



# Waste Management and Housekeeping Requirements in the Wood Buffalo Region

Document Number: <b>RGS0022A</b>	<b>Standard – Administrative</b>	Applies To: <b>Wood Buffalo Region</b>
Revision Date: <b>2016/04/07</b> Revision: <b>1</b> Review Cycle: <b>3</b>	Document Owner (Title): <b>Director, Regional and Regulatory Compliance</b>	

## Summary of Changes

Rev No.	Section Changed	Revision Made
1		New Document
1		Admin Change – Upstream changed to Wood Buffalo Region
1		Admin Change – Updated reference from RGS0018A to RGS0029A

**Scope** To identify and maintain minimum standards for management of common waste streams generated from Suncor sites in the Wood Buffalo region and to provide guidance on housekeeping practices in order to prevent wildlife conflicts and protect workers.

**Purpose** To standardize waste management and housekeeping practices in the Wood Buffalo region and move Suncor towards adopting more sustainable work practices such as recycle, reduce, and reuse.

**Compliance** All employees, contractors and waste management service providers working at a Suncor site in the Wood Buffalo region (includes Base Plant, Firebag, Fort Hills, MacKay River, and East Tank Farm), effective July 1, 2015.

**Roles and Responsibilities** **The following individuals and groups have the following roles and responsibilities:**

- Document Owner**
- Ensures this document is reviewed according to the required revision cycle.
  - Ensures the document is updated to accommodate changes to Suncor, provincial, and federal regulation.
  - Ensures the document is updated to mitigate risks found as the result of an incident.

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*Roles and Responsibilities Continued*

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|---|--|
| <b>Document Approver</b>  | <ul style="list-style-type: none"> <li>Ensures this standard is necessary and that it aligns with management and company direction.</li> </ul>   |
| <b>Environmental Advisor (Oil Sands Environmental Affairs)</b>      | <ul style="list-style-type: none"> <li>Investigates and follows up with regulatory notifications and works with regulation enforcement staff.</li> <li>Acts as a liaison with the regulation enforcement staff.</li> <li>Will be a point of contact between sites and will contact all site coordinators when there is a change to the standard</li> </ul>   |
| <b>Waste Supervisor/ Coordinator (All sites in Upstream Region)</b> | <ul style="list-style-type: none"> <li>Ensures that Upstream employees follow the procedures outlined in this standard.</li> <li>Ensures that guidelines in this document are accepted by waste vendors on site for the waste streams mentioned.</li> <li>Must contact OS Environmental Advisor for any changes to the waste streams specified within their site that may affect the procedure outlined in this document.</li> </ul> |

**References**

- Industrial Waste Identification and Management Options (1996)
- Alberta User Guide for Waste Managers (1996)
- Directive 58, as amended
- Waste Control Regulation, as amended
- RGS0029A Wildlife Standard

**Terms, Definitions and Acronyms**

The following terms, definitions and acronyms are used in this standard:

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|---|---|
| <b>Non-hazardous / non-dangerous oilfield waste</b> | Waste streams that are not part of hazardous waste as defined by Alberta Environment & Sustainable Resource Development under the <i>Waste Control Regulation</i> (as amended).   |
| <b>Hazardous / dangerous oilfield waste</b>         | Waste that is potentially hazardous to human health and/or the environment due to its nature and quantity. It requires special handling and disposal techniques and cannot be landfilled. Must be shipped/transported in appropriate conveyance and be disposed of according to the applicable standard. Waste can also be classified as hazardous with appropriate analytical information. |

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*Terms, Definitions and Acronyms Continued*

<b>Domestic or sanitary waste</b>	Household waste and trash generated by Suncor or Suncor's contractor's camps and support facilities. Also waste generated by food preparation and consumption facilities associated with Suncor and Suncor contractor facilities.
<b>Construction &amp; Demolition waste (C&amp;D)</b>	Waste streams associated with construction work. Drywall, ceiling tiles, insulation are considered part of Construction and Demolition.
<b>Recyclables</b>	Waste streams that can be recycled or reused.

**THE MINIMUM STANDARDS FOR MANAGEMENT OF COMMON WASTE STREAMS AND HOUSEKEEPING PRACTICES INCLUDE THE FOLLOWING:**

**Standard 1. Common waste streams and their appropriate management options are listed below.**

**Note:**

"/" indicates multiple options either of which is applicable

"-" indicates a sequence of options

	<b>Waste Stream</b>	<b>Collection</b>	<b>Transport</b>	<b>Disposal/Recycle</b>
1.1	Aerosols	C2	T2/T3	<ul style="list-style-type: none"> <li>• Compressed Gas: R1</li> <li>• Cans: R2</li> </ul>
1.2	Batteries	C2	T2/T3	R1
1.3	Beverage Containers	C2, C3	T4	R1
1.4	Cardboard	C2, C3 (compaction also an option)	T2/T4-T5	R1
1.5	Construction & Demolition	C2	T1	D1
1.6	Contaminated Soil (hydrocarbon)	C4	T2/T3/T1	D4/D1 (only if sampled and deemed non-hazardous at Base plant landfill)
1.7	Contaminated Soil (chemical)	C4	T3/T1	D4/D1
1.8	Domestic waste	C1	T1	D1
1.9	Fluorescent Tubes	C4	T3/T2	D4 (a bulb eater is ideal)
1.10	Glycol	C2	T3/T2	R1/ D4

