Code of Practice for Compressor and Pumping Stations and Sweet Gas Processing Plants

Effective September 30, 1996

Made under the Environmental Protection and Enhancement Act,
RSA 2000, cE-12

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5th Floor, Park Plaza
10611-98 Avenue
Edmonton, AB T5K 2P7
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CODE OF PRACTICE FOR
COMPRESSOR AND PUMPING STATIONS AND
SWEET GAS PROCESSING PLANTS

ALBERTA ENVIRONMENTAL PROTECTION

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CODE OF PRACTICE FOR COMRESSOR AND PUMPING STATIONS AND SWEET GAS PROCESSING PLANTS
ALBERTA ENVIRONMENTAL PROTECTION

Preface

1(1) The Code of Practice for Compressor and Pumping Stations and Sweet Gas Processing Plants is incorporated by the Substance Release Regulation (A.R. 124/93), under authority of section 36 of the Environmental Protection and Enhancement Act. Persons responsible for compressor and pumping stations and sweet gas processing plants affected by this Code must meet all its requirements to ensure that their activities are in compliance with Alberta's environmental laws. In addition to the requirements of this Code of Practice, persons responsible for compressor and pumping stations and sweet gas processing plants must comply with all requirements of the Environmental Protection and Enhancement Act, its associated regulations, and all other applicable laws.

(2) Persons responsible for compressor and pumping stations and sweet gas processing plants must register with Alberta Environmental Protection prior to commencing operation of a compressor and pumping station or sweet gas processing plant. Section 5 of this Code deals with registration in greater detail.

Introduction

2(1) This Code of Practice outlines the design and operating requirements that persons responsible for compressor and pumping stations and sweet gas processing plants must meet to ensure environmental protection. Persons responsible for these facilities within the Province of Alberta must comply with these requirements. Persons responsible for compressor and pumping stations or sweet gas processing plants that had an approval under the Environmental Protection and Enhancement Act and are still operating should refer to section 4 of this Code of Practice for further details on the applicability of section 7 of this Code to their facilities.

(2) Sweet gas processing plants that release industrial wastewater to the environment other than as prescribed by this Code of Practice will require an approval under the Environmental Protection and Enhancement Act. Operators should refer to the Activities Designation Regulation to determine if their activities will require an approval.

(3) Questions or concerns regarding the application or contents of this Code of Practice can be made to:

Alberta Environmental Protection
Northeast Boreal & Parkland Regions
Regional Director
5th Floor, 9820 - 106 Street
Edmonton, AB T5K 2J6
Phone: (780)427-5836
Definitions

3(1) In this Code of Practice,

(a) "air contaminant" means any solid, liquid or gas, or combination of any of them in the atmosphere resulting directly or indirectly from the activities of man;

(b) "compressor and pumping station" means a facility for the movement of a fluid by means of compression and pumping of the fluid and that has a total oxides of nitrogen emission rate of greater than 16 kilograms per hour;

(c) "facility" means a compressor and pumping station or a sweet gas processing plant;

(d) "fugitive emissions" means air contaminant emissions to the atmosphere, other than emissions of ozone depleting substances, originating from a plant source other than a flue, vent, stack, or break or rupture in process equipment;

(e) "grab sample" means an instantaneous sample of water;

(f) "industrial runoff" means surface water resulting from precipitation that falls on and traverses a facility excluding any undeveloped areas;

(g) "industrial wastewater" means the composite of liquid wastes and water-carried wastes, any portion of which results directly from an industrial process carried on at the facility;
(h) "NO\textsubscript{x}\textsuperscript{a}" means oxides of nitrogen;

(i) "plant developed area" means the areas of the facility used for the storage, treatment, processing, transport, or handling of raw material, intermediate product, by-product, finished product, process chemicals, or waste material;

(j) "process liquids" means all liquids, other than industrial wastewater, sanitary sewage and industrial runoff, used at the facility;

"representative grab sample" means a sample consisting of equal volume portions of water collected from at least 4 sites and approximately 0.25 metres below the water surface within a pond;

"sweet gas processing plant" means a plant that processes raw gas and

(i) that does not separate any sulphur compounds from the raw gas stream,

(ii) emits more than 16 kilograms per hour of oxides of nitrogen, and

(iii) does not release industrial wastewater to the environment other than by evaporation, by injection into an approved deepwell facility, or by directing the industrial wastewater to a wastewater treatment plant;

(m) "wastewater treatment plant" means a wastewater treatment plant as defined in the Wastewater and Storm Drainage Regulation (A.R. 119/93).

