



# 01 Environmental Protection

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**Purpose**

To support compliance with corporate and regulatory requirements and promote the operation and maintenance of the pipeline in an environmentally responsible manner.

**Scope**

This applies to workers when planning or executing work on existing pipelines and facilities.

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**NOTE:** For environmental practices, standards and procedures when planning and constructing pipelines and facilities, see Environmental Guidelines for Construction (EGC) and/or the Environmental Mitigation Plan (EMP).

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**Purpose**

To identify operations and maintenance activities/projects at facilities or on the right-of-way (ROW) that require review by Environment and may require environmental permits, licenses and approvals before beginning work to ensure regulatory compliance.

**Responsibilities****Regional Operations/Project Managers**

Regional operations/Project Managers are responsible for:

- being aware of activities or projects that may require environmental review and regulatory approvals/permits
- consulting with Environment regarding activities that may require environmental review or regulatory approvals/permits
- ensuring compliance with approval/permit conditions
- supporting environmental permitting activities

**Environment**

Environment is responsible for:

- reviewing the activity or project to determine applicable environmental assessment/protection plan requirements
- communicating results of review in writing to regional operations or project manager
- assessing whether permits and approvals are required for planned activities
- coordinating necessary regulatory notifications and obtaining applicable regulatory approvals/permits
- explaining regulatory approval/permit conditions to regional operations or project manager

**Requirements****Notification**

Give early notice to Environment of the proposed operations and maintenance activity or project during its planning phase to allow enough time to obtain regulatory approvals/permits, which varies by jurisdiction.

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**NOTE:** In general, 2 weeks is required for Environment to conduct a review of the applicable requirements. This does not include the time required for permit acquisition which can take up to 6 months or more.

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**Review by Environment**

Activities that require review by Environment and may require environmental permits and/or regulatory approvals include:

- constructing new facilities and modifying existing facilities
- changing equipment (e.g., tanks, engines and generators) that affect air emissions
- removing a tank from service
- disturbing the soil or clearing vegetation on or off the ROW or outside facility boundaries

- disturbing the environment in or adjacent to an environmentally sensitive areas (e.g., waterbodies, wetlands, cultural resources, endangered species, parks and nesting/denning areas)
- generating, storing, and disposing of hazardous waste
- entering any land within regional land claims
- withdrawing water for hydrotests
- dewatering
- discharging stormwater, hydrotest water or other wastewater
- burning

**Compliance**

Do not begin operations and maintenance activities or projects until Environment has communicated the results of the review.

Follow all regulatory approval/permit conditions.

If approvals/permits require closure, notify Environment when the activity or project is complete.




**Purpose** To ensure that company and regulatory requirements are met when conducting right-of-way (ROW) maintenance activities involving mechanical excavation. This provides a standardized approach for the environmental screening and authorization of integrity digs and related routine maintenance activities.

**Legislation** **Canada**  
Applicable federal, provincial, territorial and municipal legislation

**United States**  
Applicable federal, tribal, state and local agencies and entities

**Related Standards** **Company**

- Environmental Guidelines for Construction (EGC)
- High Consequence Area (HCA) Program
- Species at Risk Atlas

 **USA** {

- Environmental Mitigation Plan (EMP)
- Environmental Review and Compliance Assurance Plan for Pipeline Maintenance
- National Forest Operation and Maintenance Plans

**Responsibilities** **Project Manager**  
Project Manager is responsible for:

- being aware of environmental requirements that may be applicable to the project and that require an internal environmental screening
- supporting environmental permitting activities
- ensuring permit requirements are followed

**Environment**  
Environment is responsible for:

- conducting environmental screenings in a thorough and timely manner
- conducting necessary notifications
- obtaining applicable regulatory approvals/permits
- communicating permit requirements to the project manager
- assigning contract environmental inspectors (EI) to monitor and ensure permit and best management practices (BMP) compliance

**Requirements****Environmental Clearance**

The following steps must be performed in order to obtain an environmental clearance and to execute the project in accordance with regulatory authorizations:

1. Project Manager provides Environment with a project description and schedule using a completed Public Consultation/Environmental Screening Form [CAN] or Project Environmental Review Worksheet [USA].

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**NOTE:** In general, 2 weeks is required for Environment to conduct an environmental review of the applicable requirements. This does not include the time required for permit acquisition which can take up to 6 months.

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2. Project Manager provides additional information to Environment based on subsequent field verification and/or scope changes as needed.
3. Environment reviews project to determine applicable federal, state/provincial and local environmental requirements (e.g., wetland and waterbody crossing permits, stormwater, threatened and endangered species, protected and cultural and heritage areas).
4. Environment provides Project Manager with environmental clearance or communicates that additional environmental approval/permits are required.
5. Environment completes the applicable permit applications and makes necessary agency notifications – anticipated permitting timeframes must be communicated to Project Manager.
6. Environment reviews specific permit conditions and provides Project Manager with appropriate guidance (e.g., environmental assessment report, best practices, sensitive area locations and reclamation requirements).
7. Project Manager ensures applicable permit conditions, best management practices and other environmental requirements are implemented during the project and communicates compliance status to Environment.
8. Environment conducts a field inspection of maintenance sites as required to support permitting, document permit compliance and site restoration.
9. Project Manager informs Environment when project is complete and provides relevant documents (e.g., inspection forms, permits, photos).
10. Environment submits any necessary notifications to formally close applicable approvals/permits.

**Records****Environmental Approvals/Permits Record**

Environmental approvals and permits must be retained at the project site until the project is complete. After project completion, environmental approvals and permits must be retained by Environment for 6 years from the expiration date of the approval/permit.

**Public Consultation/Environmental Screening Record [CAN]**

Retain Consultation/Environmental Screening records in Environment-CAN for 7 years.

**Project Environmental Review Worksheet Record [USA]**

Retain Project Environmental Review Worksheet records in Environment-USA for 7 years.



