



U.S. Department  
of Transportation

**Pipeline and Hazardous  
Materials Safety Administration**

1200 New Jersey Avenue, S.E.  
Washington, D.C. 20590

*The following Oil Spill Response Plan has been submitted to the Department of Transportation (DOT) Pipeline Hazardous Materials Safety Administration (PHMSA) in HyperText Markup Language (HTML) format, and has since been converted to Portable Document Format (PDF) form. Any hyperlink included in the PDF file is NOT functional, and materials referenced in the links have been attached as an addendum at the end of the document.*

**Mid America District  
Pipeline Emergency Response Plan**

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Pipeline Emergency Response Plan**

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Pipeline Emergency  
Response Plan**

**8230 Whitcomb St  
Merrillville, IN 46410**

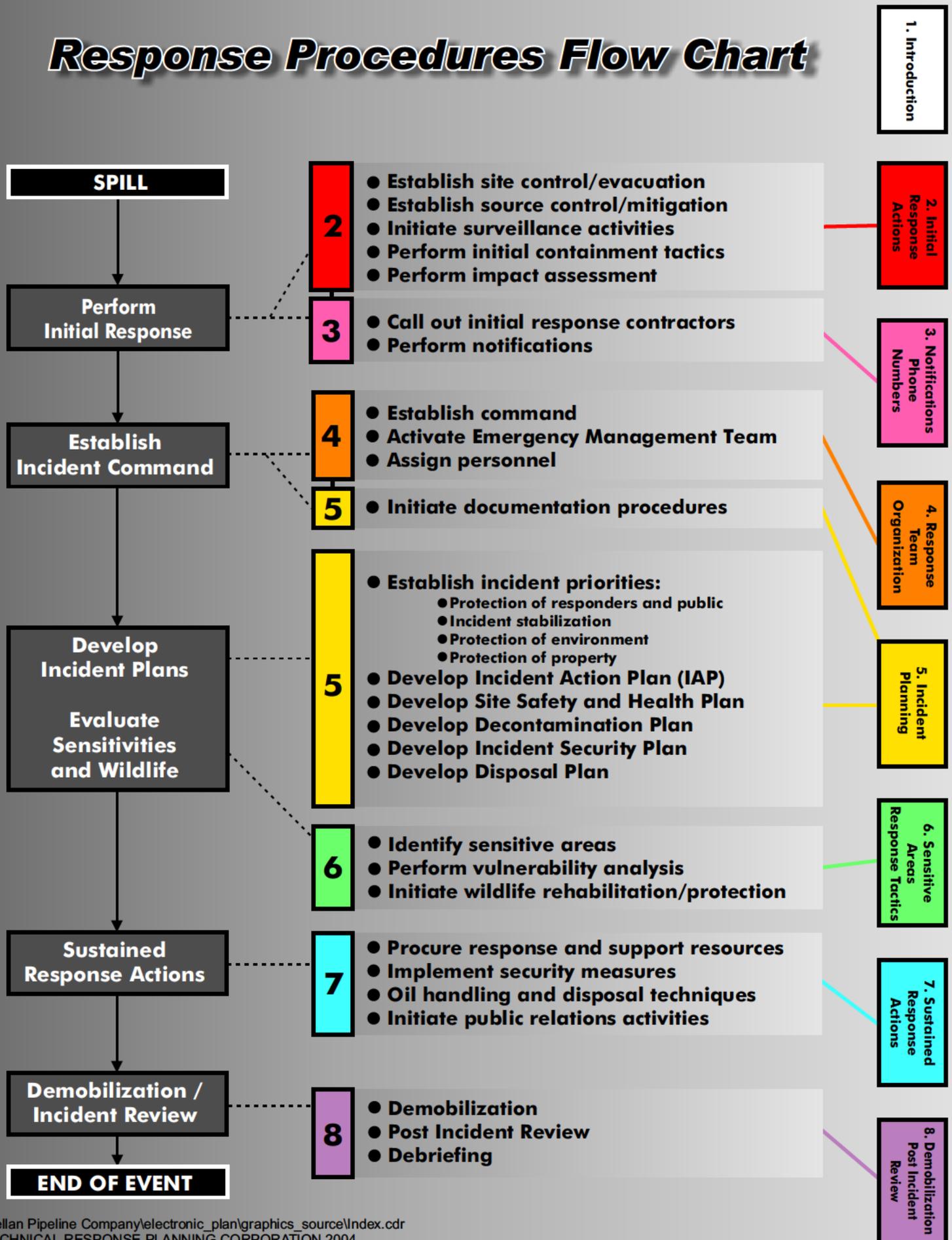
Developed by:



*TECHNICAL RESPONSE PLANNING*  
CORPORATION

9720 Cypresswood Drive #340 • Houston, Texas 77070 USA • Tel: 281-955-9600 • Fax: 281-955-0369 • info@trpcorp.com • www.trpcorp.com

# Response Procedures Flow Chart



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8/31/2009	Section 2.7, Section 3 Figure 3.1-4, Appendix B.1.1 Figure B.1.2	Illinois LEPC external notifications updated
9/1/2009	Section 2.7, Section 3 Figure 3.1-4, Appendix B.1.1 Figure B.1.2	Missouri LEPC external notifications updated
9/10/2009	Section 3 Figure 3.1-3, Appedix A Figure A.2-3 and ERAP Figure 3-2	Updated O&M Heavy Maintenance Team Leader
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9/16/2009	Section 2.7, Section 3 Figure 3.1-4, Appendix B.1.1 Figure B.1.2	External Notifications County Agencies Updates (IL-Kendall, Lee, Madison, Ogle, Stephenson, Will) ~ Brenda Patton

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9/17/2009	Section 2.7, Section 3 Figure 3.1-4, Appendix B.1.1 Figure B.1.2	External Notifications State & County Agencies Updates (IA-Adams, Appanoose, Clayton, Dallas, Delaware, Dubuque, Fayette, Fremont, Howard, Iowa Johnson, Jones, Keokuk, Linn, Madison) ~ Brenda Patton
9/18/2009	Section 2.7, Section 3 Figure 3.1-4, Appendix B.1.1 Figure B.1.2	External Notifications County Agencies Updates (IA-Madison, Mills, Page, Polk, Pottawattamie, Taylor, Union, Wapello, Washington, Winneshiek) ~ Brenda Patton
9/18/2009	Section 2.7, Section 3 Figure 3.1-4, Appendix B.1.1 Figure B.1.2	External Notifications State & County Agencies Updates (MO-Andrew, Atchison, Buchanan) ~ Brenda Patton
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9/21/2009	Section 2.7, Section 3 Figure 3.1-4, Appendix B.1.1 Figure B.1.2	External Notifications Updates (USCG Classified OSRO's, Non- Classified OSRO's, Storage Facilities) ~ Brenda Patton
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5/27/2010	PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   External Notifications	Added fax number for Milan Station Galt, MO ~ Brenda Patton
8/24/2010	1 - PHMSA   7 - Sustained Response Actions   7.1 Response Resources   7.1.1 Response Equipment	Deleted Pipeline Spill Response Trailer and Equipment at Des Moines Terminal, IA ~ Brenda Patton
10/13/2010	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   Company Personnel	Company Personnel Updates ~ Brenda Patton
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10/27/2010	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   External Notifications	External Notifications County Agencies Updates (MO-Andrew, Atchison, Buchanan, Caldwell, Clay) ~ Dennis Onka
10/28/2010	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   External Notifications	External Notifications County Agencies Updates (IA-Davis, Delaware, Dubuque, Fayette, Fremont, Howard, Iowa, Johnson, Jones, Keokuk) ~ Brenda Patton
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12/8/2010	1 - PHMSA   2 - Initial Response Actions   Figure 2-1 - Initial Response Action Guidelines	
12/8/2010	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   Company Personnel	
12/9/2010	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   Company Personnel	
1/19/2011	1 - PHMSA   2 - Initial Response Actions   2.7 Fire Pre Plans	
1/19/2011	1 - PHMSA   2 - Initial Response Actions   2.7 Fire Pre Plans	
1/19/2011	1 - PHMSA   2 - Initial Response Actions   2.7 Fire Pre Plans	
1/19/2011	1 - PHMSA   2 - Initial Response Actions   2.7 Fire Pre Plans	
1/19/2011	1 - PHMSA   2 - Initial Response Actions   2.7 Fire Pre Plans	

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2/15/2011	1 - PHMSA   6 - Sensitive Areas / Response Tactics   6.8 Waterway / HCA Upload and Tactical Sites   Waterway / HCA Upload	
2/15/2011	1 - PHMSA   6 - Sensitive Areas / Response Tactics   6.8 Waterway / HCA Upload and Tactical Sites   Tactical Sites	
3/31/2011	1 - PHMSA   1 - Introduction   Figure 1-3 - Information Summary   Zone Information	
4/15/2011	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   Company Personnel	
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4/15/2011	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   Company Personnel	
4/15/2011	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   Company Personnel	
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5/2/2011	1 - PHMSA   B - Contractor Response Equipment   B.1 Cooperatives and Contractors   B.1.1 OSRO Classification	
5/2/2011	1 - PHMSA   7 - Sustained Response Actions   7.1 Response Resources   Figure 7.1-1 - Regional Company and Response Contractor's Equipment List / Response Time	
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5/2/2011	1 - PHMSA   7 - Sustained Response Actions   7.1 Response Resources   Figure 7.1-1 - Regional Company and Response Contractor's Equipment List / Response Time	
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6/14/2011	1 - PHMSA   3 - Notifications / Telephone Numbers   3.1 Emergency Information and Notification Procedures   Figure 3.1-4 - Notifications and Telephone Numbers   USCG Classified OSRO?s / Non-Classified OSRO?s	
6/14/2011	1 - PHMSA   B - Contractor Response Equipment   B.1 Cooperatives and Contractors   B.1.1 OSRO Classification	
6/14/2011	1 - PHMSA   7 - Sustained Response Actions   7.1 Response Resources   Figure 7.1-1 - Regional Company and Response Contractor's Equipment List / Response Time	
7/5/2011	1 - PHMSA   1 - Introduction   Figure 1-3 - Information Summary   Line Sections	Removed Burlington-Council Bluffs, Burlington-Des Moines, Milan-Sugar Creek, Sugar Creek-Burlington Junction and Ottumwa Lateral.
7/8/2011	1 - PHMSA   1 - Introduction   1.5 Agency Submittal / Approval Letters	

## **SECTION 1 INTRODUCTION**

Last revised: July 2011

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**Figure 1-1 - Record of Changes**

**Figure 1-2 - Distribution List**

**Figure 1-3 - Mid America District Information Summary**

**Figure 1-4 - Pipeline System Overview Map**

**Figure 1-5 - Mid America District Map**

**1.1 Purpose / Scope of Plan**

**1.2 Plan Review and Update Procedure**

**1.3 Certification of Adequate Resources**

**1.4 Management of Change Request Form**

**Figure 1.4-1 - Management of Change Request Form**

**1.5 Agency Submittal / Approval Letters**



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**FIGURE 1-1 - RECORD OF CHANGES**

Plan review and modifications will be initiated and coordinated by the District Health, Safety, and Environmental Coordinator. Refer to the Table of Contents for the Record of Changes.

**FIGURE 1-2 - DISTRIBUTION LIST**

<b>PLAN HOLDER</b>	<b>ADDRESS</b>	<b>NUMBER OF PAPER COPIES</b>	<b>NUMBER OF ELECTRONIC COPIES</b>
BP Pipelines N.A. Inc	28100 Torch Parkway Warrenville, IL 60555		
Brad Robey	8230 Whitcomb Merrillville, IN 46410	0	0
David Miller	1000 N. Sterling Sugar Creek, MO 64054	0	0
Jim Lutter	1000 N. Sterling Ave. Sugar Creek, MO 64054	0	0
Joe Estep, District Operations Manager, U.S. Pipelines & Logistics	8320 Whitcomb St Merrillville, IN 46410	0	0
Mike Cunningham	1000 N. Sterling Sugar Creek, MO 64054	0	0
Michael Cunningham - Area Manager Midwest Terminals	28100 Torch Parkway Warrenville, IL 60555	0	0

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**FIGURE 1-3 - Mid America District INFORMATION SUMMARY**

<b>Owner/Operator:</b>	BP Pipelines N.A. 150 W. Warrenville Rd Naperville , IL 60563	
<b>Zone Name:</b>	Mid America District	
<b>Zone Mailing Address:</b>	8230 Whitcomb St Merrillville, IN 46410	
<b>Zone Telephone/Fax:</b>	Phone: (219) 736-5866 / Fax: (219) 736-3819	
<b>Qualified Individuals:</b>	Joseph T. Estep Divestment Operations Manager, U.S. Pipelines & Logistics (219) 472-2325 (Office) (219) 617-5263 (Mobile)	8230 Whitcomb Street Merrillville, IL 46410
	Michael Cunningham Area Manager Midwest Terminals (630) 536-2642 (Office) (816) 308-2023 (Mobile)	150 West Warrenville Road Naperville, IL, 60563, IL 60563
	Tim Smith Area Manager, East of Rockies Pipelines (630) 536-2180 (Office) (b) (6) (630) 606-1404 (Mobile)	150 West Warrenville Road Naperville, IL 60563
	Wayne Venter Operations & Maintenance Team Leader (563) 556-2561 ext 10 (Office) (b) (6) (630) 605-1661 (Mobile)	15393 Old Highway Road Peosta, IA 52068
	Dan Liccardi Damage Prevention Team Leader, Freeman, MO (816) 899-5637 (Office) (708) 878-7737 (Mobile)	700 E. Main St. Freeman, MO 64746
	Katherine Reed Damage Prevention Team Leader, Merrillville, IN (219) 472-2406 (Office) (b) (6) (219) 629-0745 (Mobile)	Merrillville, IN

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**FIGURE 1-3 - MID AMERICA DISTRICT INFORMATION SUMMARY, CONTINUED**

Storage Facilities with Breakout Tanks	Name	Location	# of Tanks	Largest Tank (bbls)
	Manhattan Products	15600 Bruns Road Manhattan, IL 60442	5	(b) (7)(F)
Milan Station Galt Missouri	22195 Alan Drive Galt, MO 64641	4		

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**FIGURE 1-3 - MID AMERICA DISTRICT INFORMATION SUMMARY, CONTINUED**

<b>Line Sections/ Products Handled: (Refer to Product Characteristic and Hazards, FIGURE C.6-1)</b>	<b>Section</b>	<b>Product</b>	<b>Diameter</b>
	Dubuque-Harper	Refined Products	12"
	Dubuque-Spring Val	Refined Products	10"
	Harper-Milan	Refined Products	12"
	LaPlata-Milan	Refined Products	12"
	Lemont-Chicago Terminal	Refined Products	8"
	Madisonville-LaPlata	Refined Products	12"
	Manhattan So-Wilmington	Refined Products	12"
	Manhattan Junction-Ohare	Refined Products	8"
	Manhattan Products-Dubuque	Refined Products	10", 12"
	Manhattan Junction-Manhattan South	Refined Products	12"
	Spring Valley-Twin Cities	Refined Products	10"
	White Oak Station-Manhattan Junction (IL)	Refined Products	10", 12"
	Whiting-Manhattan Products (Whit-Dub - IL)	Refined Products	10", 12", 14"
	Wood River-Madisonville	Refined Products	12"

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**FIGURE 1-3 - MID AMERICA DISTRICT INFORMATION SUMMARY, CONTINUED**

<b>PHMSA #:</b>	
<b>Description of Zone:</b>	The pipeline carries refined oil (including , Diesel Fuel, Gasoline, Jet Fuel) in the areas shown in <b>FIGURE 1-4</b> and <b>FIGURE 1-5</b>
<b>Response Zone Consists of the Following Counties:</b>	Caroll, Cook, DeKalb, DuPage, Jo-Davies, Kendall, Lee, Madison, Ogle, Stephenson, Will (Illinois); Adams, Appanoose, Clayton, Dallas, Davis, Delaware, Dubuque, Fayette, Fremont, Howard, Iowa, Johnson, Jones, Keokuk, Linn, Madison, Mills, Page, Polk, Pottawattamie, Taylor, Union, Wapello, Washington, Winnieshiek (Iowa); Dakota, Fillmore, Goodhue, Mower, Olsted, Ramsey, Washington (Minnesota); Andrew, Atchison, Buchanon, Caldwell, Clay, Clinton, Daviess, Grundy, Jackson, Lincoln, Linn, Livingston, Macon, Marion, Monroe, Nodaway, Pike, Putnam, Ralls, Ray, Shelby, St. Charles, Sullivan (Missouri)
<b>(b) (7)(F)</b>	
<b>Alignment Maps (Piping, Plan Profiles):</b>	Maintained at: Maintained at: Warrenville, IL
<b>Spill Detection and Mitigation Procedures:</b>	Refer to <b>SECTION 2</b> and <b>APPENDIX C</b> .
<b>Statement of Significant and Substantial Harm:</b>	The response zones in this system all contain pipelines greater than 6 5/8 inches and are longer than ten miles. At least one section of pipeline in each response zone crosses a major waterway or comes within five miles of a public drinking water intake. Therefore, in accordance with 49 CFR 194.103(c), each entire response zone described in this Plan will be treated as if expected to cause significant and substantial harm.
<b>Date Prepared:</b>	8-30-07

The information contained in this Plan is intended to be used as guidelines for the spill responder. Actual circumstances will vary and will dictate the procedures to be followed, some of which may not be included in this manual.

NOTE: For further information on the Qualified Individuals' training and qualifications, refer to **SECTION 4.5** and **APPENDIX A.2** in this Plan.

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**FIGURE 1-4 - PIPELINE SYSTEM OVERVIEW MAP**

[Click here to view BPPL System Overview](#)

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**FIGURE 1-5 - MID AMERICA DISTRICT MAP**

[Click here to view Mid-America and Central BD Index Dwg](#)

## 1.1 PURPOSE / SCOPE OF PLAN

The purpose of this Spill Response Plan (Plan) is to provide guidelines to quickly, safely, and effectively respond to a spill from the Mid America District. The pipelines within this zone are owned by and operated by BP Pipelines N.A.. This Plan contains prioritized procedures for Facility personnel to mitigate or prevent any discharge resulting from in-facility operations, including hazardous waste. A copy of the "Hazardous Waste Contingency Plan" can be found in the Additional Information Appendix. Also, guidelines for waste management can be found in **SECTION 7.3**.

For more information on this plan, contact your supervisor, Regional Emergency Response and Crisis Management Coordinator.

This Plan is intended to satisfy the requirements of the Oil Pollution Act of 1990 (OPA 90), and has been prepared in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and applicable Area Contingency Plans (ACP), EPA Region V Regional Contingency Plan and EPA Region VII Regional Contingency Plan. Specifically, this Plan is intended to satisfy:

- Pipeline and Hazardous Materials Safety Administration (PHMSA) U.S. Department of Transportation requirements for an OPA 90 Plan (49 CFR 194).
- Pipeline and Hazardous Materials Safety Administration (PHMSA) U.S. Department of Transportation requirements for Transportation of Natural Gas and other Gas By Pipeline (49 CFR 192.615).
- Pipeline and Hazardous Materials Safety Administration (PHMSA) U.S. Department of Transportation requirements for Transportation of Hazardous Liquids By Pipeline (49 CFR 195.402 (e)).
  - This manual addresses the requirement for responding to emergencies. Separate manuals have been prepared to cover normal operations, maintenance activities and abnormal operations.
- Occupational Safety and Health Administration (OSHA) requirements for Emergency Response Plan (ERP) (29 CFR 1910.120 (1)(2)) and Emergency Action Plan (ERP) (29 CFR 1910.38 (a)(2)).

## 1.2 PLAN REVIEW AND UPDATE PROCEDURE

In accordance with 49 CFR Part 194.121, this Plan will be reviewed annually and modified to address new or different operating conditions or information included in the Plan. Upon review of the response plan for each five-year period, revisions will be submitted to PHMSA provided the changes to the current plan are needed, or a letter stating that the plan is still current. In the event the Company experiences a Worst Case Discharge, the effectiveness of the plan will be evaluated and updated as necessary. If a new or different operating condition or information would substantially effect the implementation of the Plan, the Company will modify the Plan to address such a change and, within 30 days of making such a change, submit the change to PHMSA. Examples of changes in operating conditions that would cause a significant change to the Plan include:

<b>CONDITIONS REQUIRING REVISIONS &amp; SUBMISSIONS</b>
Relocation or replacement of the transportation system in a way that substantially effects the information included in the Plan, such as a change to the Worst Case Discharge volume.
A change in the type of oil handled, stored, or transferred that materially alters the required response resources.
A change in key personnel Qualified Individuals (QI).
A change in the name of the Oil Spill Removal Organization (OSRO).
Any other changes that materially affect the implementation of the Plan.
A change in the NCP or ACP that has significant impact on the equipment appropriate for response activities.

All requests for changes must be made through the District Health, Safety, and Environmental Coordinator, DOT Coordinator, and HSSE District Coordinator.

### 1.3 CERTIFICATION OF ADEQUATE RESOURCES

CERTIFICATION  
Pursuant to the Clean Water Act Section 311(j)(5)(F)  
BP Pipelines N.A., Mid America District

The undersigned, the owner or operator of the above referenced pipeline who is authorized to sign this certification on behalf of the Company, hereby certifies that the above referenced pipeline has prepared a response plan which will be implemented in the event of a worst case discharge of oil. I also certify that the Plan is in effect for this pipeline and that Operator personnel are trained in the implementation of this Plan.

I further certify that the availability of private personnel and equipment necessary to respond, to the maximum extent practicable, to a worst case discharge or a substantial threat of a discharge is ensured by contract or other approved means.

Also, I certify that this Plan meets the applicable requirements of Pipeline and Hazardous Materials Safety Administration (PHMSA), U.S. Department of Transportation (49 CFR 194).

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**1.4 MANAGEMENT OF CHANGE REQUEST FORM**

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FIGURE 1.4-1 - MANAGEMENT OF CHANGE REQUEST FORM

MANAGEMENT OF CHANGE AUTHORIZATION					
Facility / Location:			MOC Number:		
Equip ID / Unit No.:			Line Segment:	From:	To:
Type of Change:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	Time Period:	From:	To:
Change Requested by (Originator):			Date Initiated:		
Basis / Description of Change:					
MOC Process Leader Assigned:					
MOC Category: (check all that apply)	<input type="checkbox"/> Mechanical MOC	<input type="checkbox"/> Technical MOC	<input type="checkbox"/> Procedural MOC	<input type="checkbox"/> Organizational MOC	
REVIEWERS (by Functional Area)		Person Contacted	OK	Reject Date	Comments
Engineering / S&I / ROW Health, Safety & Environment / DOT					
Field Operations - CORE					
Operations - Tulsa Control Center					
Maintenance - CORE					
Maintenance - SWAT					
Other (Legal, Management, etc.)					
Pre-Implementation Tasks				Date Completed	
CVP / ACP Checklist Completed:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Hazard Analysis Performed (PHA, HAZOP) & Items Resolved:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Impact on Public Health & Safety: Hazard Analysis Items Resolved:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Other: Impact on Public Health & Safety:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Project Rejected: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:					
Implementation of Change authorized by: (BP Amoco Supervisor)					
Date:					
Post-Implementation Tasks				Date Completed	
Operation & Maintenance Procedures Updated:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Communication to Affected Parties Completed:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Training Completed and Documented:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Safety Start-up Review Completed:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Other:			<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Update Drawings / Documentation:			By When:		
Additional Forms or Support Comments:		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Number of Forms:	
OFFICE of RECORD:					
LOCATION:					

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### FIGURE 1.4-1 - MANAGEMENT OF CHANGE REQUEST FORM, CONTINUED

MANAGEMENT OF CHANGE AUTHORIZATION, CONTINUED
<b>MOC Form Completion Guidelines:</b>
Facility/Location: Identify where the change is to be made (e.g. electrical substation, Manhattan).
MOC Number: Use the MAXIMO Location Code (if applicable) + year + sequential number, or, Site Name + year + sequential number.
Equipment Identifier / Unit No: if applicable.
Line Segment: if applicable. Specify section of line.
Type of Change: Note if the change will be permanent or temporary. If a temporary change, identify the time frame.
Change Requested by: Identify the Originator suggesting the change and the <u>date</u> initiated.
Basis / Description of Change: Describe the proposed change.
MOC Process Leader Assigned: Assigned by Manager / Supervisor once the change is conceptually approved.
MOC Category: Refer to Appendix B for guidance. Check all applicable categories.
Reviewers (by Functional Area): Identify who was contacted regarding the change. Contact/approval can be done by phone, e-mail, memo, meetings, etc. Attach pertinent documentation of reviewer approval to MOC form, if applicable. Other can include contacting the Law Dept., HR, Management, Union, etc.
Pre-Implementation Tasks: To be completed, if applicable, prior to the change.
Project Rejected: If yes, describe the reason.
Implementation Authorized: Signature of Supervisor and dated.
Post-Implementation Tasks: To be completed during and following implementation of the change. MOC Process Leader is responsible to ensure closure of post-implementation tasks.
Office of Record: Keep the MOC form <u>at the Office of Record for the site</u> where the change was implemented including unmanned locations.
Location: City, State.

**1.5 AGENCY SUBMITTAL / APPROVAL LETTERS**

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## **SECTION 2**

### **INITIAL RESPONSE ACTIONS**

Last revised: January 2011

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#### **Figure 2-1 - Initial Response Action Guidelines**

#### **2.1 Spill Response**

##### **Figure 2.1-1 - Spill Response Action Checklist**

##### **2.1.1 Spill Detection and Mitigation Procedures**

##### **Figure 2.1-2 - Spill Mitigation Procedures**

##### **2.1.2 Spill Surveillance Guidelines**

##### **Figure 2.1-3 - Oil Spill Surveillance Checklist**

##### **2.1.3 Spill Volume Estimating**

##### **Figure 2.1-4 - Spill Estimation Factors**

##### **2.1.4 Estimating Spill Trajectories**

##### **2.1.5 Initial Containment Actions**

##### **2.1.6 Safety Considerations**

#### **2.2 Fire / Explosions / Vapor Release**

##### **2.2.1 Fire, Explosion, and Vapor Release Response Actions**

##### **2.2.2 Fire Fighting Tactics**

##### **2.2.3 BLEVE - Boiling Liquid Expanding Vapor Explosion**

#### **2.3 Medical Emergency / Personal Injury**

##### **2.3.1 Medical Emergency / Personal Injury Checklist**

#### **2.4 Natural Disasters / Severe Weather**

##### **2.4.1 Earthquake Procedure**



## **SECTION 2**

### **INITIAL RESPONSE ACTIONS, CONTINUED**

#### **2.4.2 Flooding Procedure**

#### **2.4.3 Hurricane Procedure**

#### **2.4.4 Tornado Checklist**

#### **2.5 Security Related Incidents**

##### **2.5.1 Threats to Personnel and Facilities**

##### **2.5.2 Criminal Acts / Workplace Violence**

##### **2.5.3 Sabotage / Bomb Threat / Suspicious Package**

##### **2.5.4 Threat Receipt Precautions**

##### **Figure 2.5-1 - Threat Documentation Report Form**

#### **2.6 Evacuation**

##### **2.61 Evacuation Checklist**

#### **2.7 Fire Pre Plan**

Manhattan Products

Milan Station Galt Missouri



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FIGURE 2-1 - INITIAL RESPONSE ACTION GUIDELINES

RESPONSE ACTION	PERSON TAKING ACTION (INITIALS)	DATE/TIME ACTION TAKEN
<b>First Responder</b>		
Activate alarms. (Facility specific locations / types to be provided below.)		
Call 911 (request Fire Dept, Police, EMT)		
Identify and control source of spill, if safe to do so (i.e. trained, qualified and properly PPE equipped). Otherwise, leave the area immediately.		
Notify Operations Supervisor and/or Qualified Individual (QI).		
Isolate Area. <ul style="list-style-type: none"> <li>● Identify hazards.</li> <li>● Establish hazard control, if necessary.*</li> <li>● Evacuate Personnel From Isolated Area, if necessary.</li> <li>● Institute Emergency Headcount Procedures.</li> <li>● Identify PPE requirements.</li> <li>● Conduct Safety Briefing.</li> <li>● Establish decontamination area.</li> </ul>		
*If safe to do so, shut down potential ignition sources, including motors, electrical pumps, electrical power, boats, vehicles, hot work, etc.		
(b) (7)(F)		
Refer to the Manhattan Emergency Evacuation Procedure, located in Appendix F, for more detailed information regarding alarms and evacuation procedures.		
No alarms at remaining Western Core System facilities.		

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**FIGURE 2-1 - INITIAL RESPONSE ACTION GUIDELINES, CONTINUED**

<b>RESPONSE ACTION</b>	<b>PERSON TAKING ACTION (INITIALS)</b>	<b>DATE/TIME ACTION TAKEN</b>
<b>Operations Team Leader</b>		
Notify Responsible Manager and Business Unit Line Management.		
Activate Tactical Response Team (TRT).		
Designate On-Scene Commander (OSC).		
Notify HSE Team duty personnel on weekly duty roster.		
Ensure BP Spill / Incident Telephonic Notice is prepared for HSE Team/Designated Reporting Leader.		
Initiate spill tracking and surveillance operations by activating surveillance aircraft and/or watercraft. Estimate trajectory of spill utilizing information in <b>SECTION 2.1.4</b> . Send photographer/videographer, if safe.		
Conduct Site Characterization.		
For minor or incidental releases which are contained on the Facility (by curbs, gutters, skidpans, etc.), initiate immediate cleanup operations utilizing trained field personnel.		
<b>HSE Team</b>		
Notify appropriate agencies (refer to <b>FIGURE 3.1-4</b> ) <ul style="list-style-type: none"> <li>● National Response Center</li> <li>● State Emergency Response Commission (SERC)</li> <li>● Local Emergency Planning Committee (LEPC), if applicable</li> </ul>		
Complete Spill Report and e-mail/fax to Health, Safety and Environment Team (HSE).		
<b>Business Unit Line Manager</b>		
Notify appropriate Crisis Center (Incident Commander).		
Notify Business Unit Leader.		
Ensure Spill / Incident Telephonic Notice is prepared/updated for Incident Commander.		

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**FIGURE 2-1 - INITIAL RESPONSE ACTION GUIDELINES, CONTINUED**

<b>RESPONSE ACTION</b>	<b>PERSON TAKING ACTION (INITIALS)</b>	<b>DATE/TIME ACTION TAKEN</b>
<b>Incident Commander (IC)</b>		
Call out OSROs as needed. It is much better to demobilize equipment and personnel if not needed, than to delay contacting contractors if they are needed. Refer to <b>FIGURE 3.1-4</b> for OSROs.		
Contact Incident Management Team (IMT) and Business Support Team (BST); Evaluate incident potential and level of response.		
Activate teams as necessary.		
If no response is warranted, the IC will ensure that appropriate regulatory notifications have been made and no further action is taken.		
Obtain weather forecasts.		
Obtain an accurate report from Business Unit Leader.		
Ensure response contractors have been mobilized.		
<b>Business Unit Leader</b>		
Notify the Group Vice President.		
<b>Incident Management Team</b>		
Activate Incident Command Post (ICP).		
Establish Communications Network.		
Prepare Strategic Objectives and Response Priorities.		
Set up information center.		
Activate appropriate shorebase.		
Obtain updated spill trajectory (2-hour updates). ( <b>SECTION 2.1.4</b> )		
Prepare/Update Spill / Incident Telephonic Notice and the HSE Incident Report Form.		
Initiate documentation procedures. Document all response actions taken, including notifications, agency/media meetings, equipment and personnel mobilization and deployment, and are impacted.		
Assist in completion of regulatory agency notifications, if needed.		
Assist in obtaining dispersant use approval if not already secured by Field Operations.		
Identify environmentally sensitive areas at risk and recommended protection based on trajectory. Utilize Near-shore Response Guides, Technical Spill Consultants, USF&WS, local representatives from parks and refuges and available maps for resources.		
Prepare an initial Incident Action Plan for Federal On-Scene Coordinator (FOSC) within 6 to 12 hours of receipt of notification of spill.		
Begin completion of Site Specific Spill Response Plans in anticipation of FOSC request.		
Begin preparations for media relations.		

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**2.1 SPILL RESPONSE****FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST**

<b>SPECIFIC RESPONSE ACTIONS</b>	<b>COMMENT</b>
<b>Line Break or Leak</b>	
Shut down source/pumping equipment.	
Close upstream and downstream valves.	
Utilize Combustible Gas Indicator, O <sub>2</sub> meter, proper colorimetric indicator and other air sampling measurements (as applicable) to assure that areas are safe to enter for continued response operations.	
Mitigate spreading of the product, as the situation demands. Potential containment strategies include: <ul style="list-style-type: none"> <li>● Deployment of boom (Reference ACP for potential strategies)</li> <li>● Diking, trenching, and/or diversion</li> <li>● Spreading sorbent material over the spill</li> <li>● Prevent the spill from entering water to the greatest extent possible</li> </ul>	
Determine the direction and expected duration of spill movement. Refer to <b>SECTION 2.1.2.</b>	
Drain the line section, as the situation demands.	
Request local authorities to establish scene security and traffic control in the area, as the situation demands.	
Make all necessary repairs.	
Return the line/rack to service when repairs are complete.	
Clean up spilled product to eliminate any possible environmental problems. Be alert for underground cables.	
If the spill escapes the containment area, review the location of socio-economic and environmentally sensitive areas identified in <b>SECTION 6.</b> Determine which of these may be threatened by the spill and direct the response operation to these locations. Initiate protection and recovery actions.	
Inform local utilities, telephone company, railway, etc., as necessary.	
Complete follow-up and written reporting, as the situation demands.	
<b>Storage Tank Leak</b>	
Shutdown all tank product movement operations and isolate the tank.	
Initiate Confined Space Entry procedures, as applicable.	
Insure that the containment area drainage valve(s) is closed.	
If leak is near tank bottom, create and maintain a "water bottom" to suspend the discharge of product.	
Utilize Combustible Gas Indicator, O <sub>2</sub> meter, proper colorimetric indicator and other air sampling measurements (as applicable) to assure that areas are safe to enter for continued response operations.	
Block drainage of spilled material from traveling off-site.	
Stop all traffic in hazardous area (inside and outside of property boundaries), as the situation demands.	

**FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED**

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>Storage Tank Leak, Continued</b>	
Remove product from containment (at a sump or in a low area) with an explosion proof pump, oil skimmer, and/or vacuum truck w/skimmer attachments.	
If applicable, process remaining product through a separator system.	
Determine the direction and expected duration of spill movement. Refer to <b>SECTION 2.1.2.</b>	
Request that local authorities establish scene security and traffic control in the area, as necessary.	
Empty tank as soon as possible.	
Make all necessary repairs. Return the line/tank to service when repairs and integrity testing are completed.	
Clean up product spill to eliminate any possible environmental problems. Be alert for underground cables, conduits, etc.	
If necessary, call an approved waste removal company to handle the remaining sludge and residue from the containment area.	
If the spill escapes the containment area, review the location of socioeconomic and environmentally sensitive areas identified in <b>SECTION 6</b> and the ACP. Determine which of these may be threatened by the spill and direct the response to these locations. Initiate protection and recovery actions.	
Inform local operators such as utilities, telephone company, railway, as necessary.	
Complete follow-up and written reporting, as the situation demands.	
<b>Leak or Spill at Truck Rack</b>	
Evacuate personnel from the truck rack area, as the situation demands.	
Shutdown all loading operations, pump motors and loading valves.	
Guard against all sources of ignition.	
Secure the area. Stop all traffic from entering rack or hazardous area.	
If a line leak is involved, close off riser valves and/or tank valves.	
Clean area with sorbent material, flush (with water) all remaining product into a separator system.	
Resume truck loading operations as directed by Terminal Management.	
<b>Truck Leaks/Spills Outside Terminal</b>	
<b>Note: This type of spill will rarely be the responsibility of Terminal personnel.</b>	
Notify local fire and police departments.	
Secure the area. Keep all traffic away from the scene.	

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**FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED**

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>Truck Leaks/Spills Outside Terminal, Continued</b>	
Notify Terminal Management of the incident with the following information: <ul style="list-style-type: none"> <li>● Location of spill.</li> <li>● Size of spill.</li> <li>● Product type.</li> <li>● Present situation.</li> <li>● If assistance/equipment is required for cleanup.</li> <li>● If product spills on a highway or other impervious surface, clean area with sorbent materials, vacuum truck, or other cleanup equipment as available or necessary. If product has entered sewer system, advise the local Fire Department.</li> </ul>	
Consider the need to evacuate area residents. Request assistance from local authorities (fire, police departments) as necessary.	
<b>Marine Operation Spills/Leaks</b>	
Shut down all engines/motors.	
Close all line and vessel manifold discharge valves.	
If hose rupture is involved, drain line into vessel, drums, or buckets and blank line to stop spill into water.	
Initiate Confined Space Entry procedures, as applicable.	
Utilize Combustible Gas Indicator, O <sub>2</sub> meter, proper colormetric indicator and other air sampling measurements (as applicable) to assure that areas are safe to enter for continued response operations.	
If other than hose rupture, determine source of leak and stop discharge.	
Prevent discharge from entering the water if at all possible by: <ul style="list-style-type: none"> <li>● Pumping from sump or deck drainage system into drums, tanks, containment area, or other storage facility.</li> <li>● Directing the flow into a containment or collection area away from the water, if feasible.</li> <li>● Placing containment boom or sorbent material around area (provided that a safe operating environment exists).</li> </ul>	
If product enters the water and a safe operating environment exists, try to contain by: <ul style="list-style-type: none"> <li>● Deploying spill response equipment (facility and/or contract) to prevent/mitigate spill impact (spreading of spill).</li> </ul>	
Attempting to divert/contain the spill: <ul style="list-style-type: none"> <li>● In quiet area or low current areas of the water.</li> <li>● Away from strong winds or in areas that could be affected by change in wind direction.</li> <li>● Away from areas of hazard to public, property improvements, marinas, water intakes, or any environmentally sensitive areas.</li> </ul>	
Make all necessary repairs.	
Return the line/vessel to service when repairs are complete.	

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**FIGURE 2.1-1 - SPILL RESPONSE ACTION CHECKLIST, CONTINUED**

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>Marine Operation Spills/Leaks, Continued</b>	
Clean up spilled product to eliminate any possible environmental problems. Be alert for underground cables, etc.	
If the spill escapes the containment area, review the location of socioeconomic and environmentally sensitive areas identified in <b>SECTION 6</b> and the ACP. Determine which of these may be threatened by the spill and direct the response operation to these locations. Initiate protection and recovery actions.	
Request local authorities (USCG, Port Authority, etc.) to establish traffic control in the area, as the situation demands.	
Inform local operators such as utilities, telephone company, railway, as necessary.	
Complete follow-up and written reporting, as the situation demands.	

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### 2.1.1 Spill Detection and Mitigation Procedures

See **APPENDIX C.3** for spill detection protocols.

Each spill mitigation situation is unique and must be treated according to the circumstance present. In every situation, however, personnel safety must be assessed as the first priority. The potential for ignition and/or toxic exposure must be promptly evaluated. Spill mitigation procedures are listed in **FIGURE 2.1-2**. Worst case discharge volume calculations and discussion are provided in **APPENDIX C**.

