

Marathon Petroleum Company - Galveston Bay Refinery	<b>Trash Management</b>		
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## TABLE OF CONTENTS

<b>1.0</b>	Purpose .....	2
<b>2.0</b>	Scope .....	2
<b>3.0</b>	Procedure.....	2
3.1	Roles and Responsibilities.....	2
3.2	Plant Trash Management Procedures.....	2
3.3	Oily Trash Waste Management Procedures.....	3
3.4	Screen Trash Waste Management Procedures .....	3
3.5	Spill Clean Up and Response.....	4
3.6	Compliance Management System.....	4
<b>4.0</b>	Definitions .....	4
<b>5.0</b>	References.....	5
<b>6.0</b>	Attachments .....	5
<b>7.0</b>	Revision History .....	5
	Attachment A – Container Labels Ordering Information .....	6
	Attachment B – Oily Trash Label .....	6
	Attachment C – Screen Trash Label.....	6

## 1.0 Purpose

The purpose of this procedure is to define the requirements for trash management throughout the site, including operating units, office buildings, laboratories, and maintenance and infrastructure areas. The types of trash covered under this procedure are as follows:

- **Plant trash**- uncontaminated non-hazardous trash regulated by The Texas Commission on Environmental Quality (TCEQ)
- **Oily trash**- contaminated non-hazardous trash regulated by The Texas Commission on Environmental Quality (TCEQ)
- **Screen trash**- hazardous waste regulated by The Resource Conservation and Recovery Act (RCRA)
- **Metal trash** - uncontaminated non-hazardous metal regulated by The Texas Commission on Environmental Quality (TCEQ)

## 2.0 Scope

This procedure applies to the Galveston Bay Refinery, Docks and Plant operating areas, office buildings, laboratories, storage areas, and maintenance and contractor facilities.

## 3.0 Procedure

### 3.1 Roles and Responsibilities

- 3.1.1 All office buildings, process units/areas within the Refinery, contractor areas, docks, laboratories, and maintenance and storage areas generating uncontaminated plant trash are responsible for the proper management of this plant trash waste by following the requirements of this procedure.
- 3.1.2 Process units and maintenance areas of the Refinery, Docks, laboratories, storage areas, and other areas that generate contaminated trash (oily trash) are responsible for the proper segregation and management of this oily trash into industrial waste containers and following the requirements of this procedure.
- 3.1.3 The Environmental Facility is responsible for the proper management of hazardous waste screen trash generated at the Sludge De-oiling Unit (SDU) unloading area and the refinery lift stations.
- 3.1.4 The Environmental Department is responsible for coordinating the pickup and disposal of all trash waste categories generated by the Galveston Bay Refinery complex using approved contractors and disposal facilities. The Environmental Department shall assist the Refinery personnel in proper waste classification and container labeling.
- 3.1.5 **ALL TRASH CONTAINERS SHALL BE LABELED.** IT is the responsibility of the person who places trash in a container first to ensure that the container has the appropriate trash label. Containers without labels are in violation of HazCoM standards regulated by OSHA under 29 CFR 1910.1200 and waste containers without labels are a violation of RCRA regulations per 40 CFR 262.34.

### 3.2 Plant Trash Management Procedures

- 3.2.1 30 cubic yard open top plant trash roll-off boxes labeled "plant trash" are strategically located around the Galveston Bay Refinery Complex near points of generation. Additionally there are 6 and 8 cubic yard front end loader (FEL) plant trash containers located near office and plant service/contractor building areas. Only trash meeting the definition of plant trash under definitions of this procedure can be disposed of in these containers.
- 3.2.2 Janitorial services shall collect and transfer office building trash to outside trash

containers. Any employees generating uncontaminated trash outside of the building shall dispose of it in these same front end loading trash containers.

- 3.2.3 Office building trash that can be recycled (paper, aluminum, plastic, etc.) shall continue to be placed into recycling dumpsters labeled as such located in and near the office buildings.
- 3.2.4 Uncontaminated non-hazardous metal waste must be placed in Scrap Metal bins.
- 3.2.5 Oily trash, process wastes, chemical wastes, medical wastes and electrical equipment shall not be placed in plant trash containers or recycling containers. There are designated containers that handle these types of wastes. Consult your supervisor, the Environmental Department at (409) 771-2256, or the GBR-HESS-ENV-41 Waste Container Management procedure for help and instructions if unsure of the trash classification.
- 3.2.6 Plastic and metal drums labeled "plant trash" and FEL dumpsters labeled "control room trash only" are located in process, maintenance turnaround, and construction areas. These shall only be used for uncontaminated plant trash as defined under definitions of this procedure. Labels for these trash drums can be obtained through the main warehouse under stock item number 90216356. The plant trash label is shown as Attachment A.
- 3.2.7 Sixty gallon plastic trash bag shall be used for lining of the drums. These trash bags are available at the main warehouse. The drums should be emptied on a weekly basis or as needed to manage the weight of the trash.
- 3.2.8 Contact the Environmental Department as soon as possible at (409) 771-2256 if any plant trash containers are overflowing or appear to have contaminated materials in them.