<b>Purpose</b>	To maintain an organized and accessible environmental recordkeeping system at facilities and regional offices.
<b>Scope</b>	This applies to electronic or physical records required by law, regulations, permits or company standards to exist at a facility.
<b>Related Standards</b>	<p><b>Company</b> Enbridge Records Classification and Retention Schedule Policy</p>
<b>Responsibilities</b>	<p><b>Regions</b> Regions are responsible for:</p> <ul style="list-style-type: none"> <li>• providing a dedicated location for environmental records</li> <li>• ensuring environmental documents are received and retained in a dedicated filing system at the facility or in the regional office as required</li> <li>• creating and maintaining records in accordance with the Enbridge Records Classification and Retention Schedule Policy</li> </ul> <p><b>Environment</b> Environment is responsible for:</p> <ul style="list-style-type: none"> <li>• supporting and recommending updates to file structures</li> <li>• providing guidance to regions concerning document retention</li> </ul>
<b>Requirements</b>	<p><b>File Structure</b> Create separate files or folders for the following physical records, as applicable:</p> <ul style="list-style-type: none"> <li>• waste manifests, bills of lading and other shipping documents</li> <li>• air operating and/or construction permits</li> <li>• air monitoring documents</li> <li>• air emission inventories</li> <li>• stormwater permits</li> <li>• stormwater release and monitoring records</li> <li>• potable water sampling results</li> <li>• Spill Prevention, Control and Countermeasure (SPCC) Plan and inspections</li> <li>• wildlife management plans</li> <li>• agency/regulatory inspection reports</li> <li>• Environment audit reports</li> <li>• vegetation management records</li> <li>• waste storage records</li> </ul> <p>Create additional files to address other environmental matters (e.g., spill cleanup) as required.</p>



USA



<b>Purpose</b>	To monitor, identify and control permit compliance and potential environmental issues at facilities.
<b>Scope</b>	This applies to Environment, Health and Safety (EH&S) and security inspections at all field locations.
<b>Related Standards</b>	<p><b>Company</b></p> <p>Book 1: General Compliance Reference</p> <ul style="list-style-type: none"> <li>• <i>Tab 02 Reporting and Investigation</i></li> </ul> <p>Book 2: Safety</p> <ul style="list-style-type: none"> <li>• <i>01-02-02 Field EH&amp;S Inspections</i></li> </ul>
<b>Responsibilities</b>	<p><b>Region</b></p> <p>Regional operations are responsible for:</p> <ul style="list-style-type: none"> <li>• completing EH&amp;S Field Inspections in accordance with <i>Book 2: Safety, 01-02-02 EH&amp;S Inspections</i></li> <li>• communicating environmental incidents in accordance with <i>Book 1: General Compliance Reference, Tab 02 Reporting and Investigation</i></li> </ul>
<b>Requirements</b>	<p><b>Field EH&amp;S Inspection</b></p> <p>Field environmental inspections must be completed in accordance with <i>Book 2: Safety 01-02-02 EH&amp;S Inspections</i>.</p> <p>Affected workers must be advised of any unsatisfactory field inspection results and/or hazards that have not been controlled or eliminated.</p> <p><b>Guidelines for Field Inspections – Environmental Protection</b></p> <p>Regional operations must follow the environmental protection guidelines located in section 13 of the Field Inspection Report when conducting field inspections.</p> <p>Inspect location, at a minimum, for the following environmental protection features when applicable:</p> <ul style="list-style-type: none"> <li>• waste is stored in approved containers</li> <li>• incompatible wastes are segregated</li> <li>• waste containers, including waste bins, are identified with correct/legible labels</li> <li>• waste is stored in a dedicated waste storage area</li> <li>• secondary spill containment is present under all containers, equipment and tanks containing waste liquids and petroleum-based products</li> <li>• secondary containment valves are closed</li> <li>• drain plugs are secured</li> <li>• waste storage record forms are complete and accurate</li> <li>• spills and leaks are cleaned up and have been reported, if required</li> </ul>

- spill containment and/or spill kits are in place and appropriately stocked
- plans and records are complete and accurate
- applicable permits are complete
- site stormwater drainage valves are closed,
- stormwater discharge is controlled and monitored
- stormwater in containment structures is clear and free of sheen and foam
- contaminated soil and/or water is contained and is reported to Environment if necessary
- soil erosion is controlled and berms are maintained
- vegetation, including weeds, are adequately controlled
- withering vegetation and bare areas outside perimeter fence line are reported to Environment

Report environmental incidents in accordance with *Book 1: General Compliance Reference, Tab 02 Reporting and Investigation*.

## Records

### Field Inspection Report

Retain the Field Inspection Report in the Health & Safety Forms database for 5 years.

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**NOTE:** Completed Field Inspection Reports may be reviewed as part of Environment's Environmental Review Program.

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**Purpose**

Erosion control is necessary to:

- contain excavated soil onsite
- prevent and minimize erosion
- prevent sediment from entering wetlands or waterbodies
- prevent pipe exposure

**Related Standards****Company**

- Environmental Guidelines for Construction (EGC)
- Environmental Mitigation Plan (EMP)

**Responsibilities****Operations**

Operations must notify Environment when ground disturbance is anticipated as part of the planned project.

**Environment**

Environment must coordinate the necessary environmental work and obtain the appropriate permits to conduct the proposed work.

**Requirements****Soil Erosion*****By Wind***

To minimize drifting soils and loss of topsoil by wind in areas prone to wind erosion:

- limit the time between topsoil stripping and final cleanup
- suspend topsoil stripping and backfill operations during high winds
- apply a tackifier to the topsoil pile
- install wind barriers (e.g., slat fences and snow fences)
- spread wood chips or straw crimping
- sow a fast growing ground cover
- walk down tree and shrub debris over exposed soils

***By Water***

Use temporary erosion control measures (e.g., silt fencing, sandbags, logs or straw bales) on undisturbed pasture or well-sodded right-of-way (ROW) during cleanup. Use the permanent erosion control measures on disturbed steep slopes during restoration especially if heavy runoff, spring breakup or heavy storms are likely and there is a risk of significant soil erosion:

- install silt fencing
- install trench breakers
- install cross ditches and diversion berms
- walk down tree and shrub debris over exposed soils
- armor berms and ditches with logs, polyethylene or sandbags
- install netting or filter cloth
- apply tackifier
- install and stake sod
- hydromulch

- hydroseed, spread straw and crimp
- seed an annual crop of barley, fall rye or oats
- plant native shrubs or willow cuttings
- install slope breakers
- install straw bale dams
- use sediment logs
- lay down erosion control blankets

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**NOTE:** For information on installing berms and ditches and stream bank protection, see the Environmental Guidelines for Construction (EGC) and/or the Environmental Mitigation Plan (EMP).