**FIGURE 2.1-2 - SPILL MITIGATION PROCEDURES**

TYPE	MITIGATION PROCEDURE
Failure of Transfer Equipment	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk.</li> <li>2. Terminate transfer operations and close all affected valves.</li> <li>3. Drain product into containment areas if possible.</li> <li>4. Eliminate sources of vapor cloud ignition by shutting down all engines and motors.</li> </ol>
Tank/Overfill/Failure	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk.</li> <li>2. Shut down or divert source of incoming flow to tank.</li> <li>3. Transfer fluid to another tank with adequate storage capacity (if possible).</li> <li>4. Shut down source of vapor cloud ignition by shutting down all engines and motors.</li> <li>5. Ensure that dike discharge valves are closed.</li> <li>6. Monitor diked containment area for leaks and potential capacity limitations.</li> <li>7. Begin transferring spilled product to another tank as soon as possible.</li> </ol>
Piping Rupture/Leak (under pressure or not)	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk.</li> <li>2. Shut down pumps. Close the closest valves on each side of the rupture.</li> <li>3. Drain the line back into contained areas (if possible). Alert nearby personnel of potential safety hazards.</li> <li>4. Shut down source of vapor cloud ignition by shutting down all engines and motors.</li> <li>5. If piping is leaking and under pressure, then relieve pressure by draining into a containment area or back to a tank (if possible). Then repair line according to established procedures.</li> </ol>
Fire/Explosion	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at risk of injury.</li> <li>2. Notify local fire and police departments.</li> <li>3. Attempt to extinguish fire if it is in incipient (early) stage.</li> <li>4. Shut down transfer or pumping operation. Attempt to divert or stop flow of product to the hazardous area (if it can be done safely).</li> <li>5. Eliminate sources of vapor cloud ignition by shutting down all engines and motors.</li> <li>6. Control fire before taking steps to contain spill.</li> </ol>
Manifold Failure	<ol style="list-style-type: none"> <li>1. Personnel safety is the first priority. Evacuate nonessential personnel or personnel at high risk.</li> <li>2. Terminate transfer operations immediately.</li> <li>3. Isolate the damaged area by closing block valves on both sides of the leak/rupture.</li> <li>4. Shut down source of vapor cloud ignition by shutting down all engines and motors.</li> <li>5. Drain fluids back into containment areas (if possible).</li> </ol>

### 2.1.2 Spill Surveillance Guidelines

- Surveillance of an oil spill should begin as soon as possible following discovery to enable response personnel to assess spill size, movement, and potential impact locations
- Dispatch observers to crossings downstream or down gradient to determine the spill's maximum reach
- Clouds, shadows, sediment, floating organic matter, submerged sand banks or wind-induced patterns on the water may resemble an oil slick if viewed from a distance
- Use surface vessels to confirm the presence of any suspected oil slicks (if safe to do so); consider directing the vessels and photographing the vessels from the air, the latter to show their position and size relative to the slick
- It is difficult to adequately observe oil on the water surface from a boat, dock, or shoreline
- Spill surveillance is best accomplished through the use of helicopters or small planes; helicopters are preferred due to their superior visibility and maneuverability
- If fixed-wing planes are to be used, high-wing types provide better visibility than low-wing types
- All observations should be documented in writing and with photographs and/or videotapes
- Describe the approximate dimensions of the oil slick based on available reference points (i.e. vessel, shoreline features, facilities); use the aircraft or vessel to traverse the length and width of the slick while timing each pass; calculate the approximate size and area of the slick by multiplying speed and time
- Record aerial observations on detailed maps, such as topographic maps
- In the event of reduced visibility, such as dense fog or cloud cover, boats may have to be used to patrol the area and document the location and movements of the spill; however, this method may not be safe if the spill involves a highly flammable product
- Surveillance is also required during spill response operations to gauge the effectiveness of response operations; to assist in locating skimmers; and assess the spill's size, movement, and impact
- An Oil Spill Surveillance Checklist is provided in **FIGURE 2.1-3**

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**FIGURE 2.1-3 - OIL SPILL SURVEILLANCE CHECKLIST**

Record your observations of spilled oil either in a notebook or directly on a chart of the area under observation. This checklist is an aid for organizing your observations. File used forms with local area office to retain for five years.

<b>General Information</b>	
Date:	Tidal or river stage (flood, ebb, slack, low water):
Time:	On-scene weather (wind, sea state, visibility):
Incident name:	Platform (helicopter, fixed-wing aircraft, boat):
Observer's name:	Flight path/trackline:
Observer's affiliation:	Altitude where observation taken:
Location of source (if known):	Areas not observed (i.e. foggy locations, restricted air spaces, shallow water areas):
<b>Oil Observations</b>	
Slick location(s):	Color and appearance (i.e. rainbow, dull or silver sheen, black or brown in color or mousse):
Slick dimensions:	Percent coverage:
Orientation of slick(s):	Is oil recoverable (Y/N)?:
Distribution of oil (i.e. windrows, streamers, pancakes or patches):	
<b>Considerations</b>	
<ul style="list-style-type: none"> <li>• During surveillance flights, travel beyond known impacted areas to check for additional oil spill sites</li> <li>• Include the name and phone number of the person making the observations</li> <li>• Clearly describe the locations where oil is observed and the areas where no oil has been seen</li> </ul>	
<b>Other Observations</b>	
<b>Response Operations</b>	
Equipment deployment (general locations where equipment is working and whether they are working in the heaviest concentration of oil):	
Boom deployment (general locations of boom, whether the boom contains oil, and whether the oil entrains under the boom):	
<b>Environmental Observations</b>	
Locations of convergence lines, terrain, and sediment plumes:	
Locations of debris and other features that could be mistaken for oil:	
Wildlife present in area (locations and approximate numbers):	

### 2.1.3 Spill Volume Estimating

Early in a spill response, estimation of spill volume is required in order to:

- Report to agencies
- Determine liquid recovery requirements
- Determine personnel and equipment requirements
- Estimate disposal and interim storage requirements

Some rapid methods to estimate spill size are:

- Transfer operations: Multiply the pumping rate by the elapsed time that the leak was in progress, plus the drainage volume of the line between the two closest valves or isolation points (volume loss = pump rate [bbls/min] x elapsed time [min] + line contents [bbl])
- Tank overfills: Elapsed time multiplied by the pumping rate
- Visual assessment of the surface area and thickness (**FIGURE 2.1-4**); the method may yield unreliable results because:
  - Interpretation of sheen color varies with different observers
  - Appearance of a slick varies depending upon amount of available sunlight, sea-state, and viewing angle
  - Different products may behave differently, depending upon their properties

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**FIGURE 2.1-4 - SPILL ESTIMATION FACTORS**

<b>OIL THICKNESS ESTIMATIONS</b>				
<b>Standard Form</b>	<b>Approx. Film Thickness</b>		<b>Approx. Quantity of Oil in Film</b>	
	<b>inches</b>	<b>mm</b>		
Barely Visible	0.000015	0.00004	25 gals/mile <sup>2</sup>	44 liters/km <sup>2</sup>
Silvery	0.00003	0.00008	50 gals/mile <sup>2</sup>	88 liters/km <sup>2</sup>
Slightly colored	0.00006	0.00015	100 gals/mile <sup>2</sup>	179 liters/km <sup>2</sup>
Brightly colored	0.00012	0.0003	200 gals/mile <sup>2</sup>	351 liters/km <sup>2</sup>
Dull	0.0004	0.001	666 gals/mile <sup>2</sup>	1,167 liters/km <sup>2</sup>
Dark	0.0008	0.002	1,332 gals/mile <sup>2</sup>	2,237 liters/km <sup>2</sup>
Thickness of light oils: 0.0010 inches to 0.00010 inches				
Thickness of heavy oils: 0.10 inches to 0.010 inches				

### 2.1.4 Estimating Spill Trajectories

In some cases, oil spill trajectories should be estimated in order to predict direction and speed of the slick movement. Trajectory calculations provide an estimate of where oil slicks may impact shorelines and other sensitive areas, and also provide an estimate of the most effective location in which to mobilize spill response resources for protection, containment, and recovery.

Oil spill trajectories can be estimated using vector addition or with computer programs such as CAMEO. Hand calculations typically utilize the following assumptions:

- Oil moves at approximately the same direction and speed as the water currents, unless the winds are strong.
- Wind speed can be multiplied by 0.034 to determine the effect of winds on speed and direction of spill movement.
- The combined effects of winds and currents can be added to estimate spill movement speed and direction.

More sophisticated predictions can be obtained from computer programs. Oil spill trajectory services can be obtained from:

- National Oceanic and Atmospheric Administration (NOAA) through the Federal On-Scene Commander (FOSC)
- Private consulting firms

### 2.1.5 Initial Containment Actions

Initial containment actions will focus on utilizing containment on-site in the most effective manner to:

- Prevent the oil from impacting water, thereby reduce the surface area and the shoreline to be cleaned;
- Concentrate the oil (when safe to do so), making physical recovery more efficient; and

- Limit the environmental impact to the immediate spill area.

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### 2.1.5 Initial Containment Actions, Continued

Selection of the appropriate location and method will depend upon:

- Length of time spill occurs before being noticed,
- Amount of spill,
- Area of coverage,
- Environmental factors such as wind speed and direction, and
- Oil's characteristics.

### 2.1.6 Safety Considerations

- Containment actions should not be conducted during inclement weather or unsafe conditions such as high winds, fast currents, or unstable terrain.
- Eliminate all ignition sources.
- Avoid contact with the spilled product.
- Use respiratory protection (if applicable).
- Ensure that the area remains secure to air traffic.

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**2.2 FIRE / EXPLOSION / VAPOR RELEASE****2.2.1 Fire, Explosion, and Vapor Release Response Actions**

SPECIFIC RESPONSE ACTIONS		COMMENT	
<b>FIRE / EXPLOSION</b>			
1. Discontinue all tasks in progress (hot work, truck loading, maintenance, etc.)			
2. Sound local fire alarm, if available.			
3. Attempt to extinguish incipient stage fires, if trained to do so.			
4. Report the condition to Management and take further defensive actions as instructed.			
5. Engage emergency shutdown systems and/or manually (from a safe distance) isolate fuel sources, shutdown engines and heaters.			
6. Evacuate personnel to designated assembly areas.			
7. Account for personnel.			
8. Initiate rescue activities as necessary, if properly trained.			
9. Make appropriate notifications to local fire and EMS. Make other internal management contacts as appropriate. ( <b>SECTION 3</b> )			
10. Establish a secure perimeter around the area to prevent unauthorized entry.			
11. Initiate Site Security Plan. ( <b>SECTION 5.3</b> )			
12. Continue measures to contain the fire, apply water from a safe distance to protect adjacent equipment, if necessary.			
13. Recognize fire conditions which present BLEVE hazards and protect personnel and the public appropriately. ( <b>SECTION 2.2.3</b> )			
14. Contain spilled material and runoff. Dike far ahead of the release, as necessary.			
15. Make appropriate government agency notifications. ( <b>SECTION 3</b> )			
16. Conduct post-incident activities. ( <b>SECTION 8</b> )			
<b>VAPOR RELEASE</b>			
Alert all personnel as soon as possible after discovering that an HVL leak has occurred, or that a flammable or otherwise hazardous vapor cloud is present.			
Assess wind direction and vapor cloud movement. <b>STAY UP WIND, UP HILL, AND UP STREAM OF THE VAPOR CLOUD AND THE SOURCE.</b> Be aware of possible weather changes that could affect cloud movement.			
Eliminate possible sources of ignition in the vicinity of the incident.			
Isolate the Hazard Area and deny entry - direct all persons to move in a crosswind direction away from the release to the distance specified below; then, consider protective actions (such as evacuation) within the specified distance downwind of the spill. Refer to the <u>Emergency Response Guidebook</u> for additional information regarding public safety.			
<b>Material</b>	<b>ERG Guide #</b>	<b>First Isolate the Hazard Area</b>	<b>Then Protect Downwind</b>
Ammonia	125	0.5 Mile (800 m) radius	1.0 Mile (1.6 km)
Propane, Butane and other NGL	115	0.5 Mile (800 m) radius	1.0 Mile (1.6 km)
Source: ERG 2004, pg 178 & 198			



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**2.2.1 Fire, Explosion, and Vapor Release Response Actions, Continued**

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>VAPOR RELEASE, CONTINUED</b>	
Positive pressure self-contained breathing apparatus (SCBA) is required if emergency response team members are entering the Hazard Area.	
Rescue should be performed from an uphill and upwind location if possible.	
Request medical assistance if an injury has occurred.	
Restrict access to the incident scene and surrounding area as the situation demands. Take any other steps necessary to minimize any threat to health and safety. The location of the restricted area should be communicated to all impacted personnel operating on the site.	
Verify the type of product and quantity released, and request/obtain Material Safety Data Sheets as necessary.	
Identify/ isolate the source and minimize the loss of product.	
Restrict access to the emergency site to authorized essential personnel.	
Determine the concentrations of toxic or flammable gases present using both fixed monitors (if available) and portable intrinsically safe instruments.	
Assure that site emergency workers are using the proper protective equipment and clothing equal to the hazards present. <b>Do not place workers in an unsafe emergency repair situation.</b>	
Coordinate your emergency plans with all support personnel. Make sure that they are aware of the special hazards involved with a toxic/flammable vapor cloud, and that they understand where the Hot, Warm, and Cold Zones are located.	
Determine whether the incident should be handled offensively, defensively, or by non-intervention. Remember that offensive tactics increase the risks to emergency responders.	
<p>If volatile liquid leaks originate from an outdoor continuous source such as a piping system, storage vessel, or tank truck, initiate offensive tactics which will reduce or stop the leakage if it can be accomplished without undue risk. Options which should be considered include:</p> <ol style="list-style-type: none"> <li>1. Isolating the leak by closing in valves above and below the leak.</li> <li>2. Reducing line pressures by partially closing valves or shutting down pumps.</li> <li>3. Plug or patch leaks using appropriate leak control devices.</li> <li>4. Transfer the product from the leaking container to a compatible non-leaking container.</li> </ol>	

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### 2.2.2 Fire Fighting Tactics

#### Upon discovering a fire:

- Attempt to extinguish incipient stages of fire, only if trained to do so.
- Block in the fuel source by tripping the ESD or manually from a safe distance.
- Protect the surrounding exposed areas and cool the burn area to control the fire.
- Withdraw personnel and notify local fire department.

#### Safety Guidelines:

- Any efforts made to rescue personnel and protect property or the environment must be weighed against the possibility that you could become part of the problem.
- Evacuate and account for personnel as necessary.
- Continually reassess the situation and modify the response accordingly.
- **Do not walk into or touch spilled materials.**
- Do not assume vapors are harmless because of a lack of odor - **Harmful gases or vapors may be odorless.**

### 2.2.3 BLEVE - Boiling Liquid Expanding Vapor Explosion

#### BLEVE occurs when:

- Sealed containers of liquefied gases are accidentally exposed and enveloped by fire.
- Vapor is generated and internal pressure rapidly rises.
- The container wall temperature rises in the outage or unfilled area.
- Wall strength deteriorates and the stress applied by the increased pressure exceeds the reduced strength of the wall.
- The container ruptures and super-heated liquid is released, expands and vaporizes in seconds resulting in catastrophic damage from the spread of ignited vapors. The ruptured vessel or tank could propel dangerous shrapnel significant distances. It is important that:
  - vessels or tanks are kept cool and
  - external fires are extinguished quickly.

#### Fire Fighters should do the following:

- Fight fire from the maximum distance possible, or use unmanned hose holders or monitor nozzles.
- Cool containers by flooding them with large amounts of water until well after the fire is out.
- Do not direct water at the source of leak or at safety devices; icing may occur.
- Leave the area immediately if you hear a rising sound from venting safety devices or see discoloration of the tank.
- For massive fires, use unmanned hose holders or monitor nozzles; if this is impossible, leave the area and let the fire burn.
- Be aware that when a BLEVE occurs, sections of the tank can fly in any direction. Just avoiding the ends of the tank should not be considered a safe operating procedure.

**Always consider your own safety and the safety of people in the immediate area first.**

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**2.3 MEDICAL EMERGENCY / PERSONAL INJURY****2.3.1 Medical Emergency / Personal Injury Checklist**

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>General</b>	
<p>Medical emergencies may involve and/or be categorized as follows:</p> <ol style="list-style-type: none"> <li>a. <b>First Aid</b> - One or more patients with minor injuries which can be effectively managed with the application of routine First Aid. This type of injury does not require medical transport to a hospital, but may require follow-up with a Physician.</li> <li>b. <b>Serious</b> - One or more patients with moderate to serious injuries, requiring response by local Emergency Medical Services (EMS) and may include transport to a hospital for advanced care and treatment.</li> <li>c. <b>Life-Threatening</b> - One or more patients with serious or life-threatening injuries, requiring response by local Emergency Medical Services (EMS) and includes transport to a hospital for advanced care and treatment.</li> </ol>	
Assess the scene; protect yourself.	
Summon local Emergency Medical Services (EMS) to the scene; provide information on the nature of injuries and number of injured persons ( <b>SECTION 3</b> ).	
If trained, provide First Aid/CPR as necessary, until EMS arrives at the scene; injured personnel should not be moved unless the situation is life threatening.	
Initiate Medical Evacuation (via air or ground transport) as recommended by EMS personnel.	
Establish a secure perimeter around the area to prevent unauthorized entry. Initiate the Site Security Plan, as necessary ( <b>SECTION 5.6</b> ).	
Notify Manager and make appropriate notifications to local emergency agencies if necessary. Make other internal management contacts as appropriate ( <b>SECTION 3</b> ).	
<p>In case of a fatality:</p> <ul style="list-style-type: none"> <li>● Do not move the victim</li> <li>● Do not release name of victim(s)</li> <li>● Contact local law enforcement</li> <li>● Contact local medical authority</li> <li>● Preserve the accident site</li> <li>● Restrict all communications concerning the incident (do not release names of victims unless authorized)</li> </ul>	
Conduct post-incident activities ( <b>SECTION 8</b> ).	

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## 2.4 NATURAL DISASTER / SEVERE WEATHER

### 2.4.1 Earthquake Procedure

SPECIFIC RESPONSE ACTIONS	COMMENT
1. Activate the emergency alarm, if available.	
2. Evacuate personnel from the immediate area to the designated assembly area.	
3. Account for personnel.	
4. Evaluate the extent of the emergency.	
5. If time permits, engage emergency shutdown systems and/or manually isolate processes and equipment.	
6. Notify the Manager and make other internal notifications, as appropriate. ( <b>SECTION 3</b> )	
7. Conduct an inspection for residual safety hazards, such as: <ul style="list-style-type: none"> <li>● Process safety/integrity</li> <li>● Structural damage</li> <li>● Downed power lines</li> <li>● Leaking natural gas, water, and sewer lines</li> </ul>	
8. Arrange for necessary repairs.	
9. Conduct post-incident activities. ( <b>SECTION 8</b> )	

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### 2.4.2 Flooding Procedure

SPECIFIC RESPONSE ACTIONS	COMMENT
1. Account for personnel.	
2. Notify Manager and make other internal notifications, as appropriate. <b>(SECTION 3)</b>	
3. Evaluate the extent of the emergency.	
4. Prepare an evacuation plan based upon flood crest and weather forecast.	
5. Maintain tank levels as appropriate (consider filling tanks that might float with water).	
6. Secure all loose items in the area that could do harm to other equipment (pipe, tools).	
7. Engage emergency shutdown systems and/or manually isolate processes and equipment, if necessary.	
8. Evacuate personnel, as necessary.	
9. Conduct an inspection for residual safety hazards, such as: <ul style="list-style-type: none"> <li>● Structural damage;</li> <li>● Downed power lines;</li> <li>● Leaking natural gas, water and sewer lines;</li> <li>● Poisonous snakes and other wildlife sheltering in structures, vehicles, and furniture; and</li> <li>● Avoid direct contact with flood water, mud, and animal carcasses.</li> </ul>	
10. Arrange for necessary repairs.	
11. Conduct post-incident activities. <b>(SECTION 8)</b>	

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### 2.4.3 Hurricane Procedure

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>Prior to Hurricane Season</b>	
1. Conduct hurricane awareness training, which includes evacuation routes and asset hurricane procedures.	
2. Coordinate activities with local and state agencies involved in hurricane preparation (Emergency Access Cards, etc.).	
3. Communicate recommended Community Evacuation routes.	
4. Determine disposition of Company vehicles during evacuation.	
5. Each location should maintain current photographs of facilities.	
<b>June 1st to November of Hurricane Season</b>	
1. Verify the availability of and procure emergency supplies, as necessary: <ul style="list-style-type: none"> <li>● Portable radios</li> <li>● Plywood, lumber, plastic sheeting, or covering</li> <li>● Drinking water</li> <li>● First Aid Kits</li> <li>● Flashlight and batteries</li> <li>● Tools</li> <li>● Emergency non-perishable food item</li> </ul>	
2. Ensure emergency generators and portable equipment is in good working order and sufficient fuel is available.	
<b>Hurricane entering Gulf of Mexico or Approaching East Coast</b>	
1. Implement hurricane procedures.	
2. Identify employees who may volunteer to implement hurricane procedures.	
<b>72 hours prior to hurricane's eye reaching landfall</b>	
1. Cancel all training and meetings requiring travel to affected areas.	
2. Designate location for temporary Communication Center.	
3. Verify contractor contacts and availability.	
4. All employees shall provide to their supervisor an evacuation location and contact number.	
5. Each location shall identify a radio frequency which broadcasts emergency weather information.	
6. Report facility status to Corporate Management.	

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### 2.4.3 Hurricane Procedure, Continued

SPECIFIC RESPONSE ACTIONS	COMMENT
<b>48 hours prior to hurricane's eye reaching landfall</b>	
1. Implement flex-shift to allow employees to secure personal property.	
2. Ensure all storage tanks are stabilized.	
3. Ensure all below ground sumps have been pumped dry.	
4. Secure all critical documents including electronic data.	
5. Elevate electrical equipment, sensitive office equipment and documents in the event of high water.	
6. Report facility status to Corporate Management.	
<b>36 hours prior to hurricane's eye reaching landfall</b>	
1. Communicate with suppliers and affected customers.	
2. Report facility status to Corporate Management.	
<b>24 hours prior to hurricane's eye reaching landfall</b>	
1. Begin shutdown operations.	
2. Release non-essential personnel.	
3. Report facility status to Corporate Management.	
<b>12 hours prior to hurricane's eye reaching landfall</b>	
1. Man Communications Center continuously.	
2. Report facility status to Corporate Management.	
<b>Post Storm Recovery Procedure</b>	
1. Initiate facility damage assessment.	
2. Report facility status to Corporate Management.	
3. Once access has been granted, the following processes should be surveyed for operational reliability prior to startup: <ul style="list-style-type: none"> <li>● Electrical panels and motors</li> <li>● Instrument air system</li> <li>● Emergency Shutdown System</li> <li>● Tank and Vessel foundation and support (possible washouts)</li> <li>● Check for dangerous wildlife and reptiles</li> </ul>	

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#### 2.4.4 Tornado Checklist

SPECIFIC RESPONSE ACTIONS	COMMENT
1. Activate the emergency alarm, if available, to alert all personnel.	
2. Notify and establish communications with the Manager.	
3. If time permits, engage emergency shutdown systems and/or manually isolate processes and equipment.	
4. Initiate evacuation procedures, if necessary ( <b>SECTION 2.6</b> ), to designated storm shelter.	
5. Account for personnel.	
6. Make appropriate internal notifications. ( <b>SECTION 3</b> )	
7. Conduct an inspection for residual safety hazards, such as: <ul style="list-style-type: none"><li>● Process safety/integrity, as necessary</li><li>● Structural damage</li><li>● Downed power lines</li><li>● Leaking natural gas, water and sewer lines</li></ul>	
8. Conduct post-critique activities. ( <b>SECTION 8</b> )	

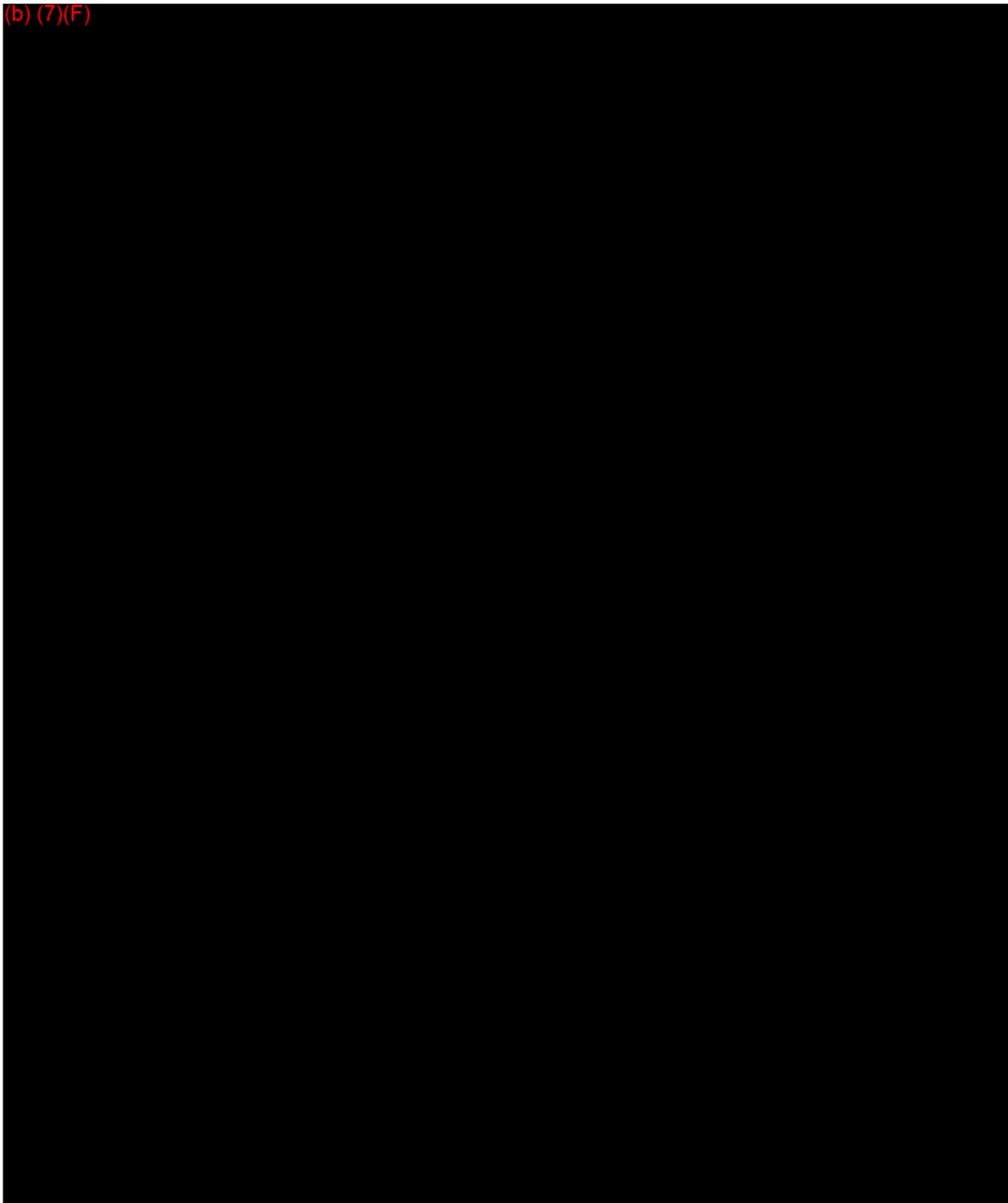
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**2.5 SECURITY RELATED INCIDENTS**

**2.5.1 Threats to Personnel and Facilities**

(b) (7)(F)



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**2.5.1 Threats to Personnel and Facilities, Continued**

(b) (7)(F)

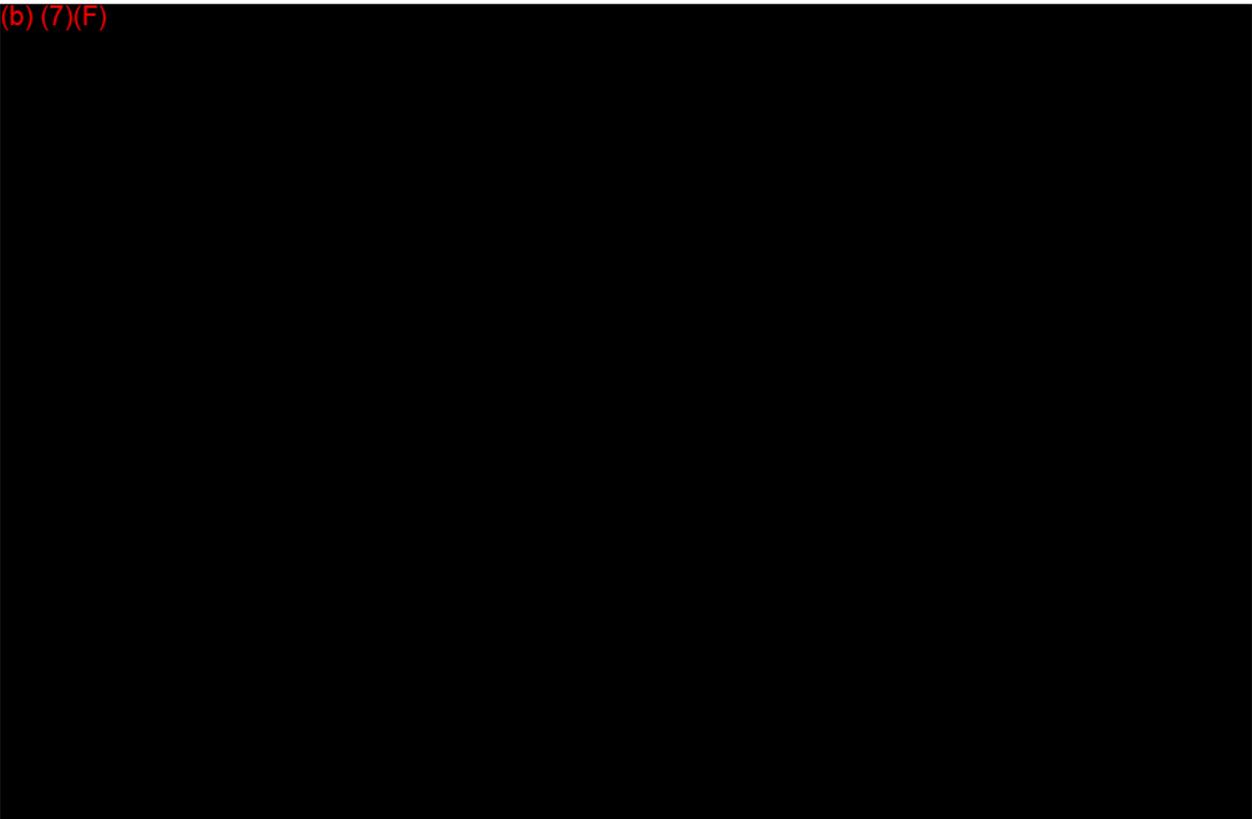


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**2.5.2 Criminal Acts / Workplace Violence**

(b) (7)(F)

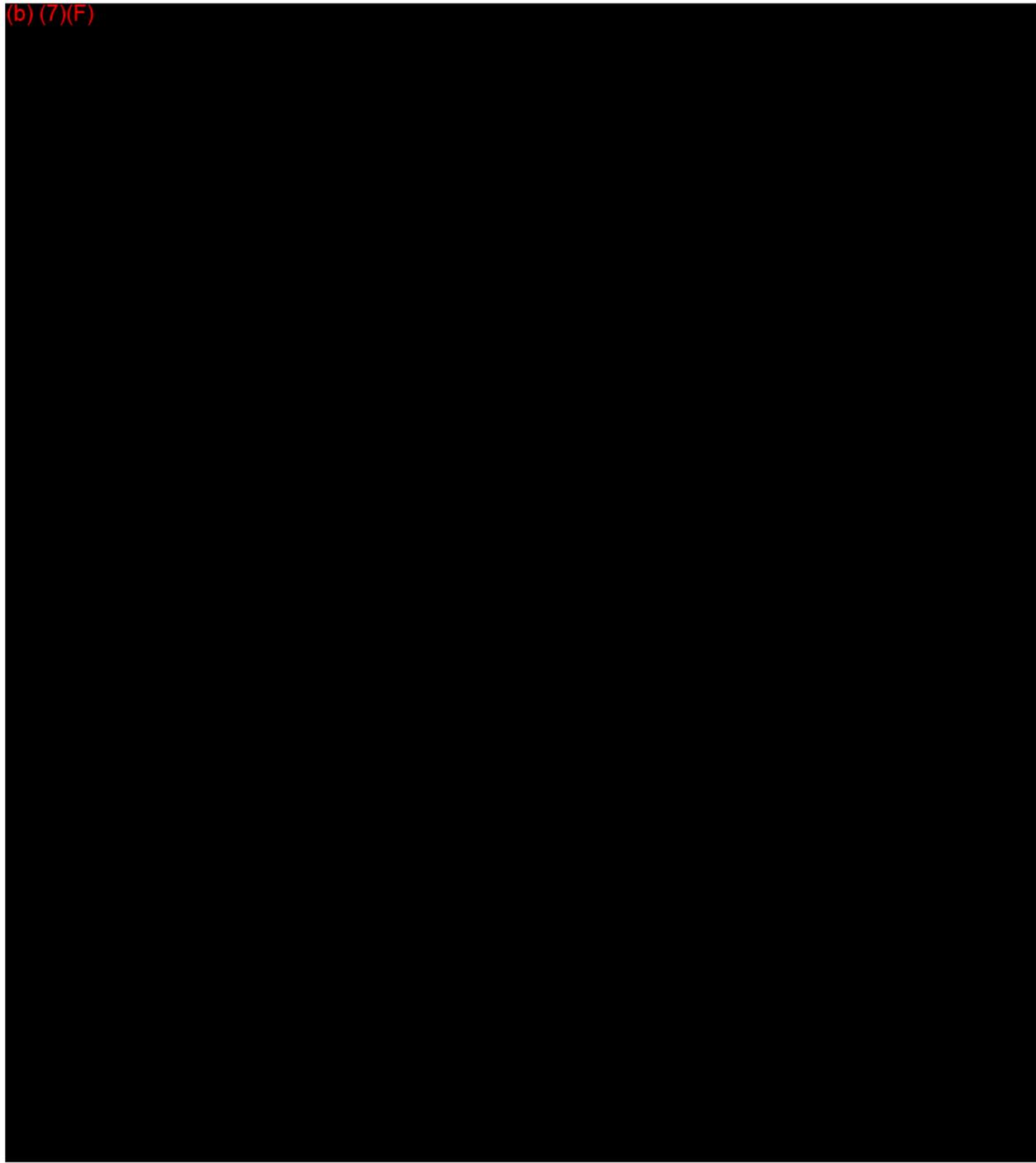


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**2.5.3 Sabotage / Bomb Threat / Suspicious Package**

(b) (7)(F)



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**2.5.3 Sabotage / Bomb Threat / Suspicious Package, Continued**

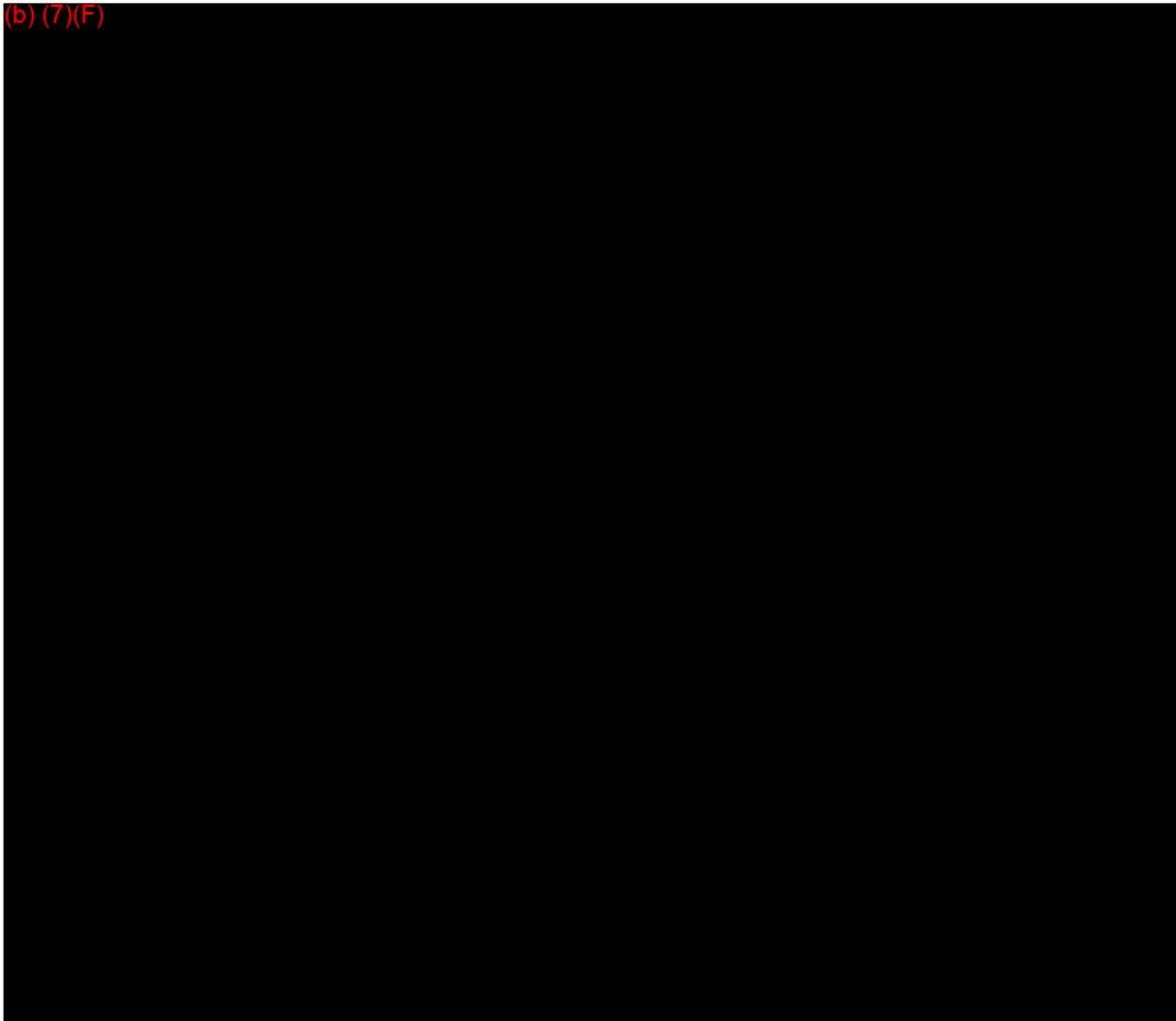
(b) (7)(F)



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**2.5.4 Threat Receipt Precautions**

(b) (7)(F)



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**FIGURE 2.5-1 - THREAT DOCUMENTATION REPORT FORM**

(b) (7)(F)



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## 2.6 EVACUATION

### 2.6.1 Evacuation Checklist

<b>SPECIFIC RESPONSE ACTIONS</b>	<b>COMMENTS</b>
Request assistance from off-site agencies; convey Command Post's location	
Assemble personnel at predetermined safe location: upwind/up gradient of release (regrouping area)	
Account for Company and contractor personnel	
Assess casualties (number/type/location)	
Determine probable location of missing personnel	
Secure site, establish re-entry point and check-in/check-out procedures	
Develop list of known hazards (confined spaces, electrical hazards, physical hazards, vapors, oxygen deficiency, fire/explosion, etc.)	
Monitor situation (weather, vapors, product migration) for significant changes	
Assist in developing a Rescue Plan if necessary	

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**2.7 FIRE PRE PLAN**

<b>Name:</b>	Manhattan Products					
<b>Address:</b>	15600 Bruns Road Manhattan IL 60442					
<b>Latitude / Longitude:</b>	(b) (7)(F)					
<b>Phone / Fax:</b>	815-478-6102 / 815-478-5752					
<b>DESCRIPTION:</b>						
The Manhattan Terminal is a major transportation hub for both crude oil and refined products. Crude oil is received into the Manhattan North and West Crude Tank Farms from Cushing, Oklahoma via BP Pipeline and from Patoka Terminal via Chicap. Refined petroleum products are received in the Manhattan Products Terminal from BP Whiting Refinery and delivered to Wilmington, IL (Magellan). This response plan is specific to the product tanks on site.						
<b>DRIVING DIRECTIONS:</b>						
Take US Highway 52 SE out of Manhattan, IL, approximately 1/2 mile to Bruns Rd, turn Right (west). Follow Bruns Rd approximately 1 mile. The station is on the Right, Gate 6.						
<b>Distance / Direction to Navigable Water:</b>	The nearest navigable body of water is the Des Plaines River, which lies 8.4 miles to the northwest of the facility.					
<b>TANK SPECIFICATIONS:</b>						
Tank #	Type	Product	Capacity (bbls)	Diameter (ft)	Height (ft)	Misc
43000	Internal Floating Roof -steelpan	Gasoline - Unleaded	(b) (7)(F)			Drain dry tank ? could also contain diesel
43001	Cone with Internal Alum Floater	Gasoline - Unleaded				Drain dry tank ? could also contain diesel
43002	Cone with Internal Alum Floater	Gasoline - Unleaded				Drain dry tank ? could also contain diesel
43003	Cone with Internal Alum Floater	Gasoline - Unleaded				Drain dry tank ? could also contain diesel
43004	Cone with Internal Alum Floater	Gasoline - Unleaded				Drain dry tank ? could also contain diesel
<b>Total bulk storage capacity:</b>			(b) (7)(F)			

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**2.7 FIRE PRE PLAN, CONTINUED**

<b>NOTIFICATIONS:</b>		
<b>Affiliation</b>	<b>Phone Number</b>	<b>Time Contacted</b>
<b>Company Personnel</b>		
John Fitzwater O&M Team Lead, Manhattan, IL	(815) 478-6104 (Office) (b) (6) (815) 278-0895 (Mobile) Sat Phone:321-205-1867 (Pager)	
Joel Hearn Manhattan Products Site Technician	(815) 478-4484 (Office) (b) (6) (815) 258-4385 (Mobile)	
Wayne Venter Operations & Maintenance Team Leader Response Personnel	(563) 556-2561 ext 10 (Office) (b) (6) (630) 605-1661 (Mobile)	
Tim Smith Area Manager, East of Rockies Pipelines	(630) 536-2180 (Office) (b) (6) (630) 606-1404 (Mobile) Sat Phone 321-205-1955 (Pager)	
BP Incident Notification Center IMT Notification (Former A-Team)	(630) 961-6200 or (800) 321-8642 (Office)	
All other contact information listed in FIGURE 3.1-4 of the Mid-America District response plan.		

