

# **CONTRACTOR SAFETY & ENVIRONMENTAL MANUAL**

## **Dry Fork Station**

**Revised 3/11/2024**



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## INTRODUCTION

This manual is designed to provide Contractors of Basin Electric Power Cooperative (BEPC) with job specific policies and procedures established at the Dry Fork Station (DFS). Many of the safety and environmental topics outlined in this document are supplementary to government rules, codes and regulations. Additional reference(s) will be made to DFS Programs.

These rules are in addition to any policies and procedures established by the Contractor. **When company policies or procedures conflict with DFS procedure(s); Contractors will adhere to the more stringent standard.** Consult with the DFS On-Site Coordinator regarding any discrepancies. In the event that Contract employees are observed violating any of the rules outlined in this manual, Contract Supervision will be notified and requested to take appropriate action. If conditions observed are severe or recurring, the contracting company may be required to remove a particular employee or employees from plant site. Contractors will solely supervise and direct the work of their employees; BEPC management may intervene if personal injury or equipment damage is imminent. Failure to address safety or environmental items may result in a breach of contract.

The information provided in this manual complies with all federal and state rules and regulations. Federal and state law may be subject to change at any time. Although this manual is an important tool for Contractors, it may not account for rules subject to change. Revisions may be made at the sole discretion of BEPC.

## SCOPE

This manual applies to all Contractors performing work at the Dry Fork Station. **All contract employees will be responsible to review, complete and return a copy of the DFS General Safety and Environmental Rules Form and the Contractor Safety Training Record, included in the attachment section of this document.** Procedures listed in this document primarily apply to work involving possible exposure to plant processes. These procedures may include but are not limited to; Hot Work Permits, Clearances (Lockout/Tagout), Confined Space and Risk Management Plan requirements, Emergency Action Plan and Spill Prevention, Control and Countermeasures Plan. Safety procedures outlined in this manual may not apply to all new construction applications. In these situations, contractors will be advised to follow their safety procedures. On-Site Coordinators will identify applicable procedures.

## **COMMITMENT TO WORKING SAFE**

Basin Electric Power Cooperative is committed to protecting the safety and health of all personnel by providing safe working conditions and requiring that safe work practices be employed. This company will not depart from this philosophy to enhance production, lower costs, or expedite tasks.

In fulfilling this commitment, we will provide and maintain a safe and healthful work environment as indicated by acceptable business practices and compliance with legislative requirements and we will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries and illnesses.

Safety Procedures and Standards will be observed in the performance of all activities that they address. Appropriate job planning is expected by everyone involved in all tasks to minimize exposure to potential hazards and prevent accidents.

All employees are expected to play an active role in accident prevention to protect themselves and fellow employees. It is the duty of all employees to perform their work courteously, efficiently and with maximum regard for the safety of themselves, their co-workers, and company facilities.

Contractor cooperation in identifying hazards and controlling these hazards is essential. Informing the On-Site Coordinator of any conditions that may pose a threat to safety or health is a requirement of this manual.

All individuals at DFS are empowered to:

- Conduct their work in a safe manner.
- Stop work immediately to correct any unsafe condition or at-risk work practice.
- Take corrective action so that work may proceed in a safe manner.

## **REPORTING INJURIES AND INCIDENT INVESTIGATION**

Any individual involved in an incident, near-miss, property and/or equipment damage while on the jobsite will be required to provide immediate notification to the Control Room and On-Site or DFS Safety Coordinator. For non-emergency incidents and incidents that do not endanger personnel or property, notification within twenty-four (24) hours is acceptable. An Accident/Incident Report for Non-BEPC employees shall be filled out and submitted within 24 hours of notification.

Contractors/Vendors will be required to perform an investigation and provide a formal report with effective solutions following any of the incidents listed above. Reports must be provided within 48 hours following incident.

Injuries resulting in first aid cases only, shall be reported within twenty-four (24) hours, but will not require a follow-up report. First aid cases are defined as those specified in 29 CFR 1904.7(b)(5)(ii) under general recording criteria.

## **ECCS REQUIREMENTS**

The Energy Coalition for Contractor Safety (ECCS) is a group of North Dakota energy companies working together to achieve workplace safety excellence through standardized workplace safety practices, training, and drug screening of energy industry contractor employees. Members of the Coalition are Dakota Gasification Company, Great River Energy, Montana Dakota Utilities, Otter Tail Power Company, Basin Electric Power Cooperative, Minnkota Power Cooperative, Tesoro Petroleum Mandan Refinery and Bobcat Company Gwinner.

All contractors covered by the requirements of this coalition receive notification in their individual bid, supply, and/or contract documents. Should a contractor's employees be subject to the Coalition's requirements, the contractor must implement a substance abuse policy that requires annual testing, random testing and testing for just cause and a minimum 11-panel drug screening test shall be utilized. Further, each employee must have completed the 10-hour OSHA Safety Class, approved 8-hour ECCS Refresher online course or an equivalent MSHA certification within the previous three years. Employees not meeting these requirements may not be allowed on the site.

Contractor companies wishing to compete for work at any of the sites must also submit a copy of their comprehensive written safety plan for review to:

**North Dakota Safety Council, Inc., (NDSC)**

**Attn: ECCS**

**1710 Canary Ave.**

**Bismarck, ND 58501**

Further, all contractors will need to have an OSHA recordable rate of 3.00 or less and a Workers Compensation Experience Rating (EMR) of less than 1.00. Contractors unable to meet these standards will not be considered for contracts unless specific, temporary, approval is granted by the individual site plant manager.

Employers can gain ECCS approval of their employees by submitting proof that specific employees have completed a 10-hour OSHA class or an equivalent MSHA certification within three years. Further, employers must also submit proof of a negative drug screening result using an eleven panel DOT drug test completed within the last year, to the North Dakota Safety Council (NDSC). Such proof must include the employee's last 4 digits of social security number, first name, initial of middle name, last name and the date that they successfully completed the drug screening. Any such proof submittals and certifications will be subject to annual audit by the NDSC.

The initial cost of NDSC performing the third-party audit of the contractor's safety and health manual will be paid for by the ECCS. If subsequent submittals are required, the applicants are responsible for the cost of all third-party audits. All information submitted to the NDSC for entry into the ECCS database will be subject to a processing fee of \$10 per person per entry.

## **SITE ACCESS**

Prior to any work at DFS, a list of contract employees shall be given to the On-site Coordinator along with their Contractor Employee Training Record (SAF-6020) and a signed copy of the General Safety and Environmental Rules Form (SAF-6051). The training records are required for badge access. Badges are required for entry into the plant premises, and everyone is required to badge in and out any time they access or exit the site. If a vendor or contractor employee does not have a badge, then they need to be 100% escorted by a trained employee.

Contractor and vendor employees are restricted to those areas specifically designated for their work assignments and break periods. Contractors must be made aware that vehicles, lunch boxes and other personal property may be subject to inspections while on Basin property.

