



**EnCana Oil & Gas (USA) Inc.**

**Materials and Waste Management Guidance and Plan**

**Version 1.1**

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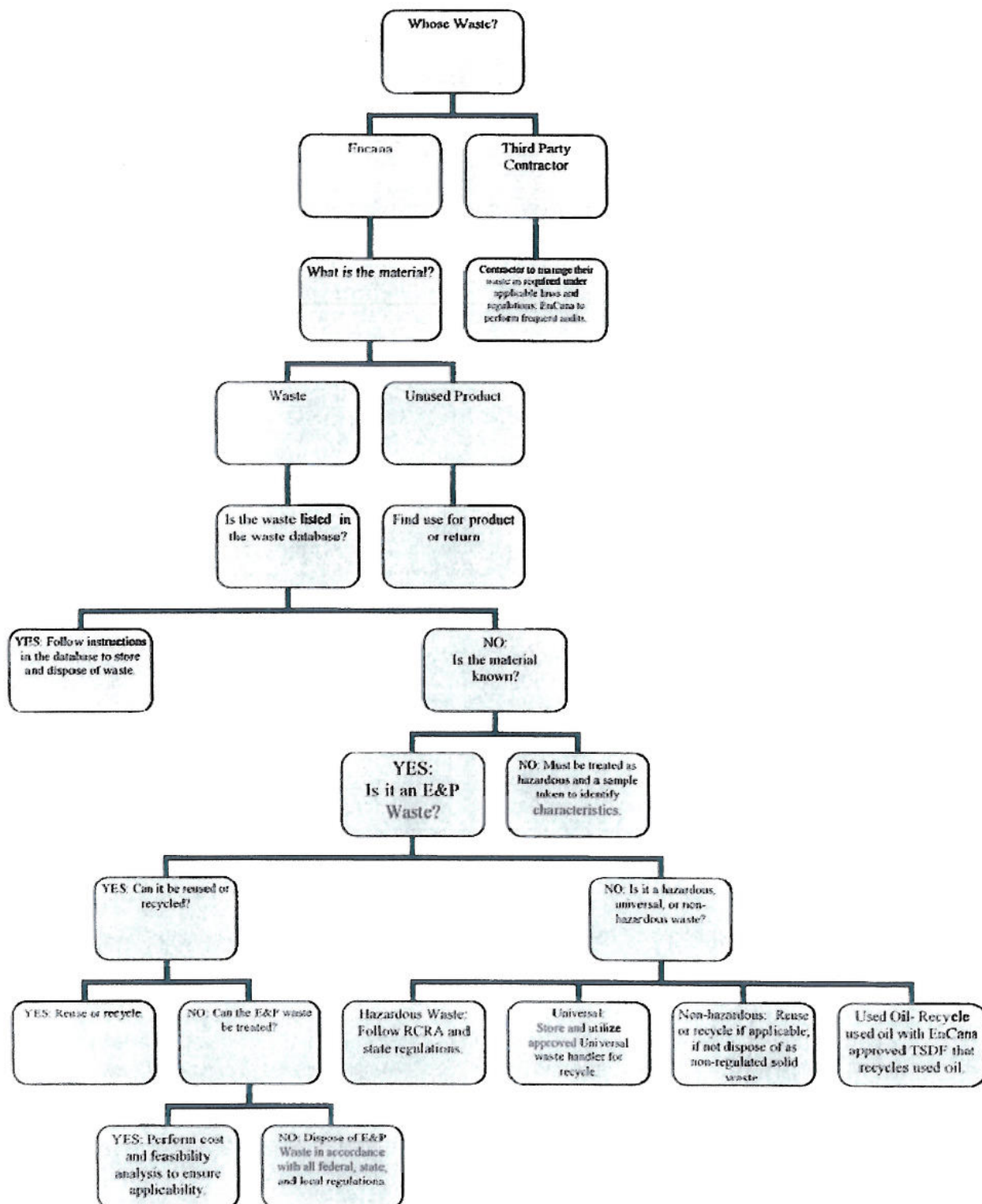
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**Attachments:**

