Highway 11
    Rolph, Buchanan, Wylie & Mckay Township, County of Renfrew, Ontario

147. Pontypool Patrol Yard
    Lot 10, Concession 1
    Manvers Township, County Of Victoria, Ontario

148. Porquis Junction Patrol Yard
    Highway 67, 0.4 km East of North Junction of Hwy 11 and 67
    Lot 10, Concession 1, Part CR 581, Reference Plan P-2322-62
    Iroquois Falls Town, District of Cochrane, Ontario

149. Port Colborne Patrol Yard
    2626 Highway no. 140
    Colborne City, Regional Municipality of Niagara, Ontario

150. Port Franks Patrol Yard
    Lot 35, Lake Road East
    Bosanquet Town, County of Lambton, Ontario
151. Powassan Patrol Yard
Lot 16, Concession 13 & 14
South Himsworth Unorganized Township, district of Algoma, Ontario

152. Rainy River Patrol Yard
Lot Part of 14, Concession River Range
Rainy River Town, District of Rainy River, Ontario

153. Red Lake Patrol Yard
Hwy. 105, Junction of Hwy. 125 & 105
Heyson Unorganized Township, District of Kenora, Ontario

154. Reece's Corners Patrol Yard
4311 London Road, Lot 16, Concession V
Enniskillen Township, County of Lambton, Ontario

155. Rossport Patrol Yard
Highway 17, 2.4 km. East of the Village of Rossport
Reference Plans P-2832-6, P-2832-8, P-2832-12, P-2832-25
Lahontan Unorganized Township, District of Thunder Bay, Ontario

156. Rutter Patrol Yard
Lot 11, Concession 4
Bigwood Unorganized Township, District of Sudbury, Ontario

157. Savant Lake Patrol Yard
Highway 599, 1.5 km south of the community of Savant Lake
Savant Unorganized Township, District of Thunder Bay, Ontario

158. Shabaqua Patrol Yard
Lot 78, Concession B, 200 m south of Highway 11 and Highway 17 Junction
Thunder Bay City, District of Thunder Bay, Ontario

159. Shelburne Patrol Yard
Lot 2, Concession 2
Township of Shelburne, Ontario

160. Shining Tree Patrol Yard
Part MCL 3638, MCL 44211
Asquith Unorganized Township, District of Sudbury, Ontario

161. Sioux Lookout Patrol Yard
Pt of Concession. 24 & 25, Pt 1 & 2 of R. P. P-8019-7
Drayton Unorganized Township, District of Kenora, Ontario
162. Smooth Rock Falls Patrol Yard
Lot 20, Concession 8
Smooth Rock Falls Town, District of Cochrane, Ontario

163. Spruce River Road Patrol Yard
Highway 527, 0.2 km North of the Junction with Highway 11/17
MacGregor Unorganized Township, District of Thunder Bay, Ontario

164. St. Marys Patrol Yard
Lot 22, Concession 20, Rural Road #2
Perth South Township, County of Perth, Ontario

165. Stayner Patrol Yard
Part of Lots 25, 26 and 27, County Road 91
Clearview Township, County of Simcoe, Ontario

166. Stonecliffe Patrol Yard
Lots 33/34, Concession 17
Head, Clara & Maria Township, County of Renfrew, Ontario

167. Strathroy Patrol Yard
Lot 22, Concession 1, R.R. #6,
Intersection of Highway #81 and Highway #22 North of Strathroy
Township of Adelaide, County of Middlesex, Ontario

168. Summerstown Patrol Yard
Lot 14, Concession 2
South Glengarry Township, United Counties Of Stormont, Dundas & Glengarry, Ontario

169. Temagami Patrol Yard
Highway No. 11, Part MC 5591, P-2393
Strathcona Unorganized Township, District of Nipissing, Ontario

170. Terrace Bay Patrol Yard
Highway 17 west, 800 km north of Canadian Pacific Railway overpass and Highway
Terrace Bay Township, District of Thunder Bay, Ontario