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<b>Purpose</b>	To effectively manage and communicate contaminated soil in compliance with applicable laws and regulations.
<b>Scope</b>	To provide a standardized approach for managing historic or unknown contaminated soil.
<b>Legislation</b>	<p><b>Canada</b> Applicable federal, provincial and territorial waste legislation</p> <p><b>United States</b> Applicable federal and state waste legislation</p>
<b>Related Standards</b>	<p><b>Company</b> Book 1: General Compliance Reference</p> <ul style="list-style-type: none"> <li>• 02-02-01 Incident Reporting - CAN</li> <li>• 02-02-02 Incident Reporting - USA</li> </ul> <p>Book 2: Safety</p> <ul style="list-style-type: none"> <li>• 14-02-02 Portable Gas Monitors</li> </ul> <p>Waste Management Plan</p>
<b>Responsibilities</b>	<p><b>Regions and Projects</b> Regional operations and project teams are responsible for:</p> <ul style="list-style-type: none"> <li>• identifying communicating to Environment: <ul style="list-style-type: none"> <li>– the presence and location of contaminated soil at facilities that cannot be cleaned up immediately and exceeds 3 m<sup>3</sup>(3 yd<sup>3</sup>) total volume</li> <li>– any contaminated soil on the right-of-way (ROW)</li> </ul> </li> <li>• disposing of contaminated soil at a facility registered/approved to receive that type of waste in accordance with the Waste Management Plan and/or otherwise approved by Environment</li> </ul> <p><b>Environment</b> Environment is responsible for:</p> <ul style="list-style-type: none"> <li>• supporting site assessment</li> <li>• providing interpretation of applicable regulatory requirements</li> <li>• mobilizing adequate resources to sample and document the impacted area</li> <li>• supporting or coordinating contaminated soil disposal, including waste characterization sampling, if necessary</li> <li>• liaising with regulatory authorities</li> <li>• managing ongoing site remediation</li> </ul>

**Regional Right-of-Way Agent**

The Regional Right-of-Way Agent is responsible for all landowner notifications and liaising with affected landowners.

**Requirements****Identification****Hydrocarbons**

Hydrocarbons are the most common contaminant of concern. Consider soil potentially contaminated with hydrocarbons if:

- free product is present
- soil is a notably different color than surrounding soil (i.e., black, various shades of grey, blue, green)
- hydrocarbon odors are present
- a sheen is on excavation water

**Other Contaminants**

Other potential contaminants (e.g., salts, metals, herbicides) exhibit no visual or olfactory evidence when present in soil.

Consider soils potentially contaminated if:

- a known release has occurred in the area
- stressed or poor vegetative growth in areas with otherwise healthy vegetation

**Immediate Action**

Shut down all equipment in the vicinity and assess the situation. Determine if the contamination is historic or a new release:

- new release – follow emergency response procedures as per *Book 7: Emergency Response* and the regional Emergency Response Directory (ERD)
- historic release
  - conduct atmospheric testing with a portable gas detector in accordance with *Book 2: Safety 14-02-02 Portable Gas Monitors*
  - ensure there is no risk of a flash fire before proceeding
  - contact Health & Safety if there are any concerns
  - notify Environment

**Soil Segregation**

Store contaminated soil and apparently clean soil separately. Do not mix contaminated soil with clean soil.

**Storage**

Place all contaminated soil within a secure containment area to ensure the contaminants are not spread through erosion or leachate. Containment area capacity must allow for containment of stormwater due to precipitation.

**Contaminated Soil Identification, Temporary Storage and Disposal**

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Use a liner to prevent the underlying soil or surface water from being effected. Liner material can vary:

- use light duty liner (i.e., 8 mm polyethylene) for one time short term temporary storage (i.e., 5 days)
- use heavy duty liner (i.e., 20 mm or greater high density polyethylene) for medium term (i.e., less than 3 months) remediation projects where soils are actively stored and removed from the storage cell

For long term storage cells, engineered plans, secondary liners and leachate collection for may be required.

At a minimum, berm and line the soil containment area with an impermeable liner (i.e., polyethylene sheeting, silage tarps). Contact Environment if you require further directions regarding liner materials and storage cells.

If the containment area is constructed in an agricultural setting, ensure the topsoil beneath the cell is salvaged and stored for reclamation activities.

All containment areas must be kept at least 100 m (330 ft) from all waterbodies and/or wetlands unless authorized by Environment.

Water in the containment area must be monitored and managed.

**Soil Sampling**

Contact Environment to get direction about landfill characterization and acceptance or to coordinate third party contractors for soil assessment and confirmatory sampling.

**Transport and Disposal**

When preparing waste for transport and disposal, consider:

- waste classification
- preferred treatment/disposal method
- province of origin
- location of the receiver/approved waste contractors

Consult the Waste Information Sheets (WIS) within the Waste Management Plan.

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**NOTE:** The transport of waste materials may be subject to Transportation of Dangerous Goods (TDG) regulations or other jurisdictional legislation.

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Contact Environment to understand training, shipping, and documentation requirements prior to transporting any waste or with any questions about disposal methods or approved disposal facilities.

**Notifications**

Notification to the applicable environmental regulators **must** be required if contaminated soils:

- result from a new release
- exceed a reporting threshold for contaminant concentrations
- impact groundwater
- cause other adverse environmental effects

If the contamination is a historical release, Environment will determine if reporting thresholds or adverse effects have triggered regulatory reporting.

If the contamination is a result of a new release, see *Book 1: General Compliance Reference, 02-02-01 Incident Reporting – CAN or 02-02-02 Incident Reporting – USA* for incident reporting requirements.

**Landowners**

Notify the landowner, as soon as practicable, when Operations or Environment confirms that suspect material is contaminated.

Follow-up with the landowner upon receipt of the laboratory analysis that confirms the presence or absence of contamination.

Update and communicate with the landowner throughout the site assessment and remediation activities.

**Records****Contaminated Site Assessment and Reporting Documentation**

Environment must retain all documents associated with contaminated site assessment and report to Environment regulators for the life of the asset.

**Contaminated Soil Transportation and Disposal Records**

Retain records associated with transportation and disposal of contaminated soils at the facility or region office for a minimum of 2 years [CAN] or 3 years [USA] in accordance with the Waste Management Plan.

**Landowner Correspondence Records**

Retain all documents associated with landowner communications and settlements.



