

# Hazardous Materials Management SOP

---

## 1 Purpose and Scope

This standard operating procedure (SOP) describes how Red Dog Operations/Materials Management will purchase and manage hazardous materials in order to reduce waste and minimize environmental liability. All procedures described below are the responsibility of the Materials Management Superintendent, unless otherwise stated.

## 2 Health and Safety

The wearing of basic PPE is mandatory. Basic PPE consists of but is not limited to; hard hats, safety glasses, steel toe boots, and reflective clothing.

### 1) Procedure

#### a) PURCHASING

##### i) Pre-Purchasing Review

Provide copies of the Material Safety Data Sheet for the product to the Environmental Department as required by the Management of Change process for review of environmental concerns.

##### ii) Inventory Control

Control inventories to decrease the potential for over-purchasing and the resulting costs for disposal of these materials. This is the joint responsibility of Materials Management for warehoused supplies and the user for storage within the usage area. Each department supervisor is responsible for determining the least amount of products necessary for their jobs.

##### iii) Centralized Purchasing

Channel all material purchases through Materials Management to eliminate unnecessary purchases and ensure that all waste minimization policies are followed.

##### iv) SDS Sheets

Obtain Safety Data Sheets (SDS) from distributors. These sheets are required to be maintained onsite to comply with state and federal laws. Ensure SDSs are kept up-to-date and easily retrievable via the Rover website.

##### v) Dangerous Goods

Keep the GenCID database current with UN numbers. The UN numbers are used to track usage of hazardous materials for permitting requirements and for proper shipping of material.

**b) DELIVERY****i) Designated Receiving Area**

Each department that receives hazardous substances should designate a single area for receiving and storage, with precautions taken to reduce accidents and spills. Spill response equipment, emergency phone numbers and a communication system (phone or radio) should be located within the receiving area. Secondary containment must be provided for products where required (i.e. oil and glycols).

**ii) Trained Materials Handlers**

Employees who conduct deliveries shall be trained in proper hazardous materials handling methods.

**iii) Delivery Documents**

Hazardous materials are required to be inspected upon delivery, and subsequently the receiving notice or transport voucher should be signed.

**c) INVENTORY****i) Dangerous Goods Inventory**

Maintain the inventory of hazardous materials at the lowest practicable levels required for operating.

**ii) Material Shelf Life**

Adjust inventory levels of hazardous materials to prevent outdated stock. For unused inventory with limited shelf-life, the choices in order of preference are: 1) return the material to the supplier; 2) sell the material to another user; 3) have the material recycled; or 4) dispose of the material

**iii) Disposal of Materials**

Materials that cannot be returned to the vendor, sold to another user or recycled will require disposal. Materials shall be disposed of according to the instructions in the [Waste Information System \(WIS\)](#). If a waste is not listed in WIS, contact the [Waste Coordinator](#).

**d) PRODUCT STORAGE**

Following are the general requirements for product storage. Proper storage procedures will minimize the unnecessary generation of wastes due to spills or contamination of products.

- Each container must be labeled with the contents. Containers should be protected from weathering so labels do not wear off;
- Containers must be in good condition, well-sealed, and inspected for leaks and corrosion regularly. If they are leaking, they should be replaced immediately;
- Containers should be sealed at all times, except when adding or removing products;
- Containers will be sealed according to the closing instructions provided by the manufacturers of the container;
- Storage areas shall have restricted access. Connexes should be locked as required;

- Liquid hazardous materials shall be stored on an impermeable concrete pad or lined connex or in a plastic tote or overpack. When storing liquids without overpacks, connexes should be lined with plastic sheets and absorbent pads or rolls, covering the floor and a minimum of four feet on all walls, such that they are capable of containing a spill.
- When storing hazardous materials, the storage area must have controlled drainage and allow for the cleanup of spills;
- Ignitable wastes shall be shaded from direct sunlight;
- Heated storage should be provided for those items subject to freezing to prevent ruptures;
- Incompatible chemicals must not be stored next to each other. Separate connexes should be used for incompatible chemicals;
- Adequate aisle space must be provided within connexes or storage areas to allow for inspection of individual drums, and to allow for quick response to spills and leaks.
- Chemicals must be stored in accordance with the National Fire Protection Association flammable and combustible code;
- HMIS-regulated placards shall be placed on connexes while the connexes are stored on-site. DOT placards will be placed on connexes for shipping.
- A location map of all storage areas should be prepared. Areas of storage for chemicals, flammables, reactive materials and toxic materials should be indicated.
- All departments will ensure, as part of the monthly hazard recognition audit, to inspect all intermediate containers in their areas for proper labeling.

### 3 Key Responsibilities

Materials Management Coordinator: Responsible for managing materials and inventory in accordance with this SOP.

Purchasing and Logistics Coordinator: Responsible for purchasing materials and inventory in accordance with this SOP.

Department Supervisors: Responsible for proper product storage and use consistent with Red Dog's policy to reduce and minimize waste.

### 4 Departure from Procedure

This SOP was written to comply with applicable laws and regulations pertaining to the storage of hazardous materials. Failure to follow this procedure could result in consequences to health and safety and/or the environment. Departure from procedures resulting in pollution may also lead to criminal or civil penalties for you and the Company as well as adverse effects on corporate performance and reputation.

### 5 Definitions

No unique definitions are part of this procedure.

### 6 General Requirements

Teck EHS Standards – Standard 11 Operational Control and Change Management

### 7 Key Documents/Tools/References

[Waste Information System](#)