

# KRP

## ENVIRONMENTAL

## POLICY

### **I. Pollution Prevention**

- A. All personnel are responsible for avoiding and minimizing damage to the environment that could result from an operation which KRP is conducting.
- B. Material and waste storage areas should be routinely inspected by the facility supervisor to ensure compliance with all environmental regulations.
- C. Routine equipment inspections shall be conducted to prevent leaks and spills.
- D. Personnel should immediately report any leak, spill, or other potential pollution problems.
- E. DO NOT LITTER in the yard, on location, or on roads (highways, lease roads, any road).

### **II. Waste Management**

- A. All personnel should make an effort to minimize the generation of waste, and reuse or recycle waste whenever possible. All waste shall be stored or handled in a manner to minimize the potential for injury, spill, or environmental impact.
- B. Before beginning a project, estimate the waste that will be generated so that the need for containers and waste removal, if needed can be determined. Where possible, coordinate with the project site or owner to ensure proper disposal of scrap or waste material.
- C. Personnel are encouraged to look for innovative ways to reduce waste or reuse waste products, however, scrap or waste material should be recycled or disposed of in a timely manner and not allowed to accumulate. All waste/scrap materials shall be stored in an organized fashion to encourage proper disposal and minimize risk to personnel.

- D. Personnel are encouraged to segregate waste and scrap material to ensure all materials that may be recycled are not discarded.
- E. It is the supervisors responsibility to ensure all waste or scrap materials are disposed of or reused properly. The supervisor shall make sure all personnel understand the proper methods to discard waste and scrap materials. The supervisor shall also ensure all PPE or other precautions are met (if necessary).

### **III. Fuel and Oil**

- A. Ensure the proper fuel for the vehicle is used. Never dispense fuel into an unattended vehicle or container.
- B. Fuel should be stored only in containers specifically designed for use as a fuel container.
- C. Bulk fuel should be stored in above-ground steel tanks that are specifically designed for fuel storage. Fuel storage facilities including storage tanks, lines, pumps, secondary containment, etc., should be designed in accordance with local fire codes and ordinances.
- D. Fuel tanks should be equipped with stage II and stage III vapor recovery equipment where required by law.
- E. Motor oil, hydraulic fluid, and other lubricants should be stored either in the original manufacturer supplied container, closed drums, or bulk tanks appropriate for oil storage.
- F. Fuel and storage areas should be kept clean. Small petroleum spills and leaks should be cleaned up immediately. An adequate supply of absorbent material should be kept on hand to respond to small spills and leaks.
- G. Fuel and oil tanks should be clearly labeled with continents and NFPA hazard signs. Fuel tanks should contain "No Smoking" signs.
- H. Bulk fuel tanks should be located within secondary containment structures sufficient to contain the volume of the largest tank plus an allowance for rainwater.
- I. All fuel and oil tanks should be registered with the appropriate regulatory authorities.
- J. Fuel pumps should have a lock or other means of securing access. All fuel hoses should be equipped with a quick release coupling.
- K. Transportation of fuel shall be conducted in accordance with Federal DOT and stage highway regulations.

### **IV. Chemicals**

- A. Chemicals such as antifreeze, methanol, solvents, soaps, degreasers, etc., should be stored in a secure area, preferable indoors.

- B. When chemicals are stored in drums, the drums should be marked in accordance with Kenneth R. Poole Inc.'s Hazard Communication Program.
- C. Chemical and drum storage areas should be inspected regularly for evidence of leaks, damage to containers, and general condition of secondary containment devices.

**V. Spill Response**

- A. KRP or contractor employees who observe an unanticipated spill or release of oil or hazardous substances must take the following steps:
  - 1. Immediately notify the facility operator. If you cannot contact the facility operator, notify your supervisor.
  - 2. Make efforts to assure the safety of all personnel on site. Anyone observing the spill should act carefully, cautiously, and reasonably.
- B. The facility operator or other personnel with appropriate knowledge and experience will take action to isolate and control the source of the spill. These actions may include but are not limited to:
  - 1. Shutting in the well(s) or vessel(s).
  - 2. Closing the surface and/or subsurface (automatic or manual) safety device(s).
  - 3. Actuating emergency shutdown device(s), or ESDs.
  - 4. Actuating blowout prevent (BOP) assembly and well control system(s), or WCSs.
- C. At no time should a KRP Company employee or contractor attempt to control a spill or leak without appropriate training.
- D. Report all releases, no matter the size.