171. Thessalon Patrol Yard
Part of SE 1/4 Section 33
Thessalon Town, District of Algoma, Ontario

172. Thorold Tunnel Garage
120 Ormond Street South,
East side of Ormond Street South, approximately 0.5 km. South of Hwy. 58
Thorold City, Regional Municipality of Niagara, Ontario

173. Tillsonburg Patrol Yard
Lot 19, Concession 11
Township of Oxford, County of Elgin, Ontario

174. Timmins Patrol Yard
1563 Riverside Drive (Hwy. 101 West)
Mountjoy Unorganized Township, District of Cochrane, Ontario

175. TriTown Patrol Yard
Lot 5, Concession 4
Bucke Unorganized Township, District of Timiskaming, Ontario

176. Tweed Patrol Yard
Lot 8, Concession 8
Tweed Township, County of Hastings, Ontario

177. Upsala Patrol Yard
Part of Lot 5 and 6, Concession 3
Upsala Unorganized Township, District of Thunder Bay, Ontario

178. Vankleek Hill Patrol Yard
Lot 24, Concession 9,
North Glengarry Township, United Counties of Stormont, Dundas & Glengarry, Ontario

179. Vermilion Bay Patrol Yard
Part of Lot 9, Concession 4,
Highway 17, 3 km west of Highway 17 / Highway 647 Junction
Machin Township, District of Kenora, Ontario

180. Vernon Patrol Yard
Lot 9, Concession 4
West Nipissing Municipality, District of Nipissing, Ontario

181. Wahnapitae Patrol Yard
Lot 10, Concession 3
Nickel Centre Town, Regional Municipality of Sudbury, Ontario

182. Walden Patrol Yard
251 Regional Road 55
Walden Town, Regional Municipality of Sudbury, Ontario

183. Walford Patrol Yard
1/4 Section 31,
Sables-Spanish River Township, District of Sudbury, Ontario

184. Wawa Patrol Yard
Highway 17, 0.7 km. west of the Junction with Highway 101
McMurray Unorganized Township, District of Algoma, Ontario

185. Westminster Patrol Yard
Lot 65, East Concession, 6355 Westminster Road
London City, County of Middlesex, Ontario

186. White River Patrol Yard
Corner of Highway # 17 and Highway # 631
Town of White River, Ontario

187. Whitney Patrol Yard
Lot 7, Concession 10
South Algonquin Township, District Of Nipissing, Ontario

188. Winona Patrol Yard
1200 South Service Road, Lots 5 and 6, Concession 1
Hamilton City, Ontario

189. Woodstock Patrol Yard
Lot 22, Concession 3, 575 Mill Street
South-West Oxford Township, County of Oxford, Ontario

190. Youngs Point Patrol Yard
Lot 37, Concession 12
Smith-Ennismore Township, County Of Peterborough, Ontario

SCHEDULE "B"

The following is a list of documents relied upon for the issuance of this Certificate of Approval:

1. applications for Approval of Industrial Sewage Works submitted by the Ontario Ministry of Transportation;

2. applications dated March 4, 2002 and May 27, 2002, signed by Jim Sutton, Environmental Planner, Waste Management, Ontario Ministry of Transportation and supporting documentation;

3. application dated February 20, 2002, signed by Jennifer Boyer, Environmental Planner, Waste Management, Central Region, Ontario Ministry of Transportation and supporting documentation, and application dated August 23, 2002, signed by Marlo Johnson,
Supervisor, Environmental Unit, Northern Region, Ministry of Transportation and supporting documentation;

4. application dated November 14, 2002, signed by Terry Hilditch, Senior Policy Analyst, Ontario Ministry of Transportation, and supporting documentation;

5. application for Approval of Industrial Sewage Works dated September 16, 2004, and all supporting documentation and information;

