

## CODE OF PRACTICE - OIL & GAS OPERATIONS AND SUPPORT SERVICES SECTOR

### 1. APPLICABILITY

**1.1.** This Code of Practice prescribes conditions governing the discharge of wastewater from Oil & Gas Operations and Support Services Industrial, Commercial, Institutional (ICI) facilities directly or indirectly into one or more of Alberta Capital Region Wastewater Commission's (ACRWC) thirteen member municipalities' sanitary sewer system.

**1.2.** Definitions in ACRWC's Bylaw No. 8 shall apply to this Code of Practice.

### 2. DISCHARGE REGULATIONS

**2.1.** An operator of an Oil & Gas Operations and Support Services ICI discharging to the sanitary sewer system shall not discharge wastewater which, at the point of discharge into a sewer, contains:

- (a) Prohibited waste as set out in Schedule "A" of ACRWC's Bylaw No. 8;
- (b) Restricted waste as set out in Schedule "B" of ACRWC's Bylaw No. 8 without a Wastewater Discharge Permit;
- (c) Water that accumulates in any fuel or oil storage tank without pretreatment prior to discharge so as to adhere to the requirements of subsections (a) and (b); or
- (d) Rinse water from equipment or parts that have been washed in solvent
- (e) Wastewater contaminated with hazardous wastes from rag, linen or other fabric washing or cleaning;
- (f) Wastewater from engine or equipment washing or cleaning without pretreatment prior to discharge so as to adhere to the requirements of subsections (a) and (b); or
- (g) Stormwater or groundwater, whether it be contaminated or not, into a sanitary sewer unless permitted to do so by a Wastewater Discharge Permit.

**2.2.** An operator of an Oil & Gas Operations and Support Services ICI discharging to the sanitary sewer system shall:

- (a) After January 1, 2019, not discharge wastewater into a sewer unless equipped with one or more oil-water separators to pretreat the wastewater in accordance with this COP.

- (b) After January 1, 2019 use an alternate pretreatment works, or a combination of pretreatment works other than that described in this COP, to pretreat wastewater if the alternate pretreatment works produces effluent that complies with Section 2.1 prior to discharge into a municipal sanitary sewer and where valid analytical test data has been submitted to, and accepted by, ACRWC.
- (c) After January 1, 2019 direct all process wastewater to one or more pretreatment works referred to in Sections 2.2(a) and 2.2(b), before discharge into a municipal sanitary sewer.
- (d) Ensure that all wastewater from washrooms, non-industrial washing machines and change rooms bypasses the pretreatment works.
- (e) Not use, or allow the use of, chemical agents, solvent-containing products, hot water or other agents with the intention of facilitating the passage of oil and grease through a pretreatment works.
- (f) After January 1, 2019, equip the pretreatment works with a monitoring point located either at the outlet of the pretreatment works or downstream of the pretreatment works at a location upstream of the point of discharge of other wastewater; and
- (g) Locate the pretreatment works so that they are readily and easily accessible for inspection and maintenance.
- (h) While operating an oil-water separator, not permit the floating oil and grease to accumulate in the final stage chamber of the oil-water separator in excess of the lesser of 5 cm or 5% of the wetted height of the oil-water separator or in adherence to the manufacturer's recommended levels.
- (i) While operating an oil-water separator, not permit the settled solids to accumulate in the final stage chamber of the oil-water separator in excess of the lesser of 15 cm or 25% of the wetted height of the oil-water separator or in adherence to the manufacturer's recommended levels.
- (j) While operating an oil-water separator, inspect the oil-water separator and measure the accumulated solids and floating oils at least once every three months to check the levels specified under Sections 2.2(h) and 2.2(i).
- (k) Clean out an oil-water separator within seven days of determining that the levels specified under Sections 2.2(h) or 2.2(i) have been exceeded.
- (l) Clean out an oil-water separator at least once every 12 months.

- (m) When the oil/water separator is cleaned, the oil and grease or solids shall not be disposed of directly or indirectly into the municipal sewer system or in any place where it may be introduced to a storm sewer or a watercourse.

### 3. MONITORING

**3.1.** An operator of an Oil & Gas Operations and Support Services ICI discharging to the sanitary sewer system shall:

- (a) At their expense, conduct quarterly sampling of wastewater effluent to analyze the concentration (mg/L) of Oil & Grease – mineral and synthetic/petroleum hydrocarbons. Quarterly samples shall be obtained at least 60 days apart.

Change in sampling frequency

The sampling frequency set out in section 3.1(a) can be reduced to annually if 4 consecutive quarterly samples tested do not exceed the Restricted waste limit for Oil and Grease – Mineral and Synthetic/Petroleum Hydrocarbons as set out in Schedule 'B' Table 'B' of ACRWC's Bylaw No. 8.