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	<b>Waste Stream</b>	<b>Collection</b>	<b>Transport</b>	<b>Disposal/Recycle</b>
1.11	Tires <25 inch diameter Tires > 25 inch diameter	C2, C6 C2, C6	T4	R1 D5/D6 (Titan tire pyrolysis program at Voyageur site)
1.12	Lube Oil (Used oil)	C2 Stored in tanks (Managed by Site Wide Services/Utilities)	T3	R1
1.13	Oily rags	C4	T3/T1	D1/D2 (D1 possible only at approved landfills)
1.14	Packing materials (Styrofoam)	C1	T1	D1
1.15	Paint and paint related	C4	T2/T3	D4
1.16	Paper	C3 Looking into compaction	T1, T2, T4, T5	R1
1.17	Paper (Confidential)	C2, C3	T1, T4	R1
1.18	Plastic	<ul style="list-style-type: none"> <li>• Totes with hazardous residuals: C4 - T4/T5 – D3</li> <li>• Non-hazardous totes: C6 – T5 – R1/R3/D1</li> <li>• Drums: C6 - T2/T3/T4- R1/R3/D1</li> <li>• Pails: C6 -T2/T3/T4 – R1/R3/D1</li> <li>• General Plastic: C1- T1- D1</li> </ul>		
1.19	Printer Cartridges	C7	T4	R1
1.20	Scrap Metal	C2	T1	R2
1.21	Wood	C2	T1/T5	D8/(Firebag D5)
1.21	Wood (Pallets)	C6/C2	T1/T5	R2, D8/(Firebag D5)
1.22	Wash Cars/ Office Trailers	Demolish/ Separate	T1/T4/T6	D1/R1
1.23	Grease (Camp)	C2	T3	R1
1.24	Filters (lube oil) Filters (Water Treatment)	C2, C5 C2	T1, T2 T1	D1, D4 D1

## 2. Collection Options

**Operations which specify in detail how the waste stream must be collected**

<b>Code</b>	<b>Description</b>
C1	Collect as general waste.
C2	Collect in waste stream specific bin.

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<b>Code</b>	<b>Description</b>
C3	Janitorial staff will collect from office bins and sort as needed before taken to bin.
C4	Separate from regular waste streams, as it is potentially hazardous.
C5	Collection is labor intensive (requires contractor).
C6	Collected directly from the area- no specified bins.
C7	Collected by the IS department.

### **3. Transport Options**

**Options which specify what kind of transportation system is required.**

<b>Code</b>	<b>Description</b>
T1	Transport to Suncor Landfill (OS/FB/MR/FH).
T2	Transport to Suncor Hazardous Waste Yard (OS/FB/MR).
T3	Transport offsite for disposal or recycling to waste vendor- (hazardous waste: vendor must have appropriate conveyance).
T4	Send offsite for disposal or recycling to waste vendor – (non-hazardous waste).
T5	Backhaul offsite to waste vendor
T6	Bulk with other sites and transport to final destination.

### **4. Disposal Options**

**Operations which do not lead to resource recovery, recycling, reclamation, direct reuse or alternate use**

<b>Code</b>	<b>Description</b>
D1	Deposit into or onto land at Suncor Landfill (OS/FB/MR/FH).
D2	Deposit into or onto land at a vendor's Landfill
D3	Disposal offsite with waste vendor.
D4	Dispose via Suncor Hazardous Waste Yard.
D5	Incinerate on land. (onsite)
D6	Incinerate on land (offsite)

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<b>Code</b>	<b>Description</b>
D7	Bioremediation before disposal through above options.
D8	Incinerate using an Airburner or other methods as approved by the regulator
D9	Compaction option

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### 5.Recovery Options

**Operations which may lead to resource recovery, recycling, reclamation, direct reuse or alternate use**

<b>Code</b>	<b>Description</b>
R1	Recycle offsite with recycling vendor.
R2	Recycle via Asset Recovery to specific vendor.
R3	Send back to original vendor for refund.

### 6. House Keeping Requirements

**Note: Workers within the Upstream region shall abide by the following housekeeping controls:**

<b>Item</b>	<b>Description</b>
6.1	All outdoor waste receptacles must be wildlife-proof.
6.2	All wildlife-proof waste bins must be in good working condition.
6.3	All food must be kept away from the work site – where this is not possible, proper hazard assessment must be completed.
6.4	Lunchrooms doors and windows shall be closed when not in use. If workers need to have food in vehicles, ensure the windows and doors are closed.
6.5	Smoke pits have good line of sight and have zero waste on the floor.
6.6	Barbecues or other outdoor cooking devices should be used in accordance with the Wildlife Standard <a href="#">RGS0029A</a>

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**End of Standard**

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The following individuals have approved and signed this document.

UserName: Sheila Chernys (schernys)  
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Date: Friday, 08 April 2016, 07:32 AM Mountain Time  
Meaning: Approver 1 Signed

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UserName: Jim Chuey (jchuey)  
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Meaning: Approver 2 Signed

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