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**2.7 FIRE PRE PLAN, CONTINUED**

<b>NOTIFICATIONS:</b>		
<b>Initial</b>		
<b>Recommended</b>		
<b>USCG Classified OSRO's</b>		
Heritage Environmental Services, LLC Lemont, IL	(800) 487-7455* (Lemont, IL) 877-436-8778 630-739-1151	

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**2.7 FIRE PRE PLAN, CONTINUED**

<b>Area Firefighting Resources</b>		
<b>Company</b>	<b>Phone Number</b>	<b>Equipment</b>
BP Whiting, IN	219-473-7700 (security) Chief Harman	Would likely send a 3000 gallon foam tanker and five 265 gallon totes for a total of 4325 gallons of 1X3 Thunderstorm AFFF. Whiting would also send one 2000 gpm nozzle. Could provide technical personnel to assist local FD, who would maintain overall command. Response time to Manhattan facility: 2 hours.
Manhattan Facility		The hydrant main installed around the crude and products tanks is kept under pressure. The pressure will drop if a hydrant is open, causing the firewater pump to supply water from the firewater tank. Twenty-three hydrants are located along this main inside the facility, each having a 5" Storz connection and 2x2.5" hose connections. 1600 gallons of AFFF foam are available in a portable trailer which is parked near Gate 4. A vehicle to move this trailer around the facility is also available. The system is designed to extinguish a rim seal fire on the crude oil tanks or a full surface fire on the products tanks; any scenario that escalates beyond these capabilities, (multiple products tanks on fire or a full surface crude fire as examples) will require the assistance of mutual aid groups and/or contract firefighting resources. If additional water is needed, it can be drawn from the hydrant on Bruns Road.
Manhattan Illinois Fire Department Manhattan, IL	911 815- 478-5578 (station 2) 815- 478-3197 (station 1) 815-478-3221 (dispatch)	Initial response will include an engine, squad, ambulance and fire chief. Will activate MABAS (Mutual Aid Box Alarm System) if needed. Response time to Manhattan facility: 3 minutes.
Williams Fire and Hazard Control Mauriceville, TX	(409) 727-2347 (281) 999-0276	Williams specializes in petroleum and tank farm fire fighting and as a fire equipment / foam vendor has access to a large amount of foam and the equipment needed to deliver it to the tank surface.

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**2.7 FIRE PRE PLAN, CONTINUED**

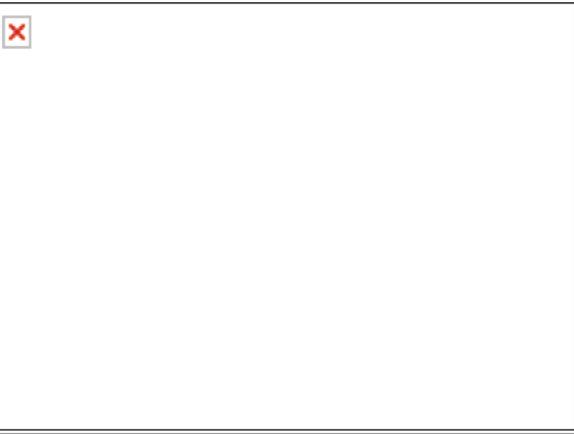


		FIRE PRE - PLAN	MANHATTAN PRODUCTS TANK 43000
			
PRODUCT INFORMATION		SITE CONSIDERATIONS	
Product Name	Gasoline - Unleaded	<b>Water Source Description (Firefighting/Cooling)</b> The primary water supply to the tanks is from a fire hydrant system encompassing the entire Manhattan crude and products facilities with labeled semi-fixed foam connections outside the dike for each tank. The hydrant main installed around the site is kept under pressure. The pressure will drop if a hydrant is open, causing the firewater pump to supply water from the firewater tank. If additional water is required, it can be drawn from a hose connection to a hydrant outside the facility. One pumper truck should be staged at the hydrant on Bruns Road to provide a hose connection from that hydrant through the truck and on to the fire department connection just southeast of tank 7170. A second pumper should be staged near the tank requiring water for firefighting or cooling. Foam is supplied from a portable trailer which is currently stored near Gate 4. The trailer can be moved to the required location by a truck also available at the site. All hydrants have a 5" Storz connection and 2-2.5" hose connections. There is a large pond at the southeast corner of the crude facility which may supply over 12 million gallons of additional water, but it may not be full at all times and will be frozen to some degree during winter months.	
NFPA Classification	1B		
Vapor Pressure	5 to 15 at 100°F (REID-PSIA)		
Flash Point	-45°F		
Upper Explosive Limit	7.6%		
Lower Explosive Limit	1.4%		
Vapor Density			
IDLH ppm.			
Auto Ignition Temp	536°F		
Water Solubility			
API Gravity	45.4 to 70.6		
Physical State	Liquid		
Storage Temperature	Ambient		
Specific Gravity	0.7 to 0.8		
FOAM REQUIREMENTS		External Exposures	
Parameters	Full Surface Fire	(b) (7)(F)	
Foam System	Semi-fixed connections on tank		
Foam Type	AFFF		
Foam Percentage	3		
Foam Solution Application Rate (gpm/sq ft)	0.1		
Minimum Application Duration (Minutes)	55		
Foam/Water Solution Flow Rate (Gallons Per Minute)	636		
Foam Concentrate Flow Rate (Gallons Per Minute)	19		
Total Foam Concentrate Required	1050		

(Gallons)	33944	Other
Total Water Required (Gallons)	33944	Other

	<b>FIRE PRE - PLAN</b>	<b>MANHATTAN PRODUCTS TANK 43000</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>• If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>• Water and foam demand will be significant. Contact additional resources immediately. Apply water to the shell of adjacent tanks to provide cooling. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• Once the foam concentrate and foam delivery equipment are assembled near the tank, have the fire department deliver foam to the surface using the foam chambers. If needed, additional foam can be applied by monitor nozzles or hose streams. Coverage rate using manual equipment should be 0.26 gpm/sq ft.</li> </ul>		
<ul style="list-style-type: none"> <li>• If the tank is full, pump down the product level to at least 2 feet below the high level. This should only be done if the valves are safely accessible (preferably remotely operated).</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so, ensure that the dike drains are closed.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have a rim seal. If a fire starts, it will quickly spread to become a full surface fire. See guidance above.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have an external floating roof.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>• Once the necessary supplies/equipment arrive have the fire department foam the dike area involved. Apply foam at a rate capable of providing a density of 0.10gpm/ft? for 60 minutes. The fire area would be just over 56,100ft? - requiring a foam/water solution flow rate of approx 5610 gpm and 10,100 gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>• Apply water to the shell of any tanks adjacent to the burning tank. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so ensure that the dike drains are closed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Should the volume of any released product combined with firefighting water and foam exceed the volume of the tank dike, follow the steps relating to spill response outlined in section 2.1 of this response plan.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>• Notify the Manhattan Fire Department and initiate BP notifications including the Tulsa Control Center to verify tank contents.</li> </ul>		
<ul style="list-style-type: none"> <li>• Have the local fire department contact the Illinois MABAS organization to have them send the needed foam and equipment.</li> </ul>		
<ul style="list-style-type: none"> <li>• Immediately shut down any movement of products in and out of the tanks. If possible immediately shut down pipeline operations in the piping/pumping yard. If that is not possible have personnel in the Tulsa control room closely monitor the conditions in the rest of the station and shut down the operations if hazardous conditions present themselves.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure that local BP personnel are available to support emergency personnel as needed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Contact the fire brigade at the BP Whiting refinery. Request that they obtain any equipment and foam supplies they feel are needed from NIAIMA.</li> </ul>		
<ul style="list-style-type: none"> <li>• Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. If they feel the local resources are not adequate Williams will be able to determine what additional equipment the local fire department may need and what they will need to bring if they are called in to help with the response.</li> </ul>		
	<b>Revised:</b> © Technical Response Planning Corporation 2007	



		<b>FIRE PRE - PLAN</b>		<b>MANHATTAN PRODUCTS TANK 43001</b>	
					
<b>PRODUCT INFORMATION</b>			<b>SITE CONSIDERATIONS</b>		
<b>Product Name</b>		Gasoline - Unleaded			
<b>NFPA Classification</b>		1B			
<b>Vapor Pressure</b>		5 to 15 at 100°F (REID-PSIA)			
<b>Flash Point</b>		-45°F			
<b>Upper Explosive Limit</b>		7.6%			
<b>Lower Explosive Limit</b>		1.4%			
<b>Vapor Density</b>					
<b>IDLH ppm</b>					
<b>Auto Ignition Temp</b>		536°F			
<b>Water Solubility</b>					
<b>API Gravity</b>		45.4 to 70.6			
<b>Physical State</b>		Liquid			
<b>Storage Temperature</b>		Ambient			
<b>Specific Gravity</b>		0.7 to 0.8			
<b>FOAM REQUIREMENTS</b>					
<b>Parameters</b>		<b>Full Surface Fire</b>			
<b>Foam System</b>		Semi-fixed connections on tank			
<b>Foam Type</b>		AFFF			
<b>Foam Percentage</b>		3			
<b>Foam Solution Application Rate (gpm/sq ft)</b>		0.1			
<b>Minimum Application Duration (Minutes)</b>		55			
<b>Foam/Water Solution Flow Rate (Gallons Per Minute)</b>		636			
<b>Foam Concentrate Flow Rate (Gallons Per Minute)</b>		19			
<b>Total Foam Concentrate Required</b>		1050			
<b>Water Source Description (Firefighting/Cooling)</b>					
<p>The primary water supply to the tanks is from a fire hydrant system encompassing the entire Manhattan crude and products facilities with labeled semi-fixed foam connections outside the dike for each tank. The hydrant main installed around the site is kept under pressure. The pressure will drop if a hydrant is open, causing the firewater pump to supply water from the firewater tank. If additional water is required, it can be drawn from a hose connection to a hydrant outside the facility. One pumper truck should be staged at the hydrant on Bruns Road to provide a hose connection from that hydrant through the truck and on to the fire department connection just southeast of tank 7170. A second pumper should be staged near the tank requiring water for firefighting or cooling. Foam is supplied from a portable trailer which is currently stored near Gate 4. The trailer can be moved to the required location by a truck also available at the site. All hydrants have a 5" Storz connection and 2-2.5" hose connections. There is a large pond at the southeast corner of the crude facility which may supply over 12 million gallons of additional water, but it may not be full at all times and will be frozen to some degree during winter months.</p>					
<b>External Exposures</b>					
(b) (7)(F)					

(Gallons)	33944	Other
Total Water Required (Gallons)	33944	Other

	<b>FIRE PRE - PLAN</b>	<b>MANHATTAN PRODUCTS TANK 43001</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>• If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>• Water and foam demand will be significant. Contact additional resources immediately. Apply water to the shell of adjacent tanks to provide cooling. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• Once the foam concentrate and foam delivery equipment are assembled near the tank, have the fire department deliver foam to the surface using the foam chambers. If needed, additional foam can be applied by monitor nozzles or hose streams. Coverage rate using manual equipment should be 0.26 gpm/sq ft.</li> </ul>		
<ul style="list-style-type: none"> <li>• If the tank is full, pump down the product level to at least 2 feet below the high level. This should only be done if the valves are safely accessible (preferably remotely operated).</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so, ensure that the dike drains are closed.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have a rim seal. If a fire starts, it will quickly spread to become a full surface fire. See guidance above.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have an external floating roof.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>• Once the necessary supplies/equipment arrive have the fire department foam the dike area involved. Apply foam at a rate capable of providing a density of 0.10gpm/ft? for 60 minutes. The fire area would be just over 56,100ft? - requiring a foam/water solution flow rate of approx 5610 gpm and 10,100 gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>• Apply water to the shell of any tanks adjacent to the burning tank. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so ensure that the dike drains are closed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Should the volume of any released product combined with firefighting water and foam exceed the volume of the tank dike, follow the steps relating to spill response outlined in section 2.1 of this response plan.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>• Notify the Manhattan Fire Department and initiate BP notifications including the Tulsa Control Center to verify tank contents.</li> </ul>		
<ul style="list-style-type: none"> <li>• Have the local fire department contact the Illinois MABAS organization to have them send the needed foam and equipment.</li> </ul>		
<ul style="list-style-type: none"> <li>• Immediately shut down any movement of products in and out of the tanks. If possible immediately shut down pipeline operations in the piping/pumping yard. If that is not possible have personnel in the Tulsa control room closely monitor the conditions in the rest of the station and shut down the operations if hazardous conditions present themselves.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure that local BP personnel are available to support emergency personnel as needed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Contact the fire brigade at the BP Whiting refinery. Request that they obtain any equipment and foam supplies they feel are needed from NIAIMA.</li> </ul>		
<ul style="list-style-type: none"> <li>• Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. If they feel the local resources are not adequate Williams will be able to determine what additional equipment the local fire department may need and what they will need to bring if they are called in to help with the response.</li> </ul>		
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		<b>FIRE PRE - PLAN</b>		<b>MANHATTAN PRODUCTS TANK 43002</b>	
					
<b>PRODUCT INFORMATION</b>			<b>SITE CONSIDERATIONS</b>		
<b>Product Name</b>		<b>Low Sulfur Diesel Supreme</b>			
<b>NFPA Classification</b>		<b>combustible liquid</b>			
<b>Vapor Pressure</b>		<b>0.4 MM HG @ 20 C (68? F)</b>			
<b>Flash Point</b>		<b>125?F</b>			
<b>Upper Explosive Limit</b>		<b>5%</b>			
<b>Lower Explosive Limit</b>		<b>.7 %</b>			
<b>Vapor Density</b>		<b>4.7</b>			
<b>IDLH ppm.</b>					
<b>Auto Ignition Temp</b>		<b>ND</b>			
<b>Water Solubility</b>		<b>Negligible</b>			
<b>API Gravity</b>		<b>39.0</b>			
<b>Physical State</b>		<b>Liquid</b>			
<b>Storage Temperature</b>		<b>Ambient</b>			
<b>Specific Gravity</b>		<b>0.83 @ 15.5556 C (60?F)</b>			
<b>FOAM REQUIREMENTS</b>					
<b>Parameters</b>		<b>Full Surface Fire</b>			
<b>Foam System</b>		<b>Semi-fixed connections on tank</b>			
<b>Foam Type</b>		<b>AFFF</b>			
<b>Foam Percentage</b>		<b>3</b>			
<b>Foam Solution Application Rate (gpm/sq ft)</b>		<b>0.1</b>			
<b>Minimum Application Duration (Minutes)</b>		<b>55</b>			
<b>Foam/Water Solution Flow Rate (Gallons Per Minute)</b>		<b>636</b>			
<b>Foam Concentrate Flow Rate (Gallons Per Minute)</b>		<b>19</b>			
<b>Total Foam Concentrate Required</b>					
			<b>External Exposures</b>		
<b>(b) (7)(F)</b>					

(Gallons)	1050	<b>Other</b>
Total Water Required (Gallons)	33944	

	<b>FIRE PRE - PLAN</b>	<b>MANHATTAN PRODUCTS TANK 43002</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>• If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>• Water and foam demand will be significant. Contact additional resources immediately. Apply water to the shell of adjacent tanks to provide cooling. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• Once the foam concentrate and foam delivery equipment are assembled near the tank, have the fire department deliver foam to the surface using the foam chambers. If needed, additional foam can be applied by monitor nozzles or hose streams. Coverage rate using manual equipment should be 0.26 gpm/sq ft.</li> </ul>		
<ul style="list-style-type: none"> <li>• If the tank is full, pump down the product level to at least 2 feet below the high level. This should only be done if the valves are safely accessible (preferably remotely operated).</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so, ensure that the dike drains are closed.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have a rim seal. If a fire starts, it will quickly spread to become a full surface fire. See guidance above.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have an external floating roof.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>• Once the necessary supplies/equipment arrive have the fire department foam the dike area involved. Apply foam at a rate capable of providing a density of 0.10gpm/ft? for 60 minutes. The fire area would be just over 56,100ft? - requiring a foam/water solution flow rate of approx 5610 gpm and 10,100 gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>• Apply water to the shell of any tanks adjacent to the burning tank. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so ensure that the dike drains are closed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Should the volume of any released product combined with firefighting water and foam exceed the volume of the tank dike, follow the steps relating to spill response outlined in section 2.1 of this response plan.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>• Notify the Manhattan Fire Department and initiate BP notifications including the Tulsa Control Center to verify tank contents.</li> </ul>		
<ul style="list-style-type: none"> <li>• Have the local fire department contact the Illinois MABAS organization to have them send the needed foam and equipment.</li> </ul>		
<ul style="list-style-type: none"> <li>• Immediately shut down any movement of products in and out of the tanks. If possible immediately shut down pipeline operations in the piping/pumping yard. If that is not possible have personnel in the Tulsa control room closely monitor the conditions in the rest of the station and shut down the operations if hazardous conditions present themselves.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure that local BP personnel are available to support emergency personnel as needed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Contact the fire brigade at the BP Whiting refinery. Request that they obtain any equipment and foam supplies they feel are needed from NIAIMA.</li> </ul>		
<ul style="list-style-type: none"> <li>• Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. If they feel the local resources are not adequate Williams will be able to determine what additional equipment the local fire department may need and what they will need to bring if they are called in to help with the response.</li> </ul>		
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		<b>FIRE PRE - PLAN</b>		<b>MANHATTAN PRODUCTS TANK 43003</b>	
					
<b>PRODUCT INFORMATION</b>			<b>SITE CONSIDERATIONS</b>		
<b>Product Name</b>		<b>High Sulfur Diesel Supreme</b>			
<b>NFPA Classification</b>		<b>Combustible liquid</b>			
<b>Vapor Pressure</b>		<b>0.053 kPa (0.4 mm Hg) at 20°C</b>			
<b>Flash Point</b>		<b>120-180F</b>			
<b>Upper Explosive Limit</b>		<b>7.5%</b>			
<b>Lower Explosive Limit</b>		<b>0.6%</b>			
<b>Vapor Density</b>		<b>4.7</b>			
<b>IDLH ppm.</b>					
<b>Auto Ignition Temp</b>					
<b>Water Solubility</b>		<b>Insoluble in cold water.</b>			
<b>API Gravity</b>		<b>29.3 to 35.0</b>			
<b>Physical State</b>		<b>Liquid</b>			
<b>Storage Temperature</b>		<b>Ambient</b>			
<b>Specific Gravity</b>		<b>0.85 to 0.88</b>			
<b>FOAM REQUIREMENTS</b>					
<b>Parameters</b>		<b>Full Surface Fire</b>			
<b>Foam System</b>		<b>Semi-fixed connections on tank</b>			
<b>Foam Type</b>		<b>AFFF</b>			
<b>Foam Percentage</b>		<b>3</b>			
<b>Foam Solution Application Rate (gpm/sq ft)</b>		<b>0.1</b>			
<b>Minimum Application Duration (Minutes)</b>		<b>55</b>			
<b>Foam/Water Solution Flow Rate (Gallons Per Minute)</b>		<b>636</b>			
<b>Foam Concentrate Flow Rate (Gallons Per Minute)</b>		<b>19</b>			
<b>Total Foam Concentrate Required</b>					
<b>Water Source Description (Firefighting/Cooling)</b>					
<p>The primary water supply to the tanks is from a fire hydrant system encompassing the entire Manhattan crude and products facilities with labeled semi-fixed foam connections outside the dike for each tank. The hydrant main installed around the site is kept under pressure. The pressure will drop if a hydrant is open, causing the firewater pump to supply water from the firewater tank. If additional water is required, it can be drawn from a hose connection to a hydrant outside the facility. One pumper truck should be staged at the hydrant on Bruns Road to provide a hose connection from that hydrant through the truck and on to the fire department connection just southeast of tank 7170. A second pumper should be staged near the tank requiring water for firefighting or cooling. Foam is supplied from a portable trailer which is currently stored near Gate 4. The trailer can be moved to the required location by a truck also available at the site. All hydrants have a 5" Storz connection and 2-2.5" hose connections. There is a large pond at the southeast corner of the crude facility which may supply over 12 million gallons of additional water, but it may not be full at all times and will be frozen to some degree during winter months.</p>					
<b>External Exposures</b>					
<b>(b) (7)(F)</b>					

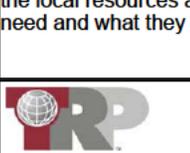
(Gallons)	1050	<b>Other</b>
Total Water Required (Gallons)	33944	

	<b>FIRE PRE - PLAN</b>	<b>MANHATTAN PRODUCTS TANK 43003</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>• If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>• Water and foam demand will be significant. Contact additional resources immediately. Apply water to the shell of adjacent tanks to provide cooling. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• Once the foam concentrate and foam delivery equipment are assembled near the tank, have the fire department deliver foam to the surface using the foam chambers. If needed, additional foam can be applied by monitor nozzles or hose streams. Coverage rate using manual equipment should be 0.26 gpm/sq ft.</li> </ul>		
<ul style="list-style-type: none"> <li>• If the tank is full, pump down the product level to at least 2 feet below the high level. This should only be done if the valves are safely accessible (preferably remotely operated).</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so, ensure that the dike drains are closed.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have a rim seal. If a fire starts, it will quickly spread to become a full surface fire. See guidance above.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have an external floating roof.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>• Once the necessary supplies/equipment arrive have the fire department foam the dike area involved. Apply foam at a rate capable of providing a density of 0.10gpm/ft? for 60 minutes. The fire area would be just over 56,100ft? - requiring a foam/water solution flow rate of approx 5610 gpm and 10,100 gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>• Apply water to the shell of any tanks adjacent to the burning tank. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so ensure that the dike drains are closed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Should the volume of any released product combined with firefighting water and foam exceed the volume of the tank dike, follow the steps relating to spill response outlined in section 2.1 of this response plan.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>• Notify the Manhattan Fire Department and initiate BP notifications including the Tulsa Control Center to verify tank contents.</li> </ul>		
<ul style="list-style-type: none"> <li>• Have the local fire department contact the Illinois MABAS organization to have them send the needed foam and equipment.</li> </ul>		
<ul style="list-style-type: none"> <li>• Immediately shut down any movement of products in and out of the tanks. If possible immediately shut down pipeline operations in the piping/pumping yard. If that is not possible have personnel in the Tulsa control room closely monitor the conditions in the rest of the station and shut down the operations if hazardous conditions present themselves.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure that local BP personnel are available to support emergency personnel as needed.</li> </ul>		
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<ul style="list-style-type: none"> <li>• Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. If they feel the local resources are not adequate Williams will be able to determine what additional equipment the local fire department may need and what they will need to bring if they are called in to help with the response.</li> </ul>		
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		<b>FIRE PRE - PLAN</b>		<b>MANHATTAN PRODUCTS TANK 43004</b>																													
																																	
<b>PRODUCT INFORMATION</b>			<b>SITE CONSIDERATIONS</b>																														
<table border="1"> <tr> <td>Product Name</td> <td>Fuel Oil #1</td> </tr> <tr> <td>NFPA Classification</td> <td>Class II liquid</td> </tr> <tr> <td>Vapor Pressure</td> <td>unk</td> </tr> <tr> <td>Flash Point</td> <td>120-180°F</td> </tr> <tr> <td>Upper Explosive Limit</td> <td>7.5%</td> </tr> <tr> <td>Lower Explosive Limit</td> <td>0.6%</td> </tr> <tr> <td>Vapor Density</td> <td></td> </tr> <tr> <td>IDLH ppm.</td> <td></td> </tr> <tr> <td>Auto Ignition Temp</td> <td></td> </tr> <tr> <td>Water Solubility</td> <td>Negligible</td> </tr> <tr> <td>API Gravity</td> <td></td> </tr> <tr> <td>Physical State</td> <td></td> </tr> <tr> <td>Storage Temperature</td> <td></td> </tr> <tr> <td>Specific Gravity</td> <td>0.85 to 0.88</td> </tr> </table>			Product Name	Fuel Oil #1	NFPA Classification	Class II liquid	Vapor Pressure	unk	Flash Point	120-180°F	Upper Explosive Limit	7.5%	Lower Explosive Limit	0.6%	Vapor Density		IDLH ppm.		Auto Ignition Temp		Water Solubility	Negligible	API Gravity		Physical State		Storage Temperature		Specific Gravity	0.85 to 0.88	<p style="text-align: center;"><b>Water Source Description (Firefighting/Cooling)</b></p> <p>The primary water supply to the tanks is from a fire hydrant system encompassing the entire Manhattan crude and products facilities with labeled semi-fixed foam connections outside the dike for each tank. The hydrant main installed around the site is kept under pressure. The pressure will drop if a hydrant is open, causing the firewater pump to supply water from the firewater tank. If additional water is required, it can be drawn from a hose connection to a hydrant outside the facility. One pumper truck should be staged at the hydrant on Bruns Road to provide a hose connection from that hydrant through the truck and on to the fire department connection just southeast of tank 7170. A second pumper should be staged near the tank requiring water for firefighting or cooling. Foam is supplied from a portable trailer which is currently stored near Gate 4. The trailer can be moved to the required location by a truck also available at the site. All hydrants have a 5" Storz connection and 2-2.5" hose connections. There is a large pond at the southeast corner of the crude facility which may supply over 12 million gallons of additional water, but it may not be full at all times and will be frozen to some degree during winter months.</p>		
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Total Foam Concentrate Required	1568																																

(Gallons)		<b>Other</b>
Total Water Required (Gallons)	50707	

	<b>FIRE PRE - PLAN</b>	<b>MANHATTAN PRODUCTS TANK 43004</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>• If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>• Water and foam demand will be significant. Contact additional resources immediately. Apply water to the shell of adjacent tanks to provide cooling. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• Once the foam concentrate and foam delivery equipment are assembled near the tank, have the fire department deliver foam to the surface using the foam chambers. If needed, additional foam can be applied by monitor nozzles or hose streams. Coverage rate using manual equipment should be 0.26 gpm/sq ft.</li> </ul>		
<ul style="list-style-type: none"> <li>• If the tank is full, pump down the product level to at least 2 feet below the high level. This should only be done if the valves are safely accessible (preferably remotely operated).</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so, ensure that the dike drains are closed.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have a rim seal. If a fire starts, it will quickly spread to become a full surface fire. See guidance above.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>• This tank does not have an external floating roof.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>• Once the necessary supplies/equipment arrive have the fire department foam the dike area involved. Apply foam at a rate capable of providing a density of 0.10gpm/ft? for 60 minutes. The fire area would be just over 56,100ft? - requiring a foam/water solution flow rate of approx 5610 gpm and 10,100 gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>• Apply water to the shell of any tanks adjacent to the burning tank. Cooling water should be used judiciously; excessive cooling can flood the dikes and deplete water supplies. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank.</li> </ul>		
<ul style="list-style-type: none"> <li>• When safe to do so ensure that the dike drains are closed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Should the volume of any released product combined with firefighting water and foam exceed the volume of the tank dike, follow the steps relating to spill response outlined in section 2.1 of this response plan.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>• Notify the Manhattan Fire Department and initiate BP notifications including the Tulsa Control Center to verify tank contents.</li> </ul>		
<ul style="list-style-type: none"> <li>• Have the local fire department contact the Illinois MABAS organization to have them send the needed foam and equipment.</li> </ul>		
<ul style="list-style-type: none"> <li>• Immediately shut down any movement of products in and out of the tanks. If possible immediately shut down pipeline operations in the piping/pumping yard. If that is not possible have personnel in the Tulsa control room closely monitor the conditions in the rest of the station and shut down the operations if hazardous conditions present themselves.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure that local BP personnel are available to support emergency personnel as needed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Contact the fire brigade at the BP Whiting refinery. Request that they obtain any equipment and foam supplies they feel are needed from NIAIMA.</li> </ul>		
<ul style="list-style-type: none"> <li>• Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. If they feel the local resources are not adequate Williams will be able to determine what additional equipment the local fire department may need and what they will need to bring if they are called in to help with the response.</li> </ul>		
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Mid America District

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**2.7 FIRE PRE PLAN**

<b>Name:</b>	Milan Station Galt Missouri					
<b>Address:</b>	22195 Alan Drive Galt MO 64641					
<b>Latitude / Longitude:</b>	(b) (7)(F)					
<b>Phone / Fax:</b>	660-265-4045 / 660-265-3876					
<b>DESCRIPTION:</b>						
This site has 4 storage tanks. The tanks are used to store refined products until needed at the distribution sites. All products are received and shipped via pipeline (b) (7)(F)						
<b>DRIVING DIRECTIONS:</b>						
The Milan terminal is in Sullivan Co., Missouri. Take Highway 139 to Osgood, then travel 1-1/4 miles east of Hwy 139 on Highway PP. Turn left (North) on Alan Drive and proceed approximately 1/4 mile. The terminal is on the west side of the road.						
<b>Distance / Direction to Navigable Water:</b>	The nearest navigable waterway is approximately 50 miles to the south, the Missouri River.					
<b>TANK SPECIFICATIONS:</b>						
Tank #	Type	Product	Capacity (bbls)	Diameter (ft)	Height (ft)	Misc
1	Internal Floating Roof	Gasoline - Unleaded	(b) (7)(F)			
2	Internal Floating Roof	High Sulfur Diesel Supreme	(b) (7)(F)			
3	Internal Floating Roof	Low Sulfur Diesel Supreme	(b) (7)(F)			
4	Internal Floating Roof	Gasoline - Unleaded	(b) (7)(F)			
Total bulk storage capacity: (b) (7)(F)						

Mid America District

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**2.7 FIRE PRE PLAN, CONTINUED**

<b>NOTIFICATIONS:</b>		
<b>Initial</b>		
<b>Recommended</b>		
<b>USCG Classified OSRO's</b>		
Heritage Environmental Services, Inc. Bellefontaine, MO	(800) 487-7455	

Mid America District

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**2.7 FIRE PRE PLAN, CONTINUED**

<b>Area Firefighting Resources</b>		
<b>Company</b>	<b>Phone Number</b>	<b>Equipment</b>
Galt Fire Protection District	660-673-6277	Two pumper trucks, two brush trucks, and a 20,000 gallon water tank truck. The fire department does not have an aerial truck or 5-inch hose. They have approx. 150 gallons of foam concentrate, but it may not be effective due to its age.

Mid America District	
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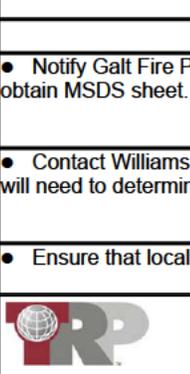
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(b) (7)(F)

		<b>FIRE PRE - PLAN</b>		<b>MILAN STATION GALT MISSOURI TANK 1</b>																													
		(b) (7)(F)																															
		<b>PRODUCT INFORMATION</b>		<b>SITE CONSIDERATIONS</b>																													
<table border="1"> <tr> <td>Product Name</td> <td>Gasoline - Unleaded</td> </tr> <tr> <td>NFPA Classification</td> <td>1B</td> </tr> <tr> <td>Vapor Pressure</td> <td>5 to 15 at 100°F (REID-PSIA)</td> </tr> <tr> <td>Flash Point</td> <td>-45°F</td> </tr> <tr> <td>Upper Explosive Limit</td> <td>7.6%</td> </tr> <tr> <td>Lower Explosive Limit</td> <td>1.4%</td> </tr> <tr> <td>Vapor Density</td> <td></td> </tr> <tr> <td>IDLH ppm.</td> <td></td> </tr> <tr> <td>Auto Ignition Temp</td> <td>536°F</td> </tr> <tr> <td>Water Solubility</td> <td></td> </tr> <tr> <td>API Gravity</td> <td>45.4 to 70.6</td> </tr> <tr> <td>Physical State</td> <td>Liquid</td> </tr> <tr> <td>Storage Temperature</td> <td>Ambient</td> </tr> <tr> <td>Specific Gravity</td> <td>0.7 to 0.8</td> </tr> </table>		Product Name	Gasoline - Unleaded	NFPA Classification	1B	Vapor Pressure	5 to 15 at 100°F (REID-PSIA)	Flash Point	-45°F	Upper Explosive Limit	7.6%	Lower Explosive Limit	1.4%	Vapor Density		IDLH ppm.		Auto Ignition Temp	536°F	Water Solubility		API Gravity	45.4 to 70.6	Physical State	Liquid	Storage Temperature	Ambient	Specific Gravity	0.7 to 0.8	<b>Water Source Description (Firefighting/Cooling)</b>		<p>There is an approximately 2,000,000-gallon pond at the facility equipped with a dry hydrant for fire department suction. The pond is downhill from the tank farm area and the piping manifold area.</p>	
Product Name	Gasoline - Unleaded																																
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	<b>FIRE PRE - PLAN</b>	<b>MILAN STATION GALT MISSOURI TANK 1</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>● If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>● Request that local officials request a response from the local mutual aid group and all available foam in the area. Although the local fire departments are not prepared to fight a full surface fire they can provide support service until Williams Hazard and Control arrives.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have fire department apply water to the shell of exposed tanks. Cooling water should be used judiciously as described in the NFPA video Fighting Petroleum Storage Fires. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank. Excessive use of cooling water can also flood the dikes and deplete water supplies.</li> </ul>		
<ul style="list-style-type: none"> <li>● Insure all dike drains are closed if it is safe to do so.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have the fire department brush trucks prepare to attack any grass fires that may be touched off by the tank fire to prevent them from spreading to nearby farms or into the manifold yard area.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>● Utilize the tactics for a full surface fire.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>● There are no external floating roof tanks on this site.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>● It is unlikely existing fire department equipment and foam is adequate for a dike fire at this facility. Per the BP Tank Fire Response Guidelines for a dike fire, apply foam at a rate capable of providing a density of .10gpm/ft<sup>2</sup> for 60 minutes. The dike covers approx. 35938ft<sup>2</sup>. Assuming the fire covers 25% of the dike area (minus the tank area), the fire area would be 8984ft<sup>2</sup> - requiring a foam/water solution flow rate of approx 898.4gpm and 1617gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>● Recommend that the Fire Department utilize monitor nozzles and mutual aid foam supply to attack a small dike fire. The 200 gallons of 3% concentrate available would be adequate for a 1100 square foot spill (equal to approx 3% of the dike area).</li> </ul>		
<ul style="list-style-type: none"> <li>● Recommend that the fire department position monitor nozzles to apply water to the shell of the exposed tank(s) as necessary. Cooling water should be used judiciously as described in the NFPA video Fighting Petroleum Storage Fires.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have the fire department brush trucks prepare to attack any grass fires that may be touched off by the dike fire to prevent them from spreading to nearby farms or into the manifold yard area.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>● Notify Galt Fire Protection District and initiate BP notifications, including the Tulsa Control Center to verify tank contents and obtain MSDS sheet. Have Tulsa discontinue all pumping of products into and out of the tanks unless otherwise instructed.</li> </ul>		
<ul style="list-style-type: none"> <li>● Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. Williams will need to determine what additional equipment they will need to bring to aid in the fire fighting effort.</li> </ul>		
<ul style="list-style-type: none"> <li>● Ensure that local BP personnel are available to support emergency personnel as needed</li> </ul>		
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		FIRE PRE - PLAN	MILAN STATION GALT MISSOURI TANK 2
		(b) (7)(F)	
PRODUCT INFORMATION		SITE CONSIDERATIONS	
Product Name	High Sulfur Diesel Supreme	<b>Water Source Description (Firefighting/Cooling)</b> There is an approximately 2,000,000-gallon pond at the facility equipped with a dry hydrant for fire department suction. The pond is downhill from the tank farm area and the piping manifold area.	
NFPA Classification	Combustible liquid		
Vapor Pressure	0.053 kPa (0.4 mm Hg) at 20? C		
Flash Point	120-180F		
Upper Explosive Limit	7.5%		
Lower Explosive Limit	0.6%		
Vapor Density	4.7		
IDLH ppm.			
Auto Ignition Temp			
Water Solubility	Insoluble in cold water.		
API Gravity	29.3 to 35.0		
Physical State	Liquid		
Storage Temperature	Ambient		
Specific Gravity	0.85 to 0.88		
FOAM REQUIREMENTS		<b>External Exposures</b> (b) (7)(F)	
Parameters	Full Surface Fire		
Foam System	Fixed Foam System (recommended)		
Foam Type	AFFF		
Foam Percentage	3		
Foam Solution Application Rate (gpm/sq ft)	.10		
Minimum Application Duration (Minutes)	30		
Foam/Water Solution Flow Rate (Gallons Per Minute)	636		
Foam Concentrate Flow Rate (Gallons Per Minute)	19		
Total Foam Concentrate Required (Gallons)	573		
Total Water Required (Gallons)	18515	<b>Other</b>	