Contract employers who wish to drive a company vehicle on plant site must request a vehicle permit by contacting the On-Site Coordinator. Only vehicles with a vehicular permit will be admitted on-site. Vehicles must have visible company identification, a fire extinguisher, insurance and must be used for work. Vehicles will be driven at or below the posted speed limits on plant site. Vehicle speeds will be slower in work areas where conditions create additional congestion. Obey all traffic signs and rules. **Seatbelts will be worn by the driver and passengers in all equipped vehicles.** Riding in the back (box) of pickup trucks is not permitted.

Parking on-site will only be in designated areas. All personal vehicles will park in the gravel parking lot. Vehicles left in the parking lot when employees are not working may be towed at contract employee's expense. Loitering and group activities are not allowed in the parking lot.

## **GENERAL CONTRACTOR SITE SAFETY RULES**

Follow the rules and procedures outlined in the Contractor Safety and Environmental Manual and other plant standards that apply to your work.

Contractors have an individual responsibility to observe safety and health standards established for his/her protection and the protection of their co-workers. Disregarding safety rules and established Cooperative safety policies and procedures will not be tolerated. Contractors not complying with safety rules, policies and procedures may be found in breach of contract and subject to removal from job site.

Each contract employee shall carefully study and comply with all safety standards and is required to be aware of and follow the minimum general rules:

- Keep the work area clean and orderly at all times.
- Report all fire hazards.
- Report all near misses, accidents and injuries immediately.
- Report unsafe conditions immediately.
- Dress according to the conditions under which you may be required to work, including arc resistant clothing and personal protective equipment.
- Attend and actively participate in safety meetings.
- Be familiar with all emergency procedures.
- Contractors have an obligation to inspect equipment, tools and/or personal protective equipment he/she must use.
- Every contractor has the right to refuse to work under conditions, which may cause serious injury or death.
- Look for and report to your supervisor any conditions that may cause injury or property damage and warn other exposed employees.
  - A. Hazards that can be easily taken care of should be eliminated immediately.
  - B. Hazards requiring additional resources to eliminate, or control should be barricaded and/or identified to warn exposed personnel.
  - C. Use proper channels to control or eliminate the identified hazard.
- All contractors should be encouraged to make suggestions to their supervisor for correction of unsafe conditions.

- Be aware of the potential hazards associated with the chemicals encountered in the workplace; refer to Safety Data Sheets (SDS).
- Watch your footing when in slick areas. Never run or take more than one step at a time, when using stairs. Have one hand free for the handrail. Keep stairs clear of loose objects.
- Snow and ice cause major injuries every year. Work with the On-Site Coordinator to identify these areas and remove any snow and ice prior to starting work. Salt is available through the warehouse.
- Stop, look and listen before crossing railroad tracks. Trains and switch engines will not stop at crossings. Ensure unobstructed travel, across a crossing, where a train is parked. Shortcuts between, over or under railcars or conveyors, may expose you to danger and are strictly prohibited. Always use the designated walkways.
- Actions that may be considered horseplay are prohibited at DFS. Serious accidents have occurred as a result of practical jokes or thoughtless pranks.
- Contract employees, while at work, shall protect long hair and loose jewelry. Hair should be tucked back or wear hairnets. Excessively baggy clothing is strictly prohibited.
- All employees working where there is a danger of falling or are four (4) feet off the ground shall utilize fall protection equipment. Contract employees must follow their company fall protection procedures.
- Overhead cranes, mobile elevating work platforms and manlifts are to be operated only by trained and authorized operators. All employees shall keep clear of loads about to be lifted and all suspended loads. Training certification must be provided to the On-Site Coordinator. The Contractor Mobile Equipment Training Verification Form (SAF1602) must be filled out and submitted for each individual prior to operating any DFS mobile equipment.
- Inspect all ladders prior to use. Place extension ladders with the base one-fourth of the ladder length from the wall or object against which they lean. Top of the ladder must extend at least 3 feet beyond the supporting object when used as access to an elevated work area and secured. Always use stepladders in a fully open position, set level on all four feet, and lock spreaders in place. Do not use as a straight ladder.
- Keep all tools, cords, hoses and materials out of aisles, platforms, stairways and other walking areas. Practice good housekeeping. Keep your work area clean and orderly. Pick up after each job and secure your tools, equipment and parts at quitting time.
- Smoking is **NOT PERMITTED** in indoor areas, roofs, Cooperative vehicles, Cooperative mobile equipment or outdoors within 35 feet of flammable and/or combustible materials, i.e. propane tanks, propane filling area, gasoline, diesel, fuel oil tanks & pumps, coal system, hydrogen tank, anhydrous ammonia tanks and other sign posted areas. Smokers will dispose of cigarette/cigar butts in provided butt cans or other equivalent means.
- Flammable storage areas must have “no smoking” and other applicable signs posted in area.



- Expectorating of tobacco and food items is prohibited throughout the plant.

## **SITE INSPECTIONS**

Contractors may be requested to perform regular safety inspections with the DFS On-Site or Safety Coordinator. During site inspections it will be the responsibility of the contractor to correct all identified hazards. Contractors will provide a follow-up list of all items corrected and those pending. Inspections are generally necessary based on size, length of project and past performance. In addition, copies of training records may be requested at the discretion of the On-Site or Safety Coordinator.

## **EMERGENCY ACTION PLAN**

For medical or other emergency conditions immediately notify the Main Control Room by Radio or Gai-Tronics (Channel 1) or telephone at 8401. Give a detailed location (such as plant area, building and area within the building). Describe the situation as well as possible and stay on the phone until you are released.

The Alert System will be sounded at the direction of supervision. Instructions will be communicated through the alert system of the location, source of the problem, wind direction and the need for personnel to immediately evacuate to a designated shelter or assembly area(s).

Depending on the emergency, the Safety Coordinator, Plant Manager and/or Operating Authority may direct personnel, which are not directly involved in the emergency, to report immediately to their Designated Indoor Shelter or Outdoor Assembly Area. Personnel should report to their assigned Designated Indoor Shelter as follows:

- Warehouse 1 (inside issue/office area): Administration building personnel, Warehouse personnel, Headquarters (HDQ) personnel, **all Contract personnel, Visitors and Vendors.**
- Maintenance Shop (conference room): Mechanics, E&I's, Utility Operators, Lab personnel, Plant Engineer/Maintenance Superintendent, Maintenance Supervisor, Fuel/Water Supervisor and E&I Supervisor.
- Control Room: all Operations Personnel, Product Delivery Drivers, Operations Superintendent and Plant Manager.

If the emergency is such that either an area or the entire plant must be evacuated, DFS will determine which outdoor assembly area(s) to evacuate to. They are as follows:

- Area 1: Admin Parking Lot 1
- Area 2: Grassland between the plant and propane storage area

- Area 3: Cold Warehouse # 1 / Warehouse 3

If the emergency involves the Anhydrous Ammonia System, then ALL personnel on-site shall evacuate to the Meeting Room located on the ground floor in the Administrative Building.