6. application dated October 26, 2004, signed by Paula Sdao, (Environmental Planner, Waste Management), Ministry of Transportation, all supporting documentation and information, and Certificate of Approval 6501-587PSL;

7. applications dated February 20, 2002, signed by Jennifer Boyer, Environmental Planner, Waste Management, Central Region; August 23, 2002, signed by Marlo Johnson, Supervisor, Environmental Unit, Northern Region; October 26, 2004, signed by Paula Sdao, Environmental Planner, Waste Management, and e-mail dated December 1, 2004 and letter December 15, 2004, from Terry Hilditch, Senior Policy Analyst, all from Ontario Ministry of Transportation and supporting documentation and information;

8. application for approval dated April 22, 2005, signed by Jane Haddow, Transportation Environmental Planner and application dated May 16, 2005 signed by Geoff Sutherland, Environmental Planner, all from Ontario Ministry of Transportation and supporting information and documentation;


10. application for Approval of Industrial Sewage Works dated September 15, 2005 and all supporting documentation and information, and email received on October 6, 2005, both signed by Paula Sdao, Environmental Planner- Waste Management, Ontario Ministry of Transportation;

11. all in accordance with the letter dated December 22, 2005, from Paula Sdao, Waste Environmental Planner, Northwestern Region, Ministry of Transportation;

12. application for Approval of Industrial Sewage Works dated February 2, 2006, signed by Geoff Sutherland, Environmental Planner - Waste Management of the Ontario Ministry of Transportation and the letter dated February 2, 2006, from Michael Plant, P.Eng., Manager, Operational Services, Southwestern Region, Ontario Ministry of Transportation; and

13. application for Approval of Industrial Sewage Works dated January 21, 2010, signed by
Chris Kim, Environmental Planner - Waste Management, Ontario Ministry of Transportation, and all supporting documentation and information, and Certificate of Approval Number 3887-7MMHZB.

**SCHEDULE "C"**

The soap alternative products and the dilution that will be used for each of the alternatives is noted as follows:

<table>
<thead>
<tr>
<th>Soap Alternative</th>
<th>Dilution (Water : Soap concentrate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotsy Blue Thunder</td>
<td>110 : 1</td>
</tr>
<tr>
<td>Indo 510</td>
<td>62.5 : 1</td>
</tr>
<tr>
<td>Zep Split Vehicle wash</td>
<td>62.5 : 1</td>
</tr>
</tbody>
</table>

This Certificate of Approval revokes and replaces Certificate(s) of Approval No. 3887-7MMHZB issued on March 18, 2009.

*In accordance with Section 100 of the Ontario Water Resources Act, R.S.O. 1990, Chapter 0.40, as amended, you may by written notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 101 of the Ontario Water Resources Act, R.S.O. 1990, Chapter 0.40, provides that the Notice requiring the hearing shall state:*

1. The portions of the approval or each term or condition in the approval in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

*The Notice should also include:*

3. The name of the appellant;
4. The address of the appellant;
5. The Certificate of Approval number;
6. The date of the Certificate of Approval;
7. The name of the Director;
8. The municipality within which the works are located;

*And the Notice should be signed and dated by the appellant.*

*This Notice must be served upon:*

The Secretary*  

The Director
The above noted sewage works are approved under Section 53 of the Ontario Water Resources Act.

DATED AT TORONTO this 10th day of March, 2010

Zafar Bhatti, P.Eng.
Director
Section 53, Ontario Water Resources Act

AA/
c: District Manager, MOE All District Offices
Chris Kim, MTO Central Region Waste Planner
Dawn Talarico, MTO Northwestern Region Waste Planner
Diane Ivanauskas, MTO Central Region Waste Planner
Geoff Sutherland, MTO Western Region Waste Planner
Gord McRae, MTO Eastern Region Waste Planner
Jane Haddow, MTO Northeastern Region Waste Planner
Terry Hilditch, MTO Provincial and Environmental Planning Office
Appendix B

