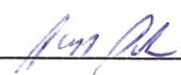
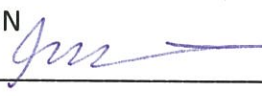
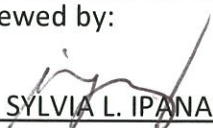

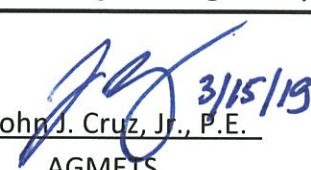
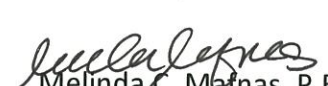
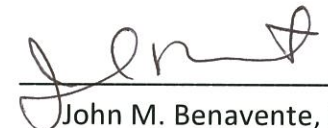


GUAM POWER AUTHORITY'S
STANDARD OPERATING PROCEDURE

TITLE: *Used Oil Transfer to Used Oil Facility Standard Operating Procedure	Prepared by: <u>PLANNING AND REGULATORY</u> DIVISION Signature: <u></u> <u></u>
	Reviewed by: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u></u> SYLVIA L. IPANAG Manager Planning and Regulatory </div> <div style="text-align: center;"> <u></u> RONALD OKADA Manager Generation </div> </div>
SOP No. <u>052</u> Supersedes No. <u>GP-026</u> Dated: <u>April 7, 1999</u>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u></u> <u>3/15/19</u> John J. Cruz, Jr., P.E. AGMETS </div> <div style="text-align: center;"> <u></u> Melinda C. Mafnas, P.E. AGMO </div> </div>
Page <u>1</u> of <u>18</u>	Approved by: GENERAL MANAGER <div style="text-align: center;"> <u></u> John M. Benavente, P.E. Signature </div> Date Approved: <u>3/21/19</u>

* I. **INTRODUCTION**

On October 5, 1990 the Governor signed a directive which requested GPA to assist in the resolution of the used oil disposal problem in Guam (see Appendix A). Currently, used oil is still being accumulated in Guam with no adequate disposal facility. Because of this situation, GPA will continue to receive used oil provided it is done at no cost to GPA and adequate testing is conducted to limit GPA's liability. A used oil transporter or generator will be authorized to dispose at the GPA Cabras Used Oil Facility (UOF) by following this Standard Operating Procedure.

II. **PURPOSE**

To establish standard operating procedures in the disposal of used oil at the GPA Cabras Used Oil Facility (UOF).

III. **SCOPE**

This applies to used oil transporters authorized to dispose used oil at the GPA Cabras Used Oil Facility.

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IV. RESPONSIBILITY**A. Planning and Regulatory (P&R)**

1. Supervise sampling and analysis of used oil
2. Schedule and coordinate disposal with the used oil generator
3. Issues clearance to the disposal contractor

B. GPA Cabras Assistant Plant Superintendent

1. Coordinates disposal schedule at the UOF
2. Receives and monitor disposal activity in the UOF.

V. USED OIL GENERATOR AND TRANSPORTER**A. Used oil generator (GPA Source)**

1. The GPA facility's assistant superintendent or supervisor shall initiate the disposal procedure by properly notifying P & R that used oil needs to be disposed and provide assistance to the GPA-hired disposal contractor during disposal operations.

B. Used Oil Generator (Non-GPA Source)

1. Non-GPA used oil transporter or generator shall inform P & R and request a schedule for oil disposal.

Table 1. Type Sample and analysis determination table

GPA Source	Type/Source of Oil	Analysis Required	Sample Type
GPA <ul style="list-style-type: none"> • Substation <ul style="list-style-type: none"> ○ Electrical Equipment ○ Used oil tanks ○ Warehouse sump pit 	Used transformer Oil	PCBs	<ul style="list-style-type: none"> • One grab sample per equipment • Drums – Grab / Composite
<ul style="list-style-type: none"> • Generation (MEC, Diesel, CTs & Piti) 	Used diesel / engine oil	Used oil doesn't require analysis with	Used oil must be checked by P&R if analysis is required.

