

1.

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1.0 Persons Affected

This Standard Operating Procedure (SOP) affects:

- Logistics' Heavy Haul staff

2.0 Purpose

This SOP provides:

- A standard procedure for draining, staging and disposing of PCB contaminated equipment and materials at SaskPower's Federal Pioneer Building located at 1600 1st Avenue, Regina.

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 storage of equipment.

4.0 Scope

In-the-Scope of the Procedure

- The procedure includes the following:
 - Draining equipment
 - Staging drained equipment
 - Tanker to tanker oil transfers

Out-of-the-Scope of the Procedure

- The procedure does not include the following:
 - Identifying PCB content in equipment
 - Sampling of PCB equipment
 - Operation of a PCB storage site
 - Burnt oil-filled equipment handling
 - Spill response
 - Crane Operation

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 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
- The Occupational Health and Safety Regulations, 1996

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	2	<ol style="list-style-type: none"> 1. Drain oil-filled equipment 2. Complete second drain of equipment 3. Prepare equipment for outdoor storage 4. Store drained equipment 5. Arrange for pickup of drained equipment 6. Arrange for pickup of PCB oil 7. Clean up 	<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 4.

7.0 Tools and Equipment

Tools and Equipment and Quantity Required:

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

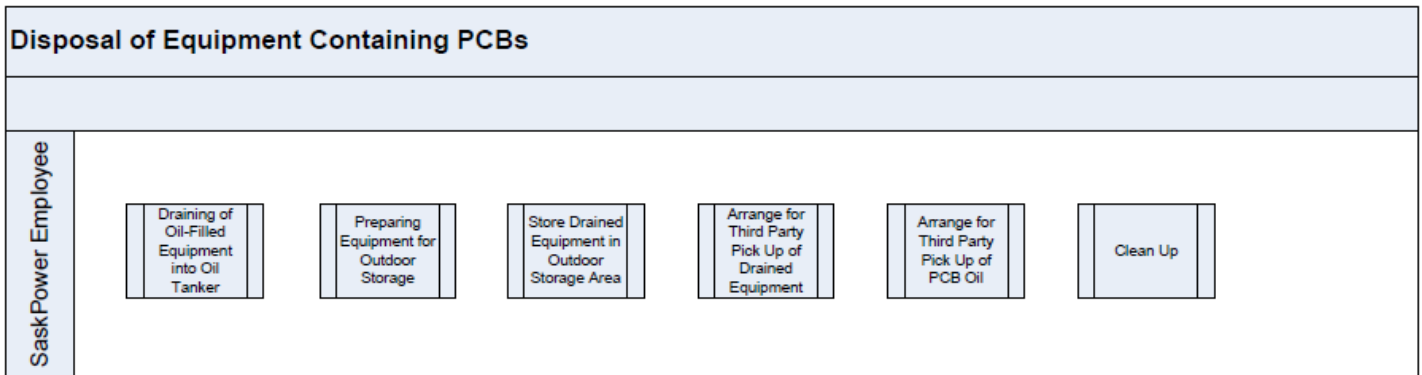
8.0 Planning and Preparation Checklist

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/Work Practice

High Level Flowchart



The Procedure

Assumptions:

- Equipment and oil contain PCBs.
- The south bay of the Federal Pioneer Building is the PCB draining and handling area. This area is designated as such to avoid cross contamination of other areas. PPE and tools designated for use in this area are not to be used elsewhere.
- All drums, oil filled apparatus and pumping equipment will be in drip trays while transferring contents.
- Appropriate spill response material will be nearby.