(2) Terms that are defined in section 1 of the Environmental Protection and Enhancement Act and in the Substance Release Regulation (A.R. 124/93) have the same meaning when used in this Code of Practice, unless otherwise defined or modified within this Code of Practice.

Code Applicability

4 The following sections deal with the application of this Code of Practice.

(1) To determine the NO\textsubscript{x} levels emitted by a facility, the person responsible shall estimate the total NO\textsubscript{x} emission using one of the following emission factors, which are listed in preferential order:

(a) the manufacturer's NO\textsubscript{x} emission factors for natural gas-driven reciprocating engines, natural gas-fired equipment, and natural gas-fired combustion turbine engines;

(b) United States Environmental Protection Agency (U.S.E.P.A.) NO\textsubscript{x} emission factors as set out in Compilation of Air Pollutant Emission

(c) the following emission factors:

(i) for natural gas-driven reciprocating engines: $1,481 \times 10^{-9}$ g/J;

(ii) for natural gas-fired combustion turbine engines: $126 \times 10^{-9}$ g/J;

(iii) for natural gas-fired steam generating units, heaters, and boilers: $99 \times 10^{-9}$ g/J;

where g/J means grams of NOx per joule of energy input to the unit.

(2) The requirements of section 7 of this Code of Practice apply to facilities that commence operations after this Code of Practice comes into effect. Persons responsible for facilities that are operating when this Code of Practice comes into effect and that had an approval under the "Environmental Protection and Enhancement Act" shall continue to operate in accordance with the conditions of that approval with respect to matters dealt with by section 7, until they expand the total natural gas-driven or natural gas-fired compression capacity of their facilities. Upon expansion of the total natural gas-driven or natural gas-fired compression capacity, the person responsible for an existing facility shall comply with the requirements of section 7.

(3) The requirements of sections 5(6) and 8(13) of this Code of Practice apply to all facilities regulated by this Code of Practice.

Registration

5(1) In addition to any information required by the Director under the "Approvals and Registration Procedure Regulation (A.R. 113/93), the person responsible shall complete the registration form attached to this Code of Practice and forward it to the Director.

(2) If a person responsible proposes at any time to make changes or additions to the NOx emission equipment at a facility, the person responsible shall provide the Director with additional information about these proposed changes or additions by completing and submitting the applicable portions of the form attached to this Code of Practice.

(3) If a person responsible proposes at any time to make significant modifications to industrial wastewater, industrial runoff, or sanitary sewage management at a facility, the person responsible shall provide the Director with additional information about these proposed modifications by completing and submitting the applicable portions of the form attached to this Code of Practice.

Person Responsible's Duty

6 The person responsible shall comply with all requirements of this Code of Practice.
Air Pollution Control Technology Requirements and Operational Requirements

7(1) New or additional natural gas-driven engines and natural gas-fired combustion turbines at a facility shall meet the following requirements for low NOx emission technology.

(a) All new or additional natural gas-driven reciprocating engines of a size greater than 600 kW at full load, and all expansions of facilities that were operating when this Code of Practice comes into effect where the installed unit size or combined installation size is greater than 600 kW at full load, shall emit less than 6 grams NOx/kW/h.

(b) The person responsible may use any technology to achieve the NOx level indicated in section 7(1)(a). Technologies such as catalytic converters or used reciprocating engines rebuilt to the low NOx criterion shall be evaluated to ensure that these technologies can meet the low NOx criterion. The person responsible shall discuss this evaluation with the Director, and the evaluation may include, but is not limited to:

(i) tests by the United States Environmental Protection Agency or an independent laboratory;

(ii) general acceptance of the technology in other jurisdictions;

(iii) certification by the person responsible or rebuilders of a retrofitted used reciprocating engine that the engine has been rebuilt to meet the low NOx criterion.


(2) A facility shall not exceed a nitrogen dioxide level in the ambient air of either 400 micrograms per cubic metre at reference conditions of 25 degrees Celsius and 1 atmosphere or 0.21 ppm as a 1-hour average concentration on a design basis as predicted by dispersion modelling.