<b>Purpose</b>	To effectively manage waterwashed soil in compliance with applicable laws and regulations.
<b>Scope</b>	This applies to waterwashed soil generated at facilities and on the right-of-way (ROW) during operations and maintenance activities.
<b>Legislation</b>	<p><b>Canada</b> Canadian Environmental Protection Act</p> <p>Applicable provincial and territorial waste legislation</p> <p><b>United States</b> Applicable state waste legislation</p> <p>Applicable state environmental waste legislation</p>
<b>Related Standards</b>	<p><b>Company</b> Book 2: Safety</p> <ul style="list-style-type: none"> <li>• <i>14-02-02 Portable Gas Monitors</i></li> </ul> <p>Book 8: Environment</p> <ul style="list-style-type: none"> <li>• <i>01-02-06 Contaminated Soil Identification, Temporary Storage and Disposal</i></li> </ul> <p>Waste Management Plan</p>
<b>Responsibilities</b>	<p><b>Regions</b> Regional operations are responsible for:</p> <ul style="list-style-type: none"> <li>• identifying high and low risk areas</li> <li>• coordinating storage area construction</li> <li>• segregating contaminated and uncontaminated material</li> <li>• communicating the presence and location of contaminated materials to Environment</li> </ul> <p><b>Environment</b> Environment is responsible for:</p> <ul style="list-style-type: none"> <li>• supporting operations in situation assessment</li> <li>• providing interpretation of applicable federal, state or provincial regulatory requirements</li> <li>• mobilizing adequate resources to sample and document the impact area</li> <li>• supporting or coordinating contaminated soil disposal including waste characterization sampling if necessary</li> <li>• liaising with regulatory authorities</li> </ul>

**Requirements****Low Risk Area**

The work area is identified as a low risk area if there are limited underground facilities and a low potential for historical contamination (e.g., ROW locations with no known historical releases and buried electrical facilities).

If the work area is identified as a low risk area, the likelihood of finding contamination is low. In low risk areas, construct an unlined but bermed containment area or identify comparable containment (e.g., open top tank) to hold the waterwashed soil in an upland area. Once the soil is drained and dry, it may be reused as fill.

If contamination is encountered, construct the containment area as per the High Risk Area Guidance and contact Environment.

Do not discharge waterwashed soil on to topsoil. The soil contained in the slurry will degrade the quality of the topsoil and potentially affect vegetative growth.

**High Risk Area**

The work area is identified as a high risk area if there are a significant number of underground facilities and a high potential for historical contamination (e.g., manifolds, tank lot and underground storage tanks).

If the work area is identified as a high risk area, contain the waterwashed soil in a bermed and lined containment area or comparable containment structure (e.g., open top tank). Segregate the apparently clean and contaminated materials.

High risk areas have the potential for exposure to atmospheric hazards. Use a portable gas detector in accordance with *Book 2: Safety, 14-02-02 Portable Gas Monitors*.

If there is hydrocarbon odor, staining or sheen, consider the waterwashed soil contaminated and contact Environment for direction with sampling and disposal.

If there is no hydrocarbon odor, staining or sheen, consider the waterwashed soil uncontaminated and reuse onsite. Do not transport waterwashed soil off site for any purpose other than disposal at an approved facility.

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**NOTE:** If waterwashed soil requires disposal as a waste, it is most economical to allow the soils to dry and dispose of them as a solid. Disposal of waterwashed soil as slurry can be significantly more expensive than disposal as dry soil.

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**Records****Contaminated Soil Transportation and Disposal Record**

Retain records associated with transportation and disposal of contaminated waterwashed soil at the facility or region office for a minimum of 2 years [CAN] or 3 years [USA] in accordance with the Waste Management Plan.



**Purpose**

To control the growth of brush, trees and noxious weeds on company property and the right-of-way (ROW) in order to:

- facilitate operating and maintenance activities
- ensure regulatory compliance
- ensure clear visibility and access along the ROW
- maintain good public relations with landowners
- minimize fire hazards

**Related Standards**



CAN .....  
USA —

**Company**

- Vegetation Management Plan
- Vegetation Management Guideline

**Responsibilities**

Regional Operations are responsible for:

- selecting vegetation control methods
- coordinating vegetation control activities
- retaining herbicide application records

**NOTE:** For assistance in evaluating appropriate vegetation control methods, contact Environment.

**Requirements**

**Scheduling**

Plan annual vegetation control activities early and/or late in the year.

Plan and schedule vegetation control activities to suit local conditions considering wildlife, wetlands and land usage.

**Notification**

Notify landowners before beginning any weed or brush control program or before applying herbicides on the ROW.

**Mechanical Control**

Mechanical control of weeds and brush (i.e., physically disrupting plant growth by mowing, cutting, tillage, flooding, mulching, hand pulling or hoeing) is preferred to chemical control.

Use mechanical control for vegetation beside cultivated agricultural land and water-bodies (see *Terms and Definitions*).

Control brush growth by chipping or mulching.

Minimize clearing vegetation next to watercourses and wetlands. Hand-cut trees and brush close to the ground (leaving roots intact) and leave a 16 m (50 ft) buffer of undisturbed vegetation between the area of disturbance and the watercourse or wetland. Use a mechanical device only when ground conditions will allow its use without creating ruts or depressions.

Cut woody vegetation to just above the ground surface (15 cm [6 in.]) leaving the roots intact.

Work within 30 m (100 ft) of a wetland or waterbody that involves soil disturbance may require regulatory notification or approval. Do not conduct work in these areas without determining regulatory requirements.

Frequent shallow tillage (10-15 cm [4-6 in.]) is effective for controlling weeds.

Mow sloping lands or soils that are subject to erosion.

### Chemical Control

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**NOTE:** For a list of company-approved herbicides, see the Vegetation Management Plan/Guidelines.

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Herbicides must be applied by licensed applicators. Retain a copy of the applicator's license at the facility or in the regional office.

Company personnel may use over-the-counter non-residual herbicides (e.g., Roundup) for small spot applications (area no larger than 1 m<sup>2</sup> [10 ft<sup>2</sup>]) only on company property.

For approval to use herbicides other than non-residual, provide Environment with the following information:

- product name
- MSDS sheet(s)
- label information
- distributor's name and contact information
- application rate
- herbicidal characteristics (e.g., selective/nonselective and short term/long term residual)
- location of herbicide use

Select a herbicide that will control only those weeds growing on a particular site and apply it at the minimum rate needed for effective control.

Alternate the use of herbicides to avoid developing resistance to specific herbicides.

Before applying herbicides, (a) obtain approval from the site supervisor and (b) review the product label and MSDS information. Follow all manufacturer instructions.



USA

Before applying herbicides within the boundaries of national forests and native reservations, obtain approval from forest and tribal authorities.

Apply herbicides (e.g., weather conditions and application rate) in accordance with the manufacturer's instructions.

