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Doc Custodian: Environmental Supervisor		Refinery Safe Work Procedure
Approved By: Eric Kaysen		
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## 1.0 Purpose

The purpose of this document is to define the requirements for trash management throughout the site, including operating units, office buildings, laboratories, dock areas, maintenance and infrastructure areas. The Resource Conservation and Recovery Act (RCRA) provides specific requirements for management discarded materials and hazardous wastes, including refuse or trash. The Texas Commission of Environmental Quality (TCEQ) administers and enforces the RCRA regulations in Texas, including the proper management and disposal of solid wastes. The Department of Transportation (DOT) regulates and enforces the transportation of hazardous materials, including hazardous wastes. The Occupational Safety and Health Administration (OSHA) regulates and enforces communication standards for all chemicals and materials that may impose a hazard to employers and employees, including hazardous materials, hazardous substances, and hazardous wastes.

## 2.0 Scope

This procedure applies to all refinery (E/W Plants, Bay Plant, South Houston Green Power), docks, laboratory, storage, 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 non-hazardous, uncontaminated "Plant Trash" are responsible for the proper management of this 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 generating non-hazardous, contaminated "Oily Trash" are responsible for the proper segregation into industrial waste containers and management 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 Process units and maintenance areas of the refinery, docks, laboratories, storage areas, and other areas that generate metal trash, "Scrap Metal", are responsible for the proper segregation into industrial waste containers and management following the requirements of this procedure.
- 3.1.5 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 contracts and disposal facilities. The Environmental Department shall assist the Refinery personnel in proper waste classification and container labeling.
- 3.1.6 **ALL TRASH CONTAINERS SHALL BE LABELED.** It is the responsibility of the immediate user of the trash container to ensure that the container has the appropriate trash label. Containers without labels are in violation of OSHA hazard communication standards under 29 CFR 1910.1200 and waste containers without labels are a violation of the EPA's RCRA regulations per 40 CFR 262.34.

### 3.2 General Management Requirements for Plant Trash

- 3.2.1 Process Area Plant Trash is contained in 30 cubic yard, open-top "Plant Trash" roll-off boxes strategically located around the Galveston Bay Refinery complex near points of generation. Only waste meeting the definition of plant trash as provided under section 4.0 of this procedure can be disposed of in these containers.

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- 3.2.2 Non-Process Area Plant Trash is collected by janitorial services in the office buildings and operation's blast resistant modules (BRM's) and transferred to outside waste containers. There are 6 and 8 cubic yard front-end-loader (FEL) containers located near office and plant services or contractor building areas for this type of plant/office trash.
- 3.2.3 Office building trash that can be recycled (paper, aluminum, plastic, etc.) shall continue to be placed into recycling containers, labeled as such, and located in and near the office buildings.
- 3.2.4 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 GBR ENV-41 Waste Container Management procedure for further guidance.
- 3.2.5 Never place any drums inside of industrial waste container roll-off boxes.
- 3.2.6 Plastic and metal drums or oversized plastic refuse cans labeled "Plant Trash" are located in process, maintenance, turnaround, and construction areas. These containers shall only be used for uncontaminated plant trash.
  - 3.2.6.1 Labels for plant trash drums/cans can be obtained through the main warehouse under stock item #90216356. The "Plant Trash" label is shown as Attachment A.
  - 3.2.6.2 Sixty-gallon plastic trash can liners shall be used for lining the drums and cans containing plant trash. These trash bags are available at the main warehouse.
  - 3.2.6.3 Plant trash drums and cans should be emptied on a weekly basis or as needed to manage the weight of the refuse.
- 3.2.7 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 or drums mixed in them.

### 3.3 General Management Requirements for Oily Trash

- 3.3.1 Oily Trash is plant trash that has been 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, contaminated packing materials, paper and other trash that has come into contact with oil.
- 3.3.2 Trash or debris contaminated with gasoline, benzene, toluene, solvents such as paint thinners or other light hydrocarbons is not considered "Oily Trash". These contaminants are considered hazardous waste and must be managed and treated as such. Contact the Environmental Department at (409) 771-2256 for assistance and disposal of these items.
- 3.3.3 Oily Trash is considered contaminated waste and shall be collected in 55-gallon drums or industrial waste container roll-off boxes.
  - 3.3.3.1 Oily Trash containers shall be in good condition and free of any leaks, cracks, or severe corrosion.
  - 3.3.3.2 Oily Trash containers shall be closed when not actively being filled.
  - 3.3.3.3 Oily Trash containers are to be labeled with non-hazardous "Oily Trash" waste labels.
    - 3.3.3.3.1 Labels for oily trash drums/cans can be obtained through the main warehouse under stock item #90216355. The "Oily Trash"

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label is shown as Attachment B.

