



EN-03-13	Prepared by: Maurice Guimond	Issue Date: May 5, 2018
ENV SOP 13	Approved by: Rick Hunt	Rev. # 0 / Rev Date:

ENV SOP 13 – MANAGEMENT OF WASTE TRANSFORMERS

Purpose

The purpose of this procedure is to document the tasks and responsibilities related to the management of waste transformers on QEC properties to ensure they are handled and disposed of in a manner which minimizes the potential for spills, leaks and environmental damage.

Scope

This procedure applies to the proper handling and disposal of waste transformers throughout QEC (operational areas, office buildings, staff houses).

Details of the Procedure

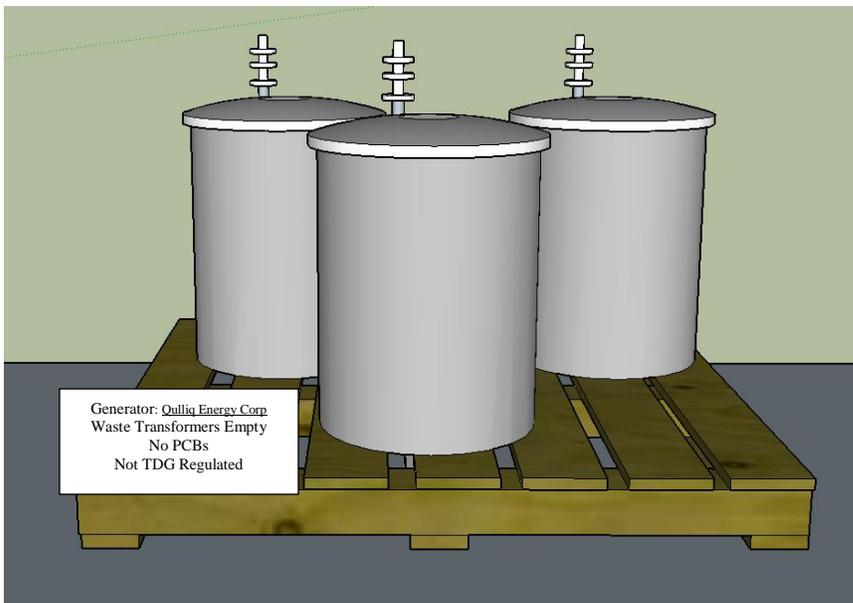
Responsibility	Task
Plant Superintendent Operators/ Assistants	Obtain 1 hardwood pallet for loading 2 to 3 transformers depending on the transformer size.
Plant Superintendent Operators/ Assistants	Record the kV size and serial number of all transformers in a list for asset disposal
Plant Superintendent Operators/ Assistants	Prepare the asset disposal form and attach the list of transformers to be disposed of
Plant Superintendent Operators/ Assistants	Send the signed asset disposal form and the transformer list to the Environmental Specialist
Plant Superintendent Operators/ Assistants	Place the transformers strategically on the pallet
Plant Superintendent Operators/ Assistants	Open the tops of the transformers
Plant Superintendent Operators/ Assistants	Pump the oil from the transformer into a sealable drum
Plant Superintendent Operators/ Assistants	When the transformer is empty replace the lid and re-secure so the can is sealed
Plant Superintendent Operators/ Assistants	Strap the package twice horizontally then 3 or 4 times vertically so the load is secure. Use the ceramic insulators and lifting lugs as lateral support.



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Responsibility	Task
Plant Superintendent Operators/ Assistants	Label the package with the label "Waste Transformers Empty No PCB". Transformers are not TDG regulated so there is no UN Number or Class
Plant Superintendent Operators/ Assistants	Store the pallets in an appropriate area on QEC property until it is time to ship out to South for disposal
Plant Superintendent	Record amount of waste transformers stored on Monthly Operations Waste Products Form
Env Specialist	Prepare a Request for Proposals for disposal of the waste Transformers (in conjunction with the disposal of other wastes)
Env Specialist	Manage disposal contract with licensed contractor
Env Specialist	Manage asset disposal with finance

Figure 1



1. Transformers

Markings: Waste Transformers Empty No PCB, Not TDG Regulated