(3) The person responsible shall carry out dispersion modelling in accordance with the following requirements.

(a) Dispersion modelling shall be carried out in accordance with the most recent edition of Air Quality Model Guidelines, published by Alberta Environmental Protection.

(b) All other significant NOx sources within 0.5 kilometres of a facility shall be identified and included in the modelling assessment.
(c) The engine exhaust stack height shall be determined by using the lesser of 1.2 times of the peak height of the building or the height as determined using the dispersion model. In no case should the engine exhaust stack height be less than the building peak height.

(d) For natural gas-driven reciprocating engines, the lower of either the manufacturer's maximum engine power rating or the power rating at 1,000 rpm, corrected for facility elevation shall be used to determine total NOx emission.


(f) Intermittent NOx emissions from standby equipment used only for emergency purposes may be omitted from the NOx calculation. Standby or emergency equipment does not include equipment idle as a result of over-design or temporary reductions in throughput but refers to equipment used only as a temporary substitute for a normally operating unit. The person responsible may choose to exclude NOx emissions from flare stacks and pits from the NOx calculation.

(g) NOx emissions from steam generating units, heaters and boilers shall be determined from the manufacturer's rating or the United States Environmental Protection Agency rating factors as set out in Compilation of Air Pollutant Emission Factors, Publication AP-42, Fifth Edition, January 1995, and maximum heat inputs. Such emissions shall not be included in the calculations if their combined contribution to the total NOx emission is less than 3 percent. However, they shall be calculated in any emission inventory.

(4) The person responsible shall minimize fugitive emissions to prevent adverse effects.

Industrial Wastewater Management

8(1) All industrial wastewater and process liquids in above ground or below ground storage tanks that are installed after January 1, 1996 shall be contained in accordance with the most recent edition of Storage Requirements for the Upstream Petroleum Industry, (Guide G-55), published by the Alberta Energy and Utilities Board.

(2) Effective January 1, 2000, above ground storage tanks for the storage of industrial wastewater and process liquids that have been installed prior to January 1, 1996 shall meet one of the following containment requirements.

(a) The person responsible shall provide the tanks with a dyke with a
capacity of 100 percent of the largest tank within the dyked area;

(b) The person responsible shall upgrade the tanks to comply with the requirements of the most recent edition of *Storage Requirements for the Upstream Petroleum Industry*, (Guide G-55), published by the Alberta Energy and Utilities Board; or

(c) The person responsible shall use an alternate containment system authorized in writing by the Director under section 8(3).

(3) Where a person responsible seeks to use an alternate containment system under section 8(2)(c), the person responsible shall obtain prior written authorization from the Director for the proposed alternate containment system. The person responsible shall apply in writing to the Director and shall provide the following information:

(a) the reason why the above ground storage tank cannot be dyked in accordance with sections 8(2)(a) or (b);

(b) information on the above ground storage tank and its contents, including

(i) the storage tank size and capacity,

(ii) the material of which the storage tank is constructed,

(iii) the contents of the storage tank, and

(iv) a plan drawing showing the tank location at the facility.

(4) The person responsible shall dyke or otherwise contain areas of potential spills or leaks in a manner that will prevent adverse effects.

(5) The person responsible shall dispose of industrial wastewater

(a) by evaporation,

(b) by injection into a deepwell facility approved by the Alberta Energy and Utilities Board, or

(c) at a wastewater treatment plant approved by Alberta Environmental Protection.

(6) The person responsible shall record the amounts of industrial wastewater disposed of and the method and location of disposal.

(7) Where industrial wastewater or process liquids are stored in a pond or impoundment constructed after this Code of Practice comes into effect, the following requirements shall be met.

(a) The pond or impoundment shall have a double liner system,
consisting of a top geomembrane liner and a bottom geomembrane or clay liner. The liner system shall be constructed of materials with chemical properties, strength and thickness that will prevent liner system failure.

(i) Any bottom clay liner shall be constructed of either at least 1 metre of compacted soil material with a hydraulic conductivity no greater than 1 x 10^{-7} centimetres/second, or a manufactured liner that will provide equivalent protection.

(ii) Where hazardous wastes or hazardous chemicals are stored in a pond or impoundment, the bottom liner shall be a composite liner constructed of a geomembrane underlain by either at least 1 metre of compacted soil material with a hydraulic conductivity no greater than 1 x 10^{-7} centimetres/second or a manufactured liner that will provide equivalent protection.