- Appendix A - Materials and Waste Matrix (For each state)
- Appendix B - Materials and Waste Reference Guide (For each state)
- Appendix C - Materials and Waste Database Entry Protocol
- Appendix D - Pertinent Standard Operating Procedures
- Appendix E - Example EnCana Manifest





**Figure 5.2: Waste Identification Flow Chart**

### **5.3 Waste Accumulation, Storage, and Inspection**

#### **5.3.1 Hazardous Waste**

Hazardous waste can be stored at location in 55 gallon DOT approved drums that are:

- Properly labeled with DOT and CAS numbers and placards;
- Well maintained to prevent leaks;
- Organized; and
- Sealed when not filling.

If a drum is kept at location and not in the 90/180 day accumulation site, it can only be done until it is full. Once full, it must be labeled and either disposed of or moved to the 90/180 accumulation site within 72 hours. The 90/180 day accumulation sites are for hazardous waste collected through a region or from various facilities. These sites must:

- Be secured with limited access;
- Have appropriate secondary containment;
- Allow adequate room for inspections and emergency clean up;
- Have elevated or sloped bases to prevent accumulation of liquids from leaks and spills;
- Separate incompatible waste with dykes, berms, or walls;
- Not allow smoking;
- Be inspected at least weekly for leaks;
- Ensure that all waste containers are appropriately labeled; and
- Ensure all OSHA standards are met (i.e. eyewash stations).

When a waste container is moved into the 90/180 waste accumulation site, the waste manager of the site will enter information about the waste on the "Waste Tracking Log". The Waste Tracking Log is used to track waste from generation to ultimate disposition in conjunction with the Database. This log must be kept at the accumulation site at all times.

Inspections of the hazardous waste generation and accumulation areas are performed at least weekly using the "Waste Storage and Accumulation Inspection Sheet". Deficiencies noted during inspections are recorded on the log sheet and communicated to the appropriate personnel for corrective action. Pertinent information on waste accumulation dates is entered into the Waste Tracking Log.

The waste manager must prepare and ship hazardous waste and Universal waste in a timely manner such that any unforeseen circumstances (e.g., rejection by the treatment, storage, and disposal facility) will not cause the extension of storage times to exceed their regulatory limits.

#### **5.3.2 Universal Waste**

Universal Waste must be stored in a manner to prevent contamination. Universal Waste is stored in a common location within a field or sub-business unit in 55 gallon DOT approved drums that:

- Properly labeled with DOT and CAS numbers and placards;
- Labeled as "Universal Waste (*enter waste type*)" (i.e. "Universal Waste Pesticides");
- Well maintained to prevent leaks;
- Organized; and
- Sealed when not filling.

Universal Waste can only be held on site for up to one year. In order to prevent any waste from being held over one year, all Universal Waste must be disposed of within 9 months of collection. In order to track the amount of time that Universal Waste is held on site, the following is done:

- Marking each item with the date it was initially accumulated;
- Marking the container holding the waste with the date the material was initially accumulated; or
- Using an inventory tracking system.

Generator status for universal waste is determined solely by the total amount (in kilograms) held on site at any given point in time. In order for Encana facilities to maintain Small Quantity Generator status, Universal Waste shall not exceed 4,000 kg on site at any time.

### 5.3.3 Used Oil

Used Oil must be stored in a manner to prevent contamination. When storing Used Oil, the following must be complied with:

- Used Oil must be stored in tanks or containers;
- Containers and above-ground tanks must be in good condition and not leaking; and
- Used Oil storage units must be clearly marked or labeled with the words "Used Oil".

Used Oil should not be mixed with hazardous waste, however some mixtures of Used Oil and Hazardous Waste can be treated as Used Oil. Figure 5.3.3 can be used to determine how to treat mixtures.