3.3.3.4 Oily Trash containers shall not be mixed with plant trash or put into plant trash drums/FELs/roll-off boxes.

3.3.3.4.1 E/W Plant refinery – There are dedicated oily trash roll-off boxes located on the corner of E 1st & Ave J, just east of the fire drill grounds.

3.3.3.4.2 Bay Plant refinery – There are dedicated oily trash roll-off boxes located on the West Tank Farm Exchanger Cleaning Slab.

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 General Management Requirements for Screen Trash

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 a RCRA listed hazardous waste and shall be collected in 55-gallon drums or industrial waste container roll-off boxes.

3.4.2.1 Hazardous waste satellite accumulation areas are set up near each refinery lift station to manage screen trash.

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

**NOTE:** Refer to environmental policy GBR ENV-27 Waste Handling Guide for more details on satellite accumulation requirements.

3.4.2.2 Screen trash containers shall be in good condition and free of any leaks, cracks, or severe corrosion.

3.4.2.3 Screen trash containers shall be closed when not actively being filled.

3.4.2.4 Screen trash containers shall be identified with hazardous waste labels.

3.4.2.4.1 Labels for screen trash containers can be obtained by contacting the Environmental Department at (409) 771-2256.

3.4.2.5 Screen trash containers shall not be mixed with other trash containers.

3.4.3 When the screen 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.

#### 3.5 Metal Trash Management Procedures

3.5.1 Non-hazardous, uncontaminated metal trash must be placed in "Scrap Metal" industrial waste containers.

3.5.2 Metal trash is contained in 30 or 40 cubic yard, open-top "Scrap Metal" roll-off boxes strategically located around the Galveston Bay Refinery complex near points of generation. Only waste meeting the definition of metal trash as provided under section 4.0 of this procedure can be disposed of in these containers.

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### 3.6 Spill Clean Up and Response

3.6.1 In the event of a spill, contact the Security Operations Center (SOC) immediately at x1762 or x1765, or if outside the plant call (409) 945-1762 or (409) 945-1765. The SOC shall call the Environmental Department.

## 4.0 Definitions

- 4.1 Metal trash – uncontaminated non-hazardous “Scrap Metal” for recycle, regulated by The Texas Commission on Environmental Quality (TCEQ). Consists of bits and pieces of metal as well as metal parts or equipment that may be bolted or soldered, aluminum foil/cans/scrap, metal rods/sheets/wires, steel or stainless-steel scrap, iron scrap, and metal turnings, cuttings, punching, borings or stampings. Does not apply to liquid metal wastes such as mercury containing equipment or spent batteries.
- 4.2 Plant trash – uncontaminated non-hazardous trash regulated by the Texas Commission of Environmental Quality (TCEQ). Consists of uncontaminated wood, paper, plastic, glass, cardboard, Styrofoam, office waste, rope, twine, non-asbestos insulation, rubber, food waste, equipment belts, cloth, and empty containers less than 5-gallon capacity. Does not apply to oils, lubricants or solvents of any type, oil filters, contaminated soils/sludges, concrete/asphalt/gravel/sand, or wastewaters.
- 4.3 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.
- 4.4 Oily trash – plant trash that has been contaminated by oil and oily residues
- 4.5 Screen trash – trash generated at the Environmental Facility during the cleanout of lift stations and the SDU unloading area. Consists of sludge and contaminated debris such as rocks, cans, wire, and paper.

## 5.0 References

None

## 6.0 Attachments

- 6.1 Attachment A – Plant Trash Label
- 6.2 Attachment B – Oily Trash Label

## 7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue. New integrated site procedure replaces GBR-HESS-ENV-31 and REW-N005-WAST-TC under MOC 93391.	M. L. Gibbs	E. R. Kaysen	7/26/2021	8/20/2021

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## Attachment A – Plant Trash Label

### Container Labels Ordering Information

Galveston Bay Refinery Main Warehouse – (409) 942-2355

Stock item numbers:

90216355 - Oily trash

90216356 - Plant Trash

### Plant Trash Label (Example)



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## Attachment B – Oily Trash Label

### Container Labels Ordering Information

Galveston Bay Refinery Main Warehouse – (409) 942-2355

Stock item numbers:

90216355 - Oily trash

90216356 - Plant Trash

### Oily Trash Label (Example)