- (b) At their expense, conduct annual sampling of wastewater effluent to analyze the concentration (mg/L) of BTEX (Benzene, Toluene, Ethylbenzene and Xylene) and flashpoint (°C - closed cup method). Annual samples shall be obtained at least 6 months apart.
- (c) Conduct sampling in accordance with Section 4 Sampling of the ACRWC Bylaw No. 8 – Quality of Wastewater.
- (d) For a period of two years, maintain documentation of the date and time all samples are collected, the method used, the names of the staff involved in the collection, the volume obtained and any other relevant information.
- (e) For a period of two years, maintain written or electronic records of test results of the sampling.
- (f) Report test results to ACRWC by email at [discharge@acrwc.ab.ca](mailto:discharge@acrwc.ab.ca) on an annual basis.
- (g) Report to ACRWC by email at [discharge@acrwc.ab.ca](mailto:discharge@acrwc.ab.ca) within seven days of determining the Restricted waste limit has been exceeded for:
- Oil and Grease – Mineral and Synthetic/Petroleum Hydrocarbons and/or BTEX as set out in Schedule 'B' Table 'B' of ACRWC's Bylaw No. 8. ; and/or

- Flashpoint as set out in Schedule 'B' Table 'D' of ACRWC's Bylaw No. 8.

**3.2.** More frequent and/or additional sampling may be required as a condition under a Wastewater Discharge Permit issued in accordance to Section 18(3) of ACRWC's Bylaw No.8.

#### **4. STORAGE AND CONTAINMENT**

**4.1.** An operator of an Oil & Gas Operations and Support Services ICI must ensure that the following materials are stored using spill containment that will prevent the release of spilled material from entering into a municipal sanitary sewer system:

- (a) Wastewater containing used solvent, used antifreeze, used oils, used oil filters, used engine and transmission fluids;
- (b) Above ground oil or fuel storage tanks; and
- (c) Any hazardous waste or hazardous recyclable as defined in provincial (Alberta) legislation.

**4.2.** An operator of an Oil & Gas Operations and Support Services ICI must supervise the discharge of accumulated stormwater from a spill containment system to ensure that the discharge does not bypass the pretreatment works.

#### **5. SPILL RESPONSE PLANS**

**5.1.** An operator of an Oil & Gas Operations and Support Services ICI must:

- (a) Have a spill response plan.
- (b) If commencing operation after the date this code of practice comes into effect, prepare a spill response plan at least 30 days prior to commencing operation.
- (c) Have the spill response plan required under Sections 5.1(a) or 5.1(b) available on the premises of the operation.
- (d) In the event of a spill, immediately carry out the provisions of the spill response plan, when safe to do so, to prevent or discontinue the discharge of spilled material into a sewer.
- (e) As part of a spill response plan, inspect any pretreatment works for spilled material immediately after having knowledge of the spill.

- (f) When observing spilled material in the pretreatment works during an inspection under Section 5.1(e) have the spilled material removed before resuming wastewater discharge from the operation.
- (g) Maintain the spill prevention, clean-up equipment and supplies identified in the spill response plan specified in Sections 5.1(a) or 5.1(b) and have them readily available for use at all times.

## **6. RECORD KEEPING AND RETENTION**

**6.1.** An operator of an Oil & Gas Operations and Support Services ICI who installs one or more pretreatment works must keep a record at the premises of the operation of all inspection and maintenance activities for the pretreatment works, including the:

- (a) Date of inspection or maintenance;
- (b) Description of inspection or maintenance conducted;
- (c) Measured depth of settled material and depth of floating material in the oil-water separator, as required in Sections 2.2(h) and 2.2(i);
- (d) Quantity and description of material removed from the pretreatment works; and
- (e) Name, civic and postal address, and telephone number of the disposal or recycling company or facility collecting or transporting the material removed from the treatment works.

**6.2.** An operator of an Oil & Gas Operations and Support Services ICI who installs pretreatment works must keep records of the pretreatment works design calculations and drawings available for inspection at the request by ACRWC and/or member municipality.

**6.3.** The design drawings required under Section 6.2 must show the point of connection of the treatment works to the sanitary sewer.

**6.4.** An operator of an Oil & Gas Operations and Support Services ICI must keep a record at the premises of all disposal or recycling services for wastewater and other substances specified in Section 2.1 to be disposed or recycled, including the:

- (a) Name, civic and postal address, and telephone number of each disposal or recycling company or facility used;
- (b) Type of material transferred to each company or facility;
- (c) Quantity of material transferred to each company or facility; and
- (d) Date of material transferred to each company or facility.

**6.5.** The records required under Sections 6.1 and 6.4 must be retained for a period of two years and must be available for inspection on request by ACRWC and/or member municipality.