	<b>Mixed With:</b>	<b>And Afterwards:</b>	<b>Manage As:</b>
Used Oil	Listed Hazardous Materials (F, K, P, U)	Shows or does not show Hazardous Characteristic	Listed Hazardous Waste
Used Oil	Characteristic Hazardous Waste (corrosive, ignitable, toxic, reactive)	Shows the Hazardous Waste characteristic	Characteristic Hazardous Waste
Used Oil	Characteristic Hazardous Waste (corrosive, ignitable, toxic, reactive)	Does not show the Hazardous Waste characteristic	Used Oil

**Figure 5.3.3 Used Oil Mixture Chart**

#### 5.3.4 Exploration and Production Waste:

Exploration and Production Waste is exempt from RCRA regulations, but is still regulated under state authority. Each state Encana operates has different rules regarding the accumulation, storage, and inspection of Exploration and Production Waste. Encana's employees or contractors should refer to the State Reference Guide for details on how Exploration and Production Waste is accumulated, stored, and inspected in their state.

While each State's regulations of Exploration and Production Waste is different, the following is done at Encana:

- Exploration and Production Waste is stored in a manner to prevent contamination of the soil, groundwater, and wildlife;
- Exploration and Production Waste is not mixed with Hazardous or any other waste; and
- Exploration and Production Waste is tracked when disposed of.

While Exploration and Production Waste should not be mixed with Hazardous Waste, Figure 5.3.4 describes how a mixture of Exploration and Production Waste is to be treated if mixed.

	<b>Mixed With:</b>	<b>And Afterwards:</b>	<b>Manage As:</b>
Exploration and Production Waste	Listed Hazardous Materials (F, K, P, U)	Shows or does not show Hazardous Characteristic	Listed Hazardous Waste
Exploration and Production Waste	Characteristic Hazardous Waste (corrosive, ignitable, toxic, reactive)	Shows the Hazardous Waste characteristic	Characteristic Hazardous Waste
Exploration and Production Waste	Characteristic Hazardous Waste (corrosive, ignitable, toxic, reactive)	Does not show the Hazardous Waste characteristic	Used Oil

**Figure 5.3.4 Exploration and Production Waste Mixture Chart**

#### 5.3.5 Non-Hazardous Solid Waste

Non-Hazardous Solid Waste should be stored in a manner that prevents contamination and releases by ensuring that Encana utilizes containers that are:

- Undamaged;
- Sealed;

- Labeled as "Trash" or "Recycle"; and
- Wildlife proof where necessary.

## **5.4 Generator Status**

Every site is required to determine generator status for all of the wastes handled on-site. The Database will be used to track all waste disposals. A report option is available to determine the generator status for hazardous waste generators and handlers of Universal Wastes.

### **5.4.1 Hazardous Waste**

Hazardous generator status is determined by the quantity of hazardous waste produced per calendar month and/or the amount of hazardous waste accumulated at any one time at one facility. RCRA exempted wastes, such as E&P and Universal, are not included in determining generator status. The EPA has designated three levels of hazardous waste generator--Large Quantity, Small Quantity, and Conditionally Exempt Small Quantity.

#### **5.4.1.1 Large Quantity Generator**

A facility that generates hazardous waste in amounts greater than 1,000 kg (2,205 lbs) per month (or greater than one kilogram (2.2 lbs) acutely hazardous waste per month) is a LQG. LQGs are subject to the following constraints:

- Can accumulate hazardous waste on-site for up to 90 days;
- No quantity limitations on hazardous waste accumulation;
- RCRA training for anyone who handles hazardous waste within the facility;
- There must always be at least one employee available and responsible for coordinating all emergency response measures; and
- The LQG facility must report biennially to the EPA and maintain annual reports (discussed in further detail in section 8.2.1 "Hazardous Waste Reporting").

#### **5.4.1.2 Small Quantity Generator**

If the facility generates hazardous waste in amounts greater than or equal to 100 kg (220.5 lbs.) and less than or equal to 1,000 kg (2,205 lbs) per month and less than 1 kg (2.2 lbs.) of acute waste, the facility is classified as a Small Quantity Generator (SQG). SQGs are subject to the following constraints:

- Can accumulate hazardous waste for up to 180 days (270 days if shipping is further than 200 miles);
- Cannot store more than 6,000 kg (13,228 lbs) of hazardous waste at any time; and
- There must always be at least one employee available and responsible for coordinating all emergency response measures.