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Plants) ○ OWS ○ Tanks ○ Drums		known oil specification	
• Transportation ○ Drums ○ Mobile tank,	Used Engine oil / lubricants	Halogens Sediment Flashpoint Water	Grab / Composite
Non-GPA Source			
• Contractor ○ Tanks • Military ○ Tanks	Used engine oil/lubricants	Complete Used Oil Analysis (Refer to Appendix B)	• Grab / Composite

VI. GENERAL GUIDELINES AND PROCEDURES

A. The following information shall be provided by the facility personnel:

1. Type of used oil
2. Used oil storage location
3. Volume of used oil

* B. Sampling and Disposal Procedure:

- # 1. P&R personnel will conduct an inspection to determine what type of analysis and sample needs to be done prior to scheduling of disposal (See Table 1)
- # 2. If analysis is required, used oil sampling shall be done in the presence of GPA P&R representative.
- * 3. Used oil samples must be submitted to an independent USEPA approved third party laboratory contractor for quality analysis with a properly filled up chain of custody lab form. Test results must comply with the parameter limits listed in **Appendix B**.
- * 4. After sampling has been completed, the sample source shall be secured and sealed and no additional amount of used oil shall be added to contaminate the existing used oil.

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#5. **For Non-GPA Source**, used oil generator must prepare an initial tank sealing plan prior to sampling and sampling must be witnessed by GPA P&R or Generation representative. (see attached tank sealing plan on **Appendix C**.)

* 6. Submit laboratory results report to P & R and obtain final disposal approval.

C. **Coordination and Scheduling of Vacuum Truck Hauling (GPA Source)**

1. Disposal contractors from P&R and/or other GPA divisions may be used for used oil disposal within the GPA facility. GPA used oil is the priority for disposal.
2. Disposal scheduling must be coordinated 48 hours before the intended schedule once proper documentation and analysis are cleared by P & R.

D. **Coordination and Scheduling of Vacuum Truck Hauling (Non-GPA Source)**

1. All disposal deliveries must be scheduled between 0900 – 1500 hours, Monday thru Friday. Disposal schedule is subject to change, **GPA used oil is the priority for the disposal schedule.**
2. All other emergency deliveries shall be dealt with on a case by case basis.

Note 1: MEC 8&9 regularly transfer used oil on Tuesdays and Fridays. Try to schedule transfers on a Monday, Wednesday, or Thursday

Note 2: Disposal of used oil from off-island sources is not allowed.

E. **Source Draining/Hauling Operation:**

P&R or Generation representative must inspect the following prior to draining/hauling of used oil:

1. Identify all vacuum trucks that will be utilized for the transfer.
2. Check the level gauge (or sight glass) or drain valves of the vacuum truck to ensure compartments and lines are empty.
3. Ensure used oil source is free from trash and debris.
4. For **non-GPA used oil generators**, P & R or Generation representative must witness the following on-site prior to disposal:

a) Unsealing of the source from the discharge valve and other openings

Note: Verify that the ID number of the seals being removed matches with that of the last sealing plan

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- b) Sounding of the source before and after loading, record product measurement level at the final sealing plan
 - c) All valves and tank openings must be re-sealed and a new sealing plan must be provided if the used oil disposal needs to be continued.
 - d) Sign sealing plan and provide a copy to the generator and GPA Planning and Regulatory.
5. Seal the vacuum truck inlet and discharge valve.
 6. P&R or Generation representative shall provide a copy of test results along with environmental clearance memo and used oil inspection and quality assurance form to the vacuum truck operator for delivery per load to the WOF

F. Used Oil Delivery and Receiving Documentation:

1. WOF personnel shall inspect the following documentation and ensure that they are in proper order prior to the acceptance of used oil:
 - a) Copy of the Certificate of Analysis (COA) results
 - b) GPA WOF Memorandum for environmental clearance to Dispose of Used Oil (in duplicate) see **Appendix D**
 - c) Used Oil Inspection and Quality Assurance Form (in duplicate) see **Appendix E**
 - d) Discharge valve security seal are intact and matches the number
2. Copies of the above documentation must be provided to the vacuum truck operator for each load that is transferred.

G. Used Oil Facility Disposal Operation:

1. Upon vacuum truck arrival at the WOF, WOF operator must inspect and verify that the documentation has proper clearance and is signed by a Planning and Regulatory personnel as a condition of acceptance for disposal. WOF operator must log the name of company, vacuum truck operator, and date and time of the vacuum truck's arrival and departure.
2. After documentations are cleared and verified by the WOF operator, vacuum truck contractor can proceed with the disposal following proper operating procedures.

After disposal is completed, the UOF operator must print his name and sign the trip ticket of the vacuum truck operator prior to departure.

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*** H. Other Requirements**

1. Liability and Damages for Non GPA Source

- a) The used oil transporter or generator shall be responsible for any and all liabilities and damages resulting from his operation, which is attributable to the negligence of the used oil transporter and generator and shall hold GPA harmless of any and all such liabilities and damages including any damages to GPA equipment or facilities.
- b) The used oil transporter or generator shall be responsible for any errors in the testing of the used oil and shall be responsible for any damages or liability caused by the inaccuracy of the test results.
- c) GPA accepts the used oil with no warranties of its contents except that the used oil transporter or generator does warrant that it has accomplished Section VI (B) herein above.