If a hazardous condition prevents the route to a designated evacuation location, contract employees shall evacuate to another designated location or find a safe place and contact the control room and/or their supervisor and notify them of their location.

During off shift hours (nights and weekends) all individuals on-site shall evacuate to the Control Room in the event of any plant evacuation emergency. This includes DFS employees, visitors, vendors and contractors. The Operating Authority shall assume the Designated Personnel position for accountability.

The Alert System will be sounded at the direction of supervision. Instructions will be communicated through the alert system of the location, source of the problem, wind direction (real coordinate system) and the need for personnel to immediately evacuate to a designated shelter or assembly area(s).

The announcements will be made three times using the alert system stating where evacuation should be staged depending on wind directions and/or any other situations that may be dangerous.

Only Basin vehicles or emergency response vehicles may be used once the alert system has been activated until the All-Clear has been announced.

After the emergency alert has been sounded, the plant site will remain under emergency conditions until the All-Clear has been announced.

In the event of a DFS gas, fume or ammonia release, fire, always move crosswind or upwind depending on your location relative to the area of the release. There are windsocks, stack plume and steam vents located on-site to help personnel determine the wind direction. The plant general alarm will be tested periodically.

Reference: DFS Emergency Action Plan for further details.

## **PERSONAL PROTECTIVE EQUIPMENT**

Contractors/Vendors will provide all necessary personal protective equipment, tools and equipment to safely perform their job as specified in the contract. In some cases, specialized tools may be provided by the cooperative.

The contractor is responsible for requiring the wearing of appropriate personal protective equipment during all activities where there is an exposure to hazardous conditions or where OSHA standards indicate the need for using such equipment to reduce the hazards to employees. At minimum contractors must comply with the requirements listed:

- Eye Protection Requirements

While on-site safety glasses with side shield shall be worn. Dark glasses are not permitted indoors, at night and in other low-light areas.

Employees who are required to wear prescription lens eyeglasses will also be required to wear ANSI Z87.1-1989 approved safety glasses, which include safety frame, lenses and side shields. Employees that do not have ANSI Z87.1-1989 prescription glass will be required to wear OTG's or Goggles which meet the standard.

- Head Protection

Head protection is required when on the jobsite. All hard hats will meet ANSI Z89.1-1971 and ANSI 89.2-1986 standards. Do not alter or modify the shell or suspension system.

- Hearing Protection

Personnel must wear hearing protection in all designated areas.

- Foot Protection

Safety Boots meeting the ANSI Z41-1999 are required. Tennis shoe or casual safety footwear is not allowed. Exceptions may be made for delivery drivers and identified services, contact On-Site Coordinator.

- Clothing/High-Visibility Clothing

When workers are on or near roadways with exposure to moving vehicles or equipment high-visibility clothing will be required. The American National Standards Institute (ANSI) classifies the type of clothing required depending on the work being performed. At a minimum, contractors performing work near roadways will be required to have Class II high-visibility clothing.

Long sleeves and full-length pants shall be required for all contract personnel. Shorts, sweatpants, tank tops, excessively torn or loose clothing will not be allowed.

- Hand Protection

Gloves must be appropriate for work being performed.

- FR/AR Clothing for Class A Contractors

Report to work dressed appropriate for duties. Fire resistant/Arc Rated (FR/AR) clothing shall be worn by ALL Class A Contractors at all times while on site. Only work being performed in DFS's main office area is excluded from FR/AR clothing.

At a minimum, FR/AR pants, shirts or coveralls shall be tested and certified compliant with NFPA 2112. Additional FR/AR clothing in compliance with NFPA 70E Category 2 (CAT 2) specifications, formerly referred to as HRC2 and/or OSHA 1910.269 may be required depending on the job task.

Reporting to duty, contractors will be wearing FR/AR Clothing with shirts tucked in, a leather belt or leather suspenders worn (if applicable), no more than one button open at the top, sleeves down and buttoned.

- Personal Care of PPE

Personal protective equipment is an essential component of performing a job safely. As stated, it is an employee's "personal" equipment; proper care and maintenance will be taken to retain the structural integrity and longevity of the equipment. Equipment shall not be modified or altered in any way and properly stored when not in use.

## **RESPIRATORY PROTECTION**

All Class A Contractors performing work at DFS are expected to follow BEPC's facial hair policy (clean shaven) that can be found on the website. Contractors must provide their own respiratory program and protection requirements, both air purifying and/or air supplied as necessary. Respiratory protection shall be worn as the job dictates. Contractors are expected to understand the respiratory protection requirements for products and processes they typically use and are expected to utilize such protection as appropriate.

Contractors shall inform the On-Site Coordinator if they believe the service(s) performed or products used will create respiratory hazards for DFS personnel. SDSs for those products must be provided to the DFS On-Site Coordinator.

The on-site Waste Ash and Lime Silo are respirator recommended areas. Dust masks do not meet the respirator requirements therefore are not allowed as protection in the Ash or Lime Silo or other plant areas. Dust masks are strictly a volunteer use only while on-site.

The following areas and/or assignments may require the use of respiratory protection and should be used as guidelines. The contractor will have the ultimate responsibility to assess appropriate respirator use:

AREA OR JOB	RESPIRATOR TYPE	LIMITS OF USE
1. Coal System 2. Fly Ash Silo 3. Lime Silo 4. Baghouse Bag Repair & Replacement 5. Cleaning Fly Ash Duct Work 6. Grinding, cutting, welding or assisting in operations with specialty metals, such as stainless steel, galvanized metals or those coated with chromium, copper, chlorine, fluorine or bromine.	Half Mask with HEPA Cartridges  or  Full Face with HEPA Cartridges	HEPA Cartridge, P100 Particulate filter approved for nuisance level organic vapor (odor) relief below the OSHA PEL.  Approved for solids such as those from processing coal dust and fly ash. Liquid or oil-based particles from sprays that do not emit harmful vapors. Metal fumes produced from welding, brazing, cutting and other operations involving heating of metals. Approved for respiratory protection against dust and mists having a time weighted average not less than .05 milligram per cubic meter or 2 million particles per cubic foot. Not for use in atmospheres containing less than 19.5% oxygen. Not for entry into atmospheres immediately dangerous to life or death.

**FALL PROTECTION**

Contractors performing maintenance work on elevated walking and working surfaces may be required to use fall protection systems. Maintenance work at/or above elevations of 4 feet will require the use of a standard handrail or personal fall arrest system. Fall protection equipment is required under the following conditions:

- When operating an aerial work platform (aerial, boom, telescoping, etc. lift) except for a scissorlift.
- When working higher than four feet on stationary platforms or other supports not equipped with guardrails. Stationary platforms will include, but are not limited to rooftops, tanks, scaffolding, steel beams and members, leading edge work and piping.
- When working from a personnel platform suspended from a crane.
- When working in a confined space a harness is required.
- When working adjacent to an unguarded floor or wall opening four or more feet above the other levels.

