

4.

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1.0 Persons Affected

This Standard Operating Procedure (SOP) affects:

- Any SaskPower employee/contractor that is required to handle equipment containing PCBs.

2.0 Purpose

This SOP provides:

- A standard procedure for handling equipment containing PCBs.

3.0 Rationale

This SOP ensures the following:

- Equipment containing PCBs is handled in compliance with PCB Legislation.
- Elimination of PCB releases during handling, transport and temporary storage of equipment.

4.0 Scope

In-the-Scope of the Procedure

- The procedure includes the following:
 - Assessing equipment containing PCBs for health, safety and environmental risk
 - Secondary containment for PCB equipment
 - Loading equipment for transport
 - Transporting PCB equipment
 - Storage of PCB equipment

Out-of-the-Scope of the Procedure

- The procedure does not include the following:
 - Identifying PCB content in equipment
 - PCB storage sites
 - Disposal of PCBs

5.0 Policies and Regulatory Requirements

This SOP is a result of the following policies, regulations, industry standards, and corporate directives and standards:

Policies:

- Health, Safety and Environmental Policy

Regulatory Requirement(s)

- PCB Regulations SOR/2008-273
- Canadian Environmental Protection Act, 1999
- The PCB Waste Storage Regulations, 1989
- The Environmental Spill Control Regulations, 1981
- The Environmental Protection Act, 2002
- The Saskatchewan Employment Act, 2014
- Transportation of Dangerous Goods Act, 1992
- Transportation of Dangerous Goods Regulations, 2014

Other

- SaskPower Safety Rulebook
- Applicable Health, Safety and Environmental Policies, Standards and Processes
- Equivalency Certificate, SU 6155 (Ren. 9)

6.0 Roles, Responsibilities and Prerequisites

In-the-Scope of the Procedure Role(s)	Quantity Required	Responsibilities	Prerequisites
SaskPower employee/contractor	1	<ol style="list-style-type: none"> 1. Assess equipment 2. Determine, prepare, and install secondary containment 3. Load equipment onto mode of transportation 	<ol style="list-style-type: none"> 1. Current WHMIS training 2. PCB training relevant to this SOP 3. Be aware and able to undertake immediate spill response needs as required 4. Refer to Mobile Equipment - End to End - Mobile Equipment Reference Guide - Secure Loads
Site SaskPower employee	1	<ol style="list-style-type: none"> 1. Sample unknown equipment as soon as possible. 2. Inspect temporary storage locations. 	<ol style="list-style-type: none"> 1. Current WHMIS training 2. PCB training relevant to this SOP 3. Be aware and able to undertake immediate spill response needs as required 4. Identify Oil-Filled Equipment Containing PCBs - Transmission PCB Oil Sampling Procedure Checklist 5. Identify Oil-Filled Equipment Containing PCBs - Distribution PCB Oil Sampling Procedure Checklist

7.0 Tools and Equipment

Tools and Equipment and Quantity Required:

- Required Personal Protective Equipment (PPE)
- Spill Kit
- Sample Kit
- Appropriate Secondary Containment
- Lifting Equipment

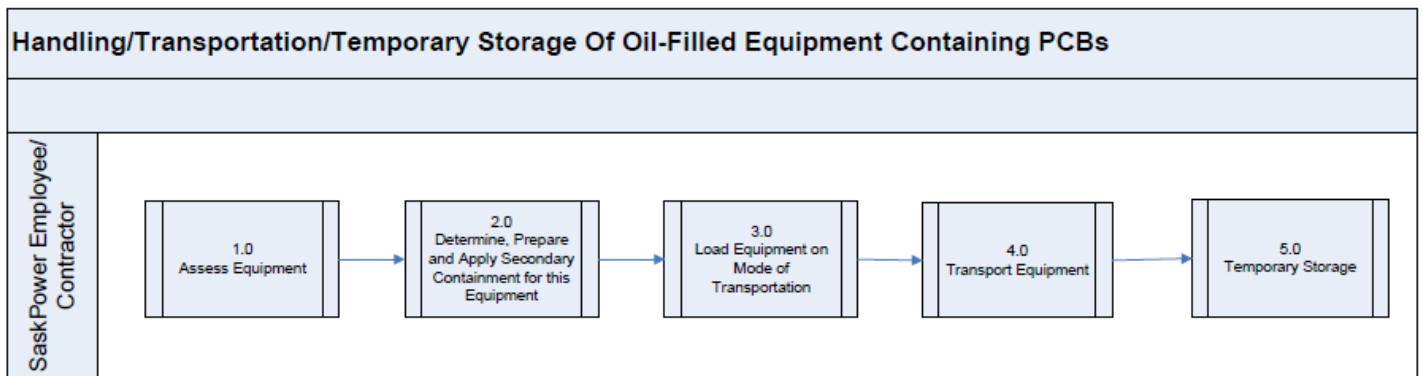
8.0 Planning and Preparation Checklist

Things to Check Before Starting the Procedure:

- Complete Hazard and Risk Assessment
- Applicable PPE is available and in good condition
- Spill Kit Available
- Sample Kit Available
- Secondary Containment Materials

9.0 Procedure

High Level Flowchart



The Procedure

Assumptions:

- Equipment contains PCBs unless previously identified.