#### **5.4.1.3 Conditionally Exempt Small Quantity Generator**



If the facility generates hazardous waste in amounts less than 100 kg (about 220 lbs) and less than 1 kg (about 2.2 lbs) of acute waste, the facility is categorized as a Conditionally Exempt Small Quantity Generator (CESQG). CESQGs are subject to the following constraints:

- Can store hazardous waste for up to 180 days (270 days if shipping is further than 200 miles); and
- Cannot store more than 1,000 kg (2,205 lbs) of hazardous waste at any time.

#### 5.4.2 Universal Waste

Universal waste generator status is determined by the total accumulation at a site at any time. It is important to track all universal waste on-site and keep it comfortably under the 5,000 kg (11,023 lbs.) limit required to maintain small quantity handler status.

##### 5.4.2.1 Large Quantity Handler of Universal Waste

If the facility accumulates at any time more than 5,000 kg (11,023 lbs) of universal waste it is categorized as a Large Quantity Handler of Universal Waste. Universal waste may only be kept on site for up to one year.

##### 5.4.2.2 Small Quantity Handler of Universal Wastes

If the facility accumulates less than 5,000 kg (11,023 lbs) of universal waste it is categorized as a Small Quantity Handler of Universal Waste. Universal waste may only be kept on site for up to one year.

### 5.5 **Pre-Transport Requirements for Hazardous Materials**

#### 5.5.1 Containers

All hazardous materials (including hazardous wastes) are placed in DOT-approved containers complete with the contents labeled as required by DOT and state regulations. The person(s) preparing the hazardous material for shipment must complete appropriate Hazmat training as stated in section 7.4 "DOT Training". The Websites in section 5 are used to verify current DOT and state transportation regulations. Containers are inspected by the transporter prior to signing the shipping papers (Universal Hazardous Waste Manifest in the case of hazardous wastes) to verify that the shipping papers adequately detail the material being shipped. Only properly licensed transporters are used to transport waste material (hazardous or non-hazardous) from any Encana facility.

#### 5.5.2 Manifests

The facility must prepare a manifest for all hazardous waste shipments, internally or externally, or proper tracking and reporting. All manifests should be copied and given to the waste manager at the facility for proper entry into the Database.

##### 5.5.2.1 Universal Hazardous Waste Manifest

The facility must prepare a Uniform Hazardous Waste Manifest for off-site shipments of hazardous waste. Wastes that are transported and disposed of out of state are required to be accompanied by the receiving state manifest. All lines on the forms are required to be completed. If the facility determined that the waste is subject to land disposal restrictions (LDRs), then the manifest must be accompanied by an LDR notification form. All Uniform Hazardous Waste Manifests must have an original signature of a qualified (i.e., trained) and authorized representative of Encana.

## **5.6 Waste Treatment, Recycling, and Disposal**

Encana facilities will use only company-approved, properly licensed and permitted commercial waste transporters, treatment, storage and disposal facilities (TSDFs), and universal waste handling facilities to transport and manage their waste. These company-approved vendors and contractors are listed in the Database and the Reference Guide.

## **5.7 Agency Contacts**

## **6.0 WASTE MINIMIZATION AND SOURCE REDUCTION**

As indicated in the Encana's EH&S Management System, the 4 R's must be at the forefront of any process that may generate waste. Comprehensive industrial ecology analyses are completed annually on materials used and wastes generated at EnCana facilities. Industrial ecology includes the study of finding reuses for generated "waste" streams. Finding new, environmentally and economically sound ways to treat, reuse, and dispose of EnCana's waste is required by this Plan. By finding new uses for waste streams, these may become profit streams from which to build a stronger bottom line.

Aspects and Impacts assessments (taken from ISO 14001 elements) may help reduce Encana's impacts on the environment. From the Aspect and Impact assessment, a set of targets and objectives will be created for each BU to help minimize any impacts to the environment and maximize profit for the BU. These targets and objectives will be reviewed annually for completion.

## **7.0 TRAINING**

### **7.1 EnCana Required Training**

In order to be a leader in the oil and gas industry, Encana has developed an extensive training program. Training by Encana is position and site specific and therefore all employees and contractors should speak with their local EH&S training coordinator for training requirements.

