

# GUIDELINES

for

## Environmental Preview Report

for the

### *Come By Chance Refinery Efficiency and Flexibility Project*

**Honourable Derrick Bragg**

Minister

Department of Municipal Affairs and Environment

December 6, 2019

Registration No. 2042

## **ENVIRONMENTAL PREVIEW REPORT GUIDELINES**

The following guidelines are intended to assist the proponent, NARL Refining Limited with the preparation of the Environmental Preview Report (EPR) for the Come By Chance Refinery Efficiency and Flexibility Project. The EPR is a report that presents the results of an investigation based on readily available information that supplements the information already provided by the proponent upon registration of the undertaking. The purpose of the information in the EPR is to assist the Minister of Municipal Affairs and Environment in making a determination as to whether an Environmental Impact Statement (EIS) will be required for the proposed undertaking. The EPR is expected to be as concise as possible while presenting the comprehensive information necessary to make an informed decision.

The EPR should include and update the information provided in the original registration and focus on the information gaps identified during the government and public review of the registration. The EPR should address the information gaps in sufficient detail to enable the Minister of Municipal Affairs and Environment to make an informed decision as to the potential for significant environmental effect from the undertaking.

The contents of the EPR should be organized according to the following format:

### **1. NAME OF UNDERTAKING:**

The undertaking has been assigned the Name “Come By Chance Refinery Efficiency and Flexibility Project.”

### **2. PROPONENT:**

Name the proponent and the corporate body, if any, and state the mailing and e-mail address.

Name the chief executive officer if a corporate body, and telephone number, fax number and e-mail address.

Name the principal contact person for purposes of environmental assessment and state the official title, telephone number, fax number and e-mail address.

### **3. THE UNDERTAKING:**

State the nature of the project.

State the purpose/rationale/need for the project. If the proposal is in response to an established need, this should be clearly stated. Identify needs that are immediate as well as potential future needs.

#### 4. DESCRIPTION OF THE UNDERTAKING:

Provide complete information concerning the preferred choice of location, design, construction standards, maintenance standards, etc.

##### 4.1 Geographical Location / Physical Components / Existing Environment:

- Provide an accurate description of the proposed site, access road, facilities and equipment, including GPS location coordinates. Attach an original base map (i.e. 1:25,000 scale) and/or recent air photos.
- Provide information regarding ownership and/or zoning of the land upon which the project is to be located and any restrictions imposed by that ownership or zoning, including municipal ownership/zoning, Crown, and private land.
- Provide mapping and information on any waterbodies in the vicinity of the proposed site, delineated drainage areas and any discharge points to land or water.

##### 4.2 Construction:

State the time period in which proposed construction will proceed (if staged, list each stage and its approximate duration) and proposed date of first physical construction-related activity.

The details, materials, methods, schedule, and location of **all** planned construction activities must be presented, including:

- the size, dimensions, and detail drawings of:
  - the pre-fractionation column,
  - heat exchangers,
  - overhead drum system, and
  - the overhead condensers.
- Elaborate/quantify the “slight increase in the flow to the Sour Water Stripper” and its impact on storage and treatment.
- Provide the current and the maximum hydraulic capacity of the wastewater treatment plant, and the new volume that will be added to be treated in the wastewater treatment plant.
- Describe the Best Available Control Technology to be used.
- Describe the updates to the NARL Waste Management Plan.

### **4.3 Operation and Maintenance:**

All aspects of the operation and maintenance of the proposed development should be presented in detail, including:

- The 40% reduction in SO<sub>2</sub> emissions needs to be quantified with details explaining as to how this will be accomplished and whether it will be on a permanent basis.

## **5. ALTERNATIVES**

Alternative means of carrying out the project to meet the stated purpose and rationale must be provided.

The EPR must identify and describe alternative means and locations of carrying out the project that are technically and economically feasible.