(b) The pond or impoundment shall have a leak detection and collection system immediately above the bottom liner for early detection of leaks through the top liner.

(i) The drainage layer of the leak detection and collection system shall have a minimum slope of 1 percent, and shall be constructed of either granular material with a hydraulic conductivity of 1 x 10^{-1} centimetres/second and a thickness of at least 0.30 metres or synthetic drainage material that will achieve drainage flow rates equivalent to granular drainage layers.

(ii) The leak detection and collection system shall include a leak collection sump to collect and remove all liquids from the drainage layer without accumulation.

(iii) The leak collection sump shall include equipment capable of recording the liquid volume within the sump. The person responsible shall record the total volume of liquids removed or returned from the sump to the pond on a monthly basis.

(c) The person responsible shall install, maintain and annually monitor at least 1 groundwater monitoring well within 10 metres of the hydraulically downgradient side of the pond or impoundment.

(8) Where industrial wastewater or process liquids are stored in a pond or impoundment constructed before this Code of Practice comes into effect, the following requirements shall be met.

(a) Effective January 1, 2000, the person responsible shall install, maintain and annually monitor groundwater monitoring wells around each pond or impoundment, with at least 1 monitoring well within 10 metres of each of the 4 sides of the pond or impoundment.
(b) The person responsible shall have the pond or impoundment liner inspected every 5 years by a person qualified to do such an inspection. Where the inspection reveals liner perforations or deterioration, the person responsible shall either repair the perforations or deterioration before returning the pond to service, or upgrade the pond or impoundment to meet the requirements of section 8(7).

(c) If groundwater contamination is discovered in the vicinity of the pond or impoundment, the person responsible shall, in addition to complying with the requirements of Part 4, Division 1 of the Environmental Protection and Enhancement Act, either remove the pond or impoundment from service, or upgrade the pond or impoundment to meet the requirements of section 8(7).

(9) The person responsible shall develop an action leakage rate for each pond or impoundment constructed or upgraded to meet the requirements of section 8(7) in accordance with the most recent edition of *Action Leakage Guideline*, published by Alberta Environmental Protection.

**Industrial Runoff Management**

9(1) The person responsible shall minimize runoff originating off the facility from flowing across the plant developed area.

(2) The person responsible for a facility that commences operations after this Code of Practice comes into effect shall incorporate one of the following industrial runoff management plans into the design and operation of the facility. The person responsible shall take into account the site topography, soil permeability, rainfall statistics, concerns of adjacent landowners, proximity to nearby waterbodies, and potential sources of contamination at the site in choosing an industrial runoff management plan.

(a) The person responsible shall control industrial runoff from the plant developed area using ditching or berms so that industrial runoff is only released from the site at points where there are facilities or site features for the containment of spills of process liquids or industrial wastewater, such as culverts with valves or small pits for the containment and recovery of any spills. The site shall be graded to minimize erosion and flooding.

(b) The person responsible shall install and operate an industrial runoff pond for collection of industrial runoff from the plant developed area. The pond shall, at a minimum, have a clay liner or recompacktion of in-situ clay with a hydraulic conductivity no greater than $1 \times 10^{-7}$ centimetres/second. The pond shall be designed to control the rainfall resulting from a 1-in-10 year, 24 hour rainfall. The pond design and operation shall incorporate facilities or procedures to separate floatables such as oil.
(3) Where a facility uses an industrial runoff pond, the following requirements apply to the release of industrial runoff from the pond.

(a) The person responsible shall obtain and analyze representative grab samples of water within the pond for the parameters listed in Table 1 prior to release.

(b) Industrial runoff shall not be released until it meets the parameters set out in Table 1, and shall be released in a controlled manner that will not cause flooding or erosion.

(c) The person responsible shall sample the industrial runoff during release at the frequency set out in Table 1, where the release takes place over more than 1 day.

(d) Where the industrial runoff significantly exceeds any of the parameters set out in Table 1 during release, the person responsible shall immediately stop the release of industrial runoff.