### **7.2 Hazardous Waste Required Training**

#### **7.2.1 Large Quantity Generator Required Training**

If the facility is an LQG, RCRA training is required for all employees that come in contact with hazardous waste.

#### **7.2.2 Conditionally Exempt Small and Small Quantity Generator Required Training**

No training is required by EPA, however Encana training may still be required.

### **7.3 Universal Waste Training**

#### **7.3.1 Large Quantity Handler of Universal Waste**

A large quantity handler of universal waste must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures, relative to their responsibilities during normal facility operations and emergencies.

#### **7.3.2 Small Quantity Handler of Universal Waste**



A small quantity handler of universal waste must inform all employees who handle or have responsibility for managing universal waste. The information must describe proper handling and emergency procedures appropriate to the type(s) of universal waste handled at the facility.

## **7.4 DOT Training**

There are two types of DOT hazmat training. First is for any employee who:

- Loads, unloads, or handles hazardous material;
- Tests, reconditions, repairs, modifies, marks, or otherwise represents packagings as qualified for use in the transportation of hazmat;
- Prepares hazmat for transportation; or
- Is responsible for safety of transporting hazardous material.

These employees are classified by the DOT as hazmat employees and are required to take training that includes:

- General awareness/familiarization with DOT regulations;
- Function-specific training;
- Hazmat safety;
- Security awareness; and
- In-depth security training (if a security plan is required).

The second type of DOT hazmat training is for operators of motor vehicle carrying hazardous material. In addition to the above training, they are also required to take hazmat driver training. While most of Encana's hazardous waste will be transported by third party contractors, there may be situations in specific fields where it is appropriate to train an Encana employee for the transportation of hazardous waste. These will be evaluated in a case by case scenario and must be approved by EH&S Business Unit Group Lead.

New employees or employees whose job functions have changed may complete hazardous job functions if done so under the direct supervision of a properly trained and knowledgeable hazmat employee and the hazmat training is to be completed within 90 days.

Recurring training is required every three years.

Refer to the DOT Hazardous Material Program for a complete overview of required DOT training

## **8.0 REPORTING AND RECORD KEEPING**

Reporting is required by federal, state, and local government agencies as well as an internal annual Corporate Responsibility Report. This section will briefly discuss each of the different types of reporting.

### **8.1 Corporate Responsibility Report**

The Corporate Responsibility Report (CRR) is an optional report issued by Encana. As part of the CRR, Environmental Performance Indicators are identified and general trends of those indicators are



shown. Utilizing the Waste Database, the total quantity of hazardous, universal, non-hazardous, and exploration and production waste disposed of will be tracked.

## **8.2 Hazardous Waste Reporting**

Hazardous waste reporting is separated by the EPA into two categories defined by generator status. Below are the elements of the reports required by the EPA. Encana's employees and contractors should be aware of required reporting in their state and county if applicable. The attached area specific reference guide can also be used to determine local and state reporting requirements.

### **8.2.1 Large Quantity Generator**

Large Quantity Generators (LQGs) of hazardous waste are required to keep all manifests for a minimum of three years or until a signed letter from the designated disposal facility is received. In this event, the letter from the disposal facility is to be kept for a minimum of three years. A biennial report is required to be submitted to the EPA on even numbered years. This report must be submitted on EPA Form 8700-13A and cover the generator activities for the previous years, and includes:

- EPA identification number, and name and address of generator (e.g., EnCana's MCBU);
- Calendar year covered by the report;
- EPA permit number, name, and address of each TSDF in the United States that received hazardous waste from the generator during that calendar year;
- A description, EPA hazardous waste number, DOT hazard class, and quantity of each hazardous waste shipped off-site to a TSDF within the United States;
- A description of the efforts undertaken during the year to reduce the volume and toxicity of waste generated; and
- The certification signed by the generator's authorized representative.

### **8.2.2 Conditionally Exempt Small Quantity Generator (CESQG) and Small Quantity Generator (SQG) Required Reporting**

The EPA does not require reporting from CESQGs and SQGs at this time.