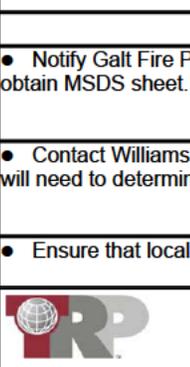


	<b>FIRE PRE - PLAN</b>	<b>MILAN STATION GALT MISSOURI TANK 2</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>● If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>● Request that local officials request a response from the local mutual aid group and all available foam in the area. Although the local fire departments are not prepared to fight a full surface fire they can provide support service until Williams Hazard and Control arrives.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have fire department apply water to the shell of exposed tank. Cooling water should be used judiciously as described in the NFPA video Fighting Petroleum Storage Fires. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank. Excessive use of cooling water can also flood the dikes and deplete water supplies.</li> </ul>		
<ul style="list-style-type: none"> <li>● When safe to do so, ensure that the dike drains are closed</li> </ul>		
<ul style="list-style-type: none"> <li>● Have the fire department brush trucks prepare to attack any grass fires that may be touched off by the tank fire to prevent them from spreading to nearby farms or into the manifold yard area.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>● Utilize the full surface fire tactics.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>● There are no external floating roof tanks on site.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>● It is unlikely existing fire department equipment and foam is adequate for a dike fire at this facility. Per the BP Tank Fire Response Guidelines for a dike fire, apply foam at a rate capable of providing a density of .10gpm/ft<sup>2</sup> for 60 minutes. The dike covers approx. 35938ft<sup>2</sup>. Assuming the fire covers 25% of the dike area (minus the tank area), the fire area would be 8984ft<sup>2</sup> - requiring a foam/water solution flow rate of approx 898.4gpm and 1617gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>● Recommend that the Fire Department utilize monitor nozzles and mutual aid foam supply to attack a small dike fire. The 200 gallons of 3% concentrate available would be adequate for a 1100 square foot spill (equal to approx 3% of the dike area).</li> </ul>		
<ul style="list-style-type: none"> <li>● Have the fire department brush trucks prepare to attack any grass fires that may be touched off by the fire to prevent them from spreading to nearby farms or into the manifold yard area.</li> </ul>		
<ul style="list-style-type: none"> <li>● Recommend that the fire department position monitor nozzles to apply water to the shell of the exposed tank(s) as necessary. Cooling water should be used judiciously as described in the NFPA video Fighting Petroleum Storage Fires.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>● Notify Galt Fire Protection District and initiate BP notifications, including the Tulsa Control Center to verify tank contents and obtain MSDS sheet. Have Tulsa discontinue all pumping of products into and out of the tanks unless otherwise instructed.</li> </ul>		
<ul style="list-style-type: none"> <li>● Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. Local resources are not adequate for a full surface fire and Williams will need to determine what additional equipment they will need to bring.</li> </ul>		
<ul style="list-style-type: none"> <li>● Ensure that local BP personnel are available to support emergency personnel as needed</li> </ul>		
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		FIRE PRE - PLAN	MILAN STATION GALT MISSOURI TANK 3
		(b) (7)(F)	
<b>PRODUCT INFORMATION</b>		<b>SITE CONSIDERATIONS</b>	
Product Name	Low Sulfur Diesel Supreme	<b>Water Source Description (Firefighting/Cooling)</b>	
NFPA Classification	combustible liquid	There is an approximately 2,000,000-gallon pond at the facility equipped with a dry hydrant for fire department suction. The pond is downhill from the tank farm area and the piping manifold area.	
Vapor Pressure	0.4 MM HG @ 20 C (68°F)		
Flash Point	125°F		
Upper Explosive Limit	5%		
Lower Explosive Limit	.7 %		
Vapor Density	4.7		
IDLH ppm.			
Auto Ignition Temp	ND		
Water Solubility	Negligible	<b>External Exposures</b>	
API Gravity	39.0	(b) (7)(F)	
Physical State	Liquid		
Storage Temperature	Ambient		
Specific Gravity	0.83 @ 15.5556 C (60°F)		
<b>FOAM REQUIREMENTS</b>			
Parameters	Full Surface Fire		
Foam System	Fixed foam system (recommended)		
Foam Type	AFFF		
Foam Percentage	3		
Foam Solution Application Rate (gpm/sq ft)	.10		
Minimum Application Duration (Minutes)	30		
Foam/Water Solution Flow Rate (Gallons Per Minute)	636		
Foam Concentrate Flow Rate (Gallons Per Minute)	19		
Total Foam Concentrate Required (Gallons)	573		
Total Water Required (Gallons)	18515	<b>Other</b>	



	<b>FIRE PRE - PLAN</b>	<b>MILAN STATION GALT MISSOURI TANK 3</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>● If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>● Request that local officials request a response from the local mutual aid group and all available foam in the area. Although the local fire departments are not prepared to fight a full surface fire they can provide support service until Williams Hazard and Control arrives.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have fire department apply water to the shell of exposed tank. Cooling water should be used judiciously as described in the NFPA video Fighting Petroleum Storage Fires. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank. Excessive use of cooling water can also flood the dikes and deplete water supplies.</li> </ul>		
<ul style="list-style-type: none"> <li>● Insure all dike drains are closed if it is safe to do so.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have the fire department brush trucks prepare to attack any grass fires that may be touched off by the tank fire to prevent them from spreading to nearby farms or into the manifold yard area.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>● Utilize the tactics for a full surface fire.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>● There are no external floating roof tanks at this site.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>● It is unlikely existing fire department equipment and foam is adequate for a dike fire at this facility. Per the BP Tank Fire Response Guidelines for a dike fire, apply foam at a rate capable of providing a density of .10gpm/ft<sup>2</sup> for 60 minutes. The dike covers approx. 25138ft<sup>2</sup>. Assuming the fire covers 25% of the dike area (minus the tank area), the fire area would be 6284ft<sup>2</sup> - requiring a foam/water solution flow rate of approx 628gpm and 1131gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>● Recommend that the Fire Department utilize monitor nozzles and mutual aid foam supply to attack a small dike fire. The 200 gallons of 3% concentrate available would be adequate for a 1100 square foot spill (equal to approx 4% of the dike area).</li> </ul>		
<ul style="list-style-type: none"> <li>● Recommend that the fire department position monitor nozzles to apply water to the shell of the exposed tank(s) as necessary. Cooling water should be used judiciously as described in the NFPA video Fighting Petroleum Storage Fires.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have the fire department brush trucks prepare to attack any grass fires that may be touched off by the dike fire to prevent them from spreading to nearby farms or into the manifold yard area.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>● Notify Galt Fire Protection District and initiate BP notifications, including the Tulsa Control Center to verify tank contents and obtain MSDS sheet. Have Tulsa discontinue all pumping of products into and out of the tanks unless otherwise instructed.</li> </ul>		
<ul style="list-style-type: none"> <li>● Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. Williams will need to determine what additional equipment they will need to bring to aid in the fire fighting effort.</li> </ul>		
<ul style="list-style-type: none"> <li>● Ensure that local BP personnel are available to support emergency personnel as needed</li> </ul>		
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		FIRE PRE - PLAN	MILAN STATION GALT MISSOURI TANK 4
		(b) (7)(F)	
PRODUCT INFORMATION		SITE CONSIDERATIONS	
Product Name	Gasoline - Unleaded	<b>Water Source Description (Firefighting/Cooling)</b> There is an approximately 2,000,000-gallon pond at the facility equipped with a dry hydrant for fire department suction. The pond is downhill from the tank farm area and the piping manifold area.	
NFPA Classification	1B		
Vapor Pressure	5 to 15 at 100°F (REID-PSIA)		
Flash Point	-45°F		
Upper Explosive Limit	7.6%		
Lower Explosive Limit	1.4%		
Vapor Density			
IDLH ppm.			
Auto Ignition Temp	536°F		
Water Solubility			
API Gravity	45.4 to 70.6		
Physical State	Liquid		
Storage Temperature	Ambient		
Specific Gravity	0.7 to 0.8		
FOAM REQUIREMENTS		<b>External Exposures</b>  (b) (7)(F)	
Parameters	Full Surface Fire		
Foam System	Fixed foam system (recommended)		
Foam Type	AFFF		
Foam Percentage	3		
Foam Solution Application Rate (gpm/sq ft)	.10		
Minimum Application Duration (Minutes)	30		
Foam/Water Solution Flow Rate (Gallons Per Minute)	332		
Foam Concentrate Flow Rate (Gallons Per Minute)	10		
Total Foam Concentrate Required (Gallons)	299		
Total Water Required (Gallons)	9658	<b>Other</b>	



	<b>FIRE PRE - PLAN</b>	<b>MILAN STATION GALT MISSOURI TANK 4</b>
<b>FIRE FIGHTING TACTICS</b>		
<b>Immediate Response To Fire</b>		
<ul style="list-style-type: none"> <li>● If fire is observed on the tank, site personnel should call 911, shut down equipment such as pumps and valves at the affected tank if it is safe to do so, activate the site alarm, evacuate the site and meet at the muster point.</li> </ul>		
<b>Full Surface Fire</b>		
<ul style="list-style-type: none"> <li>● Request that local officials request a response from the local mutual aid group and all available foam in the area. Although the local fire departments are not prepared to fight a full surface fire they can provide support service until Williams Hazard and Control arrives.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have fire department apply water to the shell of exposed tank. Cooling water should be used judiciously as described in the NFPA video Fighting Petroleum Storage Fires. Cooling water for the burning tank is not recommended - uneven cooling can distort the tank. Excessive use of cooling water can also flood the dikes and deplete water supplies.</li> </ul>		
<ul style="list-style-type: none"> <li>● Insure all dike drains are closed if it is safe to do so.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have the fire department brush trucks prepare to attack any grass fires that may be touched off by the tank fire to prevent them from spreading to nearby farms or into the manifold yard area.</li> </ul>		
<b>Rim Seal Fire</b>		
<ul style="list-style-type: none"> <li>● Utilize the tactics for a full surface fire.</li> </ul>		
<b>Sunken External Floating Roof Non-Fire</b>		
<ul style="list-style-type: none"> <li>● There are no external floating roof tanks on this site.</li> </ul>		
<b>Dike Fire</b>		
<ul style="list-style-type: none"> <li>● It is unlikely existing fire department equipment and foam is adequate for a dike fire at this facility. Per the BP Tank Fire Response Guidelines for a dike fire, apply foam at a rate capable of providing a density of .10gpm/ft<sup>2</sup> for 60 minutes. The dike covers approx. 35938ft<sup>2</sup>. Assuming the fire covers 25% of the dike area (minus the tank area), the fire area would be 8984ft<sup>2</sup> - requiring a foam/water solution flow rate of approx 898.4gpm and 1617gallons of 3% foam concentrate.</li> </ul>		
<ul style="list-style-type: none"> <li>● Recommend that the Fire Department utilize monitor nozzles and mutual aid foam supply to attack a small dike fire. The 200 gallons of 3% concentrate available would be adequate for a 1100 square foot spill (equal to approx 3% of the dike area).</li> </ul>		
<ul style="list-style-type: none"> <li>● Recommend that the fire department position monitor nozzles to apply water to the shell of the exposed tank(s) as necessary. Cooling water should be used judiciously as described in the NFPA video Fighting Petroleum Storage Fires.</li> </ul>		
<ul style="list-style-type: none"> <li>● Have the fire department brush trucks prepare to attack any grass fires that may be touched off by the dike fire to prevent them from spreading to nearby farms or into the manifold yard area.</li> </ul>		
<b>Notification Procedures and Common Firefighting Tactics</b>		
<ul style="list-style-type: none"> <li>● Notify Galt Fire Protection District and initiate BP notifications, including the Tulsa Control Center to verify tank contents and obtain MSDS sheet. Have Tulsa discontinue all pumping of products into and out of the tanks unless otherwise instructed.</li> </ul>		
<ul style="list-style-type: none"> <li>● Contact Williams Fire and Hazard Control. Inform them of tank size, contents, and available fire-fighting equipment. Williams will need to determine what additional equipment they will need to bring to aid in the fire fighting effort.</li> </ul>		
<ul style="list-style-type: none"> <li>● Ensure that local BP personnel are available to support emergency personnel as needed</li> </ul>		
	<b>Revised:</b> © Technical Response Planning Corporation 2007	



## **SECTION 3**

# **NOTIFICATIONS / TELEPHONE NUMBERS**

Last revised: June 2011

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### **3.1 Emergency Information and Notification Procedures**

**Figure 3.1-1 Emergency Notification Flow Chart**

**Figure 3.1-2 - Initial Incident Report Form**

**Figure 3.1-3 - DOT / PHMSA Accident Report Form**

**Figure 3.1-4 - Notifications and Telephone Numbers**



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### 3.1 EMERGENCY INFORMATION AND NOTIFICATION PROCEDURES

Semi-annually, call agencies and oil spill response contractors (OSROs) listed in External Notifications and Telephone Numbers of Facility Response Plan, to verify phone numbers are current.

The notification sequence for a spill is as follows:

- Pipeline personnel will identify and control the source of a spill, if safe to do so, then will notify Pipeline Control who will contact the Qualified Individual.
- Once the Qualified Individual arrives on scene they may assume the role as Incident Commander. The Incident Commander will conduct notifications as illustrated in the Notification Flowchart **FIGURE 3.1-1**.

The priority of actions and response procedures will depend upon actual circumstances and will be determined by the Incident Commander.

This section also contains the following:

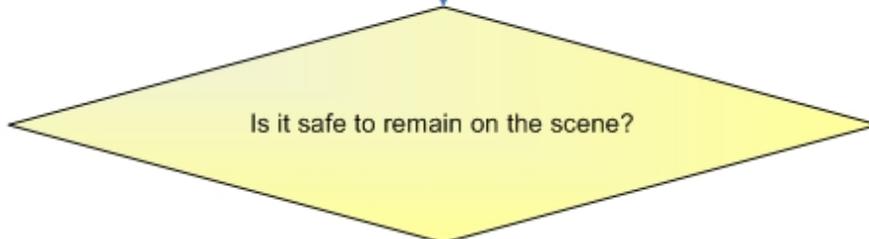
- **FIGURE 3.1-2** provides a Preliminary Incident Report Form. This form is utilized for initial and follow-up notifications. Follow-up notifications are the responsibility of the Liaison Officer.
- **FIGURE 3.1-3** is the required DOT/PHMSA Accident Report Form to be submitted to the agency within 30 days.
- **FIGURE 3.1-4** provides a notification summary and documentation form to assist in documenting notifications.

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**FIGURE 3.1-1 - EMERGENCY NOTIFICATION FLOW CHART**

BP Notification Center  
1-630-961-6200 or 1-800-321-8642

Any employee (Company-Contractor) observing incident SHALL IMMEDIATELY NOTIFY either their BP Supervisor or BP Job Rep.



NO

YES

Contact Operations Supervisor / Team Leader

**Conduct Initial Assessment**  
Do you need to activate IMT or Response Resources? Should the Incident Management /Business Support Team be activated?

Operations Supervisor contacts Qualified Individual (QI) and ensures completion of appropriate reports (Incident Notification, Accident Report, Spill Report, Incident Command System Form 201)

**Qualified Individual (QI)**  
Ensure Notification to BP Environmental, Regulatory, Safety Contacts and Notification Center if needed.  
Assess Incident Potential, Ensure notification Center to activate IMT / BST if needed.

Notification Center Contacts:  
Appropriate Incident Management Team Incident Commander (IC)  
BUL / Crisis Manager who will make their notifications



**Evacuate**  
**Call 911 Local Response**  
**Activate Emergency Plan or Emergency Response Plan (ERP)**  
**Contact ALL Agencies**

**FIGURE 3.1-2 - INITIAL INCIDENT REPORT FORM**

Name of pipeline:
Time of discharge:
Location of discharge:
Name of oil involved:
Reason for discharge (e.g., material failure, excavation damage, corrosion):
Estimated volume of oil discharged:
Weather conditions on scene; and:
Actions taken or planned by persons on scene:

NOTICE: This report is required by 49 CFR Part 195. Failure to report can result in a civil penalty not to exceed \$25,000 for each violation for each day that such violation persists except that the maximum civil penalty shall not exceed \$500,000 as provided in 49 USC 60122

Form Approved  
OMB No. 2137-0047

 U.S. Department of Transportation Research and Special Programs Administration	<h2 style="margin: 0;">FIGURE 3.1-3 - ACCIDENT REPORT - HAZARDOUS LIQUID PIPELINE SYSTEMS</h2>	Report Date _____ No. _____ (DOT Use Only)
<b>INSTRUCTIONS</b> <i><b>Important:</b> Please read the separate instructions for completing this form before you begin. They clarify the information requested and provide specific examples. If you do not have a copy of the instructions, you can obtain one from the Office Of Pipeline Safety Web Page at <a href="http://ops.dot.gov">http://ops.dot.gov</a>.</i>		
<b>PART A - GENERAL REPORT INFORMATION</b>		
Check: <input type="checkbox"/> Original Report <input type="checkbox"/> Supplemental Report <input type="checkbox"/> Final Report		
1. a. Operator's OPS 5-digit Identification Number (if known)    / / / / / / b. If Operator does not own the pipeline, enter Owner's OPS 5-digit Identification Number (if known)    / / / / / / c. Name of Operator _____ d. Operator street address _____ e. Operator address _____ <div style="text-align: center; margin-top: 5px;">City, County, State and Zip Code</div>		
<b>IMPORTANT: IF THE SPILL IS SMALL, THAT IS, THE AMOUNT IS AT LEAST 5 GALLONS BUT IS LESS THAN 5 BARRELS, COMPLETE THIS PAGE ONLY, UNLESS THE SPILL IS TO WATER AS DESCRIBED IN 49 CFR §195.52(A)(4) OR IS OTHERWISE REPORTABLE UNDER §195.50 AS REVISED IN CY 2001.</b>		
2. Time and date of the accident / / / /                                    / / / / / / hr.                                    month                                    day                                    year 3. Location of accident _____ (If offshore, do not complete a through d. See Part C.1) a. Latitude: _____ Longitude: _____ (if not available, see instructions for how to provide specific location) b. _____ City, and County or Parish c. _____ State and Zip Code d. Mile post/valve station <input type="radio"/> or survey station no. <input type="radio"/> (whichever gives more accurate location) _____ 4. Telephone report / / / / / /                                    / / / / / / NRC Report Number                                    month                                    day                                    year	5. Losses (Estimated)  <b>Public/Community Losses reimbursed by operator:</b> Public/private property damage                                    \$ _____ Cost of emergency response phase                                    \$ _____ Cost of environmental remediation                                    \$ _____ Other Costs                                    \$ _____ (describe) _____  <b>Operator Losses:</b> Value of product lost                                    \$ _____ Value of operator property damage                                    \$ _____ Other Costs                                    \$ _____ (describe) _____  <b>Total Costs</b> \$ _____	
6. Commodity Spilled <input type="radio"/> Yes <input type="radio"/> No (If Yes, complete Parts a through c where applicable) a. Name of commodity spilled _____ b. Classification of commodity spilled: <input type="radio"/> HVLs /o her flammable or toxic fluid which is a gas at ambient conditions <input type="radio"/> CO <sub>2</sub> or other non-flammable, non-toxic fluid which is a gas at ambient conditions <input type="radio"/> Gasoline, diesel, fuel oil or other petroleum product which is a liquid at ambient conditions <input type="radio"/> Crude oil	c. Estimated amount of commodity involved: <input type="radio"/> Barrels <input type="radio"/> Gallons (check only if spill is less than one barrel)  <b>Amounts:</b> <b>Spilled:</b> _____ <b>Recovered:</b> _____	
<b>CAUSES FOR SMALL SPILLS ONLY (5 gallons to under 5 barrels):</b>		
<input type="radio"/> Corrosion <input type="radio"/> Natural Forces <input type="radio"/> Excavation Damage <input type="radio"/> Other Outside Force Damage <input type="radio"/> Material and/or Weld Failures <input type="radio"/> Equipment <input type="radio"/> Incorrect Operation <input type="radio"/> Other _____		
<b>PART B - PREPARER AND AUTHORIZED SIGNATURE</b>		
(type or print) Preparer's Name and Title _____		Area Code and Telephone Number _____
Preparer's E-mail Address _____		Area Code and Facsimile Number _____
Authorized Signature _____	(type or print) Name and Title _____	Date _____ Area Code and Telephone Number _____
<b>PART C - ORIGIN OF THE ACCIDENT (Check all that apply)</b>		
1. Additional location information		
a. Line segment name or ID _____		c. Is pipeline interstate? <input type="radio"/> Yes <input type="radio"/> No

b. Accident on Federal land other than Outer Continental Shelf	Offshore: <input type="radio"/> Yes <input type="radio"/> No (complete d if offshore)
<input type="radio"/> Yes <input type="radio"/> No	d. Area _____ Block # _____
	State <u>///</u> or Outer Continental Shelf <input type="checkbox"/>



c. Long term impact assessment performed:  Yes  No    Drinking Water     No     Yes (if Yes, check below)

d. Anticipated remediation  Yes  No     Private well     Public water intake

If Yes, check all that apply:  Surface water  Groundwater  Soil  Vegetation  Wildlife

Form RSPA F 7000-1 (01-2001)

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PART G - LEAK DETECTION INFORMATION	
1. Computer based leak detection capability in place?	<input type="radio"/> Yes <input type="radio"/> No
2. Was the release initially detected by? (check one):	
<input type="radio"/> CPM/SCADA-based system with leak detection	<input type="radio"/> Remote operating personnel, including controllers
<input type="radio"/> Static shut-in test or other pressure or leak test	<input type="radio"/> Air patrol or ground surveillance
<input type="radio"/> Local operating personnel, procedures or equipment	<input type="radio"/> A third party <input type="radio"/> Other (specify) _____
3. Estimated leak duration: days _____ hours _____	
PART H - APPARENT CAUSE	
<b>Important:</b> There are 25 numbered causes in this Part H. Check the box corresponding to the primary cause of the accident. Check one circle in each of the supplemental categories corresponding to the cause you indicate. See the instructions for guidance.	
<b>H1 - CORROSION</b>	a. Pipe Coating    b. Visual Examination    c. Cause of Corrosion
1. <input checked="" type="checkbox"/> External Corrosion	<input type="radio"/> Bare <input type="radio"/> Localized Pitting <input type="radio"/> Selective Seam Corrosion <input type="radio"/> Galvanic
2. <input checked="" type="checkbox"/> Internal Corrosion	<input type="radio"/> Coated <input type="radio"/> General Corrosion <input type="radio"/> Stray Current <input type="radio"/> Atmospheric
	<input type="radio"/> Other _____ <input type="radio"/> Cathodic Protection Disrupted <input type="radio"/> Microbiological
	<input type="radio"/> Stress Corrosion Cracking <input type="radio"/> Other _____
(Complete items a - e where applicable)	d. Was corroded part of pipeline considered to be under cathodic protection prior to discovering accident?
	<input type="radio"/> No <input type="radio"/> Yes, Year Protection Started: <u>  </u> / <u>  </u> / <u>  </u> / <u>  </u>
	e. Was pipe previously damaged in the area of corrosion?
	<input type="radio"/> No <input type="radio"/> Yes ⇒ Estimated time prior to accident: <u>  </u> years <u>  </u> months Unknown <input checked="" type="checkbox"/>
<b>H2 - NATURAL FORCES</b>	
3. <input checked="" type="checkbox"/> Earth Movement	⇒ <input type="radio"/> Earthquake <input type="radio"/> Subsidence <input type="radio"/> Landslide <input type="radio"/> Other _____
4. <input checked="" type="checkbox"/> Lightning	
5. <input checked="" type="checkbox"/> Heavy Rains/Floods	⇒ <input type="radio"/> Washouts <input type="radio"/> Flooding <input type="radio"/> Mudslide <input type="radio"/> Scouring <input type="radio"/> Other _____
6. <input checked="" type="checkbox"/> Temperature	⇒ <input type="radio"/> Thermal Stress <input type="radio"/> Frost Heave <input type="radio"/> Frozen Components <input type="radio"/> Other _____
7. <input checked="" type="checkbox"/> High Winds	
<b>H3 - EXCAVATION DAMAGE</b>	
8. <input checked="" type="checkbox"/> Operator Excavation Damage (including their contractors/Not Third Party)	
9. <input checked="" type="checkbox"/> Third Party (complete a - f)	
a. Excavator group:	<input type="radio"/> General Public <input type="radio"/> Government <input type="radio"/> Excavator other than Operator/subcontractor
b. Type:	<input type="radio"/> Road Work <input type="radio"/> Pipeline <input type="radio"/> Water <input type="radio"/> Electric <input type="radio"/> Sewer <input type="radio"/> Phone/Cable
	<input type="radio"/> Landowner-not farming related <input type="radio"/> Farming <input type="radio"/> Railroad
	<input type="radio"/> Other liquid or gas transmission pipeline operator or their contractor
	<input type="radio"/> Nautical Operations <input type="radio"/> Other _____
c. Excavation was:	<input type="radio"/> Open Trench <input type="radio"/> Sub-strata (boring, directional drilling, etc?)
d. Excavation was an ongoing activity (Month or longer)	<input type="radio"/> Yes <input type="radio"/> No If Yes, Date of last contact <u>  </u> / <u>  </u> / <u>  </u> / <u>  </u>
e. Did operator get prior notification of excavation activity?	<input type="radio"/> Yes; Date received: <u>  </u> mo. <u>  </u> day <u>  </u> / <u>  </u> / <u>  </u> yr. <input type="radio"/> No
Notification received from:	<input type="radio"/> One Call System <input type="radio"/> Excavator <input type="radio"/> Contractor <input type="radio"/> Landowner
f. Was pipeline marked as result of location request for excavation?	<input type="radio"/> No <input type="radio"/> Yes (If Yes, check applicable items i - iv)
i. Temporary markings:	<input type="radio"/> Flags <input type="radio"/> Stakes <input type="radio"/> Paint
ii. Permanent markings:	<input type="radio"/>
iii. Marks were (check one):	<input type="radio"/> Accurate <input type="radio"/> Not Accurate
iv. Were marks made within required time?	<input type="radio"/> Yes <input type="radio"/> No
<b>H4 - OTHER OUTSIDE FORCE DAMAGE</b>	
10. <input checked="" type="checkbox"/> Fire/Explosion as primary cause of failure	⇒ Fire/Explosion cause: <input type="radio"/> Man made <input type="radio"/> Natural

- 11.  Car, truck or other vehicle not relating to excavation activity damaging pipe
- 12.  Rupture of Previously Damaged Pipe
- 13.  Vandalism

**H5 - MATERIAL AND/OR WELD FAILURES**

**Material**

14.  Body of Pipe ⇒  Dent  Gouge  Bend  Arc Burn  Other \_\_\_\_\_

15.  Component ⇒  Valve  Fitting  Vessel  Extruded Outlet  Other \_\_\_\_\_

16.  Joint ⇒  Gasket  O-Ring  Threads  Other \_\_\_\_\_

**Weld**

17.  Butt ⇒  Pipe  Fabrication  Other \_\_\_\_\_

18.  Fillet ⇒  Branch  Hot Tap  Fitting  Repair Sleeve  Other \_\_\_\_\_

19.  Pipe Seam ⇒  LF ERW  DSAW  Seamless  Flash Weld  Other \_\_\_\_\_  
 HF ERW  SAW  Spiral



Complete a-g if you indicate **any** cause in part H5.

a. Type of failure:  Construction Defect ⇒  Poor Workmanship  Procedure not followed  Poor Construction Procedures  
 Material Defect

b. Was failure due to pipe damage sustained in transportation to the construction or fabrication site?  Yes  No

c. Was part which leaked pressure tested before accident occurred?  Yes, complete d - g  No

d. Date of test:      yr.      mo.      day

e. Test medium:  Water  Inert Gas  Other \_\_\_\_\_

f. Time held at test pressure:      hr.

g. Estimated test pressure at point of accident: \_\_\_\_\_ PSIG

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**H6 - EQUIPMENT**

20.  Malfunction of Control/Relief Equipment ⇒  Control valve  Instrumentation  SCADA  Communications  
 Block valve  Relief valve  Power failure  Other \_\_\_\_\_

21.  Threads Stripped, Broken Pipe Coupling ⇒  Nipples  Valve Threads  Dresser Couplings  Other \_\_\_\_\_

22.  Seal Failure ⇒  Gasket  O-ring  Seal/Pump Packing  Other \_\_\_\_\_

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**H7 - INCORRECT OPERATION**

23.  Incorrect Operation

a. Type:  Inadequate Procedures  Inadequate Safety Practices  Failure to Follow Procedures  
 Other \_\_\_\_\_

b. Number of employees involved who failed a post-accident test: drug test:      /      /      /      alcohol test:      /      /      /     

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**H8 - OTHER**

24.  Miscellaneous, describe: \_\_\_\_\_

25.  Unknown

Investigation Complete  Still Under Investigation (submit a supplemental report when investigation is complete)

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**PART I - NARRATIVE DESCRIPTION OF FACTORS CONTRIBUTING TO THE EVENT** (Attach additional sheets as necessary)

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FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>COMPANY PERSONNEL</b>		
Joseph T. Estep Divestment Operations Manager, U.S. Pipelines & Logistics <b>Qualified Individual</b> Incident Commander	(219) 472-2325 (Office) (219) 617-5263 (Mobile)	
Michael Cunningham Area Manager Midwest Terminals <b>Qualified Individual</b> Liaison Officer, Information Officer	(630) 536-2642 (Office) (816) 308-2023 (Mobile)	
Tim Smith Area Manager, East of Rockies Pipelines <b>Qualified Individual</b>	(630) 536-2180 (Office) (b) (6) (630) 606-1404 (Mobile) Sat Phone 321-205-1955 (Pager)	
Wayne Venter Operations & Maintenance Team Leader <b>Qualified Individual</b> Response Personnel	(563) 556-2561 ext 10 (Office) (b) (6) (630) 605-1661 (Mobile)	
Dan Liccardi Damage Prevention Team Leader, Freeman, MO <b>Qualified Individual</b>	(816) 899-5637 (Office) (708) 878-7737 (Mobile) Sat Phone 321-205-1917 (Pager)	
Katherine Reed Damage Prevention Team Leader, Merrillville, IN <b>Qualified Individual</b>	(219) 472-2406 (Office) (b) (6) (219) 629-0745 (Mobile) Sat Phone 321-205-1942 (Pager)	
David Miller Western Core Team ~ O&M Team Lead	(816) 836-6020 (Office) (b) (6) (816) 518-7602 (Mobile)	
Terry Zimmerman O&M Heavy Maintenance Team Leader	(815) 478-6110 (Office) (b) (6) (219) 973-5985 (Mobile)	
Darren Doyle Safety Coordinator, Freeman, MO Site Safety	(816) 899-5620 (Office) (b) (6) (816) 805-1001 (Mobile) 321-205-1686 Sat Phone (Pager)	
Scott Fitzgerald DOT Compliance Advisor	n/a (Home) (281) 217-3703 (Mobile)	
Jennifer Brennan Environmental Coord., Manhattan, IL	(815) 478-6122 (Office) (b) (6) (815) 514-6216 (Mobile) Sat Phone 321-205-1617 (Pager)	
Peter Theodoslion Pilot - Skywatch	(419) 908-5201 (Mobile)	
Whiting Refinery Cube Coordinator	(219) 473-3777 (Office)	

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### FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>COMPANY PERSONNEL , CONTINUED</b>		
Whiting Refinery Security Dispatch	(219) 473-3500 (Office)	
David Blair Oil Movements Specialist, Tulsa, OK	(918) 660-4342 (Office) (918) 607-4354 (Mobile)	
Kathy Petyo MABD Procurement Coordinator	(219) 472-2319 (Office) (b) (6) (219) 682-7415 (Mobile)	
Ron Rybarczyk Government & Public Affairs Director (GPA)	(419) 698-6376 (Office) (b) (6) (816) 536-1328 (Mobile)	
Gerry Lauer Safety Coordinator, Merrillville, IN Site Safety	(219) 472-2337 (Office) (b) (6) (708) 267-6641 (Mobile) Sat Phone 321-205-1916 (Pager)	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED****\*24 Hour Number**

