

1.

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1.0 Persons Affected

This Standard Operating Procedure (SOP) affects:

- Any person that is required to identify equipment containing PCBs.

2.0 Purpose

This SOP provides:

- A standard procedure to identify equipment containing PCBs.

3.0 Rationale

This SOP ensures the following:

- Equipment containing PCBs is identified for proper handling.
- Equipment containing PCBs is handled in compliance with PCB Legislation.

4.0 Scope

In-the-Scope of the Procedure

- The procedure includes the following:
 - Assessing equipment to determine if PCBs may be present.
 - Taking samples to be sent to lab for analysis.

Out-of-the-Scope of the Procedure

- The procedure does not include the following:
 - Handling oil-filled equipment
 - Handling PCB equipment
 - Emergency response procedure
 - Storage of PCB equipment
 - Transportation of PCB equipment

5.0 Policies and Regulatory Requirements

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

Identify Oil-Filled Equipment Containing PCBs

Policies:

- Health, Safety and Environment 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*

Other

- SaskPower Safety Rulebook
- Applicable Health, Safety and Environmental Policies, Standards and Processes

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. Gather information 3. Take sample 4. Based on lab report, determine how to handle 	<ol style="list-style-type: none"> 1. Current WHMIS training 2. PCB training relevant to this SOP 3. Be aware of and able to undertake immediate spill response needs as required

7.0 Tools and Equipment

Tools and Equipment and Quantity Required:

- Required Personal Protective Equipment (PPE)
- Spill Kit
- Sample Kit

8.0 Planning and Preparation Checklist

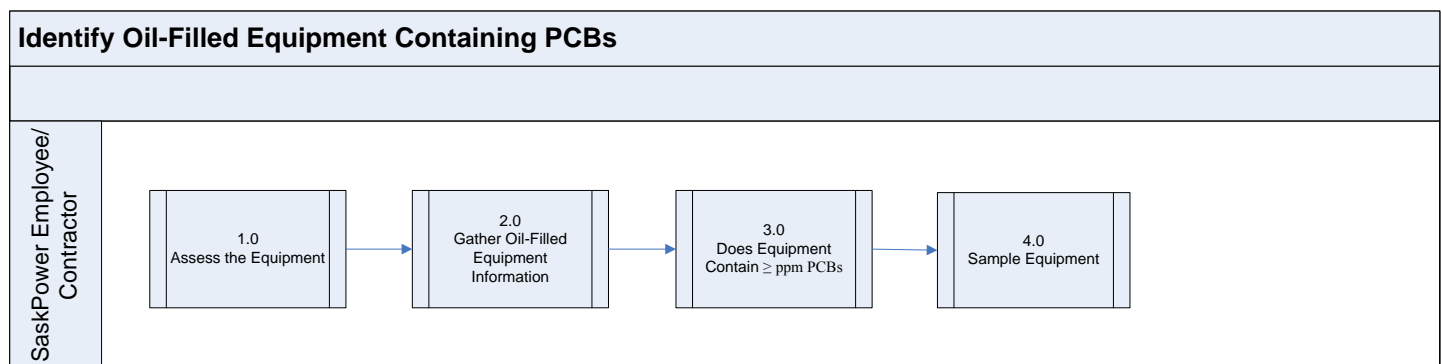
Things to Check Before Starting the Procedure:

- Complete Hazard and Risk Assessment

- Applicable Personal Protective Equipment (PPE) is available and in good condition
- Spill Kit available
- Sample Kit available

9.0 Procedure

High Level Flowchart



The Procedure

Assumption: Equipment contains PCBs unless identified as PCB free.

1.0 Assess the Equipment

1.1 Assess the Equipment for Fire Damage

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

- *Visual inspection of the equipment*
- *If equipment is burnt, refer to Identify Oil-Filled Equipment Containing PCBs - Burnt Equipment Handling Reference Document*

Note: If equipment is burnt, the assumption is that it is leaking.

1.2 Assess the Equipment for Leakage

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

- *Visual inspection of the equipment*
- *Compare manufacture oil volume to current oil volume*
- *If equipment is leaking, refer to Identify Oil-Filled Equipment Containing PCBs - Spill Response Procedure Checklist*

2.0 Gather Oil-Filled Equipment Information

2.1 Gather Equipment Information

2.1.1 The SaskPower employee/contractor shall gather equipment information.

Identify Oil-Filled Equipment Containing PCBs

- *The information required is dependent on the type of equipment and data sources available*
- *Serial number*
- *Location (functional location or land location)*
- *Date of manufacture, etc.*

