



Kelowna International Airport

# AIRPORT DIRECTIVE 012

Revision Date: September 27, 2022

## Environment

**!!! [CLICK HERE FOR TEMPORARY AMENDMENTS](#) !!!**

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## Environment

### REVISION STATUS

Document Number	Document Title	Revision Date
AD 012	Environment	September 30, 2020
AD 012 Appendix A	Spill Reporting	September 30, 2020
AD 012 Appendix B	Anti-Idling Policy	September 30, 2020
AD 012 Appendix C	International Waste Handling	September 30, 2020
<i>AD 012 Appendix D</i>	<i>Energy Consumption and Reduction Policy</i>	<i>To be developed</i>

### 1. Introduction

The Kelowna International Airport, in conjunction with the City of Kelowna's Environmental Policy, is committed to operate and develop future facilities and policies that are environmentally sound and sustainable. We recognize that it is our environment that attracts residents and tourists to the area and in doing so, makes the Okanagan economically strong.

The Kelowna International Airport has a [Environment Management Plan / Program](#).

YLOW has identified a number of aspects of airport operations that have a significant impact on the environment and has targeted procedures or controls that have been implemented or are in the process of implementation.

In 2018, YLOW became carbon accredited through Airports Council International (ACI) and its Carbon Accreditation program. As part of the program, YLOW received Level 1 Carbon Accreditation from ACI, recognizing efforts to measure carbon emissions to plan how to limit them. YLOW is currently working toward achieving Level 2 Accreditation to further reduce energy consumption and our impact on the environment.

Details on Environmental projects at YLOW are detailed on the [website](#).

### 2. Wildlife Management

YLOW Airport Operations Specialists / Firefighters (AOS/FF) have the responsibility for wildlife control at the Airport. All airport personnel are encouraged to report instances of wildlife sightings, nestings, near misses or strikes to the Airport Operations Centre at (250) 807-4350.

If a strike occurs, it is the responsibility of YLOW to report the occurrence to Transport Canada.



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Refer to the [Wildlife Management Plan](#) for further details.

### 3. Hazardous Materials Spills

YLOW addresses the management and cleanup of hazardous materials that may be spilled on apron and maneuvering surfaces.

Refer to [Appendix A Spill Reporting](#) for details.

Refer also to the [YLOW Airport Emergency Plan \(AEP\) Section 6 Hazardous Material Handling and Section 13 Environmental Emergency \(E2\)](#) if the spill is a hazardous material and/or may have environmental impact.

### 4. Glycol Management

Refer to [AD 011 Winter Operations](#) for details on aircraft de-icing procedures and glycol management policies and programs

### 5. Air Quality

YLOW has implemented a policy to reduce unnecessary idling of vehicles at YLOW. The goal is to reduce fuel consumption and greenhouse gas emissions while improving local air quality and comfort of our guests and staff. We expect that all tenants adopt this practice.

Refer to [Appendix C Anti-Idling Policy](#) for details.

### 6. Noise Management

YLOW maintains Noise Exposure Forecasts (NEF) to measure the noise impacts as a result of the airport. The City of Kelowna has land use and zoning regulations to provide for any future increases in noise exposure areas.

For details on NEF, refer to the [YLOW Master Plan 2045](#). For details on future land use planning, refer to the [City of Kelowna Official Community Plan \(OCP\)](#).



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### 7. International Waste (IW) Handling

Canadian law requires special handling of all waste originating from countries outside Canada, including the USA. The International Waste Directive is regulated by the Canadian Food Inspection Agency (CFIA) and controlled by Canada Border Services Agency (CBSA).

YLV has an International Waste Plan plan that has been approved by both CFIA and CBSA. It is the air carriers responsibility to ensure IW is handled according to the International Waste Directives and the YLV International Waste Plan.

Procedure details are included in [Appendix D International Waste Handling](#).

### 8. Pesticide Use

The City of Kelowna has passed a bylaw restricting the use of various pesticides for residential applications. YLV will endeavor to seek alternatives to using pesticides as a means of controlling weeds and rodents, where possible.

Details are included in [Annex 1 Pesticide Policy and Procedures](#).