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Initial</b>		
National Response Center (NRC)	(800) 424-8802* (202) 267-2675* (202) 267-1322 Fax	
U.S. Environmental Protection Agency, Region V (IL, IN, MI, MN, OH, WI) 77 W. Jackson Blvd, Chicago, IL, 60604	(312) 353-2318*	
<b>Recommended</b>		
<b>Federal Agencies</b>		
Occupational Safety and Health Administration (OSHA) - Washington, D.C.	(800) 321-6742	
U.S. Dept. of Transportation (DOT) Office of Pipeline Safety (Notified via NRC)	(202) 366-4000 (202) 366-4595	
U.S. Environmental Protection Agency, Region VII (IA, KS, MO, NE), 901 North 5th St, Kansas City, KS, 66101	(913) 281-0991* (Spill Line) (913) 551-7003 (800) 223-0425	
<b>State Agencies - Illinois</b>		
Illinois Department of Natural Resources	(217) 785-0075 (not emergency line)	
Illinois Emergency Management Agency (SERC)	(217) 782-7860*	
Illinois Environmental Protection Agency	(217) 782-3637	
Illinois State Fire Marshall	(312) 814-2693 (8am-5pm)	
Illinois State Police	(800) 782-7860* (In-state) (217) 557-0088 Critical Incidents	
<b>County Agencies - Illinois</b>		
<b>Carroll County</b>		
Carroll Co. LEPC	815-244-9171	
Carroll Co. Sheriff	815-244-2635	
Shannon Ambulance & Fire Dept.	815-864-2142	
Shannon Fire Dept. & Ambulance	815-864-2142	
Shannon Police	815-864-2776	
<b>Cook County</b>		
Bridgeview Ambulance & Fire Dept.	708-924-8250	
Bridgeview Fire Dept. & Ambulance	708-924-8250	
Bridgeview Police	708-458-2131	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Illinois</b>		
<b>Cook County</b>		
Chicago Ambulance & Fire Dept.	312-347-1313	
Chicago Fire Dept.	312-745-3705 (information) 312-746-9500 (alarm)	
Chicago Hospital (Northwestern Memorial Hospital)	312-926-2000	
Chicago Police	312-745-6100	
Cook Co. LEPC-Homeland Security	(815) 955-9827 312-603-8180	
Cook County Hospital (John H. Stroger Hospital)	312-864-6000	
Cook County Sheriff	708-865-4700 312-603-4521	
Forest View Ambulance & Fire Dept.	708-749-1110	
Forest View Fire Dept. & Ambulance	708-749-1110	
Forest View Police	708-788-0318 (non emerg)	
Justice Ambulance (Roberts Park Fire Station #2)	708-598-6752	
Justice Fire Dept. (Roberts Park Fire Station #2)	708-598-6752	
Justice Police	708-458-2191	
Lemont Ambulance & Fire Dept.	630-257-2376	
Lemont Fire Dept. & Ambulance	630-257-2376	
Lemont Hospital (Adventist Bolingbrook Hospital)	630-312-5000	
Lemont Police	630-257-2229 (non emerg) 630-257-2226 (emerg)	
Sauk Village Ambulance & Fire Dept.	708-758-2225	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Illinois</b>		
<b>Cook County</b>		
Sauk Village Fire Dept. & Ambulance	708-758-2225	
Sauk Village Police	708-758-1331	
Summit Amubulance, Police & Fire Dept.	708-563-4830 (non emerg) 708-458-1313 (emerg)	
Summit Fire Dept., Police & Ambulance	708-563-4830 (non emerg) 708-458-1313 (emerg)	
Summit Police, Ambulance & Fire Dept.	708-563-4830 (non emerg) 708-458-1313 (emerg)	
Willow Springs Ambulance & Fire Dept.	708-839-5665 (non emerg)	
Willow Springs Fire Dept. & Ambulance	708-839-5665 (non emerg)	
Willow Springs Police	708-839-2732	
<b>De Kalb County</b>		
De Kalb Ambulance & Police	815-748-8400	
De Kalb Co. LEPC	815-756-9513	
De Kalb Co. Sheriff	815-895-2155	
De Kalb Fire Dept.	815-748-8460	
De Kalb Hospital (Kishwaukee Community Hospital)	815-756-1521	
De Kalb Police & Ambulance	815-748-8400	
Sandwich Ambulance & Fire Dept.	815-786-9241	
Sandwich Fire Dept. & Ambulance	815-786-9241	
Sandwich Hospital (Valley West Community Hospital)	815-786-8484	
Sandwich Police	815-786-7261	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Illinois</b>		
<b>Du Page County</b>		
Addison Ambulance	630-690-8245	
Addison Fire Dept.	630-628-3100	
Addison Police	630-543-3080	
Clarendon Hills Ambulance, Fire Dept.	630-286-5430 630-286-5460	
Clarendon Hills Police	630-286-5460	
Darien & Woodridge Fire Dist.	630-910-2200	
Darien Ambulance & Woodridge Fire Dist.	630-910-2200	
Darien Police	630-971-3999	
DuPage Co. LEPC	630-682-7925	
DuPage Co. Sheriff	630-682-7269	
Hinsdale Ambulance (Adventist Hinsdale Hospital)	630-856-9000	
Hinsdale Police	630-789-7070	
Oakbrook Terrance Ambulance & Fire Dept.	630-834-2759	
Oakbrook Terrance Fire Depart. & Ambulance	630-834-2759	
Oakbrook Terrance Police	630-941-8320	
Villa Park Ambulance & Fire Dept.	630-833-5350	
Villa Park Fire Dept. & Ambulance	630-833-5350	
Villa Park Police	630-834-7447	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Illinois</b>		
<b>Du Page County</b>		
Wood Dale Ambulance, Police & Fire Dept.	630-766-2151	
Wood Dale Police, Ambulance & Fire Dept.	630-766-2151	
<b>Jo Davies County</b>		
East Dubuque Ambulance	815-777-2141 (sheriff)	
East Dubuque Fire Dept. (volenteer)	815-747-6619 (non-emerg)	
East Dubuque Police	815-747-3913	
Galena Ambulance	815-777-0025	
Galena Fire Dept.	815-777-0025	
Galena Police	815-777-2131	
Jo Davies Co. Hospital (Midwest Medical Center)	815-777-1340	
Jo Davies Co. Sheriff	815-777-2141	
Jo Davies LEPC	815-777-2141	
Stockton Ambulance	815-947-3500 (non emerg) 815-777-2141 (emerg)	
Stockton Fire Dept.	815-777-2141 (sheriff)	
Stockton Police	815-777-2141 (sheriff)	
Woodbine Ambulance	815-777-2141 (sheriff)	
Woodbine Fire Dept.	815-777-2141	
Woodbine Police	815-777-2141 (sheriff)	
<b>Kendall County</b>		
Kendall Co. LEPC	630-553-7500 x 1102	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Illinois</b>		
<b>Kendall County</b>		
Kendall Co. Sheriff	630-553-7500	
Yorkville Ambulance	630-553-7500 (sheriff)	
Yorkville Fire Dept. (Bristol-Kendall)	630-553-6186	
Yorkville Police	630-553-4340	
<b>Lee County</b>		
Lee Co. LEPC	815-284-3365	
Lee Co. Sheriff	815-284-6631	
<b>Madison County</b>		
Alton Memorial Hospital	618-463-7311	
Madison Co. Sheriff	618-692-6087 618-692-4433 (non emerg)	
Madison County Emergency Management LEPC	(618) 692-0537	
Wood River Ambulance	618-259-0984	
Wood River Fire Dept.	618-259-0984	
Wood River Police	618-251-3113	
<b>Ogle County</b>		
Forreston Ambulance & Fire Dept.	815-732-2136	
Forreston Fire Dept. & Ambulance	815-732-2136	
Forreston Hospital (Rochelle Community Hospital)	815-562-2181	
Forreston Police	815-938-2150	
Ogle Co. Sheriff	815-732-6666	
Ogle County LEPC	815-732-6666 x289	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Illinois</b>		
<b>Ogle County</b>		
Oregon Ambulance	815-732-7881	
Oregon Fire Dept.	815-732-2136	
Oregon Hospital (Rochelle Community Hospital)	815-562-2181	
Oregon Police	815-732-2803	
Rochelle Ambulance	815-562-2122	
Rochelle Community Hospital	815-562-2181	
Rochelle Fire Depart.	815-561-2070	
Rochelle Police	815-562-2133	
<b>Stephenson County</b>		
Freeport Ambulance	815-235-8233	
Freeport Fire Dept.	815-235-8211	
Freeport Hospital	815-599-6000	
Freeport Police	815-235-8222	
Stephenson Co. Sheriff	815-235-8252	
<b>Will County</b>		
Channahon Ambulance	815-467-6767	
Channahon Fire Dept.	815-467-6767	
Channahon Hospital (Provena St. Joseph Medical Center)	815-725-7133	
Channahon Police	815-467-5152 815-467-2112 (24hr)	
Crete Ambulance, Fire Dept., & Police	708-672-1564 708-672-0911	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Illinois</b>		
<b>Will County</b>		
Crete Fire Depart., Police & Ambulance	708-672-1564 708-672-0911	
Crete Hospital (St. James Hospital)	708-756-1000	
Crete Police, Ambulance, & Fire Dept.	708-672-1564 708-672-0911	
Lockport Ambulance (Homer Township Fire Dist)	815-838-5006	
Lockport Fire Dept.	815-838-3287 (Admn. Office) 815-838-3242 (Station #1) 815-729-1460 (Station #2) 815-372-2941 (Station #3)	
Lockport Police	815-838-2131 815-838-2132	
Manhattan Ambulance & Fire Dept.	815-478-3221	
Manhattan Fire Depart. & Ambulance	815-478-3221	
Manhattan Hospital (Provena St. Joseph Medical Center)	815-725-7133	
Manhattan Police	815-478-3226 815-478-4408	
New Lenox Ambulance (Kurtz)	815-485-3200	
New Lenox Fire Depart.	815-463-4500	
New Lenox Police	815-485-3188 815-485-2500	
Will Co. Sheriff	815-727-8895 (non emerg) 815-727-8575 (emerg)	
Wilmington Ambulance & Fire Dept.	815-476-6675	
Wilmington Police	815-476-2811	
<b>State Agencies - Indiana</b>		
Indiana Department Environmental Management (IDEM)	888-233-7745 317-233-7745*	
Indiana Emergency Management Agency, EMS	317-233-6545*	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>State Agencies - Indiana</b>		
Indiana Emergency Operating Center (Homeland Security)	800-669-7362	
Indiana State Police	317-232-8248	
<b>County Agencies - Indiana</b>		
<b>Lake County</b>		
East Chicago Ambulance	219-391-8493	
East Chicago Fire Depart.	219-391-8472	
East Chicago Hospital (St. Catherine's)	219-392-1700	
East Chicago Police	219-391-8400	
Hammond Ambulance (Prompt)	219-838-4444	
Hammond Fire Depart.	219-853-6416	
Hammond Hospital (St. Margret Mercy)	219-932-2300	
Hammond Police & Fire Dept.	219-853-6490	
Lake Co. Sheriff	219-755-3400	
Lake County LEPC	219-756-8302 219-755-3512	
Munster Ambulance (Prompt)	219-838-4444	
Munster Community Hospital	219-836-1600	
Munster Fire Depart.	219-836-6960	
Munster Police	219-836-6600	
Whiting Ambulance & Fire Dept.	219-659-1069	
Whiting Fire Dept. & Ambulance	219-659-1069	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Indiana</b>		
<b>Lake County</b>		
Whiting Hospital (St. Margret Mercy)	219-932-2300	
Whiting Police	219-659-2131 219-659-2186	
Whiting Refinery Ambulance Service	219-473-1212	
Whiting Refinery Fire Dept	219-473-1212	
<b>State Agencies - Iowa</b>		
Iowa Department of Natural Resources (for chemical spills)	(515) 281-8694*	
Iowa State Department of Public Safety	(515) 725-6182	
Iowa State Emergency Management	(515) 725-3231	
Iowa State Fire Marshal	(515) 725-6145	
Iowa State Patrol	(515) 725-6090	
<b>County Agencies - Iowa</b>		
<b>Adams County</b>		
Adams Co. Sheriff	641-322-4444	
<b>Appanoose County</b>		
Appanoose Co. Hospital (Ottumwa Regional Health Center)	641-684-2300	
Appanoose Co. LEPC	641-724-3223	
Centerville Ambulance	641-437-7100 (sheriff)	
Centerville Dispatch	641-437-7100 (sheriff)	
Centerville Fire Depart.	641-437-7100 (sheriff)	
Centerville Hospital	641-437-7100 (sheriff)	
Centerville Police	641-437-7100 (sheriff)	
Exline Ambulance	641-437-7100 (sheriff)	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Iowa</b>		
<b>Appanoose County</b>		
Exline Dispatch	641-437-7100 (sheriff)	
Exline Fire Depart.	641-437-7100 (sheriff)	
Exline Hospital	641-437-7100 (sheriff)	
Exline Police	641-437-7100 (sheriff)	
<b>Clayton County</b>		
Clayton Co. LEPC	563-245-2422	
Clayton Co. Sheriff	563-245-2422	
Edgewood Police	563-245-2422 (sheriff)	
<b>Dallas County</b>		
Dallas Co. Emergency Mgt Coordinator - Barry Halling	515-993-2134	
Dallas Co. EMS	515-993-4506	
Dallas Co. Sheriff	515-993-4771	
<b>Davis County</b>		
Davis Co. LEPC	641-724-3223	
<b>Delaware County</b>		
Delaware Co. LEPC	563-927-3723	
Delaware Co. Sheriff	563-927-3135	
<b>Dubuque County</b>		
Cascade Ambulance	563-852-3130	
Cascade Fire Dept. & Police	563-583-1711 (sheriff)	
Cascade Police	563-583-1711 (sheriff)	
Dubuque Ambulance (Adams Medical Transport)	563-556-1001	
Dubuque Co. LEPC	319-589-4170	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Iowa</b>		
<b>Dubuque County</b>		
Dubuque Co. Sheriff	563-583-1711	
Dubuque Fire Depart. & Police	563-583-1711 (sheriff)	
Dubuque Hospital (Mercy Medical Center)	563-589-8000	
Dubuque Police & Fire	563-583-1711 (sheriff)	
<b>Fayette County</b>		
Fayette Co. LEPC	563-422-5856	
Fayette Co. Sheriff	563-422-3234	
West Union Police	563-422-3535	
<b>Fremont County</b>		
Fremont Co. LEPC	712-374-3355	
Fremont Co. Sheriff	712-374-2673	
<b>Howard County</b>		
Cresco Fire Dept.	563-547-3800 563-547-2424 (police)	
Cresco Police	563-547-2424	
Howard Co. Dispatch	563-547-3535	
Howard Co. Hospital	563-547-2101	
Howard Co. LEPC	563-547-1165 641-220-0591	
Howard Co. Sheriff	563-547-3535	
<b>Iowa County</b>		
Iowa Co. Sheriff	319-642-7307	
Iowa County LEPC	319-642-3151	
Marengo Ambulance	319-642-7307 (sheriff)	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Iowa</b>		
<b>Iowa County</b>		
Marengo Dispatch	319-642-7307 (sheriff)	
Marengo Fire Depart.	319-642-7307 (sheriff)	
Marengo Hospital	319-642-7307 (sheriff)	
Marengo Police	319-642-7307 (sheriff)	
<b>Johnson County</b>		
Iowa City Ambulance	319-356-6020 (sheriff)	
Iowa City Dispatch	319-356-6020 (sheriff)	
Iowa City Fire Dept. & Police	319-356-5276	
Iowa City Hospital (Mercy)	319-339-0300	
Iowa City Police & Fire Dept.	319-356-5276	
Johnson Co. LEPC	319-356-6700	
Johnson Co. Sheriff	319-356-6020	
<b>Jones County</b>		
Anamosa Ambulance	319-462-5817	
Anamosa Fire Dept. & Police	319-462-4434	
Anamosa Hospital (Jones Regional Medical Center)	319-462-6131	
Anamosa Police & Fire Dept.	319-462-4434	
Jones Co. LEPC	319-462-4715	
Jones Co. Sheriff	319-462-4371	
<b>Keokuk County</b>		
Keokuk Co. Hospital	319-524-7150	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Iowa</b>		
<b>Keokuk County</b>		
Keokuk Co. LEPC	641-622-2727	
Keokuk Co. Sheriff	641-622-2727	
Sigourney Police	641-622-2727 (sheriff)	
<b>Linn County</b>		
Cedar Rapids Ambulance	319-366-7654	
Linn Co. LEPC	(319)363-2671	
Linn Co. Sheriff	319-398-3911	
Lisbon Ambulance	319-398-3911 (sheriff)	
Lisbon Police	319-455-2452	
Mt. Vernon Dispatch, Police & Fire Dept.	319-895-6141	
Mt. Vernon Fire Depart., Police & Dispatch	319-895-6141	
Mt. Vernon Police, Fire Dept. & Dispatch	319-895-6141	
<b>Madison County</b>		
Madison Co. Ambulance	515-462-2253	
Madison Co. Hospital	515-462-2373	
Madison Co. LEPC	515-462-4255	
Madison Co. Sheriff	515-462-3575	
Winterset Ambulance	515-462-2253	
Winterset Hospital	515-462-2373	
Winterset Police	515-462-1423	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Iowa</b>		
<b>Mills County</b>		
Glenwood Police	712-527-9920	
Malvern Fire Dept. (volunteer)	712-624-8890 712-527-4871 (sheriff)	
Mills Co. LEPC	712-527-3643 712-370-0417	
Mills Co. Sheriff	712-527-4871	
<b>Page County</b>		
Page Co. LEPC	712-246-4254	
Page Co. Sheriff	712-542-5193	
Shenandoah Ambulance & Hospital	712-246-1230	
Shenandoah Fire Dept.	712-246-2300	
Shenandoah Police	712-246-3512	
<b>Polk County</b>		
Clive Police	515-278-1312	
Des Moines Ambulance (Mercy)	515-643-2030	
Des Moines Dispatch & Police	515-283-4811	
Des Moines Fire Depart.	515-283-4550	
Des Moines Hospital (Mercy)	515-247-3121	
Polk Co. Ambulance	515-222-3321	
Polk Co. Fire Dept.	515-222-3321	
Polk Co. Hospital (Mercy)	515-247-3121	
Polk Co. LEPC	515-286-2107	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Iowa</b>		
<b>Polk County</b>		
Polk Co. Sheriff	515-286-3800	
West Des Moines Police	515-222-3321	
<b>Pottawattamie County</b>		
Council Bluffs Dispatch	712-328-5737	
Council Bluffs Fire Depart.	712-328-4648	
Council Bluffs Police	712-328-4701	
Pottawattamie Co Sheriff	712-328-4780	
Pottawattamie Co. Hospital (Mercy)	712-328-5000	
Pottawattamie Co. LEPC	712-328-5777	
<b>Taylor County</b>		
Bedford Ambulance	712-523-2534	
Bedford Hospital (Alegent Health Mercy)	641-322-3121	
Bedford Police	712-523-2153	
Lenox Ambulance	712-523-2534	
Lenox Hospital (Alegent Health Mercy)	641-322-3121	
Lenox Police	712-523-2153	
Taylor Co. Amblance	712-523-2534	
Taylor Co. Hospital (Alegent Health Mercy)	641-322-3121	
Taylor Co. LEPC	712-523-2846	
Taylor Co. Sheriff	712-523-2153	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Iowa</b>		
<b>Union County</b>		
Creston Ambulance	641-782-3535	
Creston Police	641-782-8402	
Union Co. Ambulance	641-782-3535	
Union Co. Hospital (Greater Regional Medical Center)	641-782-7091	
Union Co. LEPC	641-782-1622	
Union Co. Sheriff	641-782-8402	
<b>Wapello County</b>		
Ottumwa Ambulance	641-682-8585	
Ottumwa Fire Dept.	641-683-0666	
Ottumwa Police	641-683-0661	
Wapello Co. LEPC	641-683-0666	
Wapello Co. Sheriff	641-684-4350	
<b>Washington County</b>		
Washington Co. LEPC	641/622-2727	
Washington Co. Sheriff	319-653-2107	
<b>Winneshiek County</b>		
Winneshiek Co. Sheriff	563-382-4268	
Winneshiek LEPC	319-387-4095	
<b>State Agencies - Minnesota</b>		
Minnesota Department of Natural Resources	(651) 296-6157 (888) 646-6367*	
Minnesota Fire Marshall	(651) 201-7200	
Minnesota Office of Homeland Security and Emergency Management	(651) 201-7400	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>State Agencies - Minnesota</b>		
Minnesota Office of Pipeline Safety	651-201-7230 800-422-0798	
Minnesota Pollution Control Agency	(651) 649-5451* (800) 422-0798*	
Minnesota State Offices - Emergencies & Spills, Duty Officer (Division of Emergency Management)	(651) 649-5451* (800) 422-0798*	
Minnesota State Patrol	651-201-7100	
<b>County Agencies - Minnesota</b>		
<b>Dakota County</b>		
Dakota Co. LEPC	651-322-2323	
Dakota Co. Sheriff Department	(651) 438-4710	
Hastings Fire	651-322-8657	
Hastings LEPC	800-422-0798	
Hastings Police	651-322-2323	
US Coast Guard - St. Paul	612-725-1871 314-269-2332 800-321-4400	
US Corps of Engineers - Lock & Dam 2	651-437-3150	
<b>Fillmore County</b>		
Fillmore Co. Ambulance	507-765-3874	
Fillmore Co. Fire	507-765-3874	
Fillmore Co. LEPC	800-422-0798	
Fillmore Co. Sheriff Department	(507) 765-3874	
Hospital - Fillmore Co - St. Mary's	507-255-5591	
<b>Goodhue County</b>		
Goodhue Co. Ambulance	651-385-3155	
Goodhue Co. Fire	651-385-3155	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Minnesota</b>		
<b>Goodhue County</b>		
Goodhue Co. LEPC	800-422-0798	
Goodhue Co. Sheriff Department	(651) 267-2620	
Goodhue Hospital/Fairview Red Wing Medical Center	651-267-5710	
Goodhue Police	651-385-3155	
Pine Island Clinic	507-356-4929	
Pine Island Police	651-385-3155	
Prarie Island Dakota Community	651-385-2554	
Prarie Island Nuclear Plant	651-388-1121	
Zumbrota Police	507-732-5219	
<b>Mower County</b>		
Mower Co. LEPC	800-422-0798	
Mower Co. Sheriff Department	(507) 437-9400	
<b>Olmsted County</b>		
Olmsted Co. Hospital	507-255-5591	
Olmsted Co. LEPC	800-422-0798	
Olmsted Co. Sheriff Department	507-328-6800	
Rochester Ambulance	507-288-2407	
Rochester Fire	507-328-2800	
Stewartville Ambulance	507-288-2407	
Stewartville Fire	507-328-2800	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Minnesota</b>		
<b>Ramsey County</b>		
Little Canada Ambulance	651-222-0555	
Little Canada Fire	651-484-3366	
Little Canada LEPC	651-775-8714	
Little Canada/Shoreview Police	651-266-7300	
Maplewood Ambulance	651-777-8191	
Maplewood Fire Dept.	651-777-8191	
Maplewood LEPC	800-422-0798	
Maplewood Police	651-777-8191	
Ramsey Co. LEPC	800-422-0798	
Ramsey Co. Sheriff Department	(651) 266-9333 (651) 484-3366	
Roseville Ambulance	651-792-7008 651-767-0640	
Roseville Fire	651-792-7009	
Roseville Hospital	651-254-3456	
Roseville Police	651-792-7008 651-767-0640	
<b>Washington County</b>		
BNSF RR	800-832-5452	
Cottage Grove Ambulance	651-458-2809	
Cottage Grove Fire	651-458-2809	
Cottage Grove Police	651-439-9381	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Minnesota</b>		
<b>Washington County</b>		
Lake Elmo Fire	651-770-5006	
Lake Elmo Police	651-439-9381	
Lakeview Hospital - Shoreview	651-439-5330	
Oakdale Fire Dept.	651-731-8886	
Oakdale Police	651-439-9381	
Wakota CAER	651-458-0645	
Washington Co. LEPC	800-422-0798	
Washington Co. Sheriff Department	(651) 439-9381	
Woodbury Ambulance	651-439-9381	
Woodbury Fire	651-439-9381	
Woodbury Police	651-439-9381	
<b>State Agencies - Missouri</b>		
Missouri Department of Conservation	(573) 751-4115	
Missouri Department of Natural Resources	(800) 361-4827	
Missouri Emergency Response Commission (SERC)	(800) 780-1014*	
Missouri Highway Patrol	911 (800) 525-5555 (emergency) (573) 751-3313	
Missouri State Fire Marshall	(573) 751-2930 (800) 392-7766	
<b>County Agencies - Missouri</b>		
<b>Andrew County</b>		
Andrew Co. LEPC	(816) 324-3511	
Andrew Co. Sheriff	816-324-4114	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Missouri</b>		
<b>Andrew County</b>		
Savannah Police	816-324-7541	
<b>Atchison County</b>		
Atchison Co. LEPC	(660) 744-6308	
Atchison Co. Sheriff	660-744-6271	
<b>Buchanan County</b>		
Buchanan Co. LEPC	(816) 383-0604	
Buchanan Co. Sheriff	816-271-5555	
St. Joseph Fire Depart. & Police	816-271-4777	
St. Joseph Hospital (Heartland Health Center)	816-271-6000	
St. Joseph Police & Fire Dept.	816-271-4777	
<b>Caldwell County</b>		
Caldwell Co. LEPC	816-583-4472	
Caldwell Co. Sheriff	816-586-2681	
<b>Clay County</b>		
Clay County Sheriff	816-407-3750	
Excelsior Springs Hospital	816-630-6081	
Excelsior Springs Police	816-630-0240	
Liberty Hospital	816-781-7200	
Liberty Police & Fire Depart.	816-439-4716	
Smithville Police	816-532-0500	
<b>Clinton County</b>		
Clinton Co. LEPC	816-539-2156	
Clinton Co. Sheriff	816-539-2156	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Missouri</b>		
<b>Clinton County</b>		
Plattsburg Police	816-539-2148	
<b>Daviess County</b>		
Daviess Co. LEPC	660-663-2641	
Daviess Co. Sheriff	660-663-2031	
Gallatin Ambulance	660-663-4252	
Gallatin Police	660-663-3580	
<b>Grundy County</b>		
Grundy Co. LEPC	(660) 359-4310	
Grundy Co. Sheriff	660-359-2828	
Trenton Hospital	660-359-5621	
Trenton Police	660-359-5557	
<b>Jackson County</b>		
Jackson Co. Sheriff	816-524-4304	
Kansas City Ambulance (MAST)	816-924-0600	
Kansas City Fire Dept.	816-513-0900	
Kansas City Police	816-234-5000 816-234-5111	
North Kansas City Hospital	816-691-2000	
Sugar Creek Ambulance (AMR)	816-461-3699	
Sugar Creek Dispatch	816-252-5560	
Sugar Creek Fire Depart.	911 816-252-7058	
Sugar Creek Hospital (Centerpoint)	816-698-7000	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Missouri</b>		
<b>Jackson County</b>		
Sugar Creek Police	911 816-252-5560	
<b>Lincoln County</b>		
Lincoln Co. Hospital	636-528-8551	
Lincoln Co. Sheriff	636-528-6100	
Lincoln County LEPC	636-528-6182	
Troy Police	636-528-4725 636-528-6100	
Troy/Lincoln Fire Dept.	636-528-8567	
<b>Linn County</b>		
Linn Co. Ambulance	660-258-2261	
Linn Co. LEPC	(660) 258-5300	
Linn Co. Sheriff	660-895-5312	
Marceline Fire Dept	911 (660) 376-2242 (660) 376-3555	
Marceline Hospital (Pershing Health System, Brookfield, MO)	660-258-2222	
Marceline Police	660-376-2242	
<b>Livingston County</b>		
Chillicothe Ambulance & Fire Dept.	660-646-2139	
Chillicothe Dispatch	660-646-2121	
Chillicothe Fire Depart. & Ambulance	660-646-2139	
Chillicothe Hospital (Hedrick Medical Center)	660-646-1480	
Chillicothe Police	660-646-2121	
Livingston Co. LEPC	660-646-8000 x202	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Missouri</b>		
<b>Livingston County</b>		
Livingston Co. Sheriff	660-646-0515	
<b>Macon County</b>		
LaPlata Fire Depart.	660-385-1911	
LaPlata Police	660-332-4343	
Macon Co. LEPC	(660) 385-1911	
Macon Co. Sheriff	660-385-2062 660-385-1911	
<b>Marion County</b>		
Marion Co. Hospital (Hannibal Reginal)	573-248-1300	
Marion Co. LEPC	573-769-5545	
Marion Co. Sheriff	573-221-6400 573-769-2077	
Monroe City Fire Depart.	573-735-4405	
Monroe City Police	573-735-4431 573-735-4411	
Philadelphia Police	573-769-2077 (sheriff)	
<b>Monroe County</b>		
Monroe Co. Dispatch	660-327-5175	
Monroe Co. LEPC	660-327-5106	
<b>Nodaway County</b>		
Maryville Hospital (St. Francis)	660-562-2600	
Nodaway Co. Amulance	660-562-2600	
Nodaway Co. Fire Dept.	660-582-7451	
Nodaway Co. Hospital	660-562-2600	
Nodaway Co. LEPC	660-562-3209	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Missouri</b>		
<b>Nodaway County</b>		
Nodaway Co. Sheriff	660-582-7451	
<b>Pike County</b>		
Curryville Fire Dept. & Police	573-324-3202 573-324-3143	
Curryville Police & Fire Dept.	573-324-3143 573-324-3202	
Pike Co. Hospital	573-754-5531	
Pike Co. LEPC	573-754-0151	
Pike Co. Sheriff	537-324-3202	
<b>Putnam County</b>		
Putnam Co. Hospital	660-947-2411	
Putnam Co. LEPC	(660) 933-4660	
Putnam Co. Sheriff	660-947-3200	
Unionville Police	660-947-3200 (sheriff)	
<b>Ralls County</b>		
Perry Fire Dept.	573-565-3300	
Perry Police	573-565-2211	
Ralls Co. LEPC	573-769-5545	
Ralls Co. Sheriff	573-985-5611	
<b>Ray County</b>		
Lawson Police	816-580-7210	
Ray Co. Sheriff	816-776-2000 (dispatch)	
<b>Shelby County</b>		
Shelbina Fire Depart. & Police	573-588-0111 (dispatch)	
Shelbina Police & Fire Dept.	573-588-0111 (dispatch)	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>County Agencies - Missouri</b>		
<b>Shelby County</b>		
Shelby Co. LEPC	(573) 795-5852	
Shelby Co. Sheriff	573-633-2161	
<b>St. Charles County</b>		
Offallon Fire Dept.	636-272-3493 636-332-8744	
St. Charles Co. LEPC	636-949-3023	
St. Charles Co. Sheriff	636-949-3005 636-949-0809 (dispatch)	
St. Charles Fire Dept.	636-949-3250	
St. Charles Hospital	636-947-5000	
St. Charles Police	636-949-3300	
Wentzville LEPC	636-639-2131	
<b>Sullivan County</b>		
Milan Hospital (Swell Co. Memorial)	660-265-4212	
Milan Police	660-265-4499	
Sullivan Co. LEPC	(660) 265-3989	
Sullivan Co. Sheriff	660-265-3313	
<b>USCG Classified OSRO's</b>		
Bay West St. Paul, MN	651-325-5695 651-291-0456 800-279-0456	
Bay West St. Paul, MN	800-279-0456 651-291-0456 651-325-5695	
Clean Harbors Environmental Services Chicago, IL	773-646-6202	
Clean Harbors Environmental Services Braintree, MA	800-645-8265 (800-OIL-TANK) 781-380-7100	
Environmental Specialists Inc (ESI) Kansas City, MO Kansas City, MO	816-523-5081 816-523-6878	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>USCG Classified OSRO's</b>		
Ferguson Harbour International / Comprehensive Risk Management Co. Hendersonville, TN	615-822-3295 (disconnected) 216-901-0066	
Heritage Environmental Services, LLC Lemont, IL	(800) 487-7455* (Lemont, IL) 877-436-8778 630-739-1151	
Heritage Environmental Services, LLC Wood River, IL	(800) 487-7455* (National Heritage Response #) (618) 216-8600 (Wood River) (630) 739-1151* (Lemont, IL)	
Marine Pollution Control Corp Detroit, MI	313-849-2333 800-521-8232	
Marine Pollution Control Corp Detroit, MI	313-849-2333 800-521-8232	
Oil Mop Belle Chasse, LA	800-645-6671 504-394-6110	
Oil Mop Belle Chase, LA	800-645-6671 504-394-6110	
Veolia Environmental Services Germantown, WI	800-688-4005 262-236-8130	
<b>Non-Classified OSRO's</b>		
Acuren Inspection	262-781-0105	
Antea Group (formerly Delta Environmental Services)	425-391-8583 248-699-0278	
Conestoga Rovers & Associates	(866) 812-9565*	
DuPree Testing Services, Inc.	620-663-2708 620-353-9784 620-931-5540	
Environmental Solutions Inc. ESI	(402) 896-3600* cell: (402) 699-4436	
Environmental Specialists Inc. (ESI)	816-523-5081 816-523-6878	
HECC (Holian Environmental Cleaning Corp)	815-675-6681	
Midwestern Contractors	630-668-3420	
Minnesota Limited Inc.	763-262-7000	
TD Williamson	918-447-5570 800-828-1988	

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**FIGURE 3.1-4 - NOTIFICATIONS AND TELEPHONE NUMBERS, CONTINUED**

\*24 Hour Number

AFFILIATION	PHONE NUMBER	TIME CONTACTED
<b>Recommended, Continued</b>		
<b>Non-Classified OSRO's</b>		
Wakota CAER (Community Awareness & Emergency Response) Washington & Dakota Counties, Minnesota	651-458-0645	
<b>MSDS</b>		
MSDS Mid-Continent District <a href="http://eservice.msds.com/">http://eservice.msds.com/</a> Login: BP Password: pipeline Backup CD located inside cover of the contingency manual - for historical purposes only See online <a href="http://eservice.msds.com/">http://eservice.msds.com/</a> for current version and information	Questions - Please contact your local HSE representative <a href="http://eservice.msds.com/">http://eservice.msds.com/</a> MSDS District Coordinator Sandra K. Whitaker 620-473-2610 ext. 10 Sandra Whitaker cell 620-473-0449	
<b>Storage Facilities</b>		
Manhattan Products	815-478-6102	
Milan Station Galt Missouri	660-265-4045 660-265-3876 fax	

## **SECTION 4**

# **RESPONSE TEAM ORGANIZATION**

Last revised: July 2008

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### **4.1 Description**

#### **4.1.1 Facility Response Team**

#### **4.1.2 Incident Management Team (IMT) / BP Americas Response Team (BART)**

#### **4.1.3 Business Support Team (BST)**

### **4.2 Activation Procedures**

### **4.3 Team Member Response Times**

### **4.4 Incident Command System / Unified Command**

### **4.5 Qualified Individual (QI)**

#### **Figure 4.5-1 - Incident Management Team Activation Procedure**

#### **Figure 4.5-2 - Incident Management Team Organization**

### **4.6 Incident Management Team (IMT) Job Description Checklists**



#### 4.1 DESCRIPTION

The Company's Incident Response Organization consists of the following teams:

- Facility Response Team (Local Response Team)
- Incident Management Team (IMT)
- BP Americas Response Team (BART)
- Business Support Team (BST)

The teams are organized and act in a manner consistent with the Incident Command System (ICS). These teams are comprised of personnel at Houston, Chicago, and local facilities. These teams will work in cooperation to:

- Manage the incident,
- Develop strategies and priorities for a response,
- Supervise contractors,
- Handle safety and security matters, and
- Provide logistical support for contractor personnel

##### 4.1.1 Facility Response Team

The first BP person on-scene will function as the Incident Commander and person-in-charge until relieved by an authorized supervisor who will then assume the position of Incident Commander (IC). Transfer of command will take place as more senior management respond to the incident. For response operations within the control of the Facility Response Team, the role of IC will typically be assumed and retained by Terminal Management.

The number of positions/personnel required to staff the Facility Response Team will depend on the size and complexity of the incident. The duties of each position may be performed by the IC directly or delegated as the situation demands. The IC is always responsible for directing the response activities and will assume the duties of all the primary positions until the duties can be delegated to other qualified personnel.

The Facility Response Team/Incident Management Team organization is shown in **FIGURE 4.5-2**. Telephone reference is provided in **FIGURE 3.1-4**. Detailed job descriptions of the primary response team positions are provided in **SECTION 4.6**.

#### 4.1.2 Incident Management Team (IMT) / BP Americas Response Team (BART)

The regional Incident Management Team (IMT) and the national BP Americas Response Team (BART), once fully staffed, are designed to cover all aspects of a comprehensive and prolonged incident response. During a prolonged response, additional personnel may be cascaded in, and more than one level within the Team may be involved to sustain 24-hour operations.

Both teams (IMT and BART) are organized according to Incident Command System principles. Led by an Incident Commander, the team is composed of the following principal components:

- Command
- Planning
- Finance
- Operations
- Logistics

##### Incident Management Team (IMT)

A regional response team of approximately 30 US Pipelines & Logistics, Air BP, Retail, RM and Lubes (Castrol) personnel located in a particular geographic area. (There are five of these teams organized across the country.) All or part of an IMT can be deployed to the field location to provide manpower and expertise, to help respond to an incident, and manage it. These teams function by using the Incident Command System.

##### BP Americas Response Team (BART)

The national response team made up of approximately 250 employees from all of the BUs within North America. All or any part of the BART can be deployed to the field location to provide manpower and expertise, to help respond to an incident, and manage it. This team also functions using the Incident Command System.

The primary roles of the IMT / BART are to:

- Provide strategic direction to emergency response operations.
- Support tactical responders.
- Address tactical and/or crisis issues and concerns best handled at the IMT / BART level.
- Interface with and provide information to external parties.

The functions carried out by an IMT or the BART include:

- Sizing up the incident and the nature and status of tactical response operations.
- Developing strategic objectives and response priorities.
- Gathering information on the nature and location of tactical response operations and the resources being used to carry out the operations.
- Securing the resources necessary to support tactical response operations.
- Working with the Facility Response Team to develop Incident Action Plans describing field assignments for the next operational period.
- Securing the resources necessary to implement Incident Action Plans.
- Preparing a General Plan that scopes emergency response operations from initial notification to the completion of demobilization operations.
- Securing the resources necessary to implement the General Plan.
- Instituting and enforcing appropriate financial controls.
- Continuously assessing incident potential to determine an incident's capacity to grow into a crisis situation.

### **BP Americas Response Team (BART), continued**

**FIGURE 4.5-2** provides an organizational chart for the IMT. **FIGURE 3.1-4** presents a roster of all involved personnel with job titles. Job descriptions for each team member are included in **SECTION 4.6**.

#### **4.1.3 Business Support Team BST**

A small team made up primarily of US Pipelines & Logistics (USPL) personnel located in the Naperville Office that provides business support to the field location during an incident. This team does not manage the field response but it ensures that the field location has the resources and support it needs to successfully deal with the incident. The BST also addresses business related issues that grow out of the incident that could adversely impact USPL or the Company. Facilitation of communication/information sharing is another responsibility of the BST.

When activated, the BST determines what, if anything, must be done to support Facility Response Team / IMT response efforts; and it works to identify, evaluate and proactively address the implications of the incident and response operations on the Company. The mission of the BST is to avoid crisis, whenever possible, and to mitigate crisis situations that cannot be avoided, to the maximum extent possible.

#### **Notification of BST Emergency Manager (EM)**

All incidents that involve injuries, fatalities or the implementation of tactical response equipment should be reported to the BST Emergency Manager (EM), as soon as possible. This can be accomplished through the process outlined in **SECTION 4.2** below. The Terminal Manager / Incident Commander (TM / IC) should provide a brief account of the incident facts, initial response efforts, agency and media involvement and Facility Response Team / IMT / BART support needs. A more detailed briefing can be provided to the BST later

#### **Activation of BST**

The BST Emergency Manager (EM) will assess the situation, and decide on the most appropriate course of action. If the incident is minor, requires no assistance from the BST and poses little threat to escalate to a crisis, the EM can elect to simply monitor the situation.

Whenever the EM determines that a potential or actual crisis exists, the BST Aide de Camp will be instructed to activate the full or partial BST.

## 4.2 ACTIVATION PROCEDURES

Activation of appropriate Company response teams may be accomplished in stages. If an incident has been discovered and it is determined by the Terminal Manager / Incident Commander (TM / IC) that a response is warranted, team activation proceeds as follows (see **FIGURE 3.1-1**):

- The Terminal Manager (TM / IC) is notified.
- TM / IC notifies the Area Manager (AM) or District Operations Manager (DOM) and the BP Notification Center (BPNC).
- The AM or DOM continues the upward notification process (through appropriate levels of US Pipelines & Logistics management).
- The BPNC contacts the Emergency Preparedness / Crisis Management (EP/CM) Advisor.
- The EP/CM Advisor notifies the BST Emergency Manager (EM) and they assess the need to activate / convene the BST and activate / deploy the IMT and/or BART.
- If activation of any of these teams is necessary, the EP/CM Advisor (who is also the BST Aide de Camp) accomplishes this through the BPNC, via the BP Communicator System (autodialer).
- If activated, the BST convenes in the Naperville 1 office building.
- If activated, all or any part of the IMT and/or BART may be deployed to the Incident Command Post (ICP).
- TM / IC briefs all IMT / BART members, upon arrival at ICP.
- IC and Section Chiefs continually assess staffing needs.
- IC requests additional IMT / BART personnel, if needed, through the BST. (BST Aide de Camp handles activation.)
- IC de-activates IMT / BART personnel that are not needed.

## 4.3 TEAM MEMBER RESPONSE TIMES

The Incident Commander and IMT will likely mobilize to the Naperville or Houston Crisis Center (HCC) initially. The IMT's maximum expected arrival time during off hours is 1-2 hours. The ICP may be relocated closer to the spill location within the first 24 to 48 hours of the response.

## 4.4 INCIDENT COMMAND SYSTEM / UNIFIED COMMAND

The Incident Command System (ICS) will be used as a method of integrating federal, state and local agencies into the IMT. The purpose of this system is to organize diverse responding agencies into one unified team.

The ICS includes a Unified Command Structure consisting of three key On-Scene Coordinators: Federal On-Scene Coordinator (FOSC), State On-Scene Coordinator (SOSC) and the Responsible Party Incident Commander (RP). These three entities will share decision-making authority as Incident Commanders and will consult with each other regarding spill response management issues.

The FOSC will coordinate all federal agencies involved in the response. The SOSC will coordinate all state and local agencies involved in the response activities. The Responsible Party Incident Commander will coordinate all company activities.

Depending upon the size and complexity of the incident, additional federal and state agency personnel may integrate into the other functions of the IMT.

## 4.5 QUALIFIED INDIVIDUAL (QI)

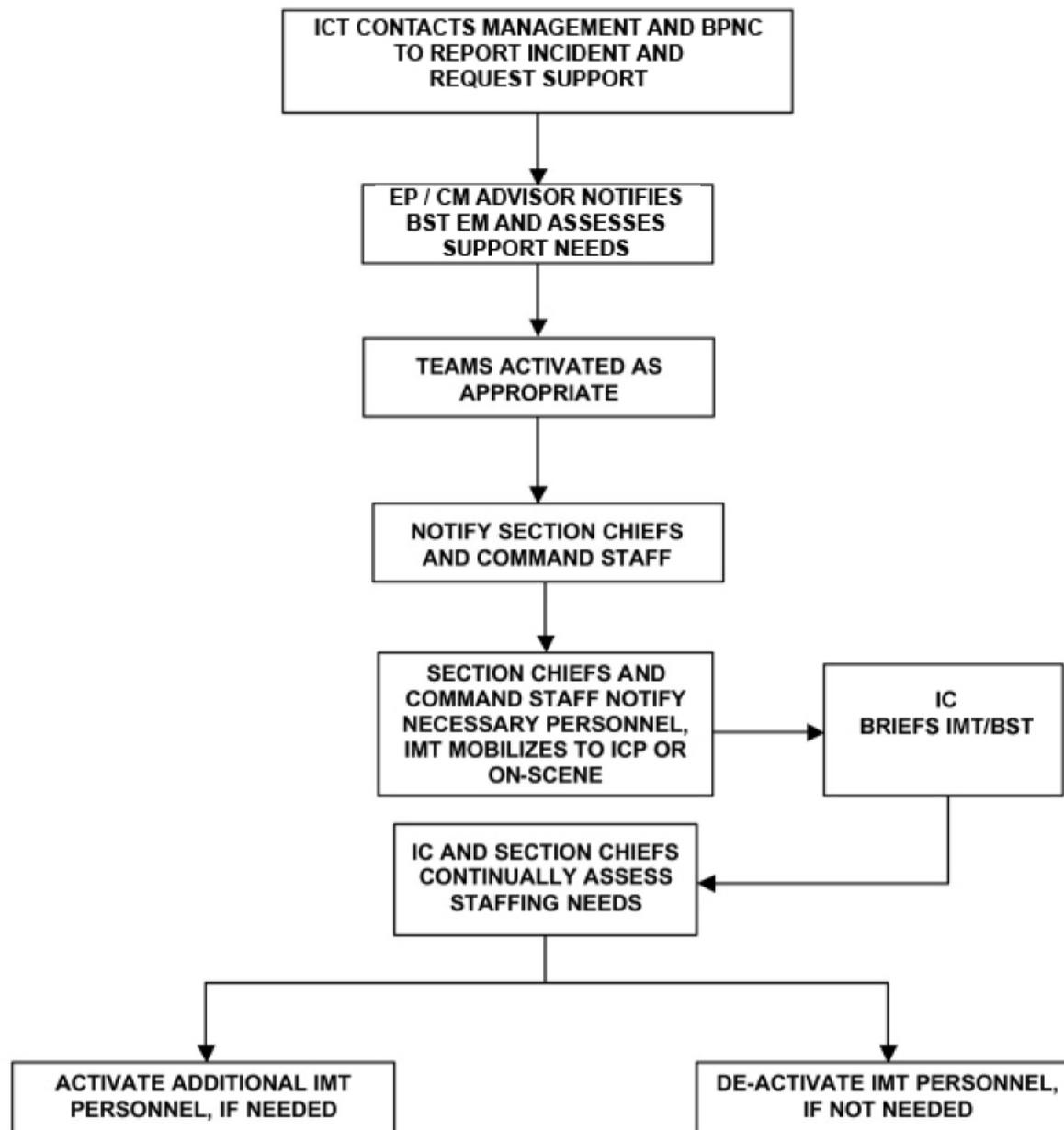
The Qualified Individual (QI) is an English-speaking representative of the Company, located in the United States, available on a 24-hour basis, with full authority to obligate funds, implement response actions and immediately notify the appropriate Federal officials and response organizations. The designated Company QIs are listed in **FIGURE 3.1-4**. A description of QI training is provided in **APPENDIX A**. A

copy of the "Appointment and Authorization of Qualified Individuals" letter can be found in the Additional Information appendix.