Table 1
Industrial Runoff Levels

<table>
<thead>
<tr>
<th>PARAMETER</th>
<th>PARAMETER OR CONCENTRATION LEVELS</th>
<th>FREQUENCY OF MEASUREMENT OR SAMPLING DURING RELEASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discharge Volume</td>
<td>---</td>
<td>Daily</td>
</tr>
<tr>
<td>pH</td>
<td>6.0-9.5 Units</td>
<td>Daily</td>
</tr>
<tr>
<td>Oil and Grease</td>
<td>no visible sheen</td>
<td>Daily</td>
</tr>
<tr>
<td>Total Suspended Solids</td>
<td>25 mg/l</td>
<td>Weekly</td>
</tr>
<tr>
<td>Chemical Oxygen Demand</td>
<td>50 mg/l</td>
<td>Weekly</td>
</tr>
<tr>
<td>Ammonia Nitrogen</td>
<td>5 mg/l</td>
<td>Weekly</td>
</tr>
<tr>
<td>Chloride</td>
<td>500 mg/l</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

(4) The person responsible shall not dispose of industrial runoff by deepwell injection unless

(a) it is used to maintain reservoir pressure, or

(b) the person responsible obtains prior written authorization from the Director. The person responsible shall apply in writing to the Director for such authorization, and shall demonstrate that the industrial runoff cannot economically be treated to meet the parameters set out in Table 1 for surface release.

Sanitary Sewage Management
10(1) The person responsible shall direct sanitary sewage to a system designed, constructed and operated in accordance with the most recent edition of *Sanitary Sewage Management Guidelines for Industrial Operations*, published by Alberta Environmental Protection.

(2) Effective January 1, 2000, where sanitary sewage is directed to a sewage lagoon, the person responsible shall install, maintain and annually monitor groundwater monitoring wells, with at least 1 monitoring well within 10 metres of each of the 4 sides of the sewage lagoon.

**Wastewater Requirements - General**

11(1) For each measurement of industrial runoff, groundwater or sanitary sewage taken, sample collected or analysis made in accordance with this Code, the person responsible shall record and retain the following information:

(a) the exact place and time of sampling;

(b) the type of sample collected;

(c) the name of the person who collected the sample;

(d) the dates analyses of the sample were performed;

(e) the names of the laboratory and person who performed the analyses of the sample;

(f) the analytical techniques, procedures, or methods used; and

(g) the results of the analyses.

(2) The person responsible shall conduct analysis of industrial runoff, groundwater and sanitary sewage samples according to the most recent edition of *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association, American Water Works Association, and the Water Environment Federation.

(3) The person responsible may use methods of analysis equivalent to those set out in section 11(2) provided that the person responsible has obtained prior written authorization from the Director.

(4) The person responsible shall preserve, store and handle all samples collected in accordance with this Code to ensure validity of the samples.

(5) The person responsible shall ensure that all samples collected in accordance with this Code are analyzed in a laboratory that has documented quality assurance and quality control programs, and shall provide supporting documentation to Alberta Environmental Protection upon request.

(6) Where
(a) a facility operating when this Code of Practice comes into effect was required to carry out groundwater monitoring under the terms and conditions of an approval under the *Environmental Protection and Enhancement Act*,

(b) the person responsible is otherwise required by this Code of Practice to carry out groundwater monitoring, or

(c) the person responsible is notified in writing by the Director that a groundwater monitoring program shall be developed and put into place at a facility by a specified date,

the person responsible shall develop and put into place a groundwater monitoring program that will provide the information required by section 11(7).

(7) Where required by section 11(6) to develop and implement groundwater monitoring, the person responsible shall compile an annual groundwater monitoring report for the calendar year from January 1 to December 31, and shall complete the report by April 14 of the following year. The annual groundwater monitoring report shall include the following information:

(a) the legal description of the facility and a map illustrating the facility boundaries;

(b) a topographic map of the facility;

(c) a description of the industrial activity and processes at the facility;

(d) a map showing the location of surface water and groundwater users within a 5 kilometre radius of the facility;

(e) a general hydrogeological characterization of the region within a 5 kilometre radius of the facility;

(f) a detailed hydrogeological characterization of the facility;

(g) a geological cross-section of the facility;

(h) a map of surface drainage patterns at the facility;

(i) a map of groundwater monitoring well locations and a description of any existing groundwater monitoring program for the facility;

(j) a summary of any changes to the groundwater monitoring program made since the last annual groundwater monitoring report;