**Fire Water Ponds**

Contact Environment for approval to use herbicides/aquacides to control vegetation and algae in fire water ponds.

**Botanical Control**

Seed grass is recommended as a vegetative cover to control erosion and provide competition for weeds.

Use Canada or U.S. No.1 seed or equivalent to minimize weed content and ensure good germination and healthy growth.



ENB (NW)

Use seed approved by the NWT Department of Environment and Natural Resources. Encourage natural re-vegetation as much as possible when erosion is not a concern.

Short grasses are virtually maintenance-free, and are not as much of a fire hazard as taller species.

**Physical Control**

Use surface cover fabrics (e.g., geotextiles, gravels, concrete and paving) or thermal methods (e.g., controlled burns, flaming and steaming) to protect sites from erosion and to control vegetation growth.

Regional management must approve the use of thermal methods to control vegetation growth.

**Noxious Weeds**


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**NOTE:** Infestations of noxious weeds are usually identified by local land use authorities or the landowner when they are notified of upcoming vegetation control activities.

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To avoid introducing or to minimize spreading undesirable weed species when working in areas that are or may be affected by invasive noxious vegetation:

- ensure equipment is free of soils, vegetation or debris, before arriving at and leaving from the site
- minimize the equipment used, and limit the number of equipment passed through infested areas
- place mats over infested areas to minimize equipment transporting weed or plant material; before removal from the site, ensure mats are free of vegetation and debris
- strip the full ROW width during grading, and contain the spoil pile containing noxious weeds to prevent mixing it with the surrounding soil during re-grading and cleanup

**Records**

**Herbicide Applicator License**

Retain copies of the herbicide applicator's license at the facility or in the regional office for a minimum of 5 years.

**Herbicide Application Record**

Retain copies of the herbicide application at the facility or in the regional office for a minimum of 5 years.



**Purpose**

To ensure potable water is safe for human use and consumption, including drinking, cooking, dishwashing, hand washing, showering or other domestic purposes.

**Scope**

This applies at facilities that are not connected to a licensed municipal water supply whether the potable water source is from an onsite well or hauled from an offsite water source.

**NOTE:** If bottled water is provided for drinking water purposes and water is available for other domestic purposes (e.g., cooking, dishwashing and hand washing), this standard applies and potable water testing is required.

**Responsibilities**

**Regional Operations**

Regional operations are responsible for:

- coordinating and administering water quality testing
- obtaining water quality samples according to laboratory instructions
- sending a copy of laboratory results to Environment
- if the potable water source is hauled water:
  - ensuring the water hauling company is licensed
  - confirming the tank truck is used only for hauling potable water
  - confirming the hauler has a tank decontamination/disinfection program

**Environment**

Environment is responsible for:

- identifying annual potable water testing requirements
- monitoring water quality testing
- reviewing facility potable water analytical test results
- providing a written evaluation of analytical test results to regional operations
- providing direction to facilities with abnormal test results

**Requirements**

**Test Frequency**

Sample and test potable water annually unless more frequent testing is warranted, including:

- change in water clarity, color, odor or taste
- spill in the vicinity of a water well
- change in the surrounding land use
- change in the water hauling company

Annual potable water testing at the facility is required even when source water test results are obtained annually from the supplier.



{ At isolated or remote work areas (e.g., campsites and remote maintenance bases), regions are responsible for determining frequency of sampling and testing potable water.

### Test Parameters

Test potable water for the parameters in Table 1. If the stored water is in a below grade tank, also test for BTEX.

**Table 1**  
**Potable Water Quality Parameters**

Water Source	Parameters
well water	<ul style="list-style-type: none"><li>• routine potable water, at a minimum: chloride, iron, nitrate and pH</li><li>• benzene, toluene, ethyl benzene and xylenes (BTEX)</li><li>• total and fecal coliform</li></ul>
hailed water from licensed or non-licensed municipal supply	<ul style="list-style-type: none"><li>• total and fecal coliform</li><li>• routine potable water</li></ul>

For new wells, water must be tested for all necessary parameters to ensure it is acceptable in accordance with applicable regulations. Contact local authorities for further information.

### Sampling

Obtain sterile sample bottles, analysis request forms, shipping coolers and sampling instructions from the laboratory conducting the testing.

For hauled water from a licensed municipal supply, obtain sample from a tap inside the facility. Remove aerators and strainers from taps prior to sampling.

For well water, obtain sample from the faucet closest to the onsite well.

Follow laboratory sampling instructions closely for each bottle type.

### Additional Sampling Instructions

- wear latex or nitrile gloves
- keep the sample bottled, sealed and closed until it is to be filled
- avoid leaky faucets, dirty taps and taps where water dribbles down the tap outside surface
- disinfect outside of tap with alcohol wipe
- run water for at least 3 to 4 minutes prior to collecting the sample
- never rinse the bottle prior to collecting the sample
- do not touch, or otherwise contaminate, the inner surface of the cap and/or neck of the sample bottle
- use only cold water for sampling
- deliver the sample to the laboratory, keeping the sample cool at all times. Samples cannot exceed a time period of 24 hours from sampling to receipt at the laboratory

**Test Results**

Laboratory test results will identify samples that exceed acceptable drinking water levels.

When laboratory test results are received, submit a copy to Environment. Environment will provide a written evaluation of the analytical results to the region within 2 weeks of receiving the analytical test results.

**Interim Health Measures**

If potable water test results exceed health-based parameters stop use of this water for potable uses and retest the water source immediately.

If, after retesting, water continues to exceed health-based parameters:

- do not use the source as potable water
- post signs indicating that the water source is contaminated and must not be used for drinking, washing hands, dishes or foods (e.g., fruit); if possible, shut off valves to sink taps and shower stalls
- provide alternative potable water source (e.g., bottled water) for drinking, washing and cooking
- check safety equipment used for emergency purposes (e.g., eye wash stations, bottles) and change out water
- retest the water source
- in conjunction with Environment, investigate to determine the source of contamination

**Health Investigation**

If, after retesting, the potable water test results exceed health-based parameters, an investigation must be conducted to determine the source of contamination:

- review past records to determine if the abnormal test result has been a recurring problem
- contact local water authority expertise to identify and initiate appropriate actions
- contact appropriate OHS and/or Public Health personnel if required
- investigate possible contamination sources (e.g., spring runoff, septic tanks or systems, old oil spill leak sites and facility or hauler water tank contamination)

**Records****Potable Water Laboratory Test Results**

Retain laboratory test results and correspondence as follows:

- facility or region office (original) for a minimum of 5 years
- Environment (copy)

**Purpose**

Containment structures (e.g., berms and retention ponds) are designed to contain stormwater onsite and to minimize impacts offsite in the event of a release of product at a facility. This standard includes the requirements for managing and discharging stormwater accumulated in containment structures in a manner that does not adversely affect the environment by releasing pollutants or by causing erosion to receiving lands.