Contractors will adhere strictly to OSHA and their company Fall Protection Program requirements.

## RISK MANAGEMENT PLAN

- Dry Fork Station is required to follow the Risk Management Program; EPA 40 CFR 68 and Process Safety Management; OSHA 29 CFR 1910.119. The requirements of OSHA's PSM program are a subset of those contained in the EPA's RM Program. Recognizing this, the requirements of both the PSM and RM Programs have been addressed in a single compliance program to simplify the implementation process and improve program maintenance efficiency. This combined compliance program, covering process safety and risk management for the Anhydrous Ammonia System, is referred to as the "Risk Management Plan" (RMP).
- The purpose of these regulatory elements is to ensure that facilities with processes containing highly hazardous chemicals maintain a complete and detailed collection of written process safety information for their processes.
- Anhydrous Ammonia
  - Colorless gas or compressed liquid with a pungent, suffocating odor.
  - Liquid ammonia reacts violently with water and vapor cloud is produced.
  - Avoid contact with vapor and liquid.
  - Stay upwind and use water spray to absorb vapor.
  - Detectable at 5 ppm, if detected, notify the Control Room Immediately.
  - Evacuate upwind/crosswind.
- Contractors shall advise the On-Site Coordinator of any unique hazards presented by the contract employer's work or any hazards found by the contract employer's work.
- If needed, DFS shall familiarize the contractor with the system-specific terms used for ammonia systems. Contractors shall be made aware of the toxic release and potential fire hazards by reviewing an existing Safety Data Sheet (SDS).
- When applicable and by contract requirements a Process Flow Diagram (PFD) of the Anhydrous Ammonia System may also be reviewed with the contractors, as appropriate for the project. A walk through of the process is conducted, and hazards associated with the Anhydrous Ammonia System are pointed out unless the contractor has been through this recently.
- Contractor's training must be equivalent to that which the standard requires DFS to provide for its own employees.
- Contractors shall communicate to their subcontractors all the required Risk Management Plan information regarding the ammonia systems.
- Contractors must maintain the documentation of training received by contract employees.

Reference: DFS Contractor Safety Information Procedure (00-SP-015)

## **ELECTRICAL**

Contractors required to perform electrical work must at a minimum comply with NFPA 70E Standard for Electrical Safety in the Workplace 2012 Edition and Subpart K of the OSHA construction standard including all PPE requirements.

Extension cord sets used with portable electric tools and appliances shall be of three-wire type and shall be designed for hard or extra-hard usage. Hard service flexible cords No.14 or larger are only permitted for usage.

Extension cords and cables shall be protected from damage. Sharp corners and projections shall be avoided. Flexible cords and cables may pass through doorways or other pinch points if protection is provided to avoid damage and trip hazards. Cords should be located out of the walkway, preferably overhead as to not create a trip hazard.

At a minimum, the contractor will provide portable Ground Fault Circuit Interrupters (GFCI's) for all portable power used. GFCI's must be located at the closest possible source such as outlets and must be tested prior to use.

On-Site Coordinators will apprise the contractor of any known electrical hazards that may not be recognized by the contract employer or their employees in their work location.

## **CONFINED SPACE**

Contractors required to perform maintenance work in confined spaces will be required to adhere to OSHA CFR 1910.146 Permit-Required Confined Spaces standard and the Dry Fork Station Confined Space Program. When an On-Site Coordinator arranges to have contractors perform work that involves confined space entry, the On-Site Coordinator shall [OSHA CFR 1910.146(c)(8) – 1910.146(c)(9)(iii)]:

- Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of OSHA CFR 1910.146.
- Apprise the contractor of the elements, including the hazards identified and the facilities experience with the space, that make the space in question a permit space.
- Apprise the contractor of any precautions or procedures DFS has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
- Coordinate entry operations with the contractor.

- Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

Each contractor who is retained to perform confined space entry operations shall:

- Obtain any available information regarding permit space hazards and entry operation from On-Site Coordinator and/or Operating Authority.
- Coordinate entry operation with the Operating Authority and/or On-Site Coordinator.
- Wear a harness in all confined space entry.
- Provide Dry Fork Station with a Rescue Plan and ensure contract employees are aware of the rescue plan, trained on it and know how to execute if needed.

Contractors will be required to train their employees in the DFS Confined Space procedures. While on-site, contractors will be responsible to administer their own confined space entry accordingly and in compliance with all applicable OSHA standards and DFS requirements.

Reference: DFS Confined Space Program is located on the website.

## **HOT WORK**

Hot Work is defined as any work involving electric or gas welding, cutting, brazing, burning or similar flame, spark producing operations, power tools and open flames. This includes but is not limited to acetylene torches, arc welding equipment, portable grinders, propane torches, power tools and any other spark producing tool.

On-Site Coordinators will advise all contractors about flammable materials or hazardous conditions of which they may not be aware. When conditions warrant "hot work" to be performed, contractors must follow all procedures identified in the DFS Hot Work Program. Contractor shall recognize their responsibility for the safe usage of power tools, cutting and welding equipment and:

- Shall provide trained personnel knowledgeable in this procedure to serve as a fire watch for their hot work activities.
- Shall not initiate any hot work activities until a permit is received from the Operating Authority with authorization to proceed (as evidenced by signatures of the BEPC operating authority, shift supervisor or designee).

Dedicated extinguishers for hot work may be available through the Control Room; otherwise, contractors must provide their own. A Hot Work Permit is required for power tool use on classified systems and all hot work conducted on-site. Definitions of power tools and classified systems are as follows:



- Classified System: an area or system that has been determined to have a general nature (or properties) of a hazardous material in the surrounding atmosphere. Systems included are coal, ammonia, hydrogen, propane, turbine lube oil system, sewage treatment, activated carbon, warehouses, diesel generator, fire diesel pump house and diesel/fuel tanks and systems.
- Power Tool: a tool that is actuated by an additional power source and mechanism other than the solely manual labor used with hand tools i.e. a torch, grinder, pneumatic, cord or cordless tool.

Reference: DFS Hot Work Program is located on the website.

## **CLEARANCE PROGRAM (LOCKOUT/TAGOUT)**

Contractors performing maintenance work will be required to adhere to the DFS Clearance Program.

The program is identified to provide protection for personnel and establish positive controls to prevent the unexpected release of electrical and/or other energy sources or the starting of equipment. This program represents the minimum clearance requirements. Additional safeguards may be added by the Operating Authority or supervision at any time.

This program applies to the servicing, maintenance or alterations of machines and equipment in which the unexpected energization or startup of the machine or equipment, or release of stored energy, product or material could cause injury to personnel. This procedure applies to activities such as: erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, testing, operating or maintaining equipment.