(k) analytical data and information recorded under section 11(1);

(l) a summary of groundwater levels within groundwater monitoring wells and an interpretation of changes in these groundwater levels;

(m) an interpretation of groundwater flow patterns;
(n) an interpretation of the analytical results, including

(i) diagrams indicating the location of any contamination identified,

(ii) probable sources of contamination, and

(iii) the extent of contamination identified;

(o) a summary and interpretation of data collected since the commencement of groundwater monitoring at the facility, including

(i) control charts indicating trends in contaminant concentrations, and

(ii) the migration of contaminants;

(p) a description of

(i) contaminated groundwater remediation techniques employed or proposed,

(ii) source elimination measures employed or proposed,

(iii) risk assessment studies undertaken, and

(iv) risk management studies undertaken;

(q) a sampling schedule for the following year;

(r) proposals for remediation, risk assessment or risk management of identified contamination.

Record Keeping

12 The person responsible shall retain all data and other information recorded and all reports compiled in compliance with this Code at the facility for 5 years from its being recorded or compiled, and shall make all records and reports available for inspection by Alberta Environmental Protection upon request.

Reporting

13 The person responsible shall immediately report any contraventions of this Code of Practice by telephone to the Director of Pollution Control Division at (403) 422-4505. The Director of Pollution Control Division may require the person responsible to provide a further written report of any contravention.

Code Amendment

14 This Code of Practice will be reviewed every 10 years beginning in 2006. Alberta Environmental Protection will accept and compile written comments on the contents of this Code at any time, and will review all comments received at
the next 10 year review. The Director may institute a review and amendment of this Code of Practice at any time. All proposed amendments to this Code of Practice will be reviewed by government, the industry, and the interested public. The Director shall have the final decision on amendments made to this Code of Practice. Amendments to this Code of Practice shall become effective when published by Alberta Environmental Protection.

Effective Date

15 This Code of Practice is effective September 30, 1996.
1. **ADMINISTRATIVE**

   - **Company Name:**
   - **(legal incorporated name):**
   - **Operating Name:** (if different than above)
   - **Mailing Address:**
   - **Plant Name:**
   - **Legal Land Description:**
   - **Contact Person:**
   - **Phone Number:**
   - **Fax Number:**

2. **APPROVALS**

   - **(legal incorporated name):**
   - **(a) Has the station/plant ever previously received an environmental approval? If so, provide the approval number:**
   - **(b) Have there been any equipment changes since the issuance of the approval that affect substance release to the environment? (Y/N)**
   - **Provide information (or amendment information) as requested in Section 3 & 4.**
3. **AIR EMISSION EQUIPMENT INVENTORY/STACK (INITIAL AND/OR AMENDMENT) DATA**

<table>
<thead>
<tr>
<th>Source ID &amp; Type (including engine make &amp; model no.)</th>
<th># of Sources</th>
<th>Rating (kW)</th>
<th>Low NOx Engine (Y/N)</th>
<th>NOx Emission Factor (g/kW_hr)</th>
<th>Stack Height (m)</th>
<th>Stack Diameter (m)</th>
<th>Exit Velocity (m/s)</th>
<th>Exit Temperature (?C)</th>
<th>NOx Emission (tonnes/day)</th>
</tr>
</thead>
</table>

Maximum Ground Level Concentration (MGLC) NO2: ____________________________ ppm

Dispersion Model Used: __________________________________________________

Total NOx Emission: __________________________________________ (tonnes/day)

Processing/Compression Capacity: _______________________________________

4. **INDUSTRIAL WASTE WATER INFORMATION (OR AMENDMENT INFORMATION) REQUIREMENTS**

   a) Provide a list of current and former landfills, pits, ponds, impoundments, and lagoons. For each of these describe the contents, volume, and liner systems.

   b) Indicate whether the site has or will have a groundwater monitoring system and provide a description.
NOTE: If registering changes, provide only the amendments (not all previously submitted information).

I acknowledge that I have reviewed a copy of the Code of Practice for Compressor and Pumping Stations and Sweet Gas Processing Plants, and that I am bound by the provisions of this Code of Practice, and any subsequent amendments to it.

Signature of Person Responsible  Date

For office use only:

Date Received: ______________________

Registered by: ______________________

Director's Signature/Title  Date

Registration Number: ______________________