1.0 Assess equipment

1.1 Assess Equipment

Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs

1.1.1 The SaskPower employee/contractor shall determine if equipment has been burnt.

- *Has equipment been subjected to fire?*
- *If yes, refer to Identify Oil-Filled Equipment Containing PCBs Standard Operating Procedure - Burnt Oil-Filled Equipment Handling Reference Document*
- *If no, go to 1.2*

1.2 Is Equipment Leaking?

1.2.1 The SaskPower employee/contractor shall determine if the equipment is leaking.

- *Has equipment been leaking?*
- *If yes, complete Emergency Response Procedures outlined in Identify Oil-Filled Equipment Containing PCBs Standard Operating Procedure - Spill Response Procedure Checklist, then go to 2.0*
- *If no, go to 2.0*

2.0 Determine, Prepare, and Apply Secondary Containment for this Equipment

2.1 Determine, Prepare, and Install Secondary Containment for this Equipment

2.1.1 The SaskPower employee/contractor shall determine and prepare the secondary containment that is required for equipment.

- *Refer to Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs - Secondary Containment Reference Source*

2.1.2 The SaskPower employee/contractor shall label equipment with the date it was removed from service using a metal marker or permanent tag.

3.0 Load Equipment on Mode of Transportation

3.1 Place Equipment on Mode of Transportation with Secondary Containment

3.1.1 The SaskPower employee/contractor shall ensure the equipment is placed within the secondary containment on the mode of transportation and that it is properly secured.

- *Refer to Mobile Equipment - End to End - Mobile Equipment Reference Guide - Secure Loads*

4.0 Transport Equipment

4.1 Transport Equipment to Temporary Storage Location

4.1.1 The SaskPower employee/contractor shall transport oil-filled equipment to a temporary storage location.

- *Refer to Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs - Transportation Table Reference Source*

5.0 Temporary Storage

NOTE: Temporary storage locations are sites that are not registered as PCB storage sites. They include district locations, material yards, switching and substations.

5.1 Temporary Storage of Oil-Filled Equipment

- 5.1.1 The SaskPower employee/contractor shall unload oil-filled equipment in location for sampling and/or later transport to registered PCB storage location.
- *Oil-filled equipment with unknown PCB concentration or ≥ 2 ppm shall be stored in appropriate secondary containment*
 - *Refer to Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs - Secondary Containment Reference Source*
 - *Oil-filled equipment shall be stored off the ground*
- 5.1.2 The Site SaskPower employee shall be made aware of the delivery or storage of oil-filled equipment containing PCBs.
- 5.1.3 The Site SaskPower employee shall sample unknown equipment as soon as possible after arrival of equipment.
- *Refer to Identify Oil-Filled Equipment Containing PCBs Standard Operating Procedure - Distribution PCB Oil Sampling Procedure Checklist and/or Transmission PCB Oil Sampling Procedure Checklist*
- 5.1.4 The Site SaskPower employee shall inspect the storage area regularly looking for and rectify issues:
- *Secondary containment damaged or ineffective (ripped bags, drip trays full of water, damaged or blown off tarps) refer to Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs - Secondary Containment Job Aid*
 - *Leaks and spills - refer to Identify Oil-Filled Equipment Containing PCBs Standard Operating Procedure - Spill Response Procedure Checklist*

10.0 Acronyms, Definitions and Symbols

Acronyms and Abbreviations

- PCB** - Polychlorinated Biphenyls
- PPE** - Personal Protective Equipment
- WHMIS** - Workplace Hazardous Materials Information System
- PPM** -Parts Per Million
- TDG** - Transportation of Dangerous Goods
- SRC** - Saskatchewan Research Council

Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs

Definitions

- SaskPower employee/contractor** - Any person(s) working for or on behalf of SaskPower
- Site SaskPower Employee** - Any person(s) having responsibility for a temporary storage site
- SaskPower Manager** - Out-of-Scope Supervisor
- Contract Administrator** - Any SaskPower employee responsible for contracted staff/resources
- Equipment** - Any material that contains PCBs in a concentration greater than or equal to 2 ppm or unknown

Symbols

N/A

11.0 Components

The following is a list of components for this SOP which can be accessed through the SOP System:

Component Name	Component Type	Component Description	Location of Component
Secondary Containment	Job Aid	Job Aid outlining sources of secondary containment	Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs
PCB Transportation Table	Reference Source	Reference Source pertaining to transporting oil-filled equipment	Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs
Handling/Transportation/Temporary Storage of Oil-filled Equipment Containing PCBs - Flowchart	Flowchart	Flowchart	Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs
Handling/Transportation/Temporary Storage of Oil-filled Equipment Containing PCBs - Bushing Sac Procedure Video	Video	This video demonstrates the use of a bushing sac to provide secondary containment for oil-filled bushings.	Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs
Handling/Transportation/Temporary Storage of Oil-filled Equipment Containing PCBs - Distribution PCB Transport - abg Bag - Padmount Video	Video	This video demonstrates the use of an abg transformer bag to provide secondary containment for a padmount transformer.	Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs
Handling/Transportation/Temporary Storage of Oil-filled Equipment Containing PCBs - Distribution PCB Transport - abg Bag - Pole Top Video	Video	This video demonstrates the use of an abg transformer bag to provide secondary containment for a pole top transformer.	Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs



Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs

Standard Operating Procedure

12.0 Owner

Owner

Director of Environment

13.0 References

References	Location of Resource
Emergency Response Procedures	Safety Management System
<i>Mobile Equipment/End to End/Mobile Equipment Reference Guide "Secure loads" -Job Aid</i>	SOP Online
Equivalency Certificate, SU 6155 (Ren. 9)	Environmental Management System