



**SARNIA REFINERY**

**HAZARDOUS MATERIALS REGULATIONS**

Issue Date: Aug 26, 2009

Revision #: 1

**STANDARD**

Document Number:

4000-ZSD-S-MSAFeca-00180

Next Review Date: Aug 26, 2014

Document Owner: Manager, EH&S

Document Contact: Hygienist

---

**SCOPE AND PURPOSE**

This Standard defines Sarnia Refinery's Hazardous materials Regulations Policy. This standard replaces S.O. #1.004.

**ROLES AND RESPONSIBILITIES**

**Employees and Contractors** are accountable to this Standard and to follow operating procedures and work practices.

**Refinery Leaders** are accountable to ensure compliance to this Standard

**Refinery Vice President** is accountable to approve, maintain and ensure compliance to this standard.

**REREFENCES**

Refinery Procedure, 'Disposal of Regulated Waste and Surplus Materials (Refinery)'.  
"Accident Prevention Manual" Section 11 (Ownership, Transfer Compound Control, Bucket Authorization and Control, Facility Audit)

**EXCEPTIONS**

There will be no exception to this Standard without the written permission of the VP, Sarnia Refinery. Approval will be considered only after completion of a formal risk assessment. Our Management of Change process will be employed to document mitigating actions, assign accountabilities and track the abnormal condition. The Management of Change document must be reviewed and approved by the VP, Sarnia Refinery before permission is granted.

Additionally, this Standard does not exempt individual persons or Operating Zones from being in compliance with all internal requirements before presenting materials to these parties. Both Operation Managers and the Warehouse will involve others as necessary (e.g. Refinery Environmental specialist for waste, surplus materials, etc.)

---

**HAZARDOUS MATERIALS REGULATIONS**

Current versions of approved documents are maintained in Livelink. Printed copies are uncontrolled.


## RISK CONTROLS

Federal and Provincial regulations require certain detailed procedures and forms to handle hazardous materials, even for trace amounts in some cases. A list of these controlled materials is available in the Regulations Manual(s). In order to control these materials entering or exiting the Refinery, even if only going locally, the following actions must be adhered to:

Bulk material via truck and rail, including vacuum trucks, etc., entering or exiting the Refinery, are to be cleared through qualified supervision and warehouse personnel.

All other materials (i.e. scrap, exchangers, etc.) entering or exiting the Refinery must be cleared through qualified personnel in the Warehouse area.

**END OF STANDARD**

		<b><u>REVISION LOG</u></b>	
<b>Date</b> MM/DD/YYYY	<b>Revision</b>	<b>Section</b>	<b>Comment</b>
07/25/2009	Original		Transferred into "Standard" template. Revision #Original. Replaces S.O. #1.004.
06/25/2012	1	All	Updated format and placed into correct template, but content was NOT altered.
07/24/2013	-	Header	Document Owner & Contact Updated, but NO content changed. (L. Lebert)

---

### HAZARDOUS MATERIALS REGULATIONS

Current versions of approved documents are maintained in Livelink. Printed copies are uncontrolled.



The following individuals have approved and signed this document.

UserName: Peter Lynch (PLYNCH)

Title:

Date: Wednesday, 31 July 2013, 12:16 PM Mountain Time

Meaning:

=====