### 9. Annexes

- [Annex 1 Pesticide Policy and Procedures](#)

### 10. References

- [YLV Environmental Plan / Program](#)
- [YLV Airport Emergency Plan](#)
- [YLV Wildlife Management Plan](#)



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# AIRPORT DIRECTIVE 012 APPENDIX A

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## Spill Reporting

### 1. General

All staff must be acquainted with the nature of chemicals used onsite (refer to the MSDS Sheets) and the protective clothing and equipment required to handle these chemicals.

All staff must be informed of the location of safety equipment including fire extinguishers and spill cleanup equipment and how to operate that equipment.

### 2. Spill Reporting Procedures

In the event of a spill:

- Airport Operations is to be notified immediately at (250) 807-4350
- Airport Operations will respond to all spills regardless of location to stabilize spill areas using appropriate methods.

All spills on the controlled maneuvering surfaces will be cleaned up by Airport Operations, and costs recovered from the responsible party.

Otherwise, when spills occur, it is the responsibility of the tenant or licensee (i.e. aircraft operator, air carrier, ground handler or fueller) to clean up the spill.

- On Aprons 1 and 3, if the responsible party does not satisfactorily handle the clean-up, or does not immediately initiate clean-up, Airport Operations will do so. All costs associated with Airport Operations conducting spill clean-up will be recovered from the responsible party.

Spills beyond the ability of Airport staff to contain or cleanup or spills that risk the lives of staff, the public, or the environment, must be immediately reported to:

- Kelowna Fire Department (911 or 250-469-8577)
- Airport Manager on Call (250-765-5125)
- City Environment Division (250-862-3339 local 343)
- Provincial Emergency Program (PEP) (1-800-663-3456)
- City OHS Supervisor (250-862-3339 local 379)
- Transport Canada Regional Office Security & Emergency Preparedness, Civil Aviation (1-604-666-6978)

## Spill Reporting

### 3. Spill Reporting Requirements

A primary containment facility leaks a substance of reportable quantity:

- if the substance is discharged to the environment, then the leak must be reported to the immediate supervisor, Ministry of Water, Land and Air Protection (PEP) and the City's Environment Division. Refer to the [YLW Airport Emergency Plan Part I Section 13 Environmental Emergency \(E2\)](#).
- if the substance is not discharged to the environment, then the leak must be reported to the immediate supervisor; or
- if the leak is to a secondary containment, the leak must be reported to the immediate supervisor. If failure of the secondary containment would result in discharge to the environment, the Environment Division must also be notified. Refer to the [YLW Airport Emergency Plan Part I Section 13 Environmental Emergency \(E2\)](#).

A primary containment facility leaks a substance of less than reportable quantity:

- if no discharge to the environment occurs, then, at the discretion of staff, this leak should be reported to the immediate supervisor at the time of the incident or within 12 hours; or
- if discharge to the environment does occur, this leak should be reported to the immediate supervisor and the Environment Division at the time of the incident or within 12 hours. Refer to the [YLW Airport Emergency Plan Part I Section 13 Environmental Emergency \(E2\)](#).

### 4. Reportable Quantities

Reportable quantities are defined in the [Environmental Management Act Spill Reporting Regulation Schedule](#) and shown in the table below (continued on next page):

Item	Substances	Quantity
1	Class 1, Explosives as defined in section 2.9 of the Federal Regulations	50 kg, or less if the substance poses a danger to public safety
2	Class 2.1, Flammable Gases, other than natural gas, as defined in section 2.14 (a) of the Federal Regulations	10 kg
3	Class 2.2 Non-flammable and Non-toxic Gases as defined in section 2.14 (b) of the Federal Regulations	10 kg