#### 4.5 QUALIFIED INDIVIDUAL (QI), CONTINUED

The QI has the following responsibilities and authorities as required by the Oil Pollution Act of 1990 (40 CFR Parts 9 and 112):

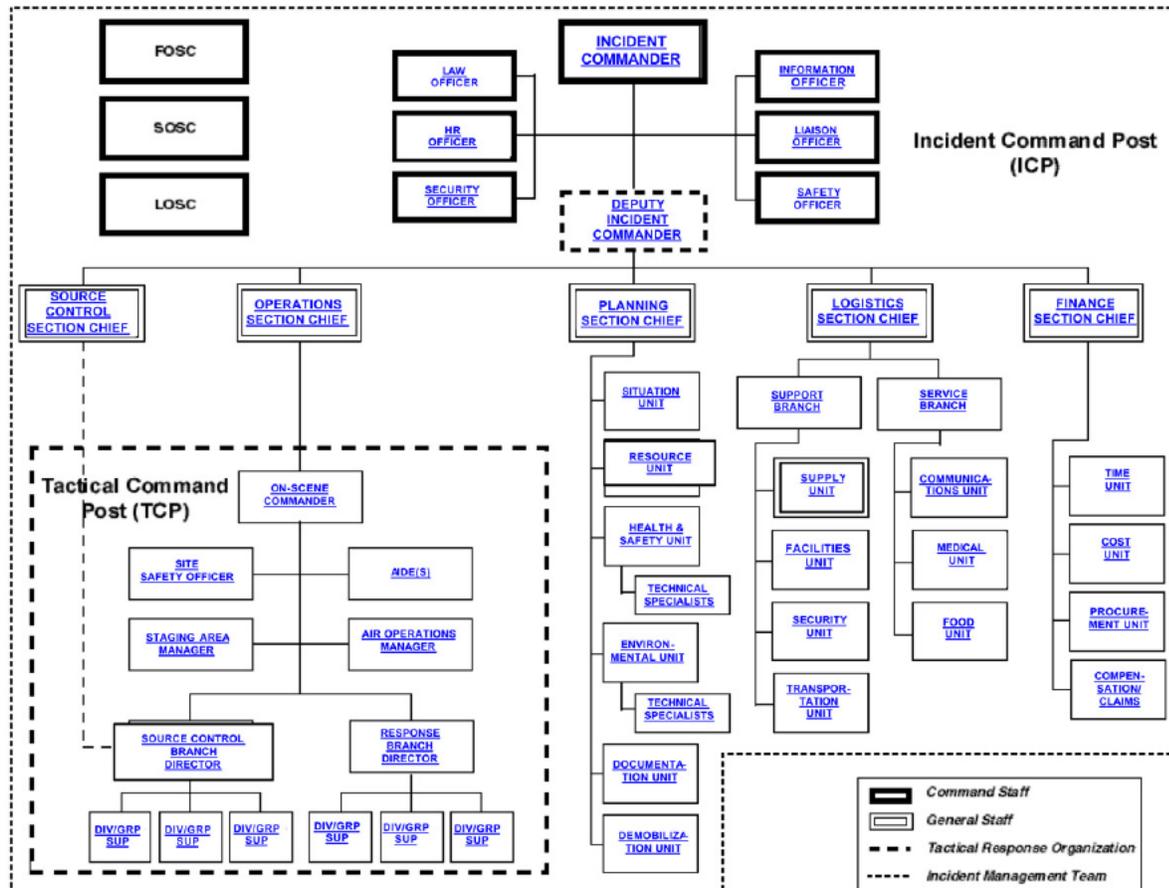
- Activate internal alarms and hazard communication systems to notify all appropriate personnel.
- Notify all response personnel as needed.
- Identify character, exact source, amount, and extent of the release and other necessary items needed for notifications.
- Notify and provide information to appropriate federal, state, and local authorities.
- Assess the interaction of the spilled substance with water and/or other substances stored at the Facility and notify on-scene response personnel of assessment.
- Assess possible hazards to human health and the environment (including outside the fence line).
- Coordinate rescue and response actions.
- Assess and implement prompt removal actions.
- Access Company funds to initiate cleanup activities.
- Direct cleanup activities until properly relieved of responsibility or incident is terminated.

**FIGURE 4.5-1 - INCIDENT MANAGEMENT TEAM ACTIVATION PROCEDURE**

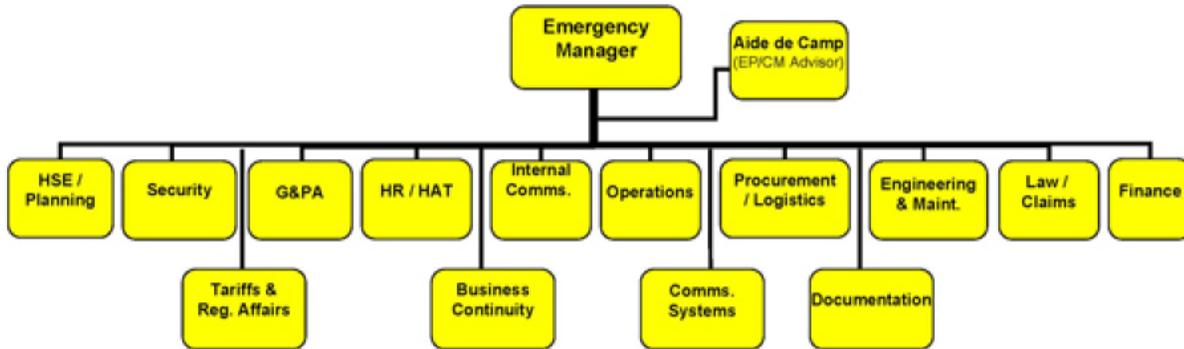
\*BP Corp., 2000

FIGURE 4.5-2 - INCIDENT MANAGEMENT TEAM ORGANIZATION

## TYPICAL IMT ORGANIZATION



Note: Refer to **FIGURE 3.1-4** for IMT Members.

**FIGURE 4.5-2 - INCIDENT MANAGEMENT TEAM ORGANIZATION, CONTINUED****USPL BUSINESS SUPPORT TEAM**

 Core Team

#### 4.6 INCIDENT MANAGEMENT TEAM (IMT) JOB DESCRIPTION CHECKLISTS

The following job description checklists are intended to be used as a tool to assist IMT members in their particular positions within the Incident Command System (ICS). The position descriptions and checklists were derived from the Field Operations Guide (FOG).

- Incident Commander
- Information Officer
- Safety Officer
- Liaison Officer
- Legal Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance Section Chief

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**Incident Commanders** for oil discharges will be organized within the Unified Command structure which includes, but is not limited to:

- The predesignated Federal On Scene Coordinator (FOSC) acting under the authority of the National Contingency Plan (NCP).
- The predesignated State On Scene Coordinator (SOSC) representing state and local response agencies.
- The representation of the Responsible Party (RP).

The Unified Command is responsible for the overall management of the incident. The Unified Command directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources. The Unified Command may activate Deputy Incident Commanders to assist in carrying out Incident Command responsibilities.

INCIDENT COMMANDER	INITIALS	DATE & TIME
Review Common Responsibilities.		
Assess the situation and/or obtain incident briefing from prior Incident Commander.		
Determine Incident Objectives and Strategies in accordance with Area Contingency Plan(s) (ACP).		
Establish the immediate priorities.		
Establish an Incident Command Post.		
Establish an appropriate organization.		
Brief Command Staff and Section Chiefs.		
Ensure Planning Meetings are scheduled as required.		
Approve and authorize the implementation of an Incident Action Plan.		
Determine information needs and advise Command and General Staff.		
Coordinate activity for all Command and General Staff.		
Manage incident operations.		
Approve requests for additional resources and requests for release of resources.		
Approve the use of trainees, volunteers and auxiliary personnel.		
Authorize release of information to news media.		
Ensure incident funding is available.		
Notify Natural Resource Damage Assessment (NRDA) and coordinate NRDA Team.		
Coordinate incident investigation responsibilities.		
Seek appropriate legal counsel.		
Order demobilization of the incident when appropriate.		
Complete Final Spill Cleanup Report.		

The **Information Officer**, a member of the Command Staff, is responsible for developing and releasing information about the incident to the news media, to incident personnel and to other appropriate agencies and organizations.

Only one Information Officer will be assigned for each incident, including incidents operating within Unified Command or multi-jurisdictional incidents. The Information Officer may have assistants as necessary and the assistants may also represent assisting agencies or jurisdictions if warranted.

INFORMATION OFFICER	INITIALS	DATE & TIME
Review Common Responsibilities.		
Determine from the Incident Commander if there are any limits on information release.		
Develop material for use in media briefings.		
Obtain Incident Commander approval for media releases.		
Inform media and conduct media briefings.		
Arrange for tours and other interviews or briefings that may be required.		
Obtain media information that may be useful to incident planning.		
Maintain current information summaries and/or displays of the incident and provide information on the status of the incident to incident personnel.		

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The **Safety Officer**, a member of the Command Staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority to stop or prevent unsafe acts when immediate actions is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan and includes safety messages in each Incident Action Plan.

SAFETY OFFICER	INITIALS	DATE & TIME
Review Common Responsibilities.		
Identify hazardous or unsafe situations associated with the incident by ensuring the performance of preliminary and continuous site characterization and analysis which shall include the identification of all actual or potential physical, biological and chemical hazards known or expected to be present on site.		
Participate in Planning Meetings to identify any health and safety concerns inherent in the operations daily workplan.		
Review the Incident Action Plan for safety implications.		
Exercise emergency authority to stop and prevent unsafe acts.		
Investigate accidents that have occurred within the incident areas.		
Ensure the preparation and implementation of the Site Specific Health and Safety Plan (HASP) in accordance with the Area Contingency Plan (ACP) and State and Federal OSHA regulations. The HASP shall at minimum address, include, or contain the following elements: <ul style="list-style-type: none"> <li>● Health and Safety hazard analysis for each site task or operation,</li> <li>● Comprehensive operations work plan,</li> <li>● Personnel training requirements,</li> <li>● PPE selection criteria,</li> <li>● Site specific occupational medical monitoring requirements,</li> <li>● Air monitoring plan: area/personal,</li> <li>● Site control measures,</li> <li>● Confined space entry procedures "only if needed",</li> <li>● Pre-entry briefings (tailgate meetings) initial and as needed,</li> <li>● Pre-operations health and safety conference for all incident participants, and</li> <li>● Quality assurance of HASP effectiveness.</li> </ul>		
Assign assistants and manage the incident safety organization.		
Review and approve the Medical Plan.		

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Incidents that are multi-jurisdiction, or have several agencies involved, may require the establishment of the **Liaison Officer** position on the Command Staff.

<b>LIAISON OFFICER</b>	<b>INITIALS</b>	<b>DATE &amp; TIME</b>
Review Common Responsibilities.		
Provide a point of contact for assisting and cooperating Agency Representatives.		
Identify Agency Representatives from each agency including communications link and location.		
Maintain a list of assisting and coordinating interagency contacts.		
Assist in establishing and coordinating interagency contacts.		
Keep agencies supporting incident aware of incident status.		
Monitor incident operations to identify current or potential inter-organizational issues and advise Incident Commander as appropriate.		
Participate in Planning Meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.		

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The **Technical Specialists** are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the ICS Organization. If necessary, Technical Specialists may be formed into a separate Unit. The Planning Section will maintain a list of available Specialists and will assign them where needed. The following are example positions for Technical Specialists that might be utilized during an oil spill response:

- Legal Specialists
- Scientific Support Coordinator Specialists
- Sampling Specialist
- Disposal (Waste Management) Specialists
- Alternative Response Technologies (ART) Specialist

The Legal Specialists will act in an advisory capacity during an oil spill response.

LEGAL OFFICER	INITIALS	DATE & TIME
Review Common Responsibilities.		
Participate in Planning Meetings if requested.		
Advise Unified Command on legal issues relating to in-situ burning, use of dispersants and other alternative response technology.		
Advise Unified Command on legal issues relating to Natural Resource Damage Assessment (NRDA).		
Advise Unified Command on legal issues relating to investigation.		
Advise Unified Command on legal issues relating to finance and claims.		
Advise Unified Command on response related issues.		

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The **Operations Section Chief**, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the Incident Commander.

<b>OPERATIONS SECTION CHIEF</b>	<b>INITIALS</b>	<b>DATE &amp; TIME</b>
Review Common Responsibilities.		
Develop operations portion of Incident Action Plan.		
Brief and assign operations personnel in accordance with Incident Action Plan.		
Supervise the execution of the Incident Action Plan for Operations.		
Request resources needed to implement the Operations tactics as part of the Incident Action Plan development (ICS 215).		
Ensure safe tactical operations.		
Make or approve expedient changes to the Incident Action Plan during operational period as necessary.		
Approve suggested list of resources to be released from assigned status (not released from the incident).		
Assemble and disassemble Strike Teams/Task Forces assigned to Operations Section.		
Report information about changes in the implementation of the IAP, special activities, events and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.		

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The **Planning Section Chief**, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

PLANNING SECTION CHIEF	INITIALS	DATE & TIME
Review Common Responsibilities.		
Activate Planning Section Units.		
Assign available personnel already on site to ICS organizational positions as appropriate.		
Collect and process situation information about the incident.		
Supervise preparation of the Incident Action Plan.		
Provide input to the Incident Command and Operations Sections Chief in preparing the Incident Action Plan.		
Participate in planning and other meetings as required.		
Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.		
Determine need for any specialized resources in support of the incident.		
Provide Resources Unit with the Planning Section's organizational structure including names and locations of assigned personnel.		
Assign Technical Specialists where needed.		
Assemble information on alternative strategies.		
Assemble and disassemble Strike Teams and Task Forces as necessary.		
Provide periodic predictions on incident potential.		
Compile and display Incident Status Summary information.		
Provide status reports to appropriate requesters.		
Advise General Staff of any significant changes in incident status.		
Incorporate the incident Traffic Plan (from Ground Support Unit), Vessel Routing Plan (from Vessel Support Unit) and other supporting plans into the Incident Action Plan.		
Instruct Planning Section Units in distribution and routing of incident information.		
Prepare recommendations for release of resources for submission to members of Incident Command.		
Maintain Section record.		

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The **Logistics Section Chief**, a member of the General Staff, is responsible for providing facilities, services, material, etc., in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

<b>LOGISTICS SECTION CHIEF</b>	<b>INITIALS</b>	<b>DATE &amp; TIME</b>
Review Common Responsibilities.		
Plan organization of Logistics Section.		
Assign work locations and preliminary work tasks to Section personnel.		
Notify Resources Unit of Logistics Section Units activated including names and locations of assigned personnel.		
Assemble and brief Branch Directors and Unit Leaders.		
Participate in preparation of Incident Action Plan.		
Identify service and support requirements for planned and expected operations.		
Provide input to and review Communications Plan, Medical Plan, Traffic Plan, and Vessel Routing Plan.		
Coordinate and process requests for additional resources.		
Review Incident Action Plan and estimate Section needs for next operational period.		
Advise on current service and support elements of the Incident Action Plan.		
Prepare service and support elements of the Incident Action Plan.		
Estimate future service and support requirements.		
Receive Demobilization Plan from Planning Section.		
Recommend release of Unit resources in conformance with Demobilization Plan.		
Ensure general welfare and safety of Logistics Section personnel.		

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The **Finance Section Chief**, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance Section.

<b>FINANCE SECTION CHIEF</b>	<b>INITIALS</b>	<b>DATE &amp; TIME</b>
Review Common Responsibilities.		
Attend briefing with responsible agency to gather information.		
Attend Planning Meeting to gather information on overall strategy.		
Determine resource needs.		
Develop an operating plan for Finance function on incident.		
Prepare work objectives for subordinates, brief staff, making assignments, and evaluate performance.		
Inform members of the Unified Command and General Staff when Section is fully operational.		
Meet with assisting and cooperating Agency Representatives as required.		
Provide input in all planning sessions on financial and cost analysis matters.		
Maintain daily contact with agency(s) administrative headquarters on finance matters.		
Ensure that all personnel time records transmitted to home agencies according to policy.		
Participate in all demobilizing planning.		
Ensure that all obligation documents initiated at the incident are properly prepared and completed.		
Brief agency administration personnel on all incident related business management issues needing attention and follow-up to leaving incident.		

## **SECTION 5 INCIDENT PLANNING**

Last revised: July 2008

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### **5.1 Documentation Procedures**

### **5.2 ICS Forms**

#### **5.2.1 Incident Briefing Form - ICS 201 (Initial Report Only)**

#### **5.2.2 BP Initial Plan of Action (IPA)**

#### **5.2.3 Incident Action Plan (IAP) Table of Contents**

#### **5.2.4 Incident Action Plan (IAP) Cover Sheet**

#### **5.2.5 Incident Action Plan (IAP) Executive Summary**

#### **5.2.6 Objectives For General Plan**

#### **5.2.7 Objectives - ICS 202**

#### **5.2.8 Organization Assignment List - ICS 203**

#### **5.2.9 Field Assignment Change Sheet - ICS 204**

#### **5.2.10 Field Assignment - ICS 204a**

#### **5.2.11 Communications Plan - ICS 205**

#### **5.2.12 Medical Plan - ICS 206**

#### **5.2.13 Check-In List (Equipment / Personnel) - ICS 211**

### **5.3 Site Safety and Health Plan**

### **5.4 Decontamination Plan**

### **5.5 Disposal Plan**

### **5.6 Incident Security Plan**

### **5.7 Demobilization Plan**



## 5.1 DOCUMENTATION PROCEDURES

Documentation of a spill response provides a historical record, keeps management informed, serves as a legal instrument, and is a means to account for the clean-up costs.

Documentation should begin immediately upon spill notification and continue until termination of all operations. Documentation should include the following:

- Spill origin and characteristics;
- Sampling surveys;
- Photographic surveys;
- Climatological data;
- Labor and equipment accounting; and
- Copies of all logs, contracts, contacts, and plans prepared for the incident.

## 5.2 ICS FORMS

- **INCIDENT BRIEFING FORM - ICS 201 (Initial Report Only)**

For use by the Command Staff to gather information on the Spill Management Team's efforts to implement applicable response plans. Prepared by the initial Incident Commander (IC) for providing documentation of the initial response.

- **BP INITIAL PLAN OF ACTION (IPA)**

For use by the Planning Section to plan each day's response actions. This plan consists of the portions identified on the IAP cover page and must be approved by the Incident Commander, FOSC, and SOSC.

The IPA consists of the following ICS forms:

- **INCIDENT ACTION PLAN (IAP) COVER SHEET**

For use in presenting initial information, signature approval, and table of contents of forms contained in the IAP.

- **INCIDENT ACTION PLAN (IAP) EXECUTIVE SUMMARY**

The Executive Summary communicates significant response issues during the current operational period, summarizing the daily activities for all sections in a brief format to Senior Managers, Administrators, Senior Agency Staff, and Civic Leaders.

- **OBJECTIVES FOR GENERAL PLAN**

Displays the progress and planned start and end dates for various incident response activities.

- **OBJECTIVES - ICS 202**

Describes the basic incident strategy, control objectives, and provides weather, tide, and current information, and safety considerations for use during the next operational period.

- **ORGANIZATION ASSIGNMENT LIST - ICS 203**

Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit.

- **FIELD ASSIGNMENT CHANGE SHEET - ICS 204**

Submits assignments at the level of Division and Groups.

- **FIELD ASSIGNMENT - ICS 204a**

This form is an optional attachment, which can be used in conjunction with the Assignment List, ICS form 204-OS. The ICS 204-OS is used to give assignments to Divisions and Groups; the ICS form 204-a-OS provides more specific assignment information, when needed.

## 5.2 ICS FORMS, CONTINUED

- **COMMUNICATIONS PLAN - ICS 205**

Is used to provide, in the location, information on all radio frequency assignments down to the Division/Group level for each operational period.

- **MEDICAL PLAN - ICS 206**

Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

- **CHECK-IN LIST (EQUIPMENT / PERSONNEL) - ICS 211**

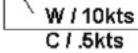
This form is used for equipment and personnel check in only. Equipment arriving at the incident can be checked in at various incident locations. Personnel arriving at the incident can check in at various incident locations.

In addition, these Incident Command System (ICS) forms may be found on the U.S. Coast Guard web page: [http://www.uscg.mil/ccs/cit/cim/forms1/form\\_ics.html](http://www.uscg.mil/ccs/cit/cim/forms1/form_ics.html).

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**5.2.1 Incident Briefing Form - ICS 201 (Initial Report Only)**

<b>1.? Incident Name:</b>			
<b>2.? Date / Time Prepared / Updated:</b>			
<b>3.? Map Sketch</b>			
 Source  Tactical Command Post  Staging Area(s)	 Boundary of Isolation Perimeter  Boundary of Hot Zone  Location of Warm Zone	 First Aid Station  Task  W / 10kts C / 5kts Wind and Current Speed and Direction	
<b>Staging Area (s)</b>	<b>Tasks</b>		<b>Weather</b>
S1	T1	T6	
S2	T2	T7	
S3	T3	T8	
S4	T4	T9	
S5	T5	T10	
<b>Prepared by:</b>	<b>Contact No.:</b>	<b>Phone</b>	
		<b>Radio</b>	

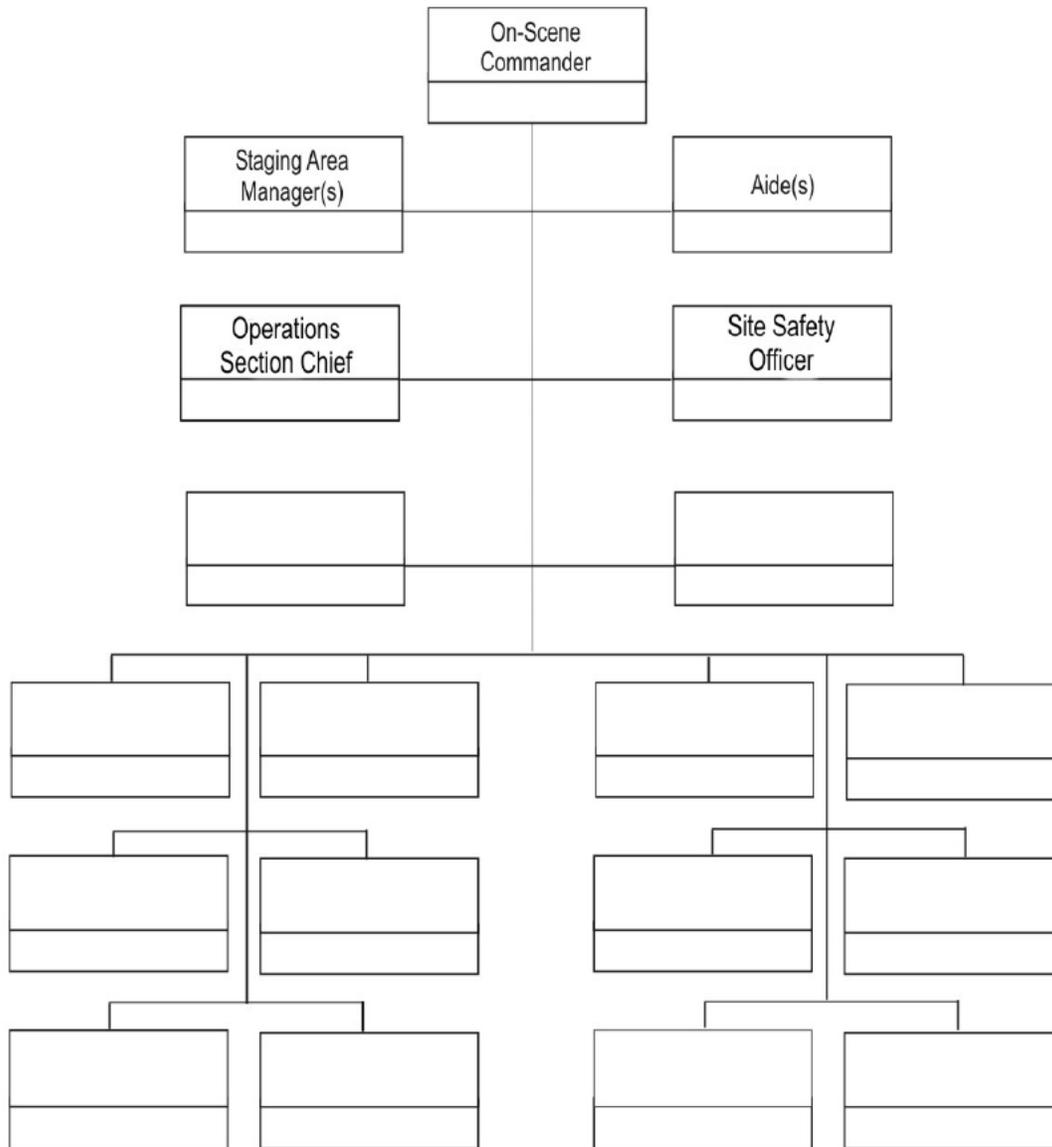
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### 5.2.1 Incident Briefing Form - ICS 201 (Initial Report Only), Continued

<b>Date / Time Prepared / Updated:</b>		
<b>4.? Description of Incident and Summary of Current Actions</b>		
<b>Incident</b>		
Date / Time:	Location:	
Source:	Status: ? <input type="checkbox"/> Controlled	? <input type="checkbox"/> Uncontrolled
Status of People:		
?Accounted for ? <input type="checkbox"/> Missing / No. _____ <input type="checkbox"/> ?Injured / No. _____ <input type="checkbox"/> Dead / No. _____		
Type / Quantity Of Materials Spilled / Emitted:		
Material Status: <input type="checkbox"/> Contained <input type="checkbox"/> Uncontained		
<b>Response:? Safety</b>		
Hazards Characterized?? ? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hazards:
Personnel Accountability Procedures Implemented <input type="checkbox"/> Yes <input type="checkbox"/> No		
PPE Requirements Defined <input type="checkbox"/> Yes <input type="checkbox"/> No		
Decon Requirements Defined <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Response:? General</b>		
<b>Problems</b>		<b>Solutions</b>
Impact On / Threat To Public:		
Impact On / Threat To Environment:		
Impact On / Threat To Property:		
Assistance Needed:		
?		

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**5.2.1 Incident Briefing Form - ICS 201 (Initial Report Only), Continued****Date / Time Prepared / Updated:****5.2 Tactical Response Organization****Located At The Tactical Command Post (TCP)**



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### 5.2.2 BP Initial Plan of Action (IPA)

General Information				
Incident Name:			Incident Date / Time:	
Prepared by:	Phone:	Date / Time Prepared:		
Incident location:	Area/block:	Lat.	Long.	
Description of Incident:				
Status of Source:				
Status of Source Control Operations (including relief well planning, material procurement, and rig availability):				
Spilled/Emitted Material (what, how much, location, predicted landfall - where, when):				
On-scene Atmospheric and Oceanic Conditions:				
Wind Speed:	Wind Direction from:	Air temp:	Visibility:	Precipitation:
Sea Height:	Current Speed:	Current Direction:	Water Temp.:	Other:
Status of People (deaths, injuries, missing, evacuated, etc.):				
Safety Considerations:				
Locations of IMT EOC, TRT ICP, etc.:				
Status of Unified Command (including integration of other responding organizations into IMT):				







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#### 5.2.4 Incident Action Plan (IAP) Cover Sheet

<b>1.?? Incident Name:</b>						
<b>2.?? Date Prepared:</b>						
<b>3.?? Operational Period Covered By Plan:</b>						
<b>State Time/Date:</b>				<b>End Time/Date:</b>		
<b>4.?? Approved By:</b>						
<b>5.?? Weather Forecast for Operational Period</b>						
<b>Wind Speed:</b>			<b>Wind Direction:</b>			
<b>Air Temperature:</b>			<b>Precipitation:</b>		<b>Rain</b>	<b>Snow</b>
<b>Ceiling:</b>			<b>Visibility:</b>			
<b>Wave Height</b>			<b>Wave Direction:</b>			
<b>Current Speed:</b>			<b>Current Direction:</b>			
<b>Water Temperature:</b>			<b>River Stage:</b>			
<b>Narrative Description of Weather Forecast:?</b>						
<b>6.?? Tides, Sunrise, Sunset</b>						
	<b>Time</b>	<b>Level</b>	<b>Time</b>	<b>Level</b>		<b>Time</b>
<b>High Tide(s)</b>		( ? )		( ? )	<b>Sunrise:</b>	
<b>Low Tide(s)</b>		( ? )		( ? )	<b>Sunset:</b>	

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### 5.2.5 Incident Action Plan (IAP) Executive Summary

<b>1.?? Incident Name:</b>	
<b>2.?? Operational Period:</b>	
<b>State Time/Date:</b>	<b>End Time/Date:</b>
<b>3.? Incident Commander(s) for NOP:</b>	
<b>4.?? Objectives for the NOP</b>	
<b>Objective Nos.</b>	<b>How IAP Addresses Objectives</b>
<b>5.?? Summary of Major Changes for the NOP</b>	





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### 5.2.8 Organization Assignment List - ICS 203

<b>1.? Incident Name:</b>			
<b>2.? Operational Period Covered by Plan:</b>			
<b>???? Start Time/Date:</b>		<b>End Time/Date:</b>	
<b>3.???? Command Section:</b>		<b>4.??? Operations Section:</b>	
Incident Commander		Chief	
Unified Commanders		On-scene Commander	
Deputy		Site Safety Officer	
Safety Officer		Staging Area Manager	
Information Officer		Air Operations Manager	
Liaison Officer		Aide	
Law Officer		<b>a.??? Branch I:</b>	
Human Resources Officer		Director	
Security Officer		Division/Group	
<b>5.???? Planning Section:</b>		Division/Group	
Chief		Division/Group	
Resource Unit		Division/Group	
Situation Unit		<b>b.??? Branch II:</b>	
Documentation Unit		Director	
Demobilization Unit		Division/Group	
Health & Safety Unit		Division/Group	
Environmental Unit		Division/Group	
Technical Specialists		Division/Group	
<b>6.???? Logistics Section:</b>		<b>c.?? Branch III:</b>	
Chief		Director	
Service Branch		Division/Group	
Communications Unit		Division/Group	
Medical Unit		Division/Group	
Food Unit		Division/Group	
Support Branch		<b>d.??? Branch IV:</b>	
Supply Unit		Division/Group	
Facilities Unit		Division/Group	
Security Unit		Division/Group	
Transportation Unit		Division/Group	
<b>7.???? Finance Section:</b>		Division/Group	
Chief		<b>e.??? Branch V:</b>	
Time Unit		Director	
Procurement Unit		Division/Group	
Compensation/Claims Unit		Division/Group	
Cost Unit		Division/Group	
		Division/Group	

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### 5.2.9 Field Assignment Change Sheet - ICS 204

<b>1.?? Incident Name:</b>		<b>2.?? Field Assignment No.</b>	
<b>3.?? Change Number:</b>		<b>Change Date:</b>	<b>Change Time:</b>
<b>4.?? Status of Change:</b>	<b>Draft</b>	<b>Final</b>	
<b>5.?? Contact Person:</b>		<b>Position:</b>	
<b>6.?? Portion(s) of Assignment Changed</b>			
? <input type="checkbox"/> Operational Period		? <input type="checkbox"/> Team Leader	
? <input type="checkbox"/> Task		? <input type="checkbox"/> Number of Personnel	
? <input type="checkbox"/> Division or Group Designation		? <input type="checkbox"/> Schedule	
? <input type="checkbox"/> Objective		? <input type="checkbox"/> Safety Message	
? <input type="checkbox"/> Description of Work		? <input type="checkbox"/> Environmental Message	
? <input type="checkbox"/> Management		? <input type="checkbox"/> Diagram or Map	
? <input type="checkbox"/> Equipment			
Description of Change(s)			
<b>7.?? Approved by:</b>			<b>Time/Date:</b>

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## 5.2.10 Field Assignment - ICS 204a

<b>1.? Incident Name:</b>		<b>2.? Field Assignment No.:</b>	
<b>3.? Status of Assignment:</b>		Draft	Final
<b>4.? Operational Period:</b>		Current	Next
<b>???? Start Time/Date</b>			<b>End Time/Date</b>
<b>5.? Task:</b>		<b>6.? Division/Group:</b>	
<b>7.? Objective:</b>			
<b>8.? Description of Work:</b>			
			<b>9.? Diagram:? <input type="checkbox"/> Yes ? <input type="checkbox"/> No</b>
<b>10.? Management</b>			
<b>Position</b>		<b>Person</b>	<b>Communications</b>
Section Chief			
Branch Director			
Division/Group Supervisor			
Task Leader			
<b>11.? Resources</b>			
<b>Qty.</b>	<b>Single Resource/Strike Team/Task Force</b>	<b>Leader</b>	<b>No. of Personnel</b>
<b>12.? Schedule:</b>	<b>Start Time:</b>	<b>Finish Time:</b>	
<b>13.? Attachments:</b>	<input type="checkbox"/> Change Sheet	<input type="checkbox"/> Environmental Message	
	<input type="checkbox"/> Safety Message	<input type="checkbox"/> Other (Specify)	
<b>14.? Approved by:</b>		<b>Time/Date:</b>	

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## 5.2.11 Communications Plan - ICS 205

<b>1.?? Incident Name:</b>				
<b>2.?? Operational Period Covered by Plan:</b>				
<b>Start Time/Date:</b>			<b>End Time/Date:</b>	
<b>3.?? Command Network</b>				
Source	Frequency	Channel	Phone/Fax No.	Assignment
<b>4.?? Tactical Network</b>				
Source	Frequency	Channel	Phone/Fax No.	Assignment
<b>5.?? Supply Network</b>				
Source	Frequency	Channel	Phone/Fax No.	Assignment
<b>6.?? Other Networks (e.g., Source Control, Crisis, etc.)</b>				
Source	Frequency	Channel	Phone/Fax No.	Assignment
<b>7.?? Approved</b>			<b>Time/Date:</b>	
by:??				

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## 5.2.12 Medical Plan - ICS 206

<b>1.?? Incident Name:</b>		
<b>2.?? Operational Period Covered by Plan:</b>		
<b>Start Time/Date:</b>		<b>End Time/Date:</b>
<b>3.?? First Aid Station(s)</b>		
<b>Location</b>	<b>Division/Group(s) Served</b>	<b>Radio/Phone</b>
<b>4.?? Ground Ambulance Service(s)</b>		
<b>Location</b>	<b>Division/Group(s) Served</b>	<b>Radio/Phone</b>
<b>5.?? Air Ambulance Service(s)</b>		
<b>Location</b>	<b>Division/Group(s) Served</b>	<b>Radio/Phone</b>
<b>6.?? Hospitals and Treatment Facilities</b>		
<b>Location</b>	<b>Division/Group(s) Served</b>	<b>Radio/Phone</b>
<b>7.?? Summary of Medical Emergency Procedures</b>		
<b>8.?? Approved by:??</b>		<b>Time/Date:</b>



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### 5.3 SITE SAFETY AND HEALTH PLAN

1. PROJECT OBJECTIVE			
Prepared by:		Date:	
Overall Objective of Project:			
2. SITE DESCRIPTION			
Date:		Sector:	
Business Unit:			
Name of Facility:			
Location (Road, City):			
Potential Hazards (Y / N):			
		Excavations, Trenches, and/or Confined Spaces	
		Hazardous Vapors and Gases	
		Direct Exposure to Hazardous Material	
		Dust and Particulates	
		Environmental Hazards (Rain, Snow, Cold, Heat)	
		Equipment Hazards	
	Other:		
	Other:		
	Other:		
Area Affected: (Describe the area including approximate dimensions.? Attach Site Map)			
Surrounding Population (Y/N):			
		Urban	
		Suburban	
		Rural	
		Industrial	
Distance to Nearest Population:			



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### 5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED

Topography: (Describe terrain)					
sandy beach	rocky	cliffs	marshes	docks	other (explain)
Climate/Weather Conditions:					
	Present			Anticipated	
Winds					
Temp ?F					
Humidity					
% Rain					
Seas					
Comments					
<b>3. BACKGROUND INFORMATION</b>					
Background information: (Include date, range of site use, source of contamination, estimated extent of contamination, known and suspected contaminants, etc.)					
<b>4. ENTRY OBJECTIVES</b>					
Entry Objectives: (Fully describe the purpose of site visit(s). If multiple visits, indicate the objectives of each entry. The number and types of samples should be included if sampling is to be performed). All work shall be conducted in accordance with procedures established during pre-entry briefings and attached work plans. A work plan is attached as Item 10.					



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**5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED**

<b>5. PERSONNEL ROLES</b>		
BP Pipelines, N.A. Personnel:		
Key Personnel	Title / Responsibilities	
	<i>On-Scene Commander (OSC)</i>	
	<i>Site Safety &amp; Health Plan Officer (SSO)</i>	
	<i>Contractor Supervisor (CS)</i>	
	<i>GPA</i>	
Federal Agency Representatives:		
Name	Agency	Phone
State Agency Representatives:		
Name	Agency	Phone
Local Agency Representatives:		
Name	Agency	Phone

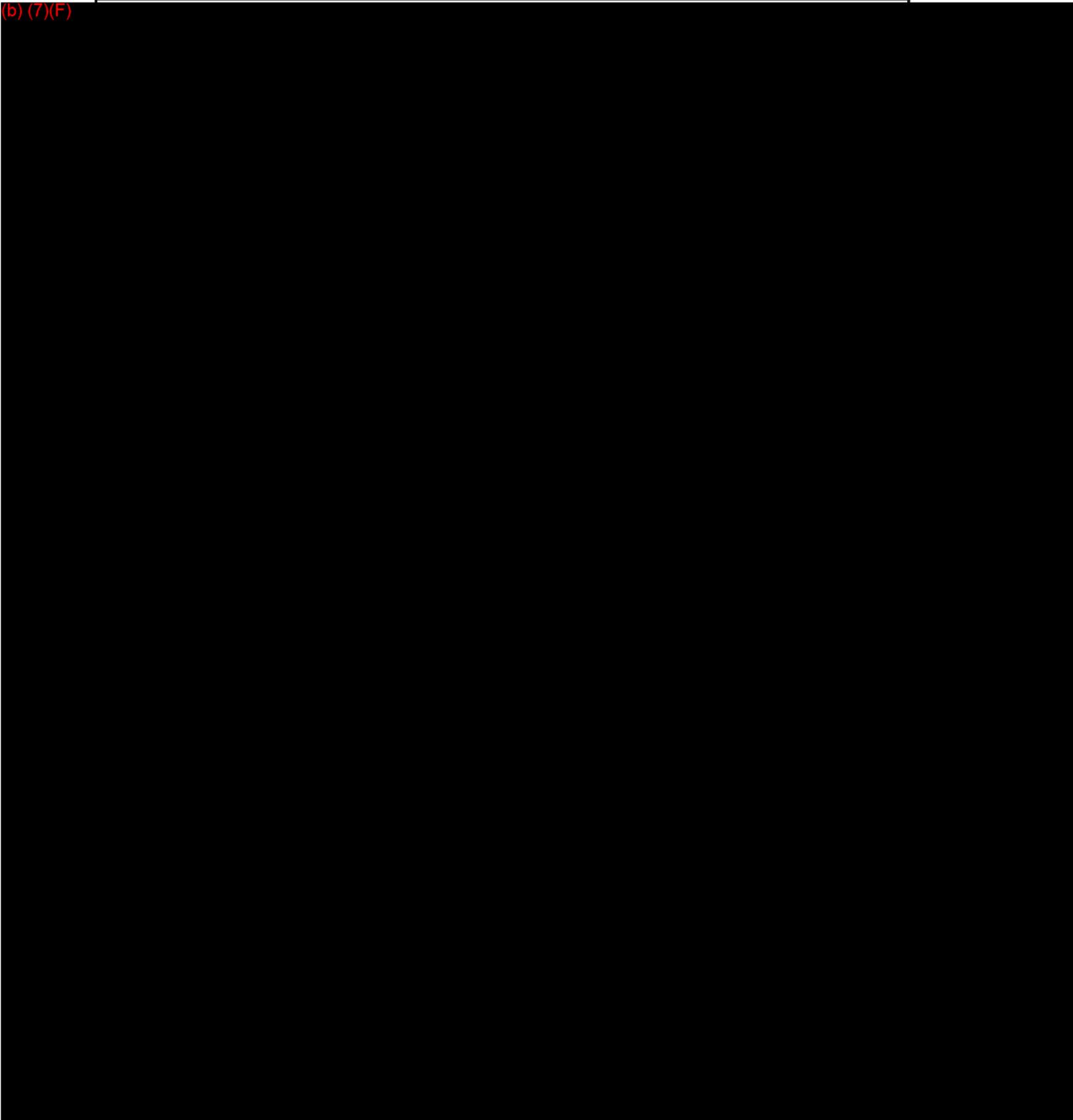


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**5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED**

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**5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED**

7. HAZARD EVALUATION			
The following substance(s) are known to be on-site. The primary hazards of each are identified.			
Product	Physical State <sup>1</sup>	Waste Characteristics <sup>2</sup>	Primary Hazard <sup>3</sup>
1. Liquid, solid, sludge, gas/vapor, other.			
2. Corrosive, flammable, toxic, volatile, reactive, radioactive, carcinogen, other.			
3. Toxic on inhalation or ingestion absorbed through skin, irritant to eyes, irritant to respiratory tract, irritant to skin, other.			
Anticipated concentration and allowable exposure limits			
Product	Anticipated Concentration	Full-Shift Exposure Limit	Short-Term Exposure Limit
NOTE: Include institution that establishes limit (e.g., OSHA, ACGIH, etc.).			
Other Site Hazards (Y / N):			
	Heat		
	Cold		
	Confined Spaces		
	Heavy Equipment		
	Overhead / Underground Utilities		
	Bloodborne Pathogens		
	Poison Ivy		
	Insects:		
	Rodents:		
	Snakes:		
	Lighting:		
	Work Near Water:		
	Electrical Hazards:		
	Helicopters:		
	ATV's:		
	Others:		
	Others:		

		Others:	
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**5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED****8. PERSONAL PROTECTIVE EQUIPMENT**

Based on evaluation of potential hazards, the following levels of personal protection have been designated for the applicable work areas and tasks. See Health Hazard Information section on MSDS of product.

