

ENVIRONMENTAL MANAGEMENT PLAN

This Environmental Management Plan (EMP) contains guidelines to assist employees in selecting appropriate waste management practices

The plan addresses three aspects of waste management:

- a) environmental protection;
- b) proper handling of wastes; and
- c) safe transportation of waste materials.

While non-hazardous wastes are usually not covered by legislation, the plan addresses both hazardous and non-hazardous waste handling. The plan is based on federal and provincial legislation, the CAPP Waste Management Handbook, and Enbridge Pipelines Inc. field personnel experience.

The EMP is basically organized into two sections. The first section provides information on how to use the plan, along with general waste management principles. The second section contains Waste Information Sheets, which contain information on how to deal with many of the wastes generated operations.

Employees are encouraged to use the EMP to assess waste management needs. The primary consideration for all waste handling is whether the waste is defined as hazardous or non-hazardous. Obviously, hazardous wastes require special handling and processing, while non-hazardous wastes do not. The Waste Information Sheets contained in the plan help with this determination. A chemical analysis of the waste may be required if there are no Waste Information Sheets to refer to.

Employees must assess handling, storage, transportation, and disposal requirements for anything deemed a hazardous waste. Licensed carriers must be identified, along with hazardous waste treatment facilities. Necessary documentation must be prepared in all cases.

Waste management is guided by the four "R's": a) reduce; b) reuse; c) recycle; and d) recover.

1. *Reduce* means generate less waste through more efficient work practices. Example 1: purchase chemicals in larger containers to reduce the number of drums or barrels requiring disposal. Example 2: use non-hazardous substitutes for toxic materials (eg degreasers or other cleaners).
2. *Reuse* means to initiate systems whereby materials can be reused. Example: clean and reuse oily rags.
3. *Recycle* means to convert a waste back into a usable product. Examples: sending soda cans, bottles, tin cans for recycling.
4. *Recover* means to extract energy or material from a waste for other uses. Example: burn waste oil for energy recovery.

This manual consists of eight sections:

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| 1. Introduction | 5. Transportation |
| 2. Waste Management Principles | 6. Record Keeping System |
| 3. Classifying a Waste | 7. Treatment and Disposal |
| 4. Storage | 8. Waste Information Sheets |

Section	Section Title	Section Description
1	Introduction	<ul style="list-style-type: none"> • Explains waste management policy and purpose of the EMP • Identified waste management responsibilities • Describes how to use the Environmental Management Plan
2	Waste Management Principles	<ul style="list-style-type: none"> • Describes a waste minimization process • Explains “cradle to grave” waste management • Identifies the “Four Rs” of waste management • Provides examples of waste minimization
3	Classifying a Waste	<ul style="list-style-type: none"> • Explains the difference between waste classification and characterization • Describes how to determine waste classification • Provides general classification procedures and criteria

4	Storage	<ul style="list-style-type: none"> • Describes acceptable storage areas • Describes waste containment, mixing, and dilution • Identifies storage time limits and quantities • Provides guidance for specific waste types (empty drums, oily rags, batteries, and filters) • Identifies provincial waste storage requirements
5	Transportation	<ul style="list-style-type: none"> • Identifies employee responsibilities with respect to transportation of wastes • Describes documentation required for waste transportation • Explains how to use the Transportation of Dangerous Goods Manifest • Identifies exemptions from the TDG regulations • Provides waste generator identification numbers
6	Record Keeping System	<ul style="list-style-type: none"> • Identifies waste records that must be kept • Identifies transportation documentation that must be retained
7	Treatment and Disposal	<ul style="list-style-type: none"> • Explains how to select a treatment and disposal method • Identifies employee responsibilities
8	Waste Information Sheets	<ul style="list-style-type: none"> • Contains the waste list and detailed waste information sheets • Contains TDG reference information