On-Site Coordinators will work with contractors to identify boundaries which must be established prior to the start of work. Contractors shall apply their own personal lock and clearance identification badge to the appropriate lockbox. Contractors will account for their personnel using a roster or by some other equivalent means. Operating Authority must receive verification from contractor that all employees are free and clear prior to releasing any clearance.

Reference: DFS Clearance Program is located on the website.

## **ENERGY VERIFICATION AND CONTROL PROGRAM**

- Types of energy found at DFS may include but are not limited to pneumatic, hydraulic, thermal, radiant, chemical, electrical and mechanical.
- ALL machines and equipment should be acknowledged as hazardous until otherwise demonstrated!
- Systems normally under pressure must be treated as if hazardous energy were present unless otherwise demonstrated.
- Molded Case Circuit Breakers and Disconnects that are 480V and below shall be verified by a DFS Electrical and Instrument Tech (E&I).
- Contractors must verify that isolation and deenergization of the machine or equipment has been accomplished prior to beginning work.
- This procedure works in conjunction with the DFS Clearance Program.

Reference: DFS Energy Verification and Control Program is located on the website.

## **PORTABLE GAS MONITORS**

- All DFS monitors shall be checked out with the Operating Authority. If contractors chose to use their own monitoring equipment, if in a confined space, the monitors must have an ammonia sensor or be able to detect ammonia and alert workers.
- Contractors are responsible for:
  - Checking out gas monitor equipment.
  - Verifying calibration, bump test and functional checks are complete.
  - Notifying the Operating Authority and/or supervisor if issues arise with gas monitors.
  - Knowing how to utilize gas monitoring equipment and asking questions if functionality is not understood.
  - Returning gas monitoring equipment to the Operating Authority when finished, an issue arises, or battery indicates the need for a charge.
- Once work is complete, the battery is low and/or the functionality of the monitor is compromised, the monitor shall be returned and checked in to the Operating Authority.

## **MANLIFT & ALIMAK PROCEDURES**

### Proper Use of Belt Manlifts

- Unsafe conditions on manlifts must be reported immediately. The manlift will be tagged with a "Do Not Operate" tag and taken out of service until the unsafe condition is corrected.

- Posted Manlift Operating Rules must be followed at all times.
- When preparing to ride a manlift, check to see that everyone is clear of the belt and steps. Approach the manlift with CAUTION.
- Wait for a handhold to appear, which is traveling in the desired direction of travel. Grab a hold of the handhold as it passes by. Hang on firmly with both hands. Step on the next manlift step as it becomes level with the landing you are on. Face the belt and grasp the handhold securely with both hands and stand squarely on the top surface of the step.
- Jumping on the step, yanking on the handhold, or horseplay of any kind is prohibited. Only one rider per step is permitted. No freight, packaged goods, pipe, lumber, or materials of any kind shall be carried or transported on a manlift.
- No tools, except those fitting entirely within a pocket, tool pouch, or holster designed for small hand tools and attached to the employee's belt shall be carried on a manlift.
- Personnel riding a manlift while wearing a body harness will ensure that all straps and lanyards are kept in a secure position to prevent them from becoming an entanglement hazard.
- In an emergency the manlift can be stopped by pulling or grasping the start/stop control rope and pulling it in the direction of travel.
- Upon reaching the desired floor or landing, step off when the manlift step is level with the desired floor, then release the handhold.
- Manlift operators will be trained and know how to use:
  - A. The emergency exit ladder that is accessible from both the "up" and "down" sides of the manlift.
  - B. The over-travel limit stops, cut the power, and apply the brake when a loaded step passes the upper or bottom terminal landing.
  - C. The emergency stop rope that will cut off the power and apply the brake when it's pulled in the direction of travel.
  - D. Manlift operators must be aware of the location of warning signs on the top and bottom floors indicating to the passenger to "Get Off" at the next landing.
- Contractors will be responsible to train those who use the manlift and must submit a Belt Manlift Certification Record (SAF-6029) to the On-Site or Safety Coordinator. The On-Site Coordinator or Safety Coordinator can provide additional training material as needed.
- A hard hat sticker indicating a contract employee has been trained will be provided and must be placed on the back of the hard hat annually.

Alimak Elevator Operation

- High winds have caused problems in the past with Alimak elevators. Alimak recommends these elevators **will not be used in winds exceeding 30 miles per hour**. After storms with extremely high winds, the Alimak operation should be checked prior to use.
- Alimak elevators will not be used during extreme weather conditions (i.e. thunderstorms, windstorms, tornadoes, blizzards, etc.).
- Never exceed the posted capacity of the Alimak elevator you are riding in.
- **Freight shall not extend through the elevator inspection door during transport.**
- During inclement weather, employees will dress appropriately so if they are trapped in the elevator they are prepared for the adverse conditions.
- **Employees using Alimak elevators will carry an operable two-way radio (Communications is a critical factor).** A radio test will be performed prior to using the elevator to ensure a contact person at the facility can be summoned for help, if needed.
- Employees operating Alimaks must know how to properly operate the emergency decent device.
- Upon entering an Alimak elevator, employees will check the emergency decent device to make sure it is not locked or secured in a manner that disables it.

## **BARRICADE TAPE**

Barricades will be required and constructed to isolate hazardous areas and whenever necessary to warn personnel of hazardous conditions. Barricade tape is a warning line only and should not be considered for use as a guardrail.

Barricades are required:

- When overhead work creates a hazardous condition below, all exposed walkways and/or aisle ways below will be flagged off.
- When there are openings in floors, roofs, or elevated platforms.
- When tripping hazards are created by work in progress.
- When excavations are started and remain open.
- When a condition exists that may cause a hazardous substance to drain, spill, spray or leak on any personnel.
- When electrical cabinet covers have been removed exposing live parts. Barricades will be placed six feet beyond the minimum approach distance for the specific voltage encountered.
- When using explosive activated fastening tools (Hilti guns).
- Where vehicle driving hazards are present.

- When hoses and electrical cords are run across roadways unless they are protected.
- When cleaning vessels, pipes, or equipment creates hazardous conditions in the work area (e.g., hydroblasting, chemical cleaning).
- When spray painting is being done.
- When personnel are exposed to the rotating superstructure of aerial lifts, cranes and excavating equipment (i.e. backhoe).
- All other potentially hazardous areas.