1.0 Draining of Oil-Filled Equipment into Oil Tanker

1.1 Inspect Pumps and Hoses

1.1.1 The SaskPower employee shall complete the following:

- *Inspect all hoses and pumps for damage and wear prior to the start of work and replace as needed.*
- *Ensure all valves are closed before starting the transfer process.*

- *Check all connections to ensure they are tight and there are no leaks.*

1.2 Drain Oil-Filled Equipment

1.2.1 The SaskPower employees shall complete the following:

- *One employee positioned on the tanker confirming the fill levels.*
- *Open the tanker compartment valve and any necessary pump valves.*
- *One employee attends the removal point and pump oil from the equipment to the tanker.*

1.3 Complete Oil Transfer

1.3.1 The SaskPower employee shall ensure the following:

- *All valves on the pumping equipment are closed.*
- *Stow all oil pumping equipment in the South Bay drip trays.*
- *Tanker valves are locked in the closed position.*

1.4 Complete Second Drain of Equipment

1.4.1 After an idle period of 24 hours, the SaskPower employees shall repeat Step 1.0 - Draining of Oil-Filled Equipment into Oil Tanker.

2.0 Preparing Equipment for Outdoor Storage

2.1 Drained Equipment will be Prepared for Outdoor Storage

2.1.1 The SaskPower employee shall complete the following:

- *Clean away any external contamination to prevent releases during outdoor storage.*
- *Make equipment weather-proof for outdoor storage.*
- *Label equipment according to the PCBs Storage of Equipment Containing PCBs Standard Operating Procedure - if it hasn't already been completed.*

3.0 Store Drained Equipment in Outdoor Storage Area

3.1 Palletize Equipment

3.1.1 The SaskPower employee shall complete the following:

- *Palletize drained equipment so that it is not stored in direct contact with the ground.*
- *Palletize equipment with similar Date of Commencement of Storage dates.*
- *Palletize equipment so registration stickers are easily inspected.*
- *Store drained palletized equipment in the fenced area south of the Federal Pioneer Building.*

4.0 Arrange for Third Party Pick Up of Drained Equipment

4.1 Arrange for a Contractor to Pick up and Destroy Drained Equipment

4.1.1 The SaskPower Employee shall ensure the following:

- *Arrangements are made for a contractor to pick up drained equipment prior to any drained equipment exceeding 1 year from the out-of-service date.*
- *The waste manifest matches the equipment loaded onto the third party carrier.*
- *The Environment Department is supplied with an updated Waste Transfer records or a copy of the waste manifest.*

5.0 Arrange for Third Party Pick up of PCB Oil

5.1 Sample Oil Tanker

5.1.1 The SaskPower Employee shall collect an oil sample from PCB oil tanker compartments as per the *Identify Oil-Filled Equipment Containing PCBs Standard Operating Procedure*.

5.2 Arrange for Third Party Pick Up of PCB Oil

5.2.1 The SaskPower Employee shall arrange for a contractor to pick up and dispose of the contents of the PCB oil tanker once approximately 20,000 L are accumulated.

5.3 Transfer Oil to Contractor's Tanker

5.3.1 The SaskPower employee shall complete the following:

- *Assist in transferring the contents of the PCB oil tanker into the Contractor's oil tanker following all precautions laid out in step 1.0 of this SOP.*
- *Forward a copy of the waste manifest to the Environment Department.*

6.0 Clean Up

NOTE: Throughout this procedure, good industrial hygiene is important.

6.1 Industrial Hygiene

6.1.1 The SaskPower Employee shall ensure the following:

- *A solvent or degreaser suitable for PCB cleaning shall be available in the PCB handling area.*
- *Regularly used surfaces that may or have become contaminated with PCBs shall be cleaned promptly and thoroughly after contamination and on a regular basis.*
- *All PCB contaminated materials must be disposed of in an appropriate PCB solid waste barrel.*
- *All PCB contaminated oil that isn't stored in the tanker shall be disposed of in an appropriate PCB liquid waste barrel.*

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
Out-of-service date - the date on which the piece of equipment was removed from service
Date of Commencement of Storage - the date on which the piece of equipment entered a registered PCB storage site for the first time.

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
Disposal of Equipment Containing PCBs	Flowchart	The high level and mid-level flowchart for this Standard Operating Procedure	SOP Online - SOP Bundle: Disposal of Equipment Containing PCBs



Disposal of Equipment Containing PCBs

Standard Operating Procedure

12.0 Owner

Owner
Director of Environment

13.0 References

References	Location of Resource
Safety Response Procedures	Safety Management System