Inspection Checklists
## Oil/Water Separator Maintenance Checklist

**Procedure for Pumping out OWS**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Action/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Stop using the separator.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Ensure that the carrier is properly licensed to haul the oil/water separator waste.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Carrier cleans out floor drains of oil, water and sediment.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Carrier flushes drain line from garage to separator (optional).</td>
</tr>
<tr>
<td>Step 5</td>
<td>Carrier waits for material in drain line to empty into separator and separate (n/a if Step 4 skipped).</td>
</tr>
<tr>
<td>Step 6</td>
<td>Carrier pumps oil and sediment from all three chambers of the separator and leaves the water (or pumps all three chambers dry).</td>
</tr>
<tr>
<td>Step 7</td>
<td>Ensure that the patrol yard location on the Waste Manifest is correct. Ensure that the waste class number is correct.</td>
</tr>
<tr>
<td>Step 8</td>
<td>Sign the waste manifest. Carrier gives a copy of the manifest to MTO.</td>
</tr>
<tr>
<td>Step 9</td>
<td>Place a copy of the manifest in the binder.</td>
</tr>
<tr>
<td>Step 10</td>
<td>Fill OWS chambers back up with water (either directly into the OWS, or through the floor drains).</td>
</tr>
</tbody>
</table>
# MTO Environmental Emergency / Spill Checklist

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOE Spills Action Centre</td>
<td>n/a</td>
<td>1-800-268-6060</td>
</tr>
</tbody>
</table>

Information MOE will require:

## General Information
- Your name
- Your phone #
- Municipal address of the site
- Description of the spill location
- Date spill discovered
- Time spill discovered
- Date spill occurred
- Time spill occurred

## People contacted to respond to the spill
- Agency       | Name | Phone # |
- Local Police |      |         |
- OPP          |      |         |
- Fire Department |    |         |
## Details about the environmental emergency/spill

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was discharged?</td>
<td></td>
</tr>
<tr>
<td>Quantity discharged?</td>
<td></td>
</tr>
<tr>
<td>Location of discharge?</td>
<td></td>
</tr>
<tr>
<td>Cause of discharge?</td>
<td></td>
</tr>
<tr>
<td>Description of the surrounding area that was/may be affected by the spill:</td>
<td></td>
</tr>
<tr>
<td>Neighbouring private property?</td>
<td></td>
</tr>
<tr>
<td>Water wells?</td>
<td></td>
</tr>
<tr>
<td>Flood plains?</td>
<td></td>
</tr>
<tr>
<td>Fish &amp; wildlife habitat areas?</td>
<td></td>
</tr>
<tr>
<td>Health &amp; safety concerns?</td>
<td></td>
</tr>
<tr>
<td>Descriptions of conditions that may have aggravated or prevented any adverse effects discussed above:</td>
<td></td>
</tr>
<tr>
<td>Weather?</td>
<td></td>
</tr>
<tr>
<td>Surface water / ground water conditions?</td>
<td></td>
</tr>
<tr>
<td>Did discharge leak onto neighbouring property?  If so, does the neighbour know and will they let you on their property to clean it up?</td>
<td></td>
</tr>
<tr>
<td>Any other pollutants discharged as a result of the original spill?  If yes, what was it?</td>
<td></td>
</tr>
<tr>
<td>What actions have been/will be taken to rectify the situation?</td>
<td></td>
</tr>
</tbody>
</table>
## Oil/Water Separators