#### Barricade Tape Procedure

- Barricades are to be tagged at normal routes of entry. Several tags may be needed for large areas.
- Red, “DANGER, Do Not Enter” tape is to be used for serious, immediately dangerous to life or health. These barriers may only be crossed or entered by those employees directly involved in correcting the problem within the hazard area and are knowledgeable of and prepared to deal with the hazard. Authorization for entry into an area of another work group, barricaded with red barricade tape will come from the work group signed on the barricade tape log and/or their immediate Supervisor after reviewing the hazard with employee and the Operating Authority.
- Yellow, “CAUTION” tape is to be used for less-serious hazards. Personnel may cross these barriers provided they are aware of the hazard and have taken actions to protect themselves from it.
- If there is a conflict with another craft or work crew, arrangements will be made to coordinate the work – a scheduled job could be stopped or rescheduled if more urgent work needed to be performed in the area.
- Barricade tape should be installed approximately 42 inches above the walking surface and placed at least six feet from the hazard boundary.
- Barricade tape shall be placed to isolate the hazard from all sides accessible by people (including outside access).
- Each piece of tape installed must have a barricade tape tag corresponding to the color of tape erected properly filled out and placed in visible.
- Do not close off walkways and traffic areas unnecessarily.
- **ALL** Red Tape placements must be logged with the Operating Authority in the Barricade Tape Log.
- Barricades around excavations or hazardous areas will be illuminated at night to ensure their visibility.

- **REMOVE ALL** tape when the job is finished and sign of the barricade tape log when applicable.

### Open Holes

- Attempt to first mark and cover hole, make sure hole covers are adequately secured.
- Open holes that cannot be covered should have a hard barricade such as scaffolding built to protect employees from entering.
- If holes cannot be covered or a hard barricade is not feasible, the area will be flagged off with red “Danger, Do Not Enter” tape a minimum of 6 feet back. All employees authorized to work within this area will need to be protected with a personal fall arrest system, preferably a restraint system.



## **SCAFFOLDING**

Scaffolds shall be erected, inspected, moved, dismantled and/or altered only under the supervision and direction of a competent person. Inspections must be conducted each shift and/or prior to use. Contractors are responsible to use a standardized tagging system to identify hazards and fall protection. Upon completion of the inspection, the competent person will initial and date the tag.

Multiple contractors working in similar areas will coordinate scaffolding efforts and tagging requirements. Contractors are not allowed on other contractors scaffolding without first obtaining permission. The On-Site Coordinator will provide coordinating assistance.

Scaffolds and scaffold components shall not be loaded in excess of their maximum intended load.

Scaffolds must maintain proper clearance from energized power lines. Clearances are 10 feet for 50 KV (50,000 volts) or less. For lines in excess of 50 KV add an additional 0.4 inches in clearance for each additional KV (1,000 volts).

Work on scaffolds is prohibited during high winds or storms. Employees will not work on scaffolds that are covered with snow, ice or other slippery materials, unless all ice or snow is removed, and planking sanded to prevent slipping.

Scaffold erected outside subject to high winds must be adequately secured to prevent scaffold components from falling.

Tool belts, tool bucket and rope or other acceptable means will be used to raise and lower tools and parts from scaffolds.

Tools, materials and debris shall not be allowed to accumulate on platforms. Scrap materials are not to be thrown down from elevated locations but lowered with a rope or other acceptable means.

Scaffolds shall be erected to protect employees from falling objects through the installation of toe boards, screens, or guardrails, or through the erection of debris nets, catch platforms, or canopy structures that contain or deflect the falling objects. Debriefing will be necessary if any crane activity will be done adjacent to scaffolding.

Barricading below a scaffold may be necessary while erecting and/or dismantling scaffold.

## **RIGGING**

Contractors performing rigging functions must have qualified riggers. An apprenticeship program may allow for limited rigging only under the qualified rigger at the discretion of the contractor.

The qualified rigger shall inspect rigging equipment prior to use on each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service. Rigging equipment, when not in use, must be limited as to not create a hazard to employees.

Slings shall be padded or protected from sharp edges of their load. Rigging through grating shall only be allowed when:

- Contractor can determine anchorage point will hold load without causing damage.
- All slip/trip hazards have been clearly identified with caution tape or placed out of walkway.

On-Site Coordinator has been notified and all other rigging options have been examined.

## **DFS MOBILE EQUIPMENT OPERATION**

Use of any plant equipment must be approved by the On-Site Coordinator. Prior to the use of any DFS mobile equipment, individuals must obtain authorization from DFS, complete a Contractor Mobile Equipment Training Verification Form (SAF-6102) for all scissor lifts, boom lifts or overhead cranes that may be utilized. Once authorized, contractors are required to complete an equipment inspection prior to use on each piece of mobile equipment. Inspection books are in each piece of mobile equipment. Contractors may choose to use their own inspection form or forms can be provided by the On-Site Coordinator as needed for their own equipment brought onsite.

Contractors utilizing DFS equipment must notify the On-Site Coordinator of any deficiencies immediately for removal from service or corrective maintenance.

Only trained and authorized personnel shall be permitted to operate mobile equipment on-site. Operators will be responsible for their own safety, pedestrians, company property, the equipment and the load. When an operator's performance is questionable contractors may be required to provide additional training documentation to the On-Site or Safety Coordinator. When operator deficiencies are apparent, the contractor must determine all suitable corrective action and provide the On-Site Coordinator with follow-up on corrective action.

## **HAZARD COMMUNICATION (RIGHT TO KNOW)**

A pre-job meeting shall be held between a designated contractor representative and the DFS On-Site Coordinator to exchange information on chemical/hazardous materials used or stored in areas where the contractor is assigned to work. Contractors shall maintain SDS's for any chemical or hazardous material they bring on-site.

Contractors will ensure their employees working at DFS receive training regarding potential exposures to chemical/hazardous materials, to include hazards of the products, proper handling and disposal requirements.

DFS On-Site Coordinators shall conduct periodic inspections of the contractor's work area to ensure that work procedures utilizing chemicals/hazardous materials are being followed and new products are not being introduced without proper notification. A post-



job inspection should be conducted to ensure that any unused materials and empty containers/scrap have been properly removed and disposed of by the contractor.

All hazardous materials, chemicals and products in addition to hazardous waste will be taken offsite by the independent contractor that brought them on and must be removed when not in use and by the end of the contract completion date. DFS will not accept any chemicals without prior consent and proper handling documentation.

#### DFS On-Site Coordinator Responsibilities:

- Ensuring that contractors maintain a list of hazardous chemicals/materials and corresponding SDS(s) for products they bring on site.
- Ensuring that contractors are provided with appropriate information regarding chemicals/hazardous materials they may be exposed to, while on site.
- Ensuring that contractors are aware of their responsibilities to comply with provisions of this procedure regarding usage and exposure to chemical/hazardous materials.
- Providing copies of facility Safety Data Sheets to contractor supervision upon request.

#### Labels:

- All containers that contain chemicals/hazardous materials shall be properly labeled and have a lid.
- Original Containers: Hazardous chemical/hazardous material manufacturers, distributors and importers are required to label "hazardous" chemical containers with the name of the product (which will correspond to the name on the SDS for that product), appropriate hazard warnings for the products (which include information concerning body organs that may be adversely affected by the product) and the name and address of the manufacturer.
- Labels must not be removed or defaced while any of the product remains in the container. When the chemical is completely disposed of or rendered non-hazardous and the container properly cleaned, the label may be removed.

