LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Schools	L. Carriere /B. Vandenbosch	G. Howe	March 12, 2013	July 7, 2017

HAZARDS PRESENT	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
• Exposure to PCB's • Spills • Cuts from lighting fixtures • Electrical hazards	• Gloves, with high gauntlets that completely cover hands and wrists • Safety goggles or face shield • Boots and splash aprons	• PCB waste storage pail with multisorb material inside • Rags & solvent for spills • Container of multisorb • Hazardous waste bags & labels

SAFE WORK PROCEDURE

PCB STORAGE:

1. This procedure applies to all staff removing ballasts/ transformers/ capacitors containing PCB's or any PCB spill.
2. All ballasts / transformers containing PCB's must be placed into PCB plastic storage pails located in each school. Pails contain a small amount of multisorb material to absorb any leaking PCB material and are labeled with PCB hazardous waste labels.
3. Schools are allowed to store and hold **<42 PCB containing ballasts** for up to one year.
4. In June of each year all PCB material must be sent to Miller Environmental for disposal.
5. All associated paperwork for PCB material disposal must be returned to the Divisional Safety Officer.
6. The Safety Officer will maintain the PCB disposal records and report disposable quantities every three years via the on-line PCB Reporting System.

PCB SPILL:

1. In event of a spill or accident involving PCBs, report the incident immediately to the Divisional S&H Officer 204-488-1767, ext. 1292. The S&H Officer will notify the Dept. of Environment Enforcement Branch, 204-944-4888 (emergency spill line).
2. Cordon off and post signage at the spill area at least three feet beyond the spill boundaries.
3. Spills of PCB liquids must be acted upon and cleaned up as quickly as possible after detection. Stop the source of the spill where possible and control any further spread of material using absorbent material.

   Absorbent Material: PCB absorbent material which will create a quasi-solid product which can be swept or shoveled include:

   a. Sawdust
   b. Vermiculite
   c. Activated Charcoal
   d. Oclansorb
   e. Inbiber Beads
   f. Hy Dry
   g. Diasorb
   h. Stay Dry
   i. Oil Dry
   j. Conwed
   k. 3 M matting
   l. Graboil
   m. Multisorb

4. Sweep or shovel the absorbent / PCB slurry into a disposable approved PCB container.

   Disposal Containers
   - **For Liquids:** in sealed containers, other than drums, that are made of steel or other materials that provide sufficient durability and strength to prevent release. Or steel drum not greater than 205 liter capacity; with a closed-head, double –bung drum made of steel, 16 gauge or heavier and painted .

   - **For Solids:** in sealed containers, other than drums, that are made of steel or other metals that provide sufficient durability and strength to prevent release. Or drums that are of a capacity not greater than 205L, made of steel, 8 gauge or heavier, equipped with a securely attached, removable steel lid and gasket that is resistant to PCB's, painted or treated, minimum 1.2 mm thick sheet steel, fitted with removable steel lids with lid gaskets made of PCB resistant materials.

5. For surfaces that absorb PCB's:
   a. Control the spread of the spill by building dykes to contain the liquids.
   b. Plug or dyke all drains to sewers and ditches.
   c. Soak up PCB liquids with sorbents as stated above in # 3 and sweep or shovel the slurry into a disposable approved PCB container as stated in #4.
   d. Clean the area by removing the contaminated materials. Any materials that absorb PCBs, such as wood, asphalt, concrete, soil and sediments, should be examined to determine the depth of PCB penetration (take core samples to determine penetration). The contaminated surface layer should be cut out and physically removed.
   e. If on soil, Excavate all visibly contaminated ground, including soil, asphalt, and unsealed concrete, plus an additional distance of one foot from the perimeter of the visible contamination. Backfill the excavated area with clean material.
   f. Remove all contaminated material and handle and dispose of as PCB waste.

6. Any surfaces that do not absorb PCBs: such as steel or PCB resistant concrete, etc.
   a. Control the spread of the spill by building dykes to contain the liquids.
   b. Plug or dyke all drains to sewers and ditches.
   c. Soak up PCB liquids with sorbents as stated above in # 3 and sweep or shovel the slurry into a disposable approved PCB container as stated in #4.
   d. Decontaminate the area by thoroughly rinsing with an approved solvent:
      - Varsol
      - Kerosene
      - Turpentine
      - Number 1 fuel oil
   e. Double/triple wash and rinse all solid surfaces that will not be removed. For each wash / rinse, use a volume of solvent (PCB-free fluid) large enough to cover the contaminated surface completely. Precautions must be taken to contain any runoff resulting from the cleansing and to dispose properly of wastes generated during the cleansing.
   f. Remove all contaminated material, including cleaning rags, and handle and dispose of as PCB waste.

RECORDS / REPORTS:

Records documenting the cleanup of spills of PCBs shall be maintained for five years. The records shall consist of the following:

- Name, mailing address and telephone number of the owner of the property.
- The date, time and location of the release/spill
- A brief description of the spill location and the nature of the material contaminated, including whether the spill occurred in an outdoor electrical substation, other restricted access location, or non-restricted access area
- Identification of the source (e.g., type of equipment) of the release/spill
- Date and time that cleanup was completed or terminated (or the nature and duration of the delay if cleanup was delayed by an emergency or adverse weather)
- The quantity of liquids containing PCBs that were released / spilled, expressed in litres or solids expressed in Kg. The concentration of PCBs in the solids and liquids expressed in mg/kg.
- A brief description of the solid surfaces cleaned or removed
- The approximate depth of soil excavation and the amount of soil removed.
- Post-cleanup verification sampling data, a brief description of the sampling methodology, and the analytical technique used (where required).

Send the report to the on call Emergency Environment officer you notified in Step 1.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Manitoba Workplace Safety and Health Regulations M.R. 217/2006
  - Part 2 Subsection 2.1 (a – c) Safe Work Procedures
  - Part 35 WHMIS
  - Part 36 Chemical & Biological Substances
- Canadian Environmental Protection Act (Canada)
- Federal PCB Regulations SOR2008/273
- Provincial PCB Storage Regulation: MR474-88
- Transportation of Dangerous Goods Act, 1992 (Canada)
- Guidelines for the Management of Wastes Containing PCB's, Sep. 1989
- Handbook on PCBs in Electrical Equipment