## **8.3 Universal Waste Reporting**

Universal Waste reporting varies between the two categories of universal waste handlers. Below are the requirements as required by the EPA. State and local agencies may have additional requirements. The attached, area specific, reference guide can be used in greater detail for state and local agency reporting requirements.

### **8.3.1 Large Quantity Handler of Universal Waste**

A large quantity handler of universal waste must keep a record of each shipment of universal waste sent from the handler to other facilities. The record may take the form of a log, invoice, manifest, bill of lading, or other shipping document. The record of the universal waste shipment must contain the following information:

- The name and address of the originating universal waste handler or foreign shipper from whom the universal waste was sent;
- The quantity of each type of universal waste sent (e.g., pounds of batteries, pounds of unused pesticides, pounds and number of thermostats); and
- The date the shipment of universal waste left the facility.

These records must be kept for a minimum of three years from the date of shipment.

#### 8.3.2 Small Quantity Handler of Universal Waste

EPA does not require shipment tracking for a small quantity handler of universal waste.

### **8.4 State Reporting**

State regulatory agencies will require separate reports for different types of wastes. It is recommended that each regulatory agency be contacted for the required reporting. Section 3 has several state agency contacts and can be used as a tool to determine the state reporting. Also, the attached reference guide can be used to determine the local reporting requirements.

## **SECTION H**

# **ENCANA WASTE MANAGEMENT TRAINING DOCUMENTS**



<b>WASTE MANAGEMENT GUIDELINE</b>	<b>Document No:</b>
	E-008
	<b>Revised By/Date:</b>
	4/2/2007
	<b>Reviewed By/Date:</b>
	<b>Approved By/Date:</b>

## **APPLICABILITY**

This guideline applies to all facilities owned and/or operated by EnCana Oil & Gas (USA) Inc. and to all EnCana employees and contingent personnel working at all facilities owned and/or operated by EnCana Oil & Gas (USA) Inc.

## **SCOPE**

This guideline sets forth requirements and procedures for the handling and disposal of hazardous waste that is located at EnCana facilities, or is generated as a by-product of our operations.

## **CORE INFORMATION AND REQUIREMENTS**

### **GENERAL REGULATIONS AND REQUIREMENTS**

Proper management and disposal of waste material is critical to avoid fines, expensive clean-ups, and exposure of employees to hazardous materials. Management of hazardous waste is covered by the Resource Conservation and Recovery Act. This act is more commonly referred to by the acronym RCRA and pronounced "Rik-Rah." The rules and requirements in this act are located in Title 40, Parts 124, 260-271, and Title 49, Parts 171-177 of the Code of Federal Regulations.

### **WASTE GENERATOR REQUIREMENTS**

Waste generator regulations state that "a person who generates a waste must determine if that waste is hazardous waste." So generators are required by law to determine if their waste is hazardous or non-hazardous. This determination can be made either by using product knowledge, i.e., does the material safety data sheet (MSDS) indicate the presence of a "listed" hazardous material or by laboratory analysis.

Contact your local EH&S Field Coordinator or EHS Group Lead if you are unsure if a waste is hazardous or not.

### **TYPICAL WASTES**

Examples of waste materials commonly generated in E&P and Midstream Services operations include:

<b>E&amp;P</b>	<b>Midstream Services</b>
Fracturing and drilling fluids	Condensate

Well completion and treatment fluids	Compressor oil, filters, and blow down
Waste solvents	Tri-ethylene glycol
Lubricating oils	Methanol
Produced water	Dehydration wastes
Rig wash	Painting wastes
Drill cuttings	Waste solvents
Pit sludges	Gas plant wastes
Workover wastes	Asbestos
Blow down	Aerosols
Waste crude oil	Amines
Hydrocarbon impacted soil	Universal wastes

### **WASTE SPECIFIC GUIDELINES**

The following are guidelines that are specific to some of the most common types of wastes encountered at EnCana facilities. The guideline will cover the most important information, including: examples, storage container requirements, labeling requirements, storage area requirements, disposal (recycling), recordkeeping requirements and waste minimization. Please refer to this section whenever using any of the following:

<b>Chemical</b>	<b>Guideline</b>
Aerosols	Aerosols Guideline
Amines	
Asbestos	Asbestos Guideline
Chemical Wastes	Chemical Waste Guideline
Glycols	Glycols Guideline
Hydrocarbons	Hydrocarbons Guideline
Methanol	Methanol Guideline
Pesticides	Pesticides Guideline
Solvents	Solvents Guideline
Sump Solids and Liquids	Sump Solids and Liquids Guideline
Universal Wastes	Universal Wastes Guideline
Used Oil	Used Oil Guideline

### **EXEMPTED WASTES**

In 1988, EPA issued a rule stating that E&P and “gas plant” wastes are exempt from RCRA Subtitle C regulations. This rule allowed the oil and gas industry some flexibility with respect to dealing with certain types of wastes. The following rule of thumb can be used to determine if a waste is exempt from RCRA Subtitle C regulations:

- Has the waste come from down hole?
- Has the waste been generated through contact with the oil and gas production stream (e.g., produced water, production by-products)?
- If the answer is yes to either question, the waste is exempt. Examples of wastes that are exempt from RCRA Subtitle C regulations include:

- Drilling fluids and cuttings
- Produced water
- Pit sludges and workover wastes
- Amines – if spent within process
- Hydrocarbon-bearing soil
- Liquid hydrocarbons removed from production stream
- Waste crude oil
- Blow down wastes

Examples of non-exempt wastes include:

- Amines – if unused
- Glycols
- Waste solvents
- Waste compressor oil
- Scrubber fluids, sludges, and ask
- Drum rinsate

Avoid mixing non-exempt wastes with exempt wastes because the resulting mixture may become a non-exempt waste requiring management under RCRA Subtitle C.

### **HAZARDOUS WASTE STORAGE**

EnCana's facilities are considered Conditionally Exempt Small Quantity Generators (CESQG). A facility's generator status determines the amount of hazardous waste that may be stored at a facility as well as the length of time the hazardous waste may be stored at the facility.

Conditionally exempt Small Quantity Generators may accumulate up to 1,000 kilograms (2,200 pounds) of hazardous waste. There is no time limit for this accumulation, as long as the 1,000 kilogram storage limit is not exceeded. If the 1,000 kilogram storage limit is exceeded, the facility's generator status would change from a CESQG to a SQG. Contact your EH&S Field Coordinator or EH&S Group Lead if you have questions about your storage quantity.



## **SEGREGATION OF WASTE**

Segregation means to keep waste streams separate in order to avoid cross contamination and possible higher disposal costs. If there are any questions about waste segregation, contact the EH&S Field Coordinator or EHS Group Lead for assistance.

The following provides a few examples of recommended waste segregation guidelines:

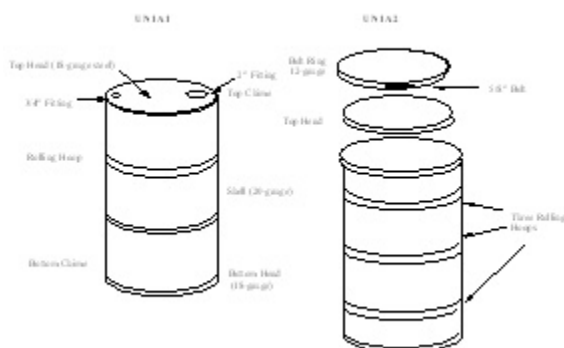
- Do not mix methanol with used oil
- Do not mix triethylene glycol (TEG) with used oil
- Do not mix unknown chemicals without knowledge compatibility characteristics

EnCana facilities generating very small quantities of hazardous waste may be able to accumulate all hazardous waste in a single drum, as long as the waste streams are compatible and will not react violently. This procedure will help eliminate the hazards associated with maintaining several partial drums for several years. However, a records needs to be kept of what and how much of each waste is put into a container.

## **CONTAINERS**

Unless otherwise specified, waste materials must be accumulated in DOT (Department of Transportation) approved drums or containers. The containers must be kept in good condition and be compatible with the waste material. All containers must be kept closed at all times, except when adding waste. Each container used for accumulation of waste material must be labeled.