2. Spill Clean Up

The used oil transporter or generator shall be responsible for any damages inside and outside GPA's property resulting from his operation including the cleanup of any spill without any cost to GPA. For spill cleanup at GPA property, transporter is required to commence clean up immediately within 24 hours after spill occurs, and complete such clean up within 7 calendar days. If transporter failed to start cleanup operation within 24 hours after the spill occurs, GPA, in addition to taking over clean up may assess transporter a minimum penalty of \$1,000 per day until the particular GPA cleanup operation is completed and acceptable by both GPA and Guam EPA. GPA may also deny acceptance of transporter's future used oil deliveries.

VII. CONTACT LIST (TO BE UPDATED ON A REGULAR BASIS)

Last Update: March 20, 2019

GENERATION DEPARTMENT

FRANCIS I. CRUZ
Asst. Manager of Generation

Tel: (671) 475-5212
Email: ficruz@gpagwa.com

CABRAS 1 & 2 WOF

RANDOLPH-RAY G. LARA
Asst. Plant Superintendent (A)

Tel: (671) 475-5245
Email: rglara@gpagwa.com

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PLANNING AND REGULATORY DIVISION**NORBERT M. MADRAZO**

Engineer Supervisor

Tel: (671) 648-3031

Email: nmadrazo@gpagwa.com**MARVIN C. POLIARCO**

Engineer III

Tel: (671) 648-3033

Email: mpoliarco@gpagwa.com

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APPENDIX A

Governor

Memorandum

CODES:

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*Fred
Beland
JTB
Finance*



ATTACHMENT

GOVERNMENT OF GUAM
AGANA, GUAM 96910

OCT 05 1990



MEMORANDUM

TO: Guam Power Authority
FROM: Governor of Guam
SUBJ: Waste Oil

Approximately 5,000 barrels of waste oil are generated in the Territory of Guam each month. The waste oil must be disposed of in order to keep the Port Authority open and allow the proper repair and maintenance of vehicles. It has been the past practice of the Guam Power Authority to burn the waste oil after it is properly tested and treated.

I direct Guam Power Authority, in conjunction with the Port Authority of Guam and Guam Environmental Protection Agency, to properly dispose of the waste oil. The Guam Power Authority is specifically directed to burn the waste oil as its disposal is vital to the safety and welfare of the people of this Territory.

Joseph F. Ada
JOSEPH F. ADA
Governor

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APPENDIX B

Used Oil Analysis

Characteristics

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Characteristics of Used Oil:

Prior to any used oil delivery at the GPA facility disposal site, the used oil transporter or generator are required to conduct the following used oil analysis, as required under 40 CFR 279.11, subpart E and Sec. 1103.10 GAPCSR. Laboratory analysis shall be conducted by an independent certified laboratory and approved by the Authority.

USED OIL SPECIFICATION

<u>Components</u>	<u>Allowable limits</u>
ARSENIC	5.00 ppm, max.
CADMIUM	2.00 ppm, max.
CHROMIUM	10.0 ppm, max.
LEAD	100 ppm, max.
TOTAL HALOGEN	less than 1,000 ppm
PCB	less than 2.00 ppm
FLASH POINT, deg.	F140 min.
WATER, volume %	5.00 max.
SEDIMENTS, weight %	2.00 max
Sulfur content, % wt.	2.00 max.

Used oil meeting specifications as prescribed above is acceptable for disposal at the GPA facility located at Cabras Plant.