#### Secondary Containers:

- A secondary container is a pail, flammable liquid can, drum or other container, which is used to store or transport the contents from an "original" container for use in another location. The employee who transfers the contents from an "original" container to a secondary container must properly identify secondary containers. Labels or labeling material are available from the warehouse. Labels used on secondary containers will include the identity of the chemical/hazardous material and appropriate hazard warnings or alternatively, words, pictures, symbols or combination thereof. Note: Plastic gasoline containers are not permitted on-site.

- Labels will be maintained in a clean, readable condition. If a placard or label has been obscured or defaced during use, they shall be replaced. Personnel observing containers of unknown substances will report this condition to supervision so appropriate action can be taken to identify and appropriately label the chemical/hazardous material.

Major Chemicals Materials:

- Anhydrous ammonia, flue gas, fly ash, lime, caustics and acids. SDS's are available for all major chemicals listed.

## ENVIRONMENTAL COMPLIANCE

An integral part of Basin Electric Power Cooperative's mission is to maintain full compliance with all environmental regulatory requirements. It is imperative to correct and proactively manage issues of noncompliance such as leaks, spills, unpermitted air quality emissions, improper disposal of waste, and wildlife issues. Contractors have an important role in maintaining Dry Fork Station's environmental compliance.

### QUESTIONS TO REVIEW BEFORE STARTING WORK

If any of the below questions apply to your work, you need to report them to your On-Site Coordinator immediately and follow the proper procedures.

1. Will your job creating outdoor dust?

*Cease work until you discuss how your work can be done differently to prevent outdoor dust. This applies to the entire site except for the ash silo loadout and the ash landfill. These areas are permitted to have a very small amount of controlled dust. This includes dust that is created indoors but can make it outside through a door or opening.*

2. Are you bringing an unpermitted emission source onsite?

This may include:

- Fuel burning equipment with a heat input of more than 25 million BTU/hr (6.25 billion gm-cal/hr)
- Gaseous fuel containing more than 10 million BTU/hr (2.5 billion gm-cal/hr)

*You will need to contact the WDEQ for a waiver or temporary permit. Mobile internal combustion engines are exempt from this regulation.*

3. Is your vehicle tracking dirt and dust?

*Discuss this with your Onsite Coordinator to minimize the spreading of dirt and dust around the plant site. Can you take a different route? Does your equipment need properly maintained? Stay on the asphalt as much as possible, stay off the limestone.*

Example: If you are driving to and from the ash landfill use the below best practices to minimize dust (air quality issue) and runoff into the storm water system.

- Wash the equipment on a regular basis (not on the Plant Site).
- Keep to the same routes rather than tracking additional routes.

- Clean spilled materials off the roads.
4. Did you have any type of spill or leak? This includes very small amounts, less than a pint.  
*All oil and chemical leaks or spills must be contained, cleaned up, reported, and disposed of immediately. The spill forms are attached, and must be returned to your On-Site Coordinator immediately. Discuss details with your On-Site Coordinator.*

Examples of spills include oil from your vehicle, process water from your work, hydrate or pebble lime from offloading.

Use spill prevention equipment such as pigs and pads found in the warehouse before the spill occurs. Use storm drain covers found in the warehouse. Use appropriate media to clean the spill.

#### **Cleaning up a Spill:**

- Acid and caustic spill cleanup material is stored in the free stock of Warehouse 1.
  - Use dirt or material from Warehouse 1, free stock.
  - Call the Vacuum Truck.
  - Dispose of the spill and clean up material immediately.
  - Fill out a Spill Report.
5. Are you performing the proper preventative maintenance on your equipment and vehicles to prevent leaks and spill?  
*Preventative maintenance is an important best management practice for leak and spill prevention.*
6. Are you going to have a 55 gallon drum of oil containing material onsite?  
*If so, SPCC rules apply, and you must get with your On-Site Coordinator to discuss compliance. The drum does not have to be full to be subject to regulation.*
7. Do you need water to perform your job?  
*Do not use water from the Waste Water Pond. You may not use process water if it can get in a storm drain. If you add any type of detergent, chemical, or process to any water onsite, it cannot go into a storm drain. Discuss this with your On-Site Coordinator.*

Examples include water for dust control, work, and for washing.

8. Did you bring oil or chemical onsite without an SDS?  
*If so, get a copy of the SDS.*
9. Do all of your hazardous substances have a lid and a label?  
*If not, find a lid and a label.*
10. Are all of your oils and chemicals stored indoors, and did you take them offsite when not in use?  
*Chemicals and Oils are not permitted to be stored outdoors. Store them indoors until you can take them with you.*
11. Are you using chemicals and/or oils outdoors?  
*If so, get a drain cover from the free stock warehouse and cover up the closest storm drains. Use best management practices that include secondary containment and spill prevention measures.*
12. Did you throw a batteries, light bulbs (broken or whole), hazardous substances, or household waste in a DFS trash receptacle?  
*If so, get it out of the trash receptacle and take it with you when you leave site. Tape the terminals on the lithium batteries to reduce a fire hazard during transport. LED bulbs can be put in trash receptacles.*
13. Are you planning to wash any equipment or vehicles onsite?  
*This is prohibited, so cease work, and take them off the property to wash them.*
14. Are you doing vehicle maintenance onsite?  
*Vehicle maintenance should be taken offsite to complete. Otherwise, it must be done indoors. In outdoor maintenance emergencies, cover the drains, and use spill prevention before beginning the work. You may find the spill prevention equipment in the warehouse. Take the soiled products with you offsite.*
15. Do you have a waste you want to take to the ash landfill?  
*Do not take anything to the ash landfill without discussing it with the On-Site Coordinator first. The only wastes allowed are coal combustion residue, coal from drain sumps, and material from ponds. Dust must be controlled at all times. Permission needs to be granted to use the ash landfill outside of daylight hours. NO trash is allowed.*

16. Are you pumping water on site?

*Discuss details with your On-Site Coordinator before allowing water to enter any outdoor drains. Allowing process water to enter a storm drains are against regulations.*

17. Are you using aerosol cans?

*Aerosol cans must be stored with a lid in a flammable cabinet, you must have a copy of the SDS, and you must take it with you when you leave. If you are using Dry Fork Station's aerosol cans, make sure the empty ones end up in the warehouse in the proper disposal area. Do not throw any aerosol can away in the trash. Do not put them in the boiler. Do not abandon them.*

18. Did you see injured or dead wildlife?

*Report this to your On-Site Coordinator immediately. Do not handle, chase, move, or disturb any wildlife. Do not feed the wildlife.*

## **ENVIRONMENTAL PROGRAM DETAILS**

### **AIR QUALITY**

- Only coal and propane will be burned in the boiler. Rags, oil, etc. must not be put in the boiler.
- Visible emissions (dust, coal dust, ash dust) shall be minimized.
- Prevent visible emissions from leaving the building. This may mean you need to change how a task is completed, close doors, or seek advice on how to proceed.
- Prevent visible emissions from other unpermitted sources.
- Offloading trucks must desist when visible emissions are being caused by the offloading of product. Report this Visible Emission to the control room and stand by for direction.
- Drive on paved roads to prevent excessive dust.