### 3.3 Oily Trash Waste Management Procedures

- 3.3.1 Oily trash is plant trash contaminated with oil generated inside the battery limits of process units, tank pits, laboratory areas, pipe racks, and maintenance/construction work areas. Examples of oily trash include oily rags, packing material, paper, and other normal trash that has come into contact with oil.
- 3.3.2 Oily trash is considered contaminated waste and shall be collected and put into drums or roll-off boxes, labeled with non-hazardous waste labels and the contents identified as "oily trash". Trash or debris contaminated with gasoline, benzene, toluene, solvents such as paint thinners or other light hydrocarbons would not be considered oily trash and shall be considered hazardous waste. Oily trash labels can be obtained thru the main warehouse under stock item number 90216355. The oily trash label is shown as Attachment B.
- 3.3.3 Oily waste storage containers shall be in good condition and free of any leaks or cracks, and shall be covered when not being filled. Oily trash shall not be put into plant trash dumpsters or plant trash drums.
  - 3.3.3.1 Refinery - There are dedicated oily trash roll off boxes located on the corner of E 1st and Ave J just east of the fire drill grounds.
- 3.3.4 When the oily trash containers are full in your area or on your unit contact the Environmental Department at (409) 771-2256 for assistance in scheduling pickup and disposal.

### 3.4 Screen Trash Waste Management Procedures

- 3.4.1 Screen trash is generated from the cleaning of refinery lift station screens, the SDU unloading area and other areas under the control of the Environmental Facility. Screen trash consists of sludge and contaminated debris such as rocks, cans, wire, and paper.

3.4.2 Screen trash is considered listed hazardous waste and shall be managed in containers such as drums or roll-off boxes. Hazardous waste satellite accumulation areas are set up near each refinery lift station to manage screen trash.

**NOTE:** Refer to environmental policy ENV-27 for more details on satellite accumulation procedures and requirements.

3.4.3 Screen trash containers shall be identified with hazardous waste labels. These labels can be ordered through the main warehouse under stock item 90216327. An example of a properly filled out screen trash label is provided as Attachment C.

3.4.4 Containers used to store screen trash shall be in good condition, free of leaks, cracks or severe corrosion areas that might cause a leak to occur and be closed with a secure lid when not in use.

3.4.5 When screen trash satellite accumulation area containers are full they shall be moved to 90 day hazardous waste accumulation areas within 3 days. Contact the Environmental Department at (409) 771-2256 as soon as the drum reaches 55 gallons.

### 3.5 Spill Clean Up and Response

3.5.1 In the event of a spill, contact the Security Operations Center (SOC) immediately at 21762 or 21765 or if outside the plant call (409) 945-1762 or (409) 945 -1765. The SOC shall contact the Environmental Department.

### 3.6 Compliance Management System

GBR's Environmental Department Waste Team is responsible and accountable for program compliance and the oversight of the contract personnel to accomplish these goals. GBR's Environmental Department Waste Team is responsible to oversee activities to establish regulatory applicability and develop a compliance matrix with the Compliance Management System (CTM). The tracking device that Galveston Bay Refinery uses to track on site compliance is the task management system. The following tasks are assigned to responsible parties and tracked:

- Annual review and/or update of this procedure. Applicable Waste Team SMEs have this assignment.
- Annual training is assigned to appropriate GBR personnel through CBT and contractors through the Safety Council.

## 4.0 **Definitions**

4.1 **Plant trash** – Uncontaminated wood, paper, glass, plastic, cardboard, empty containers < 5 gallons capacity, Styrofoam, office waste, rope, twine, non-asbestos insulation, rubber, food waste, equipment belts, and cloth. Plant trash can be divided into two categories – Non-process area office building trash (NOB,GOB, etc..) where janitorial services manage the trash, and process area trash stored in drums, open top dumpsters and front end loaders.

4.2 **Oil** – Diesel, No. 6 fuel oil, lubricating oil from heavy equipment and other heavy oils that do not contain benzene – does not include gasoline and lighter fractions.

4.3 **Oily trash** – Plant trash contaminated with oil.

4.4 **Screen trash** – Environmental facility trash generated by the cleanout of lift stations and the SDU unloading area consisting of sludge and contaminated debris such as rocks, cans, wire, and paper.

## 5.0 References

None

## 6.0 Attachments

6.1 Attachment A – Container Labels Ordering Information

6.2 Attachment B – Oily Trash Label

6.3 Attachment C – Screen Trash Label

## 7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue.	M. K. Alberts	K.M. Casey S.W. Dio	dd-mmm-yy	dd-mmm-yy
1	Reviewed by Environmental Team. Added labeling requirements. Added Compliance Management	M. K. Alberts	M. J. Berlinger O. O. Niederhofer	12-Jan-11	dd-mmm-yy
2	Added requirement for lining trash drums to address lessons learned and issue as separate refinery practice.	M. K. Alberts	M. J. Berlinger	30-Apr-12	30-Apr-12
3	Reformatted as MPC GBR Procedure	M. K. Alberts	L. D. Mazur	30-Sep-14	30-Sep-14

**Attachment A****Container Labels Ordering Information****Galveston Bay Refinery Main Warehouse – (409)942-2355****Stock item number: 90216327 - Red hazardous waste label****90216326 - Green non-hazardous waste****90216355 - Oily trash****90216356 - Plant Trash****Plant Trash Label (Example)**

**Attachment B**  
**Oily Trash Label (Example)**



**Attachment C**  
**Screen Trash Label (Example)**

<b>HAZARDOUS WASTE</b> <b>BP TEXAS CITY</b>
<b>Waste Description:</b> Screen Trash <u>5</u>
<b>MO Number:</b> (to be filled in) _____
<b>Unit:</b> (to be filled in) _____
<b>Date:</b> (to be filled in) _____
<small>bpAed ENH 401-0200-42</small>