Location	Job Function	Level of Protection

**NOTE:** Air monitoring equipment will be used to determine the need for appropriate PPE.

PPE - Levels of protection:

Level A: To be selected when the greatest level of skin, respiratory, and eye protection is required.

Level B: The highest level of respiratory protection is necessary, but a lesser level of skin protection is needed.

Level C: The concentration(s) and type(s) of airborne substance(s) is known and the criteria for using air purifying respirators are met.

Level D: A work uniform affording minimal protection, used for nuisance contamination only.

Specific protective equipment for each level of protection is as follows:

**NOTE:** No changes to the specified levels of protection shall be made without the approval of the Clean-Up Leader and Site Safety Officer.



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**5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED****9.? ENVIRONMENTAL MONITORING**

A direct reading instrument will be used to monitor organic vapor concentration. The instrument will be on while the workers approach the work area and readings will be taken during the following conditions:

- Possibility of IDLH or flammable atmosphere has developed.
- Indication that exposures may have risen over limits since prior monitoring.
- Work begins on different portion of site.
- Contaminants other than those previously identified are being handled.
- Different type of operation is initiated.
- Employees are handling leaking drums or containers.
- Employees are working in areas with obvious liquid contamination.

If at any time a measurement of \_\_\_\_ ppm or more above concentration is observed, the workers will retreat to a safe area and upgrade the level of protection to level \_\_\_\_\_. Monitoring will be continuous during times of respirator usage.? If at any time the concentration approaches \_\_\_\_ ppm greater than background, the work area will be evacuated immediately.

Combustible Gas Monitoring will be conducted by:	
Instrument(s) used will be:	
Calibration Frequency:	
Frequency of Monitoring:	
Location of Monitoring:	
Benzene/Xylene/Toluene monitoring will be conducted by:	
Instrument(s) used will be:	
Calibration Frequency:	
Frequency of Monitoring:	
Location of Monitoring:	
Other monitoring will be conducted by:	
Instrument(s) used will be:	
Calibration Frequency:	
Frequency of Monitoring:	
Location of Monitoring:	
<b>NOTE:</b> Monitoring results are attached to this report.	



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### 5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED

10.? ON-SITE WORK PLANS		
The field team will perform the following tasks:		
Team Member	Function	
11.? SPECIAL INSTRUCTIONS		
12.? COMMUNICATION PROCEDURES		
The following emergency signal indicates that there is an emergency situation:		
	Horn blasts	
	Siren	
	Alarm	
	Whistle	
	Other:	
<p>In addition, the following standard hand signals will be used in case of failure of audible communications:</p> <ul style="list-style-type: none"> <li>• Hand gripping throat????????? ⇒ Out of air, can't breathe</li> <li>• Grip partner's wrist or both?? ⇒ Leave area immediately hands around waist</li> <li>• Hands on top of head????????? ?⇒ Need assistance</li> <li>• Thumbs up????????????????????????????????????? ?⇒ OK, I understand</li> <li>• Thumbs down????????????????????????????????????? ?⇒ No, negative</li> </ul>		
13.? DECONTAMINATION PROCEDURES		
<p>Personnel and equipment leaving the work area shall be thoroughly decontaminated.? Soiled boots and clothing will be removed before entering transport vehicle. Disposable items (e.g., gloves, rags) will be disposed of on-site in a manner consistent with facility operatives / work plan.</p>		
<p>If non-disposable items will be used on-site, then describe decon procedure:</p>		



**5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED****14.? EMERGENCY PROCEDURES**

The following standard emergency procedure will be used by on-site personnel: The Site Safety Officer shall be notified of any on-site emergencies and will be responsible for ensuring that the appropriate procedures are followed:

Personnel injury in the Support Zone - Upon notification of an injury in the support zone, the Clean-Up Unit Leader and Site Safety Officer will assess the nature of the injury. If the cause of the injury or loss of the injured person does not affect the performance of site personnel, operations may continue, with the Clean-Up Unit Leader and Site Safety Officer initiating the appropriate first aid and necessary follow-up as stated above. If the injury increases the risk to others, all site personnel shall be assembled in a given area for further instructions. Activities on-site will stop until the added risk is removed or minimized.

Fire/Explosion - Upon notification of a fire or explosion on-site, all site personnel will be assembled at the decontamination line. The fire department shall be alerted and all personnel moved to a safe distance from the involved area.

Personal Protective Equipment Failure - If any worker experiences a failure or alteration of protective equipment that affects the protection factor, that person and his/her buddy shall immediately leave the affected area. Reentry shall not be permitted until the equipment has been repaired or replaced.

Other Equipment Failure - If any other equipment on-site fails to operate properly, the Clean-Up Unit Leader and Site Safety Officer shall be notified and then determine the effect of this failure on continuing operations on site. If the failure affects the safety of personnel or prevents completion of the Work Plan tasks, all personnel shall leave the area until the situation is evaluated and appropriate actions taken.

IN ALL SITUATIONS, WHEN AN ON-SITE EMERGENCY RESULTS IN EVACUATION OF THE WORK AREA, PERSONNEL SHALL NOT REENTER UNTIL:

1. The conditions resulting in the emergency have been corrected.
2. The hazards have been reassessed.
3. The Site Safety Plan has been reviewed.
4. Site personnel have been briefed on any change in the Site Safety Plan.

An exit route will be used in an emergency restricting the use of the main entrance. Location of the Emergency Exit Route (See Site Map):

In the event of an accidental release, fire or explosion or the sounding of the emergency signal, workers will evacuate the work area and assemble in the designated location.

Location of Designated Assembly Area (See Site Map):



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### 5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED

15.? SITE SAFETY PLAN		
Site Safety Officer(s):		
The Site Safety Officer is directly responsible for safety recommendations on site.? He/She will maintain daily site logs documenting all notable events and/or conditions of health and safety concerns.		
Emergency Medical Care:		
Qualified Medical personnel are located on site (Y/N):		
If there are qualified Medical personnel located on-site, then identify location (See Site Map):		
Phone Number:		
Radio Frequency:		
Medical Surveillance:		
In accordance with 29 CFR 1910.120 (f), the employees/contractors involved in this project have been examined by a physician trained in occupational medicine, for the purpose of determining fitness with respect to handling hazardous materials and wearing personal protective equipment.? The results of the examination indicate that these employees/contractors are physically capable and qualified to work under conditions described in this plan, without risk to personal health and safety.		
Emergency Resources:		
Command Post:		
?????????????????Phone Number:		
Safety Officer:?????????????		
????????????????? Phone Number:		
????????????????????????????????????? Fax:		
????????????????????????????????????? Cellular:		
????????????????????????????????????? Pager:		
????????????????????????????????????? Home:		
<b>NOTE:</b> Telephone communication to the Command Post should be established as soon as practical.		
Site Resources:		
Telephone	Y/N	Comments
Radio		
Electricity		
Illumination		
Sanitation		
Water Supply		
Water Supply		
Designated First Aid/CPR On-Site Provider		
Other:		

Other			
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**5.3 SITE SAFETY AND HEALTH PLAN, CONTINUED**

<b>15. SITE SAFETY PLAN, CONTINUED</b>		
Local Resources:		
		Phone Number
Ambulance		
Hospital Emergency Room		
Sheriff		
Police		
State Police		
Fire Department		
Airport/Helicopter		
EPA Contact		
U. S. Coast Guard Contact		
M.M.S. Contact		
Claims		
Other:		
Other:		
Emergency Medical Information For Substances Present:		
	Substance	Exposure Symptoms
		First-Aid
<b>16.? TRAINING CERTIFICATION</b>		
The Site Safety Officer will ensure that all employees have the appropriate training/certification as per 29 CFR 1910.120 (8) (e).		

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#### 5.4 DECONTAMINATION PLAN

<b>Incident Name:</b>	<b>Location:</b>
<b>Effective Date of Plan:</b>	<b>Effective Time Period of Plan:</b>
<b>Spill Location:</b>	<b>Plan Prepared By:</b>

- **Work Zones:**

- Support (cold) zone
- Contamination reduction (warm) zone
- Exclusion (hot) zone

These zones are identified by signs, barrier tape, or other means. Decontamination is performed in the contamination reduction zone. When responders exit the exclusion zone, they must be decontaminated.

Crews are available to assist in decontamination procedures, as needed. The crews must wear appropriate personal protective equipment (PPE) and are responsible for packaging and labeling of contaminated PPE.

- **Decontamination Stations:**

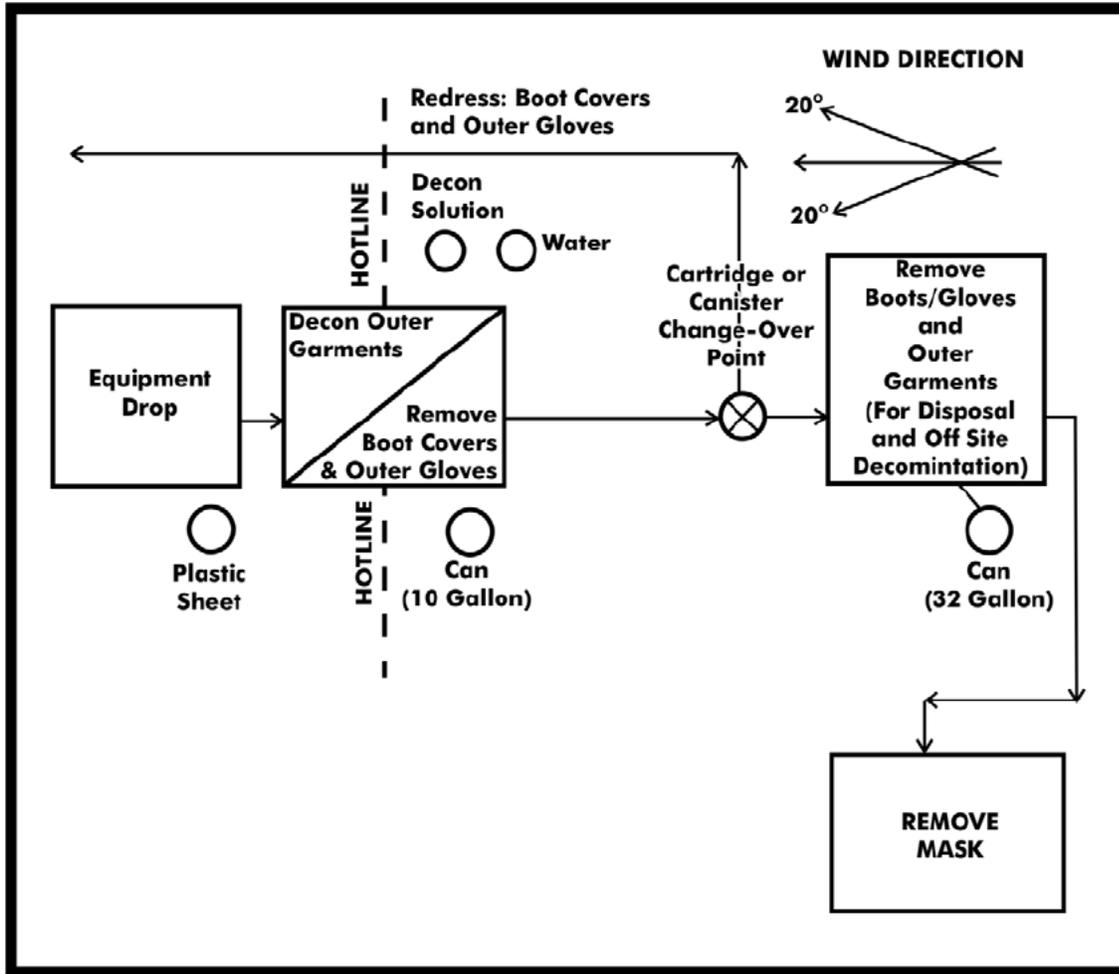
Decontamination is performed within the contamination reduction zone, which is appropriately lined to prevent the spread of contaminants. Dikes are installed under the lining to contain runoff.

**5.4 DECONTAMINATION PLAN, CONTINUED**

<b>MINIMUM MEASURES FOR DECONTAMINATION</b>		
<b>STATION 1</b>	Equipment drop	Deposit equipment used on site (tools, sampling devices and containers, monitoring instruments, radios, clipboards, etc.) on plastic drop cloths. Segregation at the drop reduces the probability of cross contamination. During hot weather operations, a cool down station may be set up within this area.
<b>STATION 2</b>	Outer garment, boots and gloves wash and rinse	Scrub outer boots, outer gloves, and splash suit with decontamination solution or detergent and water. Rinse off using copious amounts of water.
<b>STATION 3</b>	Outer boot and glove removal	Remove outer boots and gloves. Deposit in container with plastic liner.
<b>STATION 4</b>	Canister or mask change	If worker leaves exclusion zone to change canister (or mask) or this is the last step in the decontamination procedures; worker's canister is exchanged, new outer gloves and boot covers are donned, joints are taped, the worker returns to duty.
<b>STATION 5</b>	Boot, gloves, and outer garment removal	Boots, chemical-resistant splash suit, inner gloves removed and deposited in separate containers lined with plastic.
<b>STATION 6</b>	Face piece removal	Face piece is removed. Avoid touching face with fingers. Face piece deposited on plastic sheet.
<b>STATION 7</b>	Field wash	Hands and face are thoroughly washed. Shower as soon as possible.

## 5.4 DECONTAMINATION PLAN, CONTINUED

## DECONTAMINATION PROCEDURES, MINIMUM DECONTAMINATION LAYOUT



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#### 5.4 DECONTAMINATION PLAN, CONTINUED

Procedures for these stations are as follows:

MAXIMUM MEASURES FOR DECONTAMINATION		
<b>STATION 1</b>	Segregated equipment drop	Deposit equipment used on site (tools, sampling devices and containers, monitoring instruments, radios, clipboards, etc.) on plastic drop cloths or in different containers with plastic liners. Segregation at the drop reduces the probability of cross contamination. During hot weather operations, a cool down station may be set up within this area.
<b>STATION 2</b>	Boot cover and glove wash	Scrub outer boot cover and gloves with decontamination solution or detergent and water.
<b>STATION 3</b>	Boot cover and glove rinse	Rinse off decontamination solution from Station 2 using copious amounts of water.
<b>STATION 4</b>	Tape removal	Remove tape around boots and gloves and deposit in container with plastic liner.
<b>STATION 5</b>	Boot cover removal	Remove boot covers and deposit in containers with plastic liner.
<b>STATION 6</b>	Outer glove removal	Remove outer gloves and deposit in container with plastic liner.
<b>STATION 7</b>	Suit and boot wash	Wash splash suit, gloves, and safety boots. Scrub with long-handled scrub brush and decontamination solution.
<b>STATION 8</b>	Suit and boot and glove rinse	Rinse off decontamination solution using water. Repeat as many times as necessary.
<b>STATION 9</b>	Canister or mask change	If worker leaves exclusion zone to change canister or this is the last step in the decontamination procedure; worker's canister is exchanged, new outer gloves and boot covers are donned, joints are taped, and the worker returns to duty.
<b>STATION 10</b>	Safety boot removal	Remove safety boots and deposit in container with plastic liner.
<b>STATION 11</b>	Splash suit removal	With assistance of helper, remove splash suit. Deposit in container with plastic liner.
<b>STATION 12</b>	Inner glove wash	Wash inner gloves with decontamination solution.
<b>STATION 13</b>	Inner glove rinse	Rinse inner gloves with water.
<b>STATION 14</b>	Face piece removal	Remove face piece. Deposit in container with plastic liner. Avoid touching face with fingers.
<b>STATION 15</b>	Inner glove removal	Remove inner gloves and deposit in lined container.
<b>STATION 16</b>	Inner clothing removal	Remove clothing soaked with perspiration and place in lined container. Do not wear inner clothing off-site since there is a possibility that small amounts of contamination might have been transferred in removing the protective suit.

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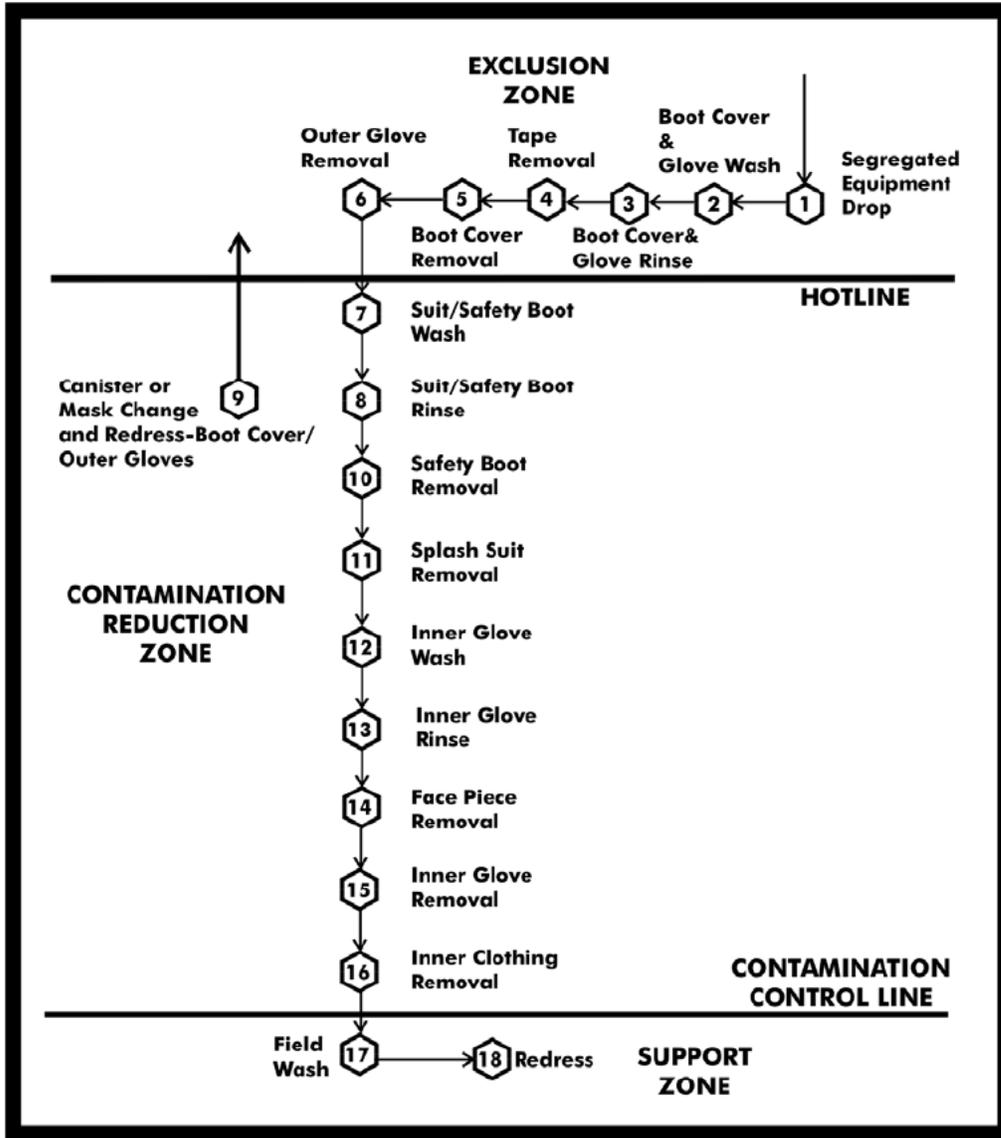
#### 5.4 DECONTAMINATION PLAN, CONTINUED

Procedures for these stations are as follows:

MAXIMUM MEASURES FOR DECONTAMINATION		
<b>STATION 17</b>	Field wash	Shower if highly toxic, skin-corrosive or skin-absorbable materials are known or suspected to be present. Wash hands and face if shower is not available.
<b>STATION 18</b>	Re-dress	Put on clean clothes.

5.4 DECONTAMINATION PLAN, CONTINUED

DECONTAMINATION PROCEDURES, MAXIMUM DECONTAMINATION LAYOUT



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**5.5 DISPOSAL PLAN**

Incident Name:		Incident Location:	
Status As Of:			
Waste Name:			
Weather Conditions:			
State Agency:			
Agency Representative responsible for waste management/disposal:			
Phone:			
Injury made to obtain variance on:			
Individual contacted:			
<b>Disposal Priorities</b>			
<b>Step One - Sample</b>			
Oil Sample was extracted/sent for analysis on:			
Lab Name:			
Chain of Custody:	Relinquished By:	Received By:	
<b>Step Two - Option</b>		Available	Most Likely
Natural Degradation or Dispersion			
Pit Burial			
Landfill			
Land Farms			
In-Situ Burning			
Open Pit Burning			
Portable Incineration			
Air Curtain Incineration			
Process Incineration			
Reprocessing			
Reclaiming			
Recycling			
Well Injection			
Locate Resources for Disposal:			
Percent Oil:			
Percent Solids:			
Percent Debris:			
Disposal Plan	Page 1	1999-2000 dbSoft, Inc.	Printed by:

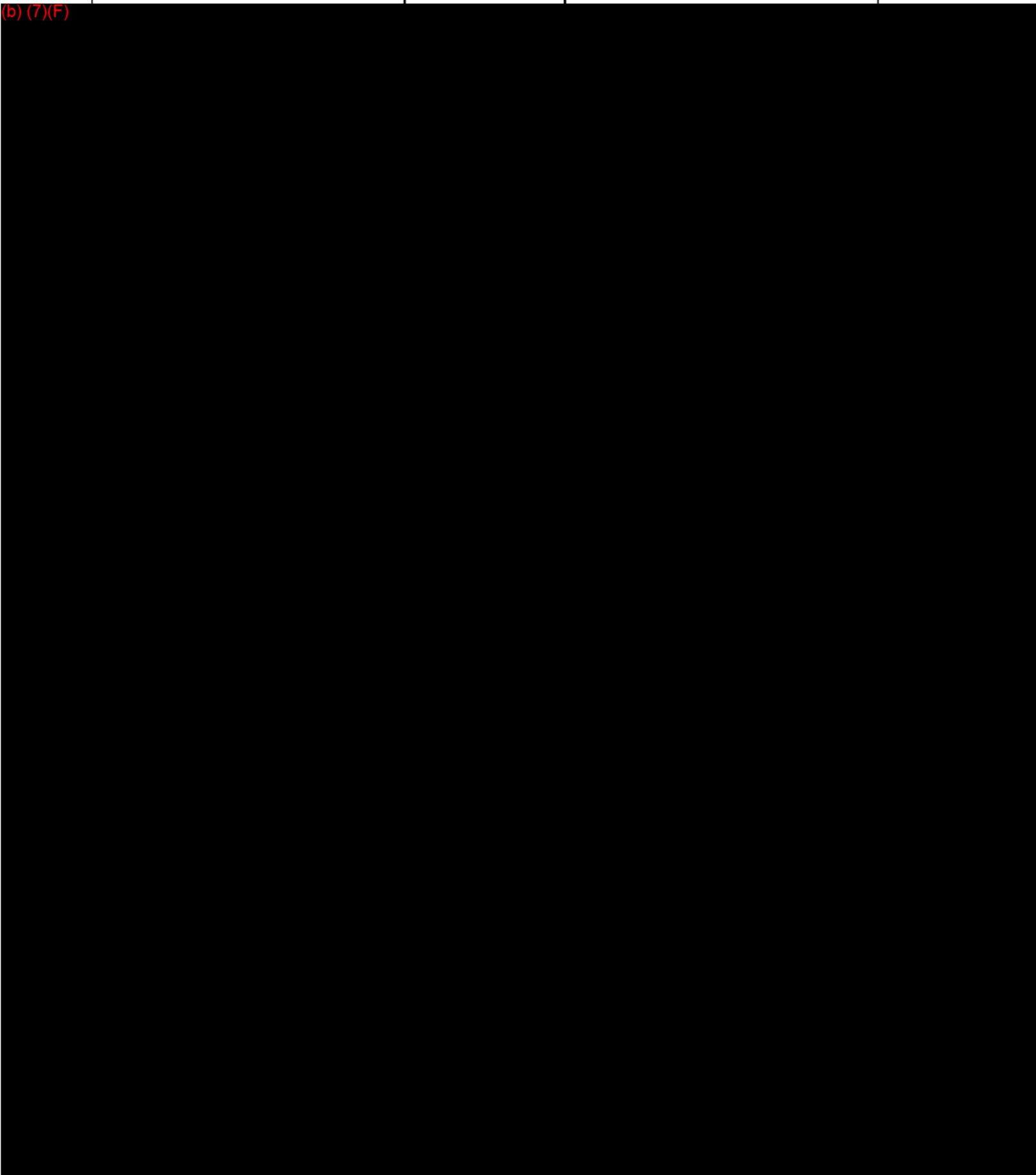


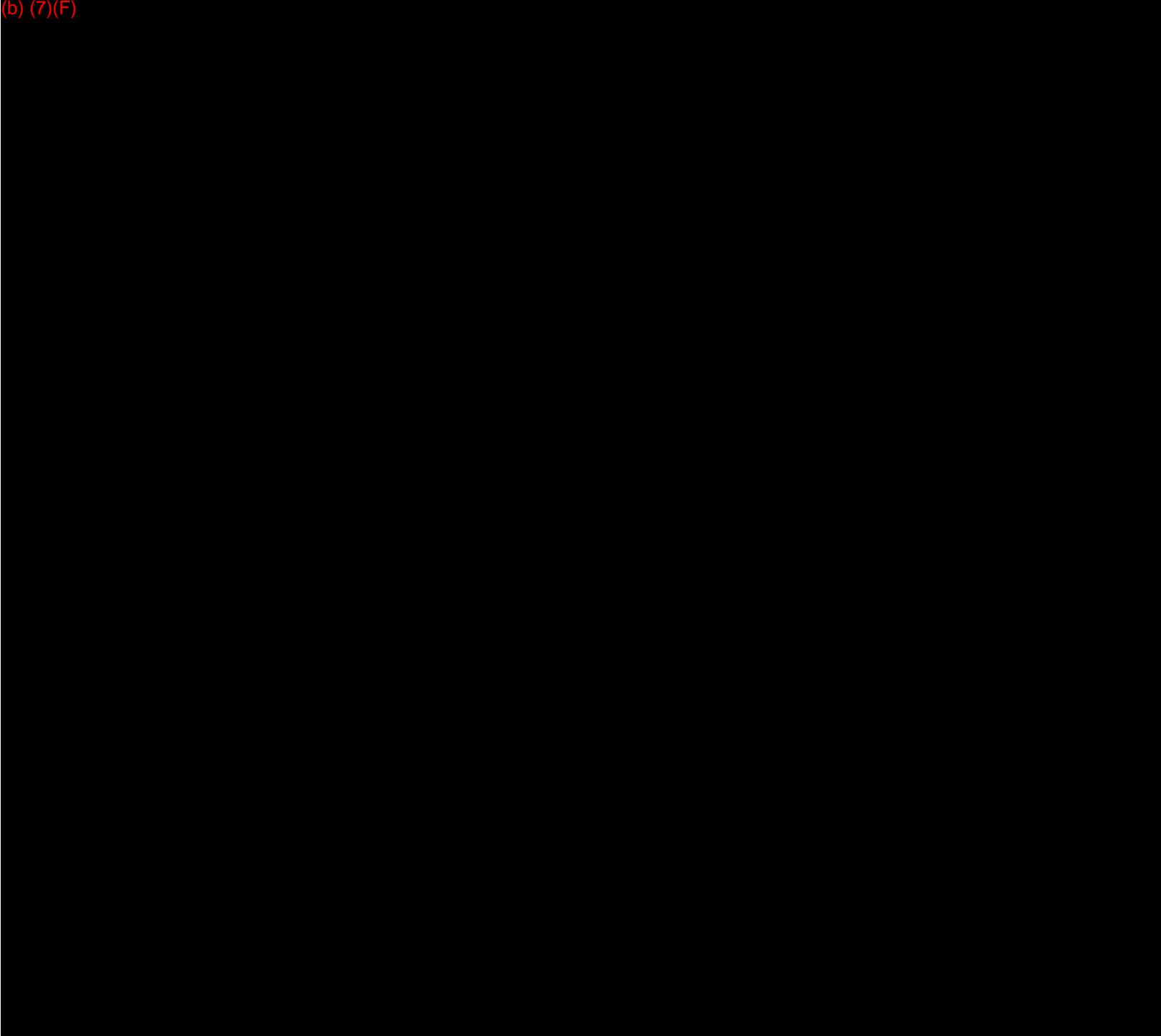
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## 5.7 DEMOBILIZATION PLAN

Incident name:	Location:
Effective date of plan:	Effective time period of plan:
Spill location:	Plan prepared by:

### Demobilization procedures:

- Operations Section will determine which resources are ready for release from a specific collection site.
- The Planning Section will provide guidance on release priorities and demobilization recommendations.
- Information maintained by the Planning Section will be utilized to assist in the prioritization.
- Each incident will require a Decontamination Area.
- Decontaminated equipment will be returned to appropriate staging area for release or re-deployment.
- Transports for equipment will be required if remote from staging area.
- The Planning Section will document all demobilization and decontamination activities.
- Equipment designated for re-assignment will be mobilized to the appropriate staging area.
- The Division Supervisor will ensure a log is maintained documenting that proper decontamination procedures are performed for each piece of equipment.
- The Operations Section will ensure that redeployed personnel receive proper rest prior to returning to duty.
- The Planning Section Chief will monitor personnel redeployment activities to ensure number of hours worked is within acceptable guidelines.
- The Operations Section Chief must approve the Demobilization Plan before decontamination, release, or redeployment of any resources.

## **SECTION 6**

# **SENSITIVE AREAS / RESPONSE TACTICS**

Last revised: February 2011

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### **6.1 Area Description**

### **6.2 Spill Containment / Recovery**

#### **Figure 6.2-1 - Response Tactics for Various Shorelines**

### **6.3 Sensitive Area Protection**

#### **Figure 6.3-1 - Sensitive Area Protection Implementation Sequence**

#### **Figure 6.3-2 - Summary of Shoreline and Terrestrial Cleanup Techniques**

### **6.4 Alternative Response Strategies**

#### **6.4.1 Dispersants**

#### **6.4.2 Bioremediation**

#### **6.4.3 In-Situ Burn**

#### **Figure 6.4-1 - Alternate Strategies Checklist**

#### **Figure 6.4-2 - Decision Guide for the Federal Bioremediation Approval Process**

### **6.5 Wildlife Protection and Rehabilitation**

### **6.6 Endangered and Threatened Species By State**

### **6.7 Sensitivity Maps**

### **6.8 Waterway / HCA Overview and Tactical Sites**



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## 6.1 AREA DESCRIPTION

Description of shoreline types and specific shoreline protection and clean-up techniques are presented in **FIGURE 6.2-1** and **FIGURE 6.3-2**. The strategies and response examples are guidelines and must be evaluated during the response to ensure that the selected response methods are appropriate for the situation.

Sensitivity maps are provided in **SECTION 6.7**.

## 6.2 SPILL CONTAINMENT / RECOVERY

Containment and recovery refer to techniques that can be employed to contain and recover terrestrial and aquatic petroleum spills.

Terrestrial spills typically result from pipeline or tank leaks. The Company is equipped with secondary containment systems for areas with non-pressurized breakout tanks. Spills occurring within the secondary containment area or along the pipeline areas should be contained at or near their source to minimize the size of the cleanup area and quantity of soil affected.

Containment is most effective when conducted near the source of the spill, where the oil has not spread over a large area and the contained oil is of sufficient thickness to allow effective recovery and/or cleanup. The feasibility of effectively implementing containment and recovery techniques is generally dependent upon the size of the spill, available logistical resources, implementation time, and environmental conditions or nature of the terrain in the spill area.

For terrestrial spills, trenches and earthen berms or other dams are most often used to contain oil migration on the ground surface. Recovery of free oil is best achieved by using pumps, vacuum sources, and/or sorbents.

Spills that reach water spread faster than those on land. They also have greater potential to contaminate water supplies, to affect wildlife and populated areas, and to impact manmade structures and human activities. Responses on water should therefore emphasize stopping the spill, containing the oil near its source, and protecting sensitive areas before they are impacted.

Sorbents are used to remove minor on water spills. For larger spills, booming is used to protect sensitive areas and to position oil so it can be removed with skimmers or vacuum trucks.

Due to entrainment, booming is not effective when the water moves faster than one knot or waves exceed 1.5 feet in height. Angling a boom will minimize entrainment. Using multiple, parallel booms will also improve recovery in adverse conditions. Given below is a summary of booming techniques.

**6.2 SPILL CONTAINMENT / RECOVERY, CONTINUED**

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<b>Containment/Diversion Berming</b>	<ul style="list-style-type: none"><li>• Berms are constructed ahead of advancing surface spills to contain spill or divert spill to a containment area.</li><li>• May cause disturbance of soils and some increased soil penetration.</li></ul>
<b>Blocking/Flow-Through Dams</b>	<ul style="list-style-type: none"><li>• Construct dam in drainage course/stream bed to block and contain flow of spill. Cover with plastic sheeting. If water is flowing install inclined pipes during dam construction to pass water underneath dam.</li><li>• May increase soil penetration.</li></ul>
<b>Culvert Blocking</b>	<ul style="list-style-type: none"><li>• Block culvert with plywood, sandbags, sediments, etc. to prevent oil from entering culvert.</li></ul>
<b>Interception Trench</b>	<ul style="list-style-type: none"><li>• Excavate ahead of advancing surface spill to contain spill and prevent further advancement; cover bottom and gradients with plastic.</li><li>• May cause disturbance of soils and increased soil penetration.</li></ul>
<b>Containment Booming</b>	<ul style="list-style-type: none"><li>• Boom is deployed around free oil.</li><li>• Boom may be anchored or left to move with the oil.</li></ul>
<b>Diversion Booming</b>	<ul style="list-style-type: none"><li>• Boom is deployed at an angle to the approaching oil.</li><li>• Oil is diverted to a less sensitive area.</li><li>• Diverted oil may cause heavy oil contamination to the shoreline downwind and down current.</li><li>• Anchor points may cause minor disturbance to the environment.</li></ul>
<b>Exclusion Booming</b>	<ul style="list-style-type: none"><li>• Boom is placed around a sensitive area or across an inlet, a river mouth, a creek mouth, or a small bay.</li><li>• Approaching oil is contained or deflected (diverted) by the boom.</li><li>• Anchor points may cause minor disturbance to the environment.</li></ul>

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## 6.2 SPILL CONTAINMENT / RECOVERY, CONTINUED

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- Sorbent Booming**
- Used only on quiet water with minor oil contamination.
  - Boom is anchored along a shoreline or used in a manner described above.
  - May use boom made of sorbent material or may pack sorbent material between multiple booms placed parallel to each other.

Other cleanup methods include: natural recovery, manual removal/scraping, low-pressure flushing, warm water washing, and burning. Berms and dams are also used in shallow waterways to protect areas.

Cleanup methods are provided in the appropriate Area Contingency Plan (ACP), NOAA's "Shoreline Assessment Manual," and NOAA's "Options for Minimizing Environmental Impacts of Freshwater Spill Response." (See <http://response.restoration.noaa.gov> for the latter two.)