### Summer Months (May 1 to September 30)

<table>
<thead>
<tr>
<th>Month</th>
<th>Week</th>
<th>Required Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Floor Drains/Sumps</strong></td>
</tr>
<tr>
<td>May</td>
<td>Week 1</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 3</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 4</td>
<td>✓</td>
</tr>
<tr>
<td>June</td>
<td>Week 1</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
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<td>Week 3</td>
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<tr>
<td></td>
<td>Week 4</td>
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<tr>
<td>July</td>
<td>Week 1</td>
<td>✓</td>
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<tr>
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<td>Week 2</td>
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<td>Week 4</td>
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<tr>
<td>August</td>
<td>Week 1</td>
<td>✓</td>
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<tr>
<td></td>
<td>Week 2</td>
<td>✓</td>
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<td>Week 3</td>
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<td>Week 4</td>
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<tr>
<td>September</td>
<td>Week 1</td>
<td>✓</td>
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<tr>
<td></td>
<td>Week 2</td>
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<tr>
<td></td>
<td>Week 3</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 4</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Note: Inspection required during discharging of effluent.

### Winter Months (October 1 to April 30)

<table>
<thead>
<tr>
<th>Month</th>
<th>Week</th>
<th>Required Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Floor Drains/Sumps</strong></td>
</tr>
<tr>
<td>October</td>
<td>Week 1</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
<td>✓</td>
</tr>
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<td></td>
<td>Week 3</td>
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<td></td>
<td>Week 4</td>
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<tr>
<td>November</td>
<td>Week 1</td>
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<tr>
<td></td>
<td>Week 2</td>
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<td></td>
<td>Week 4</td>
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<tr>
<td>December</td>
<td>Week 1</td>
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<tr>
<td></td>
<td>Week 2</td>
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<td>Week 4</td>
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<tr>
<td>January</td>
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<td></td>
<td>Week 4</td>
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<tr>
<td>February</td>
<td>Week 1</td>
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<td></td>
<td>Week 2</td>
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<td></td>
<td>Week 4</td>
<td>✓</td>
</tr>
<tr>
<td>March</td>
<td>Week 1</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 3</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 4</td>
<td>✓</td>
</tr>
<tr>
<td>April</td>
<td>Week 1</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 3</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Week 4</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Note: Inspection required during discharging of effluent. Inspections not required in the winter months if outlet is covered in snow.**
Appendix C

Inspection Log
# Oil/Water Separator Inspection Procedure - MTO Facilities

<table>
<thead>
<tr>
<th>Task</th>
<th>Response</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inspect the floor drains/ sumps / catch basins.</strong></td>
<td></td>
<td><strong>Inspect the floor drains/ sumps / catch basins.</strong></td>
</tr>
<tr>
<td>Is there salt, sediment or oil built up?</td>
<td>Yes</td>
<td>Clean out grates and catch basins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Catch basin sediment must go to landfill via an MOE Certified Carrier or in MTO vehicles. Record inspection in log sheet.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>No action required. Record inspection in log sheet.</td>
</tr>
<tr>
<td><strong>Inspect the OWS Outlet.</strong></td>
<td></td>
<td><strong>Inspect the OWS Outlet.</strong></td>
</tr>
<tr>
<td>Is there any oil/fuel, a visible sheen (i.e. rainbow), foaming or floating debris? Anything else unusual?</td>
<td>Yes</td>
<td>Stop using the separator. Contact maintenance superintendent or Environmental Unit for further direction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Record inspection in log sheet.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>No action required. Record inspection in log sheet.</td>
</tr>
<tr>
<td><strong>Inspect the OWS Chambers.</strong></td>
<td></td>
<td><strong>Inspect the OWS Chambers.</strong></td>
</tr>
<tr>
<td>Is there accumulated oil and/or sediment in the chambers? Is there more than 12 inches (30 centimetres) of sediment? Is there more than 4 inches (10 centimetres) of floating oil?</td>
<td>Yes</td>
<td>Arrange for an MOE-certified carrier to pump out the OWS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtain a copy of the waste manifest and place in OWS Log Book. Record inspection in log sheet.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>No action required. Record inspection in log sheet.</td>
</tr>
<tr>
<td>The 1(^{st}) chamber should have the most oil, with less in the 2(^{nd}) and the least in the 3(^{rd}). Is this the case?</td>
<td>Yes</td>
<td>No action required. Record inspection in log sheet.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>The separator may be malfunctioning or there may have been a spill.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stop using the separator. Contact maintenance co-ordinator or Environmental Unit for further direction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Record inspection in log sheet.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Inspection</th>
<th>Timing</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor drains / catch basins</td>
<td>Oct. 1 to Apr. 30</td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>May 1 to Sept. 30</td>
<td>Monthly</td>
</tr>
<tr>
<td>OWS Outlet</td>
<td>All Year</td>
<td>Weekly, during discharge*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*If OWS not in use and no discharge has occurred all week, note this in the OWS log book.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**If pipe outlet or drywell is covered by snow and discharge cannot be observed, no inspection is required. Note this in the OWS log book.</td>
</tr>
<tr>
<td>OWS Chambers</td>
<td>Spring and Fall</td>
<td>Twice per year</td>
</tr>
</tbody>
</table>
# OIL/WATER SEPARATOR LOG