2.2 Does Equipment Contain ≥ 2 ppm PCBs?

2.2.1 The SaskPower employee/contractor shall determine if equipment may contain ≥ 2 ppm PCB.

- *Refer to Identify Oil-Filled Equipment Containing PCBs SOP Binder:*
 - Light Ballasts - PCB Ballast Identification Reference Source,
 - Distribution Transformers - Identification of Non PCB Oil-Filled Equipment Reference Source
 - In-service Distribution Transformers - PCB Data in FieldSmart Job Aid
 - Oil-Filled Bushings - Bushing Database Job Aid
 - Historic PCB Results - PCB Database
 - Transmission Equipment - SAP Data Job Aid
- *If no: handle as non PCB equipment*
- *If yes: It does or may contain PCBs, go to 2.3 Has Sample been taken Previously?*

2.3 Has a Sample Been Taken Previously?

2.3.1 The SaskPower employee/contractor shall determine if a sample has been taken previously.

- *If one of the job aids above identified the equipment to be containing < 2 ppm PCB, a sample is not required*
- *If the equipment was not identified in one of the job aids above (no sample results), a sample must be taken*

3.0 Sample Equipment

3.1 Can a Sample be Taken?

3.1.1 The SaskPower employee/contractor shall determine if a sample can be taken.

- *If yes, go to 3.2 Take Sample*
- *If no, assume it contains PCBs. Refer to Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs Standard Operating Procedure*

3.2 Take a Sample

3.2.1 The SaskPower employee/contractor shall take sample.

Identify Oil-Filled Equipment Containing PCBs

- *Refer to Identify Oil-Filled Equipment Containing PCBs - Distribution PCB Oil Sampling Procedure Checklist or Identify Oil-Filled Equipment Containing PCBs - Transmission PCB Oil Sampling Procedure Checklist*

3.3 Send Sample to Lab

3.3.1 The SaskPower employee/contractor shall send the sample to the Lab using the job aid applicable to the equipment. Once results are returned, proceed to 3.4.

3.4 Does Equipment Contain ≥ 2 ppm PCBs?

3.4.1 The SaskPower employee/contractor shall determine from the lab report if the sample contains ≥ 2 ppm PCBs.

- *If equipment is non PCB, handle as non PCB equipment*
- *If yes, proceed to Handling/Transportation/Temporary Storage of Oil-Filled Equipment Containing PCBs Standard Operating Procedure*

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

Definitions

SaskPower Employee/Contractor - Any person(s) working for or on behalf of SaskPower.

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

Identify Oil-Filled Equipment Containing PCBs

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
Identify Oil-Filled Equipment Containing PCBs - Distribution PCB Oil Sampling Procedure Checklist	Checklist	This checklist outlines the procedure to take a Distribution PCB oil sample.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Transmission PCB Oil Sampling Procedure Checklist	Checklist	This checklist outlines the procedure to take a Transmission PCB oil sample.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Identification of Non PCB Oil-Filled Equipment Reference Source	Reference Source	This reference source lists acceptable and non-acceptable PCB indicators.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - PCB Ballast Identification Reference Source	Reference Source	This reference source identifies common light ballasts containing PCBs	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Burnt Transformer Handling Reference Source	Reference Source	This reference source provides information required to limit exposure risks to PCBs, dioxins and furans.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Spill Response Procedure Checklist	Checklist	This checklist describes the actions to take following a PCB spill.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Bushing Database Job Aid	Job Aid	This job aid explains the process of locating PCB sample results within the Bushings Database.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - PCB Data in FieldSmart Job Aid	Job Aid	This job aid explains the process of identifying PCB content using FieldSmart.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - SAP Data Job Aid	Job Aid	This job aid explains the process of locating PCB content results in SAP.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Flowchart	Flowchart	The high level and mid-level flowchart for this Standard Operating Procedure.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Spill Kit Reference Source	Reference Source	This reference source provides information on spill kits.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - PCB Quantity Table Reference Source	Reference Source	This reference source contains information illustrating how many litres of oil it takes to equal 1 gram of PCBs.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment	Video	This video demonstrates how to take a	SOP Online - SOP Bundle:



Identify Oil-Filled Equipment Containing PCBs

Standard Operating Procedure

Containing PCBs - Distribution PCB Oil Sampling - Padmount Video		PCB oil sample from an out-of-service padmount transformer.	Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Distribution PCB Oil Sampling - Pole Top Video	Video	This video demonstrates how to take a PCB oil sample from an out-of-service pole top transformer.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs
Identify Oil-Filled Equipment Containing PCBs - Routine DGA and ASTM Sampling Video	Video	This video demonstrates how to take oil samples from in-service power class transformers.	SOP Online - SOP Bundle: Identify Oil-Filled Equipment Containing PCBs

12.0 Owner

Owner

Director of Environment

13.0 References

References	Location of Resource
Emergency Response Procedures	Safety Management System