**Responsibilities****Regions**

Regions are responsible for managing stormwater including:

- inspecting
- discharging
- sampling (if required)
- maintaining records

**Environment**

Environment is responsible for:

- reviewing,
- coordinating (where applicable)
- communicating analytical results

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**NOTE:** If stormwater is contaminated, contact Environment for assistance with sampling, testing and analyzing test results.

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**Requirements****Prevention**

To minimize the risk of surface water contamination:

- keep the site clean and orderly
- store hazardous materials in accordance with the Waste Management Plan
- clean up spills immediately, and store wastes in appropriate containers in accordance with the Waste Management Plan

**Discharging**

Complete the Stormwater Release Form before discharging any water from containment.

Discharge stormwater accumulated in containment structures after significant rainfalls or as often as practical to maximize containment capacity in the event of a release at the facility.

Facility stormwater drain valves should be closed at all times except when actively discharging stormwater.

**Permits**

Where facilities have existing permits that regulate discharging stormwater offsite, follow all conditions in the permit.

### ***Visual Inspection/Discharge***

Before discharging accumulated stormwater within a containment structure, visually inspect for (a) an oily sheen and (b) suspended solids and/or foam.

If visual inspection indicates no evidence of contaminated stormwater (i.e., only precipitation is present), (a) follow the conditions specified in the permit/license, where required, to discharge stormwater offsite; otherwise, (b) open the valves to discharge stormwater offsite ensuring:

- discharge is conducted in a controlled manner using a slow flow rate to prevent soil erosion and damage to streambanks and streambeds of waterbodies
- the discharge valve is closed after the discharge is complete

For containment structures that automatically discharge stormwater, visually inspect the accumulated stormwater weekly.

### **Sampling**

Obtain sterile sample bottles, analysis request forms, shipping coolers and sampling instructions from the laboratory conducting the testing. The regional environmental analyst may also provide a pre-populated analysis request form.

Sample stormwater from the surface of the accumulated water at an adequate distance from the edge of containment.

Follow laboratory sampling instructions closely for each bottle type.

### **Test Results**

Laboratory test results identify samples that exceed applicable guidelines.

Environment must review and communicate the results to the region. If exceeded values are identified, the region will be asked to resample the stormwater with no discharges permitted in the interim.

## **Records**

### **Stormwater Release Record**

Retain Stormwater Release Forms and analytical results at the facility for 5 years.



<b>Purpose</b>	To identify appropriate waste storage requirements.
<b>Scope</b>	This applies to both hazardous and non-hazardous waste generated at facilities and on the right-of-way (ROW).
<b>Legislation</b>	<p><b>Canada</b> Applicable provincial/territorial waste legislation</p> <p><b>United States</b> Code of Federal Regulations (CFR), Title 40 – Protection of Environment:</p> <ul style="list-style-type: none"> <li>• Part 262 – Standards Applicable to Generators of Hazardous Waste</li> </ul> <p>Applicable state waste legislation</p>
<b>Related Standards</b>	<p><b>Company</b> Book 1: General Reference</p> <ul style="list-style-type: none"> <li>• <i>Tab 02 Incident Reporting</i></li> </ul> <p>Book 2: Safety</p> <ul style="list-style-type: none"> <li>• <i>01-02-02 Field EH&amp;S Inspections</i></li> <li>• <i>08-02-01 Hazardous Materials Storage and Transportation</i></li> </ul> <p>Book 7: Emergency Response</p> <ul style="list-style-type: none"> <li>• <i>02-02-01 Emergency Notification</i></li> </ul> <p>Book 8: Environment</p> <ul style="list-style-type: none"> <li>• <i>01-02-03 Environmental Records</i></li> </ul> <p>Engineering Equipment Specifications:</p> <ul style="list-style-type: none"> <li>• EES53 - Skid Mounted, Self Framing Hazardous Waste Storage Buildings</li> </ul> <p>Waste Management Plan</p>
<b>Responsibilities</b>	<p><b>Regions</b> Regional operations, inspectors and contractors are responsible for:</p> <ul style="list-style-type: none"> <li>• identifying, collecting and storing waste in appropriate labeled containers</li> <li>• taking adequate health, safety and environmental precautions during the handling and storage of waste</li> <li>• reporting incidents related to waste storage to the appropriate regional operations personnel</li> <li>• maintaining good housekeeping practices at waste storage areas</li> </ul>

Regional operations are responsible for:

- characterizing and classifying waste so that the components and volumes are known and the environmental and safety hazards are identified
- providing employees with appropriate training on requirements for hazardous and non-hazardous waste (i.e., TDG, HAZMAT)
- providing adequate waste handling and storage facilities at facilities and field locations
- providing the required occupational health and safety information (WHMIS/NFPA)
- managing waste storage areas (e.g., housekeeping, labeling and conducting/documenting required inspections)
- retaining adequate records (e.g., manifests, bills of lading, scale tickets and inspection logs) in the facility environmental file of all necessary waste information
- tracking the storage of all waste using the Waste Storage Form [CAN] or equivalent [USA]

Environment is responsible for:

- reviewing and commenting on waste characterization data
- providing guidance regarding waste storage and disposal

## Requirements

### Storage Area Location and Design

A dedicated waste storage area must be provided at facilities and at locations along the ROW.

Whenever practical, transport wastes to a secure facility that is equipped with a waste storage building.

The storage area must:

- be at least 100 m (330 ft) from any waterbody including wetlands, ditches and drainage channels
- provide secondary spill containment under all containers and tanks containing waste liquids
- provide overhead protection for storage containers if possible
- provide litter fencing, as appropriate, to minimize windblown litter

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**NOTE:** For more information on design requirements for hazardous waste storage buildings, see Engineering Equipment Specification EES53.

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### Segregation

Segregate waste types to ensure non-hazardous wastes are not contaminated by hazardous wastes. Do not mix waste types.

### Identification

Post signs that identify the storage area, safety warnings and any general storage instructions.

Label all non-hazardous waste containers with descriptive names of contents and start date of accumulation.