## **6. POTENTIAL ENVIRONMENTAL EFFECTS and MITIGATION:**

Potential environmental effects associated with the construction and operation of the refinery efficiency and flexibility project including, but are not limited to, the following:

- water quality for nearby communities,
- noise (construction, traffic) for nearby communities, and
- air quality for nearby communities.

Describe the environmental monitoring being undertaken for the site, including:

- location (air, water, climate, etc.), and
- parameters (manual or automatic).

## **7. EMPLOYMENT and TRAINING:**

- Clarification on the hiring arrangements for occupations listed in the construction phase.

A commitment to develop a Benefits Agreement that meets the approval of the Minister of Natural Resources, prior to the commencement of site activities. The Benefits Agreement must also include a Gender Equity and Diversity Plan (GEDP) that meets the requirements of the Minister for the Status of Women. The proponent is required to finalize the Benefits Agreement and GEDP and obtain Ministerial approval prior to the commencement of site activities, should the project be released from environmental assessment.

The GEDP should be designed to improve employment and training opportunities for women and other underrepresented groups. The GEDP should acknowledge

support for an annual report and meeting with departmental representatives to discuss any issues with designing and implementing the plan.

It is recommended that the proponent contact the Department of Natural Resources and the Office for the Status of Women for support in developing the Benefits Agreement and the GEDP in order to ensure that commitments and accountability measures that promote the employment and leadership of women throughout the project are in place.

**8. PROJECT- RELATED DOCUMENTS:**

Provide a bibliography of all project-related documents already generated by or for the proponent (e.g., feasibility study, engineering reports, etc).

**9. PUBLIC INFORMATION MEETING:**

An Open House Public Information Session shall be held at a place adjacent to or in the geographical area of the undertaking, or as the minister may determine, in order to:

- a) provide information concerning the undertaking to the people whose environment may be affected by the undertaking; and
- b) record and respond to the concerns of the local community regarding the environmental effects of the undertaking.

You are required to notify the Minister and the public of the scheduled meeting **not fewer than 7 days** before that meeting. Public concerns shall be addressed in a separate section of the EPR.

Protocol for these public sessions will comply with Section 10 of the Environmental Assessment Regulations, 2003. Public notification specifications are outlined in Appendix A.

**10. APPROVAL OF THE UNDERTAKING:**

Provide a complete list of the main permits, licences, approvals, and other forms of authorization required for the undertaking, together with the names of the authorities responsible for issuing them (e.g., federal government department, provincial government department, municipal council, etc.).

The required 6 copies of the EPR, and an electronic version for posting to the Environmental Assessment website, should be sent together with a covering letter to:

Minister  
Municipal Affairs and Environment  
P.O. Box 8700  
St. John's NL A1B 4J6

## APPENDIX A

### Public Notices

Under the provisions of the Environmental Assessment Regulations 2003, Section 10, and where the approved Guidelines require a public information session(s), the following specified public notification requirements must be met by the proponent prior to each meeting:

#### **PUBLIC NOTICE**

Public Information Session on the Proposed

*Name of undertaking*  
*Location of undertaking*

shall be held at  
*Date and Time*  
*Location*

This session shall be conducted by the Proponent,  
*Proponent name and contact phone number,*  
as part of the environmental assessment for this Project.

The purpose of this session is to describe all aspects of the proposed Project, to describe the activities associated with it, and to provide an opportunity for all interested persons to request information or state their concerns.

**ALL ARE WELCOME**

#### **MINIMUM INFORMATION CONTENT OF PUBLIC ADVERTISEMENT**

- Minimum newspaper ad size: 2 column widths. Minimum posted ad size: 7" x 5"
- Minimum newspaper ad coverage: Weekend preceding meeting and 3 consecutive days prior to meeting date; to be run in newspaper locally distributed within meeting area or newspaper with closest local distribution area.
- Minimum posted ad coverage: Local Town or City Hall or Office, and local Post Office, within town or city where meeting is held, to be posted continually for 1 full week prior to meeting date.