The figure below shows the two most common 55-gallon waste drums. The UN1A1 is a bung type drum while the UN1A2 is an open topped drum. The UN1A1 is recommended for liquids. The UN1A2 is more suitable for disposal of solid wastes.



## **RECORDKEEPING**

The following records shall be maintained by EnCana's facilities for a minimum of three years:

- Hazardous waste accumulation logs (note what and how much of each waste type you are placing in a container)
- Laboratory test results of waste analysis
- Hazardous waste manifests (signed by final disposal facility)
- Spill reports
- Records of waste disposal company qualifications (ask your EH&S Field Coordinator or EH&S Group Lead to assist in this)
- Files of correspondence with regulatory agencies

## **HAZARDOUS WASTE DISPOSAL**

All EnCana facilities must make arrangements with a permitted waste or hazardous waste transporter for pick-up at the location where the waste was generated. Before retaining a company for transport and disposal of a specific waste stream, obtain and review a copy of all waste disposal qualifications from the company including:

- Agency certification or registration
- Qualifications for disposal of specific waste streams
- Other documentation that indicates the company is legitimate

State specific waste management requirements for EnCana facilities can be found using the web links under the references of this guideline. Follow the links within the website to "drill down" to the category of information desired.

## **HEALTH AND SAFETY CONSIDERATIONS**

EnCana's EH&S website and site-specific emergency response plans are the best resources for health and safety considerations when dealing with waste materials. Please refer to the EH&S website for specific guidance.

## **SPILL REPORTING AND RESPONSE**

### **Spill Reporting**

Spill notifications are normally made to the appropriate regulatory agency by the EH&S Field Coordinator or EH&S Group Lead who are familiar with the process and, in many cases, with individual regulatory contacts. It is up to field personnel to get the process started since they are usually the first to encounter spills and other environmental incidents. Details and methodology for the incident reporting process are described in EnCana's EH&S web link

(Incident Reporting), in Spill Prevention Control and Countermeasure Plans, and site-specific emergency response plans.

Any spill reaching a surface water or groundwater must be reported immediately to your EH&S Field Coordinator or EHS Group Lead.

The following state-specific spill reporting flowcharts provide guidance on when and who to contact if a spill occurs.

### **Spill Response**

Detailed guidelines for responding to oil spills is provided in the SPCC and emergency response plans. When a spill is observed, the following actions should be completed:

- Notify your EH&S Field Coordinator or EH&S Group Lead of the spill and attempt to stop the spill only if your personal safety is not compromised.
- Using the Emergency Response Flowchart, notify the appropriate personnel. When spill thresholds are exceeded, notifications must be made to the appropriate authorities as soon as possible, but not later than 24 hours following the spill. Complete an EnCana incident report detailing the spill characteristics.
- The following steps should be followed in the event of a spill into surface waters or onto the ground:
  - Stop the release. All possible actions should be taken to stop the release of oil into the environment. The actions necessary will vary considerably depending on the magnitude of the spill and the environmental conditions at the time of the spill. Do not risk your personal safety in an attempt to stop an oil spill.
  - Contain the release. Simple small spills on soil can be cleaned up with only minimal effort. Larger spills on land or into rivers and lakes may require the services of experienced spill response contractors to correct the situation. Clean-up activities must be initiated immediately following discovery of the spill.
  - Properly manage recovered oil. Spilled oil that has been recovered during the clean-up process should be properly containerized and recycled. If available, vacuum trucks are beneficial in removing the liquids from the spill sites.
  - Properly manage material contaminated during the clean-up. It is important that all materials containing oil be properly managed prior to disposal or recycling.
  - Post clean-up sampling. It is usually necessary to obtain samples following an oil spill on land to determine if the site has been cleaned up properly. Contact the EH&S Field Coordinator or EH&S Group Lead to assist with this activity.



Maintain a sufficient quantity of absorbents (pads, booms) to be able to properly respond to a spill.

#### **TRAINING**

- [Waste Management Training Presentation](#)

#### **FORMS**

#### **REFERENCES**

- 40 CFR Part 112

#### **ELEMENT**

This guideline supports EnCana's EH&S Best Practice Element number

- [Element 5, Conducting Our Business Responsibly](#)