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APPENDIX C

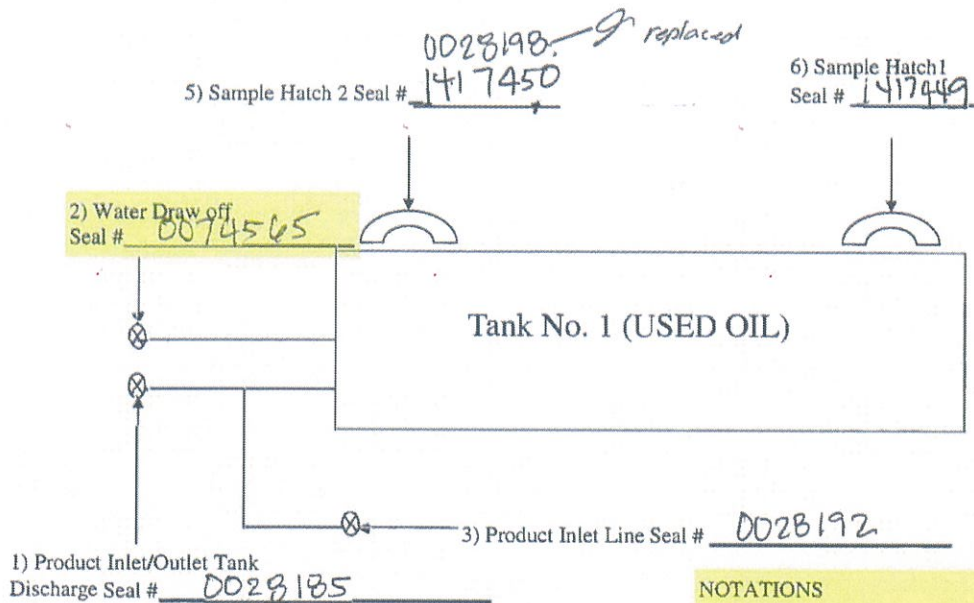
Sample Tank Sealing Plan

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SAMPLE SEALING PLAN



TANK 1 DIAMETER IS 124 INCHES

TANK PRODUCT LEVEL MEASUREMENT BEFORE DISCHARGE

116"

TANK PRODUCT LEVEL MEASUREMENT AFTER DISCHARGE

ESTIMATED VOLUME AFTER DISCHARGE

Date/Time of Sampling:

GPA Representative:

GRESKO Representative:

NOTATIONS

G-74-062014 Jhr

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APPENDIX D

1. GPA Environmental Clearance to Dispose of
Used Oil
2. GPA Environmental Clearance to Dispose of
Used Oil (where lab analysis is not required)

**GUAM POWER AUTHORITY**

ATURIDÂT ILEKTRESEDÂT GUAHAN

P.O. BOX 2977 · AGANA, GUAM U.S.A. 96932-2977

Memorandum

To: Cabras Power Plant**From:** Engineer II (Environmental), Planning & Regulatory**Date:****Subject:** Environmental Clearance to Dispose Used Oil at
Cabras Power Plant Used Oil Facility**Ref:** 40 CFR Part 226
Subpart E – Used Oil Burned For Energy Recovery

Transmitted herewith are copies of the seal record and laboratory analysis results of the _____ Used _____ oil _____ sample _____ taken _____ from _____.

The seal numbers are _____ for _____, _____ gallon tanker with plate no. _____.

The laboratory analysis report indicates the used oil meets the GPA and EPA requirements for disposal at the Cabras Power Plant Used Oil Facility to blend with GPA #6 fuel oil. Please verify tanker seals prior to acceptance of the used oil, ensuring the seals are intact with no sign of any tampering.

Should you have any questions, please give me a call at 648-3033 or I-connect 671*1*35019.

GPA Representative

CODES:

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**GUAM POWER AUTHORITY**

ATURIDĀT ILEKTRESEDĀT GUAHAN
P.O. BOX 2977 · AGANA, GUAM U.S.A. 96932-2977

Memorandum

To: Cabras Power Plant

From: Engineer II (Environmental), Planning & Regulatory

Date:

Subject: Environmental Clearance to Dispose Used Oil at
Cabras Power Plant Used Oil Facility

Ref: 40 CFR Part 226
Subpart E – Used Oil Burned For Energy Recovery

Transmitted herewith is a copy of the seal records of the used oil taken from _____.

The seal numbers are _____ for _____, _____ gallon tanker with plate no. _____.

The used oil is for disposal at the Cabras Power Plant Used Oil Facility to blend with GPA #6 fuel oil. Please verify tanker seals prior to acceptance of the used oil, ensuring the seals are intact with no sign of any tampering.

Should you have any questions, please give me a call at 648-3033 or I-connect 671*1*35019.

GPA Representative

CODES:

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ADDED

APPENDIX E

Used Oil Inspection and Quality Assurance Form

CODES:

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**GUAM POWER AUTHORITY**

ATURIDÂT ILEKTRESEDÂT GUAHAN

P.O. BOX 2977 · AGANA, GUAM U.S.A. 96932-2977

USED OIL INSPECTION & QUALITY ASSURANCE

COMPANY NAME: _____

DATE OF SAMPLING & INSPECTION: _____

TANKER/TRUCK PLATE NUMBER: _____

APPROXIMATE VOLUME (gals): _____

SEAL RECORDS:

(1). Bottom discharge seals:

(a). _____

(b). _____

(c). _____

(2) Top manhole seals:

(a). _____

(b). _____

(c). _____

(d). _____

(e). _____

REMARKS: _____

Signature: _____

Print Name: _____
Oil Transport Representative_____
GPA Representative_____
Date**CODES:***** REVISED****# ADDED**