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## Spill Reporting

Item	Substances	Quantity
4	Class 2.3, Toxic Gases as defined in section 2.14 (c) of the Federal Regulations	5 kg
5	Class 3, Flammable Liquids as defined in section 2.18 of the Federal Regulations	100 L
6	Class 4, Flammable Solids as defined in section 2.20 of the Federal Regulations	25 kg
7	Class 5.1, Oxidizing Substances as defined in section 2.24 (a) of the Federal Regulations	50 kg or 50 L
8	Class 5.2, Organic Peroxides as defined in section 2.24 (b) of the Federal Regulations	1 kg or 1 L
9	Class 6.1, Toxic Substances as defined in section 2.27 (a) of the Federal Regulations	5 kg or 5 L
10	Class 6.2, Infectious Substances as defined in section 2.27 (b) of the Federal Regulations	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
11	Class 7, Radioactive Materials as defined in section 2.37 of the Federal Regulations	Any quantity that could pose a danger to public safety and an emission level greater than the emission level established in section 20 of the Packaging and Transport of Nuclear Substances Regulations, 2015 (Canada)
12	Class 8, Corrosives as defined in section 2.40 of the Federal Regulations	5 kg or 5 L
13	Class 9, Miscellaneous Products, Substances or Organisms as defined in section 2.43 of the Federal Regulations	25 kg or 25 L
14	waste containing dioxin as defined in section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
15	leachable toxic waste as defined in section 1 of the Hazardous Waste Regulation	25 kg or 25 L
16	waste containing polycyclic aromatic hydrocarbon as defined in section 1 of the Hazardous Waste Regulation	5 kg or 5 L
17	waste asbestos as defined in section 1 of the Hazardous Waste Regulation	50 kg
18	waste oil as defined in section 1 of the Hazardous Waste Regulation	100 L
19	waste that contains a pest control product as defined in section 1 of the Hazardous Waste Regulation	5 kg or 5 L



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## Spill Reporting

Item	Substances	Quantity
20	PCB wastes as defined in section 1 of the Hazardous Waste Regulation	25 kg or 25 L
21	waste containing tetrachloroethylene as defined in section 1 of the Hazardous Waste Regulation	50 kg or 50 L
22	biomedical waste as defined in section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
23	a hazardous waste as defined in section 1 of the Hazardous Waste Regulation and not covered under items 1 to 22	25 kg or 25 L
24	a substance, not covered by items 1 to 23, that can cause pollution	200 kg or 200 L
25	natural gas	10 kg

### 5. References

[Environmental Management Act Spill Reporting Regulation](#)

[YLV Airport Emergency Plan](#)





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# AIRPORT DIRECTIVE 012 APPENDIX B

Revision Date: September 30, 2020

## Anti-Idling Policy

### 1. General

YLW has implemented a policy to reduce unnecessary idling of vehicles at YLW. The goal is to reduce fuel consumption and greenhouse gas emissions while improving local air quality and comfort of our guests and staff. We expect that all tenants adopt this practice.

### 2. Policy

No diesel or gasoline vehicles will idle for more than three (3) minutes while on Airport aprons and property unless in an emergency situation.

No diesel or gasoline vehicles will idle for more than one (1) minute while operating in or within 10 meters of any building on airport property unless in an emergency situation.

This policy covers all YLW staff, contractors and tenant ground vehicles both airside and groundside of the airport, which includes:

- Ground support equipment
- Airport Operations and Maintenance vehicles
- Shuttles/buses
- Taxis
- Private vehicles
- Delivery vehicles
- All other vehicles operating within the airport boundary.

Failure to comply with the above policy may result in the suspension or termination of the operator's RAIC or AVOP (apron vehicle operator) privileges or direction to vacate from airport property.

### 3. Exceptions

Exceptions to this policy permit idling when:

- Emergency scene or ground operations use where lights, radios and or/other accessories are needed.



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### Anti-Idling Policy

- Necessary for accomplishing work for which a vehicle was designed – special locations can be designated for ongoing idling.
- Required for vehicle inspection, maintenance, testing, escorting or repair.
- Inclement weather situations, where use of the heater/defroster for crew and passenger comfort is required, vehicles may idle for:
  - 3 minutes if outside temp is above 0°C
  - 15 minutes if outside temp is between -15°C and 0°C
  - As necessary if outside temp is below -15°C



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# AIRPORT DIRECTIVE 012 APPENDIX C

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## International Waste (IW) Handling

### 1. Introduction

Canadian law requires special handling of all waste originating from countries outside Canada, including the USA. The International Waste Directive is regulated by the Canadian Food Inspection Agency and controlled by Canada Border Services Agency. YLW has an International Waste Plan plan that has been approved by both CFIA and CBSA. It is the air carriers responsibility to ensure IW is handled according to the International Waste Directives and the YLW International Waste Plan. All violations are potentially subject to fines.