**MTO ____________________  PATROL GARAGE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Floor Drain / Catch Basin Inspection?</th>
<th>Oil/Water Separator Inspection?</th>
<th>Outlet Pipe Inspection?</th>
<th>Slop Oil &amp; Sludge Removed?</th>
<th>Inspected by</th>
<th>Comments</th>
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</table>
Appendix D

Manifests
## Record of OWS Slop Oil and Sediment Disposal

MTO Patrol Yard

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Carrier</th>
<th>Manifest No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005 05 27</td>
<td>Potter Pumping</td>
<td>YY46835-1</td>
</tr>
<tr>
<td>2005 10 31</td>
<td>A-1 Oil Services</td>
<td>AY59987-7</td>
</tr>
<tr>
<td>Date</td>
<td>Name of Carrier</td>
<td>Manifest No.</td>
</tr>
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</table>
**MANIFEST - MANIFESTE**

**A**
**Consigneur (Generator)**

Provincial ID No. / N° d' ID provincial: ON0124216

Company name / Nom de l'entreprise:

ONTARIO MINISTRY OF TRANSPORTATION

Mailing address / Adresse postale:

615 JAMES ST. S., THUNDER BAY, ON P6G

Shipping site address / Origine de l'expédition:

NICKLE LAKE PATROL YARD

**B**
**Transporteur**

Provincial ID No. / N° d' ID provincial: A550216

Company name / Nom de l'entreprise:

MILLER PUMPING

Address / Adresse:

345 JAMES ST, THUNDER BAY, ON P7A 3K6

**C**
**Consignée (Receiver)**

Provincial ID No. / N° d' ID provincial:

ON0124216

Company name / Nom de l'entreprise:

MILLER PUMPING

Address / Adresse:

345 JAMES ST, THUNDER BAY, ON P7A 3K6

**Carrier Certification:**

I declare that the information contained in Part A is correct and complete. Declaration du transporteur: Je déclare que tous les renseignements à la partie A sont véridiques et complets.

Signed / Signé:

George Nyman

Date / Date:

07 09 12

Time / Heure:

07 09 12

**Physical state / État physique:**

L. OILY WATER

**Waste identification / Identification du déchet:**

QBOFIN 01012011

**Quantity shipped / Quantité expédiée:**

2300 L 01 02 01 02

**Handling instructions / Instructions d'expédition:**

In event of spill, contact MOE SAC 1-800-268-6060

**Date shipped / Date d'expédition:**

07 09 12

Time / Heure:

07 09 12

**Consignee Certification:**

I declare that the information contained in Part C is correct and complete. Declaration de l'expéditeur: Je déclare que tous les renseignements à la partie C sont véridiques et complets.

Signed / Signé:

George Nyman

Date / Date:

07 09 12

Time / Heure:

07 09 12

Instructions for completion and distribution on reverse / Instructions pour compléter et distribuer au verso.

**Copy / Copie 1 (white / blanche)**