When storing hazardous waste containers, identify the containers with:

- appropriate transportation safety marks or descriptive name of contents and a warning sign with 'Caution – Hazardous Waste'
- start date of waste accumulation

### Storage Time Limits and Quantities

Extended storage of waste should be avoided. Some jurisdictions have specific limits on the length of time wastes can be stored.

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**NOTE:** For more information, see the Waste Management Plan or contact Environment.

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### Monitoring and Inspection

Waste storage areas are a part of active operating areas and must be inspected at least monthly. Inspect waste storage areas for:

- leaky and corroded containers
- signs of spills, overflows or release
- proper identification and labeling of containers
- accurate and current waste storage inventories
- appropriate storage container use
- adequate secondary containment, including closed valves and secure drain plugs
- damage to hazardous waste storage building
- improper segregation

Record completion of waste storage area inspections in Maximo Job Plan OP1491. If a corrective action is required, record the action taken and the date the action was completed in Maximo.



EPSI

Record waste storage area inspections on the Waste Storage Form available in the Waste Management Plan. Record corrective action required, corrective actions taken along with the date the actions were taken and file all records as per 01-02-03 *Environmental Records*.

### Incident Reporting and Emergency Notification

Report all leaks and spills to regional management and follow the emergency notification process.

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**NOTE:** For more information on incident reporting requirements, see *Book 1: General Reference, Tab 02 Incident Reporting* and for more information on emergency notification, see *Book 7: Emergency Response, 02-02-01 Emergency Notification*.

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## Records

### Waste Storage Record

Retain the Waste Storage Record onsite for a minimum of 2 years [CAN] or 3 years [USA] in accordance with the Waste Management Plan.

**Purpose**

To ensure that waste shipments are handled in a manner that:

- meets all regulatory requirements
- prevents spills and releases
- poses no threat to the health and safety of employees, the public or the environment.

**Scope**

This applies to both hazardous and non-hazardous waste generated at facilities and on the right-of-way (ROW) during operations and maintenance activities and identifies only the general requirements that employees must follow when transporting waste.

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**NOTE:** For more detailed information, contact Environment.

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**Legislation****Canada**

Transportation of Dangerous Goods (TDG) Regulations

Applicable provincial and territorial waste legislation

**United States**

Code of Federal Regulations (CFR), Title 49 - Transportation:

- Part 100-185 Pipeline and hazardous Materials Safety Administration

Applicable state waste legislation

**Related Standards****Company**

Book 2: Safety

- *08-02-01 Hazardous Materials Storage and Transportation*

Waste Management Plan

**Responsibilities****Regions**

Regional operations are responsible for:

- characterizing waste with support from Environment as required
- retaining adequate records (e.g., manifests, bills of lading, scale tickets and inspection logs) in the facility environmental file of all necessary waste information
- providing employees with appropriate training on requirements for hazardous and non-hazardous waste (e.g., TDG, HAZMAT, etc.) shipments.
- maintaining training records
- taking immediate action in the case of a discharge to protect human health and the environment
- following the waste management plan

**Requirements**

**Environment**

Environment is responsible for:

- assisting regional operations as needed in the event of a release
- providing guidance and coordinating characterization, transport and disposal of wastes

**Classification**

Classify the waste as hazardous or non-hazardous by using waste information sheets supplied in the Waste Management Plan or support from Environment.

**Characterization**

If the waste is made up of unknown contaminant levels (e.g., contaminated soil, contaminated groundwater and/or used drilling mud), contact Environment for guidance and/or sampling assistance.

**Packaging and Labeling**

Package all wastes properly and in accordance with TDG and/or DOT regulations. If the waste is not a dangerous good or hazardous waste, label the container with a descriptive name of the contents.

Waste containment must be designed, constructed, filled, closed, secured and maintained so that under normal conditions of transport, including handling, there will be no accidental release.

Special packaging requirements may apply to certain waste types (e.g., PCBs and asbestos).

***Small Containers***

If it is a dangerous good, unless otherwise specified in the regulations, each container should have:

- hazard label
- shipping name
- UN number



Put these safety marks on at least one side of each small container (e.g., drums, pails, cans, aerosols and cylinders).

***Large Containers***

Use proper placards prior to vehicle loading. Ensure that all 4 sides of large containers (e.g., transport trailers, portable and bulk tanks and bins) have placards. If a large container with placards is loaded on a vehicle and the placards are not visible, the vehicle must be placarded as well.

**Handling, Loading and Unloading**

Handle all wastes in a manner that prevents spills or releases.

Secure all vehicles prior to loading, and secure the load within or on the vehicle prior to transport.

**Waste Generator/Carrier/Receiver Identification Numbers**

Use a waste generator number for the shipment of all hazardous wastes. Consult the Waste Management Plan for the appropriate waste generator number. If one is not available, contact Environment for assistance in obtaining a new one.

Ensure that companies collecting, storing, recycling, transporting or disposing of waste are appropriately permitted to manage the waste type.

**Documenting a Waste Transfer**

Appropriately document and track all transfers of non-hazardous and hazardous wastes for treatment, disposal or recycling.

***Non-Hazardous Wastes***

Transport all non-hazardous wastes using a standard truck ticket, waybill, non-hazardous manifest, bill of lading or pro-bill.



CAN

Wastes that meet the definition of a dangerous good but are classified as non-hazardous waste (i.e., waste asbestos) according to local legislation still need to meet all TDG requirements.

***Hazardous Wastes***

Special shipping documents (e.g., hazardous waste manifest, movement document/manifest and oilfield waste manifest) are required when transporting hazardous waste. Special waste documents meet the requirements of a TDG shipping document [CAN].

**Records****Waste Documentation**

Retain waste records at the facility or regional office for a minimum of 2 years [CAN] or 3 years [USA]. These records may include:

- TDG shipping documents, hazardous waste manifests or oilfield waste manifests
- non-hazardous waste shipping documents
- waste storage records
- waste contractor correspondence and contracts
- liability and indemnification forms
- waste production records
- waste audit/inspection reports

**Purpose**

To ensure vehicles, equipment and vessels are fueled and serviced in a manner that protects the environment from spills.

**Scope**

This applies to fuel storage and handling practices at facilities and on the right-of-way (ROW) for operations and maintenance activities.