### 2. Definitions

**Aircraft garbage:** Waste that contains, or is suspected of containing, animal products or byproducts that originated as food taken on board and applies to all waste from aircraft from any foreign country, including the United States. This includes commonly recycled items such as: newspapers; aluminum cans and plastic.

**Forfeited materials:** Animal or plant products and by-products which do not meet Canadian food Inspection Agency (CFIA) import requirements and which therefore are forfeited or voluntarily surrendered by international travellers at the first point of entry.

**Handler of International waste:** Person who is responsible for collecting or supervising the collection of IW at a point of entry into Canada (i.e. airport authorities, employees charged with bringing IW to a transfer area) as well as arranging and carrying out the transportation and disposal of IW via approved routes and to approved sites.

**Leak-proof container:** A container whose sides and bottom prevent the escape of solids and liquids and with a tight-fitting, securely closing lid that prevents the escape of solids and the entry of animals or vermin.

### 3. Handling of International Waste at YLW

In an effort to protect animal and plant species from foreign disease, Canadian law requires special handling of all waste originating from countries outside Canada, including the USA. The International Waste Directive is regulated by the Canadian Food Inspection Agency and controlled by Canada Border Services Agency. YLW has an International Waste Plan plan that has been approved by both CFIA and CBSA. It is the air carriers responsibility to ensure IW is handled according to the International Waste Directives and the YLW International Waste Plan. All violations are potentially subject to fines.



# YLW

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## AIRPORT DIRECTIVE 012 APPENDIX C

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### International Waste (IW) Handling

#### 4. International Waste Procedures

The following special handling procedures must be followed:

- The colour of bags containing IW must be ORANGE.
- All bags must be double-tied and cannot be reopened unless in the presence of a Canadian Border Services Agency (CBSA) Inspector.
- International waste must be transported immediately to the IW bin after being offloaded from the aircraft and must not be co-mingled with domestic waste.
- If a hole or leak occurs, the waste must be double bagged and double-tied. The spill must be cleaned and disinfected to the satisfaction of CBSA.
- Catering containers must be emptied into orange bags and be treated as IW.
- Once catering is removed from an international flight, it is considered IW

#### 5. International Waste Bin

An IW bin has been provided for the disposal of waste arriving from outside Canada. This bin must be clearly marked as IW, be leak-free, closed and secured (locked) after use. At no time shall international waste be left outside the bin.

#### 6. Transporting International Waste to Landfill

The Airport Technical & Building Services contractor will ensure the contracted waste hauler has a transportation and spill plan that is approved by the Canadian Food Inspection Agency. The waste hauler will provide this plan to the Airport to be included in the YLW International Waste Plan.

#### 7. Disposal of International Waste to Landfill

All IW received by YLW will be disposed of at the Glenmore Landfill, operated by the City of Kelowna. There are special disposal methods required for the landfill as indicated in the International Waste Directive. A copy of the written plan from the Glenmore Landfill will be included in the YLW International Waste Plan. Glenmore Landfill requires 48 hours notice to accept IW.



**YLW**

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**AIRPORT DIRECTIVE 012  
APPENDIX D**

Revision Date: N/A

**Energy Consumption and Reduction Policy**

*To be developed.*



# YLW

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## AIRPORT DIRECTIVE 012 AND APPENDICES

Revision Date: September 27, 2022

### Change Log

Date	Section(s) Changed	Summary of Change(s)
September 27, 2022	AD 012 section 1,2,3,4,8,9,10, Appendix A	<u>Updated links from insideylw to website</u>
September 30, 2020	ALL (AD 012, App A, App B, App C) <i>AD 012 Appendix D</i>	New format completed. Original issue. <i>Original issue – to be developed.</i>