**FIGURE 6.2-1 - RESPONSE TACTICS FOR VARIOUS SHORELINES**

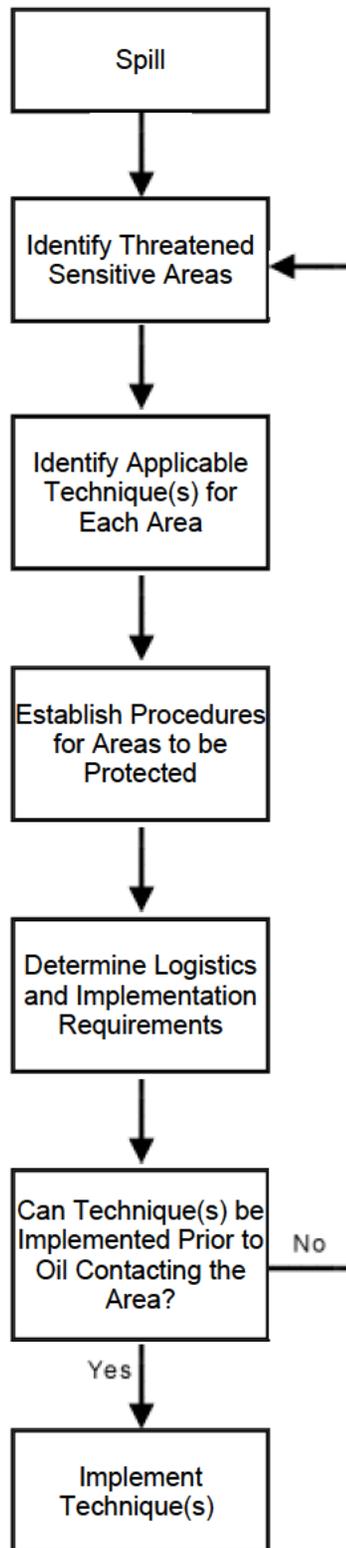
TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
Developed/ Unforested Land	<ul style="list-style-type: none"> <li>This class includes towns, cities, farms, pastures, fields, reclaimed wetlands, and other altered areas</li> <li>Organisms and algae may be common in riprap structures and on pilings</li> </ul>	<ul style="list-style-type: none"> <li>Oil would percolate easily between the gravel and boulders of riprap structures</li> <li>Oil would coat the intertidal areas of solid structures</li> <li>Biota would be damaged or killed under heavy accumulations</li> </ul>	<ul style="list-style-type: none"> <li>May require high pressure spraying: <ul style="list-style-type: none"> <li>To remove oil</li> <li>To prepare substrate for recolonization of barnacle and oyster communities</li> <li>For aesthetic reasons</li> </ul> </li> </ul>
Freshwater Flat	<ul style="list-style-type: none"> <li>Mud or organic deposits located along the shore or in shallow portions of nontidal freshwater lakes and ponds</li> <li>They are exposed to low wave and current energy</li> <li>They are often areas of heavy bird use</li> </ul>	<ul style="list-style-type: none"> <li>Oil is expected to be deposited along the shoreline</li> <li>Penetration of spilled oil into the water-saturated sediments of the flat will not occur</li> <li>When sediments are contaminated, oil may persist for years</li> </ul>	<ul style="list-style-type: none"> <li>These areas require high priority for protection against oil contamination</li> <li>Cleanup of freshwater flats is nearly impossible because of soft substrate</li> <li>Cleanup is usually not even considered because of the likelihood of mixing oil deeper into the sediments during the cleanup effort</li> <li>Passive efforts, such as sorbent boom can be used to retain oil as it is naturally removed</li> </ul>
Fresh Marsh	<ul style="list-style-type: none"> <li>Found along freshwater ponds and lakes</li> <li>These marshes have various types of vegetative cover, including floating aquatic mats, vascular submerged vegetation, needle and broad-leaved deciduous scrubs and shrubs, and broad-leaved evergreen scrubs and shrubs</li> <li>Birds and mammals extensively use fresh marshes for feeding and breeding purposes</li> </ul>	<ul style="list-style-type: none"> <li>Small amounts of oil will contaminate the outer marsh fringe only; natural removal by wave action can occur within months</li> <li>Large spills will cover more area and may persist for decades</li> <li>Oil, particularly the heavy fuel oils, tends to adhere readily to marsh grasses</li> </ul>	<ul style="list-style-type: none"> <li>Marshes require the highest priority for shoreline protection</li> <li>Natural recovery is recommended when: <ul style="list-style-type: none"> <li>A small extent of marsh is affected</li> <li>A small amount of oil impacts the marsh fringe</li> </ul> </li> <li>The preferred cleanup method is a combination of low-pressure flushing, sorption, and vacuum pumping performed from boats</li> <li>Any cleanup activities should be supervised closely to avoid excessive disturbances of the marsh surface or roots</li> <li>Oil wrack and other debris may be removed by hand</li> </ul>
Swamp	<ul style="list-style-type: none"> <li>Swamps are freshwater wetlands having varying water depths with vegetation types ranging from shrubs and scrubs to poorly drained forested wetlands. Major vegetative types include: scrubs, shrubs, evergreen trees, and hardwood forested woodlands</li> <li>Birds and mammals use swamps during feeding and breeding activities</li> </ul>	<ul style="list-style-type: none"> <li>Even small amounts of spilled oil can spread through the swamp</li> <li>Large spills will cover more area and may persist for decades since water-flushing rates are low</li> <li>Oil, particularly the heavy fuel oils, will adhere to swamp vegetation</li> <li>Unlike mangroves, the roots of swamp forest trees are not exposed; thus, little damage to trees is expected. Any underbrush vegetation, however, would be severely impacted</li> </ul>	<ul style="list-style-type: none"> <li>No cleanup recommended under light conditions</li> <li>Under moderate to heavy accumulations, to prevent chronic oil pollution of surrounding areas placement of sorbent along fringe swamp forest (to absorb oil as it is slowly released) may be effective under close scientific supervision</li> <li>Proper strategic boom placement may be highly effective in trapping large quantities of oil, thus reducing oil impact to interior swamp forests</li> <li>Oil trapped by boom can be reclaimed through the use of skimmers and vacuums</li> </ul>

**FIGURE 6.2-1 - RESPONSE TACTICS FOR VARIOUS SHORELINES, CONTINUED**

TYPES	DESCRIPTION	PREDICTED OIL IMPACT	RECOMMENDED CLEANUP ACTIVITY
Open Water	<ul style="list-style-type: none"> <li>Have ocean-like waves and currents</li> <li>Weather changes effect on-water conditions</li> <li>River mouths present problems</li> <li>Thermal stratification occurs</li> </ul>	<ul style="list-style-type: none"> <li>Most organisms are mobile enough to move out of the spill area</li> <li>Aquatic birds are vulnerable to oiling</li> <li>Human usage (such as transportation, water intakes, and recreational activities) may be restricted</li> </ul>	<ul style="list-style-type: none"> <li>Booming, skimming, vacuuming, and natural recovery are the preferred cleanup methods</li> <li>Should not use sorbents, containment booming, skimming, and vacuuming on gasoline spills</li> <li>Cleanup options include physical herding, sorbents, and debris/vegetation removal</li> </ul>
Large Rivers	<ul style="list-style-type: none"> <li>May have varying salinities, meandering channels, and high flow rates</li> <li>May include manmade structures (such as dams and locks)</li> <li>Water levels vary seasonally</li> <li>Floods generate high suspended sediment and debris loads</li> </ul>	<ul style="list-style-type: none"> <li>Fish and migratory birds are of great concern</li> <li>Under flood conditions, may impact highly sensitive areas in floodplains</li> <li>Human usage may be high</li> <li>When sediments are contaminated, oil may persist for years</li> </ul>	<ul style="list-style-type: none"> <li>Booming, skimming, and vacuuming are the preferred cleanup methods</li> <li>Should not use sorbents, containment booming, skimming, and vacuuming on gasoline spills</li> <li>Cleanup options include natural recovery, physical herding, sorbents, and debris/vegetation removal</li> </ul>
Small Lakes and Ponds	<ul style="list-style-type: none"> <li>Water surface can be choppy</li> <li>Water levels can fluctuate widely</li> <li>May completely freeze in winter</li> <li>Bottom sediments near the shore can be soft and muddy</li> <li>Surrounding area may include wet meadows and marshes</li> </ul>	<ul style="list-style-type: none"> <li>Wildlife and socioeconomic areas likely to be impacted</li> <li>Wind will control the oil's distribution</li> </ul>	<ul style="list-style-type: none"> <li>Booming, skimming, vacuuming, and sorbents are the preferred cleanup methods</li> <li>Should not use containment booming, vacuuming, sorbents, and skimming on gasoline spills</li> <li>Cleanup options include physical herding, sorbents, and debris/vegetation removal</li> </ul>
Small Rivers and Streams	<ul style="list-style-type: none"> <li>Wide range of water bodies - fast flowing streams to slow moving bayous with low muddy banks and fringed with vegetation</li> <li>May include waterfalls, rapids, log jams, mid-channel bars, and islands</li> <li>Weathering rates may be slower because spreading and evaporation are restricted</li> </ul>	<ul style="list-style-type: none"> <li>Usually contaminate both banks and the water column, exposing a large number of biota to being oiled</li> <li>Water intakes for drinking water, irrigation, and industrial use likely to be impacted</li> </ul>	<ul style="list-style-type: none"> <li>Booming, skimming, vacuuming, sorbents, barriers, and berms are the preferred cleanup methods</li> <li>Should not use containment booming, sorbents, vacuuming, and skimming on gasoline spills</li> <li>Cleanup options include physical herding, natural recovery, debris removal, vegetation removal, and in-situ burn</li> </ul>

### 6.3 SENSITIVE AREA PROTECTION

Protection refers to the implementation of techniques or methods to prevent oil from making contact with a shoreline or aquatic area that is determined to be sensitive for environmental, economic, cultural, or human use reasons. Implementation of sensitive area protection techniques must consider a number of factors, such as sensitive features, priorities for areas to be protected, and potential degree of impact. In the event a product spill reaches a major area waterway, it may be necessary to protect downstream sensitive areas if it appears that local containment and recovery efforts will not be sufficient to control the entire spill. Major waterways and specific sensitive areas located downstream of the pipeline are provided in **SECTION 6.7**.

**FIGURE 6.3-1 - SENSITIVE AREA PROTECTION IMPLEMENTATION SEQUENCE**

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**FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES**

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>Removal</b>				
1. Manual Removal	Hand tool (scrapers, wire brushes, shovels, cutting tools, wheel barrows, etc.) are used to scrape oil off surfaces or recover oiled sediments, vegetation, or debris where oil conditions are light or sporadic and/or access is limited.	<u>Equipment</u> misc. hand tools <u>Personnel</u> 10-20 workers	<ul style="list-style-type: none"> <li>Can be used on all habitat types</li> <li>Light to moderate oiling conditions for stranded oil or heavy oils that have formed semi-solid to solid masses</li> <li>In areas where roosting or birthing animals cannot or should not be disturbed</li> </ul>	<ul style="list-style-type: none"> <li>Sediment disturbance and erosion potential</li> </ul>
2. Mechanical Removal	Mechanical earthmoving equipment is used to remove oiled sediments and debris from heavily impacted areas with suitable access.	<u>Equipment</u> motor grader, backhoe, dump truck elevating scrapers <u>Personnel</u> 2-4 workers plus equipment operators	<ul style="list-style-type: none"> <li>On land, wherever surface sediments are accessible to heavy equipment</li> <li>Large amounts of oiled materials</li> </ul>	<ul style="list-style-type: none"> <li>Removes upper 2 to 12 inches of sediments</li> </ul>
3. Sorbent Use	Sorbents are applied manually to oil accumulations, coatings, sheens, etc., to remove and recover the oil.	<u>Equipment</u> misc. hand tools <u>Personnel</u> 2-10 workers	<ul style="list-style-type: none"> <li>Can be used on all habitat types</li> <li>Free-floating oil close to shore or stranded on shore, secondary treatment method after gross oil removal</li> <li>Sensitive areas where access is restricted</li> </ul>	<ul style="list-style-type: none"> <li>Sediment disturbance and erosion potential</li> <li>Trampling of vegetation and organisms</li> <li>Foot traffic can work oil deeper into soft sediments</li> </ul>
4. Vacuum/Pumps/Skimers	Pumps, vacuum trucks, skimmers are used to remove oil accumulations from land or relatively thick floating layers from the water.	<u>Equipment</u> 1-2 50- to 100-bbl vacuum trucks w/hoses 1-2 nozzle screens or skimmer heads <u>Personnel</u> 2-6 workers plus truck operators	<ul style="list-style-type: none"> <li>Can be used on all habitat types</li> <li>Stranded oil on the substrate</li> <li>Shoreline access points</li> </ul>	<ul style="list-style-type: none"> <li>Typically does not remove all oil</li> <li>Can remove some surface organisms, sediments, and vegetation</li> </ul>
<b>Washing</b>				
5. Flooding	High volumes of water at low pressure are used to flood the oiled area to float oil off and out of sediments and back into the water or to a containment area where it can be recovered. Frequently used with flushing.	<u>Equipment</u> 1-5 100- to 200-gpm pumping systems 1 100-ft perforated header hose per system  1-2 200-ft containment booms per system 1 oil recovery device per system <u>Personnel</u> 6-8 workers per system	<ul style="list-style-type: none"> <li>All shoreline types except steep intertidal areas</li> <li>Heavily oiled areas where the oil is still fluid and adheres loosely to the substrate</li> <li>Where oil has penetrated into gravel sediments</li> <li>Used with other washing techniques</li> </ul>	<ul style="list-style-type: none"> <li>Can impact clean downgradient areas</li> <li>Can displace some surface organisms if present</li> <li>Sediments transported into water can affect water quality</li> </ul>

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**FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES, CONTINUED**

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>Washing, Continued</b>				
6. Flushing	Water streams at low to moderate pressure, and possibly elevated temperatures, are used to remove oil from surface or near-surface sediments through agitation and direct contact. Oil is flushed back into the water or a collection point for subsequent recovery. May also be used to flush out oil trapped by shoreline or aquatic vegetation.	<u>Equipment</u> 1-5 50- to 100-gpm/ 100-psi pumping systems with manifold 1-4 100-ft hoses and nozzles per system 1-2 200-ft containment booms per system 1 oil recovery device per system <u>Personnel</u> 8-10 workers per system	<ul style="list-style-type: none"> <li>Substrates, riprap, and solid man-made structures</li> <li>Oil stranded onshore</li> <li>Floating oil on shallow intertidal areas</li> </ul>	<ul style="list-style-type: none"> <li>Can impact clean downgradient areas</li> <li>Will displace many surface organisms if present</li> <li>Sediments transported into water can affect water quality</li> <li>Hot water can be lethal to many organisms</li> <li>Can increase oil penetration depth</li> </ul>
7. Spot (High Pressure Washing)	High pressure water streams are used to remove oil coatings from hard surfaces in small areas where flushing is ineffective. Oil is directed back into water or collection point for subsequent recovery.	<u>Equipment</u> 1-5 1,200- to 4,000-psi units with hose and spray wand 1-2 100-ft containment booms per unit 1 oil recovery device per unit <u>Personnel</u> 2-4 workers per unit	<ul style="list-style-type: none"> <li>Bedrock, man-made structures, and gravel substrates</li> <li>When low-pressure flushing is not effective</li> <li>Directed water jet can remove oil from hard to reach sites</li> </ul>	<ul style="list-style-type: none"> <li>Will remove most organisms if present</li> <li>Can damage surface being cleaned</li> <li>Can affect clean downgradient or nearby areas</li> </ul>
<b>In Situ</b>				
8. Passive Collection	Sorbent/snare booms or other sorbent materials are anchored at the waterline adjacent to heavily oiled areas to contain and recover oil as it leaches from the sediments.	<u>Equipment</u> 1,000- to 2,000-ft sorbent/snare boom 200-400 stakes or anchor systems <u>Personnel</u> 4-10 workers	<ul style="list-style-type: none"> <li>All shoreline types</li> <li>Calm wave action</li> <li>Slow removal process</li> </ul>	<ul style="list-style-type: none"> <li>Significant amounts of oil can remain on the shoreline for extended periods of time</li> </ul>
9. Sediment Tilling	Mechanical equipment or hand tools are used to till lightly to moderately oiled surface sediments to maximize natural degradation processes.	<u>Equipment</u> 1 tractor fitted with tines, dicer, ripper blades, etc. or 1-4 rototillers or 1 set of hand tools <u>Personnel</u> 2-10 workers	<ul style="list-style-type: none"> <li>Any sedimentary substrate that can support heavy equipment</li> <li>Sand and gravel beaches with subsurface oil</li> <li>Where sediment is stained or lightly oiled</li> <li>Where oil is stranded above normal high waterline</li> </ul>	<ul style="list-style-type: none"> <li>Significant amounts of oil can remain on the shoreline for extended periods of time</li> <li>Disturbs surface sediments and organisms</li> </ul>

**FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES, CONTINUED**

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>In Situ, Continued</b>				
10. In-Situ Bioremediation	Fertilizer is applied to lightly to moderately oiled areas to enhance microbial growth and subsequent biodegradation of oil.	<u>Equipment</u> 1-2 fertilizer applicators 1 tilling device if required <u>Personnel</u> 2-4 workers	<ul style="list-style-type: none"> <li>Any shoreline habitat type where nutrients are deficient</li> <li>Moderate to heavily oiled substrates</li> <li>After other techniques have been used to remove free product on lightly oiled shorelines</li> <li>Where other techniques are destructive or ineffective</li> </ul>	<ul style="list-style-type: none"> <li>Significant amounts of oil can remain on the shoreline for extended periods of time</li> <li>Can disturb surface sediments and organisms</li> </ul>
11. Log/Debris Burning	Oiled logs, driftwood, vegetation, and debris are burned to minimize material handling and disposal requirements. Material should be stacked in tall piles and fans used to ensure a hot, clean burn.	<u>Equipment</u> 1 set of fire control equipment 2-4 fans 1 supply of combustion promoter <u>Personnel</u> 2-4 workers	<ul style="list-style-type: none"> <li>On most habitats except dry muddy substrates where heat may impact the biological productivity of the habitat</li> <li>Where heavily oiled items are difficult or impossible to move</li> <li>Many potential applications on ice</li> </ul>	<ul style="list-style-type: none"> <li>Heat may impact local near-surface organisms</li> <li>Substantial smoke may be generated</li> <li>Heat may impact adjacent vegetation</li> </ul>
12. Natural Recovery	No action is taken and oil is allowed to degrade naturally.	None required	<ul style="list-style-type: none"> <li>All habitat types</li> <li>When natural removal rates are fast</li> <li>Degree of oiling is light</li> <li>Access is severely restricted or dangerous to cleanup crews</li> <li>When cleanup actions will do more harm than natural removal</li> </ul>	<ul style="list-style-type: none"> <li>Oil may persist for significant periods of time</li> <li>Remobilized oil or sheens may impact other areas</li> <li>Higher probability of impacting wildlife</li> </ul>

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**FIGURE 6.3-2 - SUMMARY OF SHORELINE AND TERRESTRIAL CLEANUP TECHNIQUES, CONTINUED**

TECHNIQUE	DESCRIPTION	RECOMMENDED EQUIPMENT	APPLICABILITY	POTENTIAL ENVIRONMENTAL EFFECTS
<b>In Situ, Continued</b>				
13. Dispersants	Dispersants are used to reduce the oil/water interfacial tension thereby decreasing the energy needed for the slick to break into small particles and mix into the water column. Specially formulated products containing surface-active agents are sprayed from aircraft or boats onto the slick.	Dispersants Boat or aircraft	<ul style="list-style-type: none"> <li>Water bodies with sufficient depth and volume for mixing and dilution</li> <li>When the impact of the floating oil has been determined to be greater than the impact of dispersed oil on the water-column community</li> </ul>	<ul style="list-style-type: none"> <li>Use in shallow water could affect benthic resources</li> <li>May adversely impact organisms in the upper 30 feet of the water column</li> <li>Some water-surface and shoreline impacts could occur</li> </ul>
1 - Per 1000 feet of shoreline or oiled area				

Cleanup methods are provided in the appropriate Area Contingency Plan (ACP), NOAA's "Shoreline Assessment Manual," and NOAA's "Options for Minimizing Environmental Impacts of Freshwater Spill Response." (See <http://response.restoration.noaa.gov> for the latter two.)

## 6.4 ALTERNATIVE RESPONSE STRATEGIES

Non-mechanical methods for cleanup operations could involve the use of chemical cleaning products or appropriate bioremediation products. A checklist for evaluating different alternate strategies is present in **FIGURE 6.4-1**.

### 6.4.1 Dispersants

While physical removal is the most common method for eliminating spilled oil from the environment, mechanical removal may be limited by equipment capability, weather, sea conditions, and spill magnitude. An alternative strategy for reducing impacts from oil spills is to disperse the oil into the water by breaking it into small droplets and suspending them in the water. This process occurs naturally very slowly but can be accelerated by the application of a dispersant.

A dispersant is an agent (surfactant) which reduces the surface tension of the oil and water and allows them to mix more readily. In the presence of sufficient mixing energy supplied by waves, wind, or man-made turbulence, the oil can remain suspended in the water column resisting resurfacing and re-coalescing. Dispersants may be effective in areas where environmental or logistical considerations do not allow the deployment of cleanup equipment and personnel, and may reduce the overall level of effort and manpower requirement and personnel necessary for responding to major spills.

The Company will not use dispersants without the concurrence of the FOSC. Dispersants will not be used without concurrence of the EPA and the state with jurisdiction over the affected waters. Refer to the NCP for dispersant use policies and procedures.

### 6.4.2 Bioremediation

Bioremediation is the process of stimulating the growth and activity of microorganisms such as bacteria and fungi that naturally feed on hydrocarbons. It is conducted as a means of accelerating the natural biodegradation rates of stranded or floating oil. Biodegradation is a natural process by which the above microorganism, in the presence of nutrients and oxygen, chemically breakdown hydrocarbons and other substances and produce by-products including carbon dioxide, water, biomass, and partially oxidized products.

Biodegradation, together with physical processes such as evaporation and dispersion, are the primary natural mechanisms for the removal of hydrocarbons (oil spills) from the environment. This process generally occurs at a very low rate but can often be enhanced by the application of nutrients such as nitrogen, phosphorus, potassium, and others.

There are, however, instances on open seas or shorelines where standard recovery or cleanup techniques are not practical or will result in significant environmental or physical impacts. In these cases, bioremediation may be a viable response option and should be considered for use. **FIGURE 6.4-2** provides a federal decision guide for bioremediation consideration.

### 6.4.3 In-Situ Burn

In-Situ burning has been successfully used as a viable technique for mitigating oil spills off shore and in a marsh type environment. This is especially true of areas that have mostly grassy vegetation with little or no woody vegetation. In a grassy marshland environment, an In-Situ burn may produce less long-term damage to the environment than traditional mechanical cleanup methods.

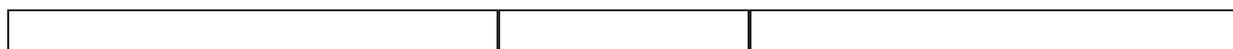
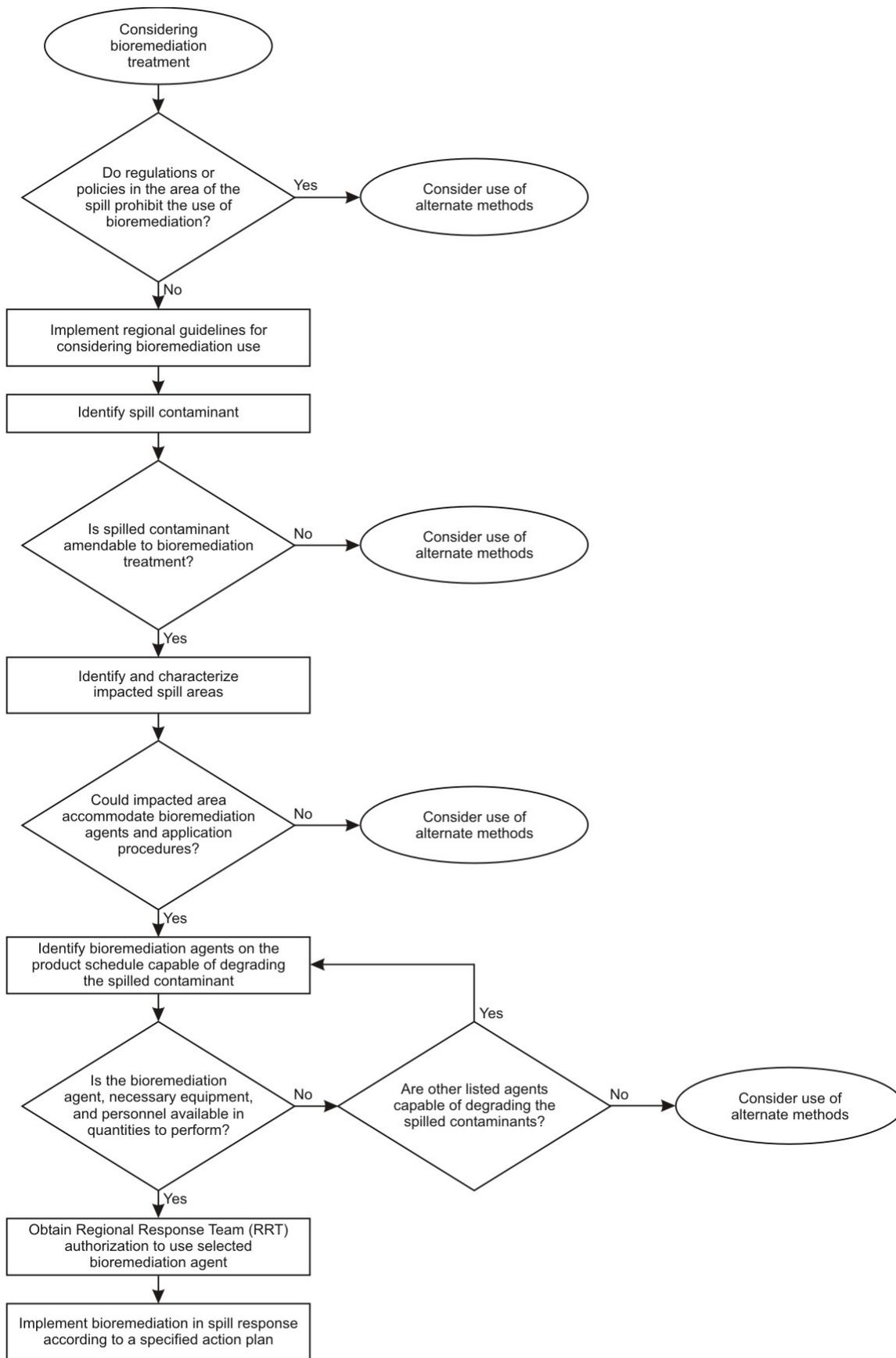
The Company will not use In-Situ Burn without the concurrence of the FOSC and the Regional Response Team (RRT).

**FIGURE 6.4-1 - ALTERNATE STRATEGIES CHECKLIST**

<b>Evaluate Alternate Strategies (oil spills only)</b>	<b>Initials</b>	<b>Date &amp; Time Started</b>	<b>Date &amp; Time Completed</b>
No response			
In-situ burning			
Flood and flush			
Bioremediation/nutrient application			
Dispersants/surfactants			
Gelling/solidifying agents			
Sorbents			
Mechanical recovery			

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**FIGURE 6.4-2 - DECISION GUIDE FOR THE FEDERAL BIOREMEDIATION APPROVAL PROCESS**



## 6.5 WILDLIFE PROTECTION AND REHABILITATION

- The Company will support wildlife protection and rehabilitation efforts during the response, but will not typically directly manage these efforts.
- Company personnel will not attempt to rescue or clean affected wildlife, because such actions may cause harm to the individuals or may place the animals at further risk.
- Federal and state agencies responsible for wildlife capture and rehabilitation will typically coordinate capturing and rehabilitating oiled wildlife; a list of these agencies are included in **FIGURE 3.1-4**.
- Wildlife rehabilitation specialists may be utilized to assist in capturing and rehabilitating oiled animals as well as deterring unaffected animals away from the spill site.

**6.6 ENDANGERED AND THREATENED SPECIES BY STATE**

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Milkweed, Mead's	<i>Asclepias meadii</i>	Dry or mesic prairies and igneous glades with rocky outcrops	T	Illinois
Amphipod, Illinois cave	<i>Gammarus acherondytes</i>	Riffle areas of cave streams that have a gravel substrate	E	Illinois
Bat, gray	<i>Myotis grisescens</i>	Caves and mines; rivers adjacent to forests	E	Illinois
Bat, Indiana	<i>Myotis sodalis</i>	Caves, mines, upland forests	E	Illinois
Butterfly, Karner blue	<i>Lycaeides melissa samuelis</i>	Pine barrens and oak savannas on sandy soils	E	Illinois
Clubshell Entire Range; Except where listed as Experimental Populations	<i>Pleurobema clava</i>	Medium to large rivers in gravel or mixed gravel and sand	E	Illinois
Dragonfly, Hine's emerald	<i>Somatochlora hineana</i>	Calcareous spring-fed marshes and sedge meadows overlaying dolomite bedrock	E	Illinois
Fanshell	<i>Cyprogenia stegaria</i>	Medium to large streams	E	Illinois
Higgins eye (pearlymussel)	<i>Lampsilis higginsii</i>	Substrates of mud with a mixture of gravel and stones	E	Illinois
Mucket, pink (pearlymussel)	<i>Lampsilis abrupta</i>	Sand and gravel substrates	E	Illinois
Pimpleback, orangefoot (pearlymussel)	<i>Plethobasus cooperianus</i>	Large rivers in sand, gravel, and cobble substrates	E	Illinois
Plover, piping Great Lakes watershed	<i>Charadrius melodus</i>	Sandy beaches, islands	E	Illinois

T - Threatened  
E - Endangered

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### 6.6 ENDANGERED AND THREATENED SPECIES BY STATE

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Pocketbook, fat	<i>Potamilus capax</i>	Sand, mud, and fine gravel substrates	E	Illinois
Prairie-clover, leafy	<i>Dalea foliosa</i>	Thin-soiled limestone glades and limestone barrens	E	Illinois
Snail, Iowa Pleistocene	<i>Discus macclintocki</i>	Aquatic environment	E	Illinois
Sturgeon, pallid	<i>Scaphirhynchus albus</i>	Free-flowing riverine	E	Illinois
Tern, least interior pop.	<i>Sterna antillarum</i>	Open sandy or gravelly beach, dredge spoil and other open shoreline areas	E	Illinois
Aster, decurrent false	<i>Boltonia decurrens</i>	Moist, sandy soil and regular disturbance	T	Illinois
Bush-clover, prairie	<i>Lespedeza leptostachya</i>	Gravelly soil in dry to mesic praries	T	Illinois
Daisy, lakeside	<i>Hymenoxys herbacea</i>	Full sun in dry calcareous sites	T	Illinois
Orchid, eastern prairie fringed	<i>Platanthera leucophaea</i>	Mesic to wet praries	T	Illinois
Pogonia, small whorled	<i>Isotria medeoloides</i>	Acidic soils, in dry to mesic second-growth	T	Illinois
Potato-bean, Price's	<i>Apios priceana</i>	Open, rocky, wooded slopes and floodplain edges	T	Illinois
Thistle, Pitcher's	<i>Cirsium pitcheri</i>	Shorelines of Lakes Michigan, Huron and Superior	T	Illinois

T - Threatened  
E - Endangered

**6.6 ENDANGERED AND THREATENED SPECIES BY STATE**

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Bat, gray	<i>Myotis grisescens</i>	Caves and mines; rivers adjacent to forests	E	Indiana
Bat, Indiana	<i>Myotis sodalis</i>	Caves, mines, upland forests	E	Indiana
Butterfly, Karner blue	<i>Lycaeides melissa samuelis</i>	Pine barrens and oak savannas on sandy soils	E	Indiana
Butterfly, Mitchell's satyr	<i>Neonympha mitchellii mitchellii</i>	Sedge swamps, marshes	E	Indiana
Catspaw, white (pearlymussel)	<i>Epioblasma obliquata perobliqua</i>	Found in riffles or runs of high gradient streams	E	Indiana
Clover, running buffalo	<i>Trifolium stoloniferum</i>	Open woodlands, savannas, grasslands, stream-banks, floodplains, and shoals	E	Indiana
Clubshell Entire Range; Except where listed as Experimental Populations	<i>Pleurobema clava</i>	Medium to large rivers in gravel or mixed gravel and sand	E	Indiana
Fanshell	<i>Cyprogenia stegaria</i>	Medium to large streams	E	Indiana
Goldenrod, Short's	<i>Solidago shortii</i>		E	Indiana
Mucket, pink (pearlymussel)	<i>Lampsilis abrupta</i>	Sand and gravel substrates	E	Indiana
Pigtoe, rough	<i>Pleurobema plenum</i>	Medium to large rivers in sand, gravel, and cobble substrates in shoals	E	Indiana
Pimpleback, orangefoot (pearlymussel)	<i>Plethobasus cooperianus</i>	Large rivers in sand, gravel, and cobble substrates	E	Indiana

T - Threatened  
E - Endangered

**6.6 ENDANGERED AND THREATENED SPECIES BY STATE**

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Plover, piping Great Lakes watershed	<i>Charadrius melodus</i>	Sandy beaches, islands	E	Indiana
Pocketbook, fat	<i>Potamilus capax</i>	Sand, mud, and fine gravel substrates	E	Indiana
Riffleshell, northern	<i>Epioblasma torulosa rangiana</i>	Swiftly flowing, well-oxygenated water, coarse gravel runs	E	Indiana
Tern, least interior pop.	<i>Sterna antillarum</i>	Open sandy or gravelly beach, dredge spoil and other open shoreline areas	E	Indiana
Wartyback, white (pearlymussel)	<i>Plethobasus cicatricosus</i>	Shoals and riffles in large rivers like the Tennessee	E	Indiana
Milkweed, Mead's	<i>Asclepias meadii</i>	Dry or mesic prairies and igneous glades with rocky outcrops	T	Indiana
Orchid, eastern prairie fringed	<i>Platanthera leucophaea</i>	Mesic to wet praries	T	Indiana
Plover, piping except Great Lakes watershed	<i>Charadrius melodus</i>	Sandy beaches, islands	T	Indiana
Snake, copperbelly water MI, OH, IN N of 400 N. Lat.	<i>Nerodia erythrogaster neglecta</i>	Wooded floodplains, shrub wetlands	T	Indiana
Thistle, Pitcher's	<i>Cirsium pitcheri</i>	Shorelines of Lakes Michigan, Huron and Superior	T	Indiana
Bat, Indiana	<i>Myotis sodalis</i>	Caves, mines, upland forests	E	Iowa
Higgins eye (pearlymussel)	<i>Lampsilis higginsii</i>	Substrates of mud with a mixture of gravel and stones	E	Iowa

T - Threatened  
E - Endangered

**6.6 ENDANGERED AND THREATENED SPECIES BY STATE**

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Shiner, Topeka	<i>Notropis topeka</i> (= <i>tristis</i> )	Streams	E	Iowa
Snail, Iowa Pleistocene	<i>Discus macclintocki</i>	Aquatic environment	E	Iowa
Sturgeon, pallid	<i>Scaphirhynchus albus</i>	Free-flowing riverine	E	Iowa
Tern, least interior pop.	<i>Sterna antillarum</i>	Open sandy or gravelly beach, dredge spoil and other open shoreline areas	E	Iowa
Bush-clover, prairie	<i>Lespedeza leptostachya</i>	Dry to mesic praries with gravelly soil	T	Iowa
Milkweed, Mead's	<i>Asclepias meadii</i>	Dry or mesic prairies and igneous glades with rocky outcrops	T	Iowa
Monkshood, northern wild	<i>Aconitum noveboracense</i>	Cold stream beds, mossy banks, cliffs, slopes, and cold woods	T	Iowa
Orchid, eastern prairie fringed	<i>Platanthera leucophaea</i>	Mesic to wet praries	T	Iowa
Orchid, western prairie fringed	<i>Platanthera praeclara</i>	Mesic to wet praries	T	Iowa
Plover, piping except Great Lakes watershed	<i>Charadrius melodus</i>	Sandy beaches, islands	T	Iowa
Butterfly, Karner blue	<i>Lycaeides melissa samuelis</i>	Pine barrens and oak savannas on sandy soils	E	Minnesota
Higgins eye (pearlymussel)	<i>Lampsilis higginsii</i>	Substrates of mud with a mixture of gravel and stones	E	Minnesota

T - Threatened  
E - Endangered

**6.6 ENDANGERED AND THREATENED SPECIES BY STATE**

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Lily, Minnesota dwarf trout	<i>Erythronium propullans</i>	North facing slopes and floodplains	E	Minnesota
Mapleleaf, winged Entire; except where listed as experimental populations	<i>Quadrula fragosa</i>	Big River, high gradient, medium river, moderate gradient, riffle	E	Minnesota
Plover, piping Great Lakes watershed	<i>Charadrius melodus</i>	Great Lakes watershed	E	Minnesota
Shiner, Topeka	<i>Notropis topeka</i> (= <i>tristis</i> )	Prarie rivers and streams	E	Minnesota
Bush-clover, prairie	<i>Lespedeza leptostachya</i>	Gravelly soil in dry to mesic praries	T	Minnesota
Lynx, Canada (Contiguous U.S. DPS)	<i>Lynx canadensis</i>	Mature forests with dense undergrowth	T	Minnesota
Orchid, western prairie fringed	<i>Platanthera praeclara</i>	Wet praries and sedge meadows	T	Minnesota
Plover, piping Great Lakes watershed	<i>Charadrius melodus</i>	Sandy beaches, islands	T	Minnesota
Roseroot, Leedy's	<i>Sedum integrifolium</i> <i>ssp., leedy</i>	Cool, wet ground-fed limestone cliffs	T	Minnesota
Wolf, gray MN	<i>Canis lupus</i>	Mixed, grassland/herbaceous	T	Minnesota
Bat, gray	<i>Myotis grisescens</i>	Caves and mines; rivers adjacent to forests	E	Missouri
Bat, Indiana	<i>Myotis sodalis</i>	Caves, mines, upland forests	E	Missouri

T - Threatened  
E - Endangered

Mid America District		Page 6 - 23
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### 6.6 ENDANGERED AND THREATENED SPECIES BY STATE

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Bat, Ozark big-eared	<i>Corynorhinus</i> (= <i>Plecotus</i> ) <i>townsendii</i> <i>ingens</i>	Caves, mines, upland forests	E	Missouri
Beetle, American burying	<i>Nicrophorus americanus</i>	Cropland/hedgerow	E	Missouri
Cavesnail, Tumbling Creek	<i>Antrobia culveri</i>	Underside of rocks in areas of Tumbling Creek that have little or no silt; caves	E	Missouri
Clover, running buffalo	<i>Trifolium stoloniferum</i>	Open woodlands, savannas, grasslands, stream-banks, floodplains, and shoals	E	Missouri
Dragonfly, Hine's emerald	<i>Somatochlora hineana</i>	Calcareous spring-fed marshes and sedge meadows overlaying dolomite bedrock	E	Missouri
Higgins eye (pearlymussel)	<i>Lampsilis higginsii</i>	Substrates of mud with a mixture of gravel and stones	E	Missouri
Mucket, pink (pearlymussel)	<i>Lampsilis abrupta</i>	Sand and gravel substrates	E	Missouri
Mussel, scaleshell	<i>Leptodea leptodon</i>	Creeks and large rivers	E	Missouri
Pearlymussel, Curtis	<i>Epioblasma florentina curtisii</i>	Riffles or runs, in transition areas between headwater and lowland streams	E	Missouri
Pocketbook, fat	<i>Potamilus capax</i>	Sand, mud, and fine gravel substrates	E	Missouri
Pondberry	<i>Lindera melissifolia</i>	Floodplain hardwood forests and forested swales	E	Missouri
Shiner, Topeka	<i>Notropis topeka</i> (=tristis)	Streams	E	Missouri

T - Threatened  
E - Endangered

**6.6 ENDANGERED AND THREATENED SPECIES BY STATE**

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Sturgeon, pallid	<i>Scaphirhynchus albus</i>	Free-flowing riverine	E	Missouri
Tern, least interior pop.	<i>Sterna antillarum</i>	Open sandy or gravelly beach, dredge spoil and other open shoreline areas	E	Missouri
Woodpecker, red-cockaded	<i>Picoides borealis</i>	Open pine forests with large, widely-spaced older trees	E	Missouri
(No common name)	<i>Geocarpon minimum</i>	Sandstone glades and saline prairies	T	Missouri
Aster, decurrent false	<i>Boltonia decurrens</i>	Moist, sandy soil and regular disturbance	T	Missouri
Bladderpod, Missouri	<i>Lesquerella filiformis</i>	Limestone glades and rocky open areas	T	Missouri
Cavefish, Ozark	<i>Amblyopsis rosae</i>	Dark cave waters	T	Missouri
Darter, Niangua	<i>Etheostoma nianguae</i>	Clear creeks and small to medium rivers	T	Missouri
Madtom, Neosho	<i>Noturus placidus</i>	Large, medium-gradient streams	T	Missouri
Milkweed, Mead's	<i>Asclepias meadii</i>	Dry or mesic prairies and igneous glades with rocky outcrops	T	Missouri
Orchid, western prairie fringed	<i>Platanthera praeclara</i>	Wet prairies and sedge meadows	T	Missouri
Plover, piping except Great Lakes watershed	<i>Charadrius melodus</i>	Sandy beaches, islands	T	Missouri

T - Threatened  
E - Endangered