**Related Standards****Company**

Book 1: General Reference

- *Tab 02 Incident Reporting*

Book 2: Safety

- *05-02-02 Ignition Sources*
- *08-02-01 Hazardous Material Storage and Transportation*
- *14-02-04 Firefighting Equipment*

Book 7: Emergency Response

- *02-02-01 Emergency Notification*

Book 8: Environment

- *01-02-10 Stormwater Management*



USA — Facility-Specific Spill Prevention, Control, and Countermeasure (SPCC) Plans

**Industry**

National Research Council of Canada (NRCC):

- National Fire Code of Canada (NRCC 47667)

**Responsibilities****Regions**

Regional operations are responsible for:

- ensuring workers are trained to contain spills or leakage from equipment
- ensuring all fuel handling and storage is done in a safe and proper manner in accordance with this standard
- responding to spills



USA — following all requirements of SPCC plan, where applicable

**Requirements****Transportation of Fuel**

Deliver fuel to the site by an approved tank vehicle or in an approved portable tank or container in accordance with *Book 2: Safety, 08-02-01 Hazardous Materials Storage and Transportation*.

Tank vehicles and vehicles with portable tanks carrying fuel must not access any sections of the ROW where risk of a fuel accident is high.

Consider the risk high if:

- there are steep slopes

- within 30 m (100 ft) from excavation
- there are soft, unfrozen sections
- within 30 m (100 ft) of surface water or wetland

### Spill Kits

Equip fuel storage areas and vehicles transporting fuel to pipeline facilities and/or ROW sites with appropriate spill containment materials sufficient to contain and absorb an accidental release. Spill containment supplies may include:

- a polyethylene container (e.g., bucket, pail or drum) with lid
- absorbent socks and pads
- disposable hazmat bags
- nitrile gloves
- 50 lbs-granular absorbent
- impervious tarp
- shovels

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**NOTE:** Pre-packaged spill kits are commercially available.

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Include spill contingency materials suitable for use near/on water (e.g., sorbent pads and sorbent boom and rope) if site is within 30 m (100 ft) of a waterbody.

### Fuel Storage

Do not store fuel tank, container or stationary equipment within 100 m (330 ft) of a waterbody, including a wetland. If this is not feasible, provide secondary containment regardless of container size. If the fuel tank is double-walled, provide tertiary containment. Prior to discharge, visually inspect rain water or snow melt accumulated in the secondary or tertiary containment in accordance with *01-02-10 Stormwater Management*.

Do not use secondary and tertiary containment for storage purposes.

When storing fuel ensure:

- containers and tanks are in good condition (i.e., not damaged, rusting or leaking)
- containers are sealed properly with proper fitting lids, caps, bungs or valves

Keep hoses off the ground and close valves on fuel tanks. If fuel tank is not located in a secure facility, lock the valve.

Store fuel dispensing hoses inside the containment berm where applicable.

Physically protect fixed aboveground storage tanks containing fuel against collision damage (e.g., posts, guardrails). Fire extinguishers must be available in accordance with *Book 2: Safety, 14-02-04 Firefighting Equipment*.

**Signage**

Post temporary or weather-resistant signs in fuel storage and dispensing areas indicating that ignition sources must be turned off and smoking is not permitted in the vicinity of the dispenser. The sign is permitted to display the international 'No Smoking – Ignition Off' symbol not less than 100 mm in diameter.

Clearly label fuel storage tanks and portable containers indicating the contents as per WHMIS/TDG requirements. Label fixed fuel storage tanks on 2 sides.

**Spill/Overfill Protection**

Aboveground storage tank systems must have spill containment devices (e.g., catch basins or spill boxes) at the fill/delivery connection or have tertiary containment to minimize spills while filling the tank.

For fuel systems that deliver through a hose, install a spill control device (e.g., tray, trough or pan) underneath the dispenser to collect any releases. The fuel system must be designed to minimize any releases.

**Dispensing/Transferring Fuel**

The following requirements apply when dispensing/transferring fuel:

- refuel in a designated safe area where smoking is prohibited
- suspend operation of moving equipment within 5 m of the fueling operation
- shut down engines of small equipment and let cool prior to refueling operation; refuel diesel-powered equipment with the engine running only if this is in accordance with the manufacturer's specification
- identify product transfer points for tank-truck loading and unloading to prevent errors in product handling (e.g., interstitial space port from tank port)
- confirm fuel levels (e.g., dipstick, gauge, fuel delivery records) to ensure the volume available in the tank is greater than the volume of product to be transferred when dispensing to a tank; do not rely solely on automated overfill and spill prevention devices
- verify that there is a proper connection between the fuel fill hose and the fill pipe of the tank vehicle, tank or equipment being filled; verify that the fill valve is open where applicable
- monitor the transfer operation constantly to prevent overfilling and spilling; ensure that the delivery person never leaves the site unattended
- control static electrical charges in accordance with Book 2: Safety, 05-02-02 Ignition Sources
- scan the area adjacent to the fueling operation for possible leaks or spills

- bonding is required between the fuel source and the vehicle or equipment being refueled.
- never fill a gas can in the bed of a truck that has a bed liner in it because the liner may build up static electricity causing an ignition of the gas can.
- leave room for expansion; tanks, containers and equipment must not be overfilled; do not fill beyond a safe-filling level corresponding to approximately 90% capacity
- where stationary equipment is required to operate within 100 m (330 ft) of a waterbody including wetlands ensure that:
  - all fuel nozzles are equipped with automatic shutoffs
  - operators are stationed at both ends of the hose during fueling unless the ends are accessible by one operator
  - fuel remaining in the hose is returned to the storage container or tank

### Monitoring and Servicing Equipment

Inspect hydraulic, fuel and lubrication systems of equipment in accordance with the schedule identified in *Book 2: Safety, 01-02-02 Field EH&S Inspections* to ensure systems are in good condition. Maintain hoses, nozzles and fittings for fuel transfer in serviceable condition.

Inspect piping systems (e.g., fittings, valves, joints, flanges) and storage tank systems in accordance with the schedule identified in *Book 2: Safety, 01-02-02 Field EH&S Inspections*. Transfer lines and hoses must be compatible with the material transferred and have leak-proof connections.

Place an impervious tarp with edges raised as required to produce secondary containment, or use an appropriate drip pan when servicing equipment and vehicles with the potential for accidental spills (e.g., oil changes, servicing of hydraulic systems).

### Incident Reporting and Emergency Notification

Report all leaks and spills to regional management and follow the emergency notification process.

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**NOTE:** For more information on incident reporting requirements, see *Book 1: General Reference, Tab 02 Incident Reporting* and for more information on emergency notification, see *Book 7: Emergency Response, 02-02-01 Emergency Notification*.

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Contact Environment for guidance and assistance with contaminated soil and/or water characterization and disposal.