### **WASTE WATER POND**

- The Waste Water Pond cannot ever be discharged.

- All of the plant's "process water" and all of the drain sumps in the buildings are plumbed to one of the two oily water separators and then to the Waste Water Pond.
- This water may not be used for land application (ex. Dust suppression)

## **STORM WATER POLLUTION PREVENTION PLAN**

- It is the responsibility of every contractor to follow the Storm Water Pollution Prevention Plan. Your On-Site Coordinator has a copy. The only water we are allowed to discharge offsite is storm water.
- Do not open the Storm Water Pond slide gates.
- We have a jurisdictional wetlands east of the property. There is a 300 ft buffer between the plant and the wetlands.
- Everyone has responsibility to prevent process water, contamination, and spills from entering our storm drains.
- Secondary containment is required when loading and offloading products.
- All storage tanks and storage piles must be managed as to prevent contamination. This includes using secondary containment and minimizing dust around silos, proper preventative maintenance, and regular wash downs to process water sumps.
- The sump underneath the vehicle fuel island is piped to the stormwater system. It is imperative to keep the valve locked and closed. If there is ever a spill, it must be pumped to the oil water separator.
- The same goes for the valved containment under the ACC. It is piped to the storm water system so the valve must be locked at all times, and all soapy or oily water must be pumped to the waste water pond.
- The valve near the sulfuric tank unloading area remains locked closed.
- Contractor vehicles will be taken offsite for most maintenance and cleaning. If this activity is performed onsite, you must have permission from Basin, the maintenance and cleaning must occur indoors, or where the runoff will enter process water systems rather than storm water.
- All waste streams will be managed as to prevent storm water contamination.
- Chemicals and oils will be stored indoors and have the proper containment to prevent leaks and spills.

## **SPILL PREVENTION, CONTROL & COUNTERMEASURES PLAN**

DFS has a SPCC plan to help prevent contamination to waters of the state.

It is the responsibility of every contractor to follow the Storm Water Pollution Prevention Plan. Your On-Site Coordinator has a copy.

All oil tanks (diesel, gas, etc.) equal to or greater than 55 gallons must have secondary containment, must be labeled, and must have a lid. If you see this has not occurred, please fix it or bring it to attention.

All chemicals and oils being used outside must have secondary containment, and be moved indoors for storage.

Periodic inspections are required by the SPCC on gas, oil, and diesel tanks over 55 gallons. All chemicals require periodic inspection.

We will operate and maintain equipment to minimize discharges. Best management practices include:

- Proper and timely maintenance
- Minimizing leaks
- Keeping containment clear of product, water, and trash.

Take precautions when loading/offloading products. Best management practices include:

- Securing the product
- Inspecting systems, hoses, and connections
- Using drip pans and containment
- Draining and capping the end of the hose to prevent uncontrolled leaks

Mobile fueling equipment must minimize risks of spills/leaks by:

- Securing equipment with chocks
- Preventative maintenance of hoses, etc.
- Awareness of the direction of flow in relation to waters of the state

Contractors are responsible for reporting and cleaning up spills.

When spills and leaks occur, be aware of the hazards:

- Look at the SDS
- Involve Safety and Environmental when necessary
- Determine what type of proper personal protective equipment is required to clean up the spill safely.
- Some chemical spills may require assistance, contact supervisor, safety or environmental.

Be prepared for the spill:



- All spills must be cleaned up. Eliminate potential discharge sources
- If it is possible and safe to do so, identify and shut down the source of the discharge to stop the flow
- Contain the discharge with sorbents, berms, dirt, etc.
- Dispose of the recovered products according to regulation.
- Petroleum contaminated soil will be disposed of properly offsite. This cannot be disposed of in the ash landfill.

Spill Reporting:

- All outdoor oil spills (gasoline, diesel, process water, etc.) must be reported.
- All outdoor spills over 25 gallons must be reported to environmental within 24 hours.
- Report all hazardous chemical and material spills immediately.

*The Environmental Coordinator or Designee will report to the proper authorities when necessary.*

## **SOLID AND HAZARDOUS WASTE**

- Contractors are responsible for their own hazardous wastes.
- A copy of Contractor SDS's must be available to review.
- To prevent contamination of waste streams, products cannot be brought in from the outside (from home, etc.).
- Contractors must contact someone from Basin before disposing of used oil and antifreeze.
- All aerosol cans brought onsite by a contractor must be taken offsite for disposal.
- Used oil filters will be drained and placed in a bin to be recycled located in the fan room.
- Empty containers may contain residue and can be dangerous. Do not attempt to refill or clean containers without proper instructions. Most of our empty drums will be returned to the vendor.
- No household waste will be permitted onsite since household waste is regulated differently than industrial waste.
- A bin for scrap steel/iron is available.
- Broken light bulbs are considered hazardous wastes and must be disposed of properly. LED light bulbs may be put in the trash receptacle.
- If you are unsure of how to dispose of a product or material, please contact your On-Site Coordinator.

## **UNIVERSAL WASTE**

Batteries and lamps are stored in the warehouse until they can be recycled. Lamps must be put in original packaging (so when one is switched out, the used one can be put in the new one's sleeve).

## **WILDLIFE**

Any type of on-site wildlife concern needs to be brought to the Environmental Department's attention. Many birds are protected under the Migratory Bird Treaty Act, and by attempting to handle, chase, move, or disturb a protected species can result in a fine/ jail time. Notify your On-Site Coordinator of all dead and injured wildlife, and do not move them.

## ATTACHMENTS

- Anhydrous Ammonia Handout
- Basin's Facial Hair Policy
- Belt Manlift Certification Record (SAF-6029)
- Clearance Authorization Form (SAF-6035)
- Contractor Safety Manual Acknowledgment Form
- Contractor Employee Training Record (SAF-6020)
- Contractor Mobile Equipment Training Verification (SAF-6102)
- General Safety and Environmental Rules Form (SAF-6051)
- DFS Emergency Action Plan (00-SP-008)
- DFS Contractor Safety Information Procedure (00-SP-015)
- DFS Clearance Program (01-SP-001)
- DFS Confined Space Program (01-SP-002)
- DFS Energy Verification and Control Program (00-SP-027)
- DFS General Contractor Site Safety Rules (00-SP-010)
- DFS Hot Work Program (00-SP-005)
- DFS Line Breaking and Line Penetration Procedure (00-SP-032)
- DFS Portable Gas Monitors Procedure (00-SP-038)
- DFS Washing Procedure Environmental Guidance (00-ENV-PS-015)
- DFS Waste Minimization and Characterization Procedure(00-ENV-PS-006)
- DFS Used Oil Management and Disposal (00-ENV-OD-002)
- DGC Anhydrous Ammonia SDS

