

STANDARD PROCEDURE INSTRUCTION

Title Waste Oil Solvent and Lube Pick up		SPI # 28-8
Department Purchasing & Warehouse	Supersedes SPI Dated May 2001	Effective Date September 2002

1. PURPOSE

- 1.1 To ensure all waste oil and solvents collected at each plant are picked-up and delivered to the Thompson Operation bulk storage facility.

2. SCOPE

- 2.1 All waste oil and solvents.

3. CONTROL

- 3.1 Pick-up requests for waste oil directed to Warehouse, South Yard Salvage.
3.2 Requests for empty waste oil drums to be directed to South Yard Salvage.

4. PROCEDURE

- 4.1 Waste oil, hydraulic oil and solvents must be collected in non-returnable 45 gallon drums available from South Yard Salvage. Phone 778-2330 for delivery of empty drums.
- 4.2 Containers must be stored at a single plant location meeting current environmental regulations. Phone 778-2724 for regulations or direction if required.
- 4.3 Requests for pick-up of full 45 gallon drums of Waste Oil or Solvents must be directed to South Yard Salvage only (Phone 778-2330)
- 4.4 User areas must not accumulate more than a trailer load (12 drums) prior to contacting South Yard Salvage for pick-up.
- 4.5 Each 45 gallon drum for pick-up must have:
- the proper WHMIS label affixed to the top one third of the container.

- a label noting the Department, and Department Charge Account.

- 4.6 South Yard Salvage will schedule pickups through Transportation and advise each department the date and time pick-up will take place.
- 4.7 Transportation drivers are instructed to not pick-up any drums if not properly labeled to WHMIS regulations.
- 4.8 Transportation will transfer drums from the trailer into the South Yard Waste Storage building or Warehouse designated storage site.

APPROVED _____ General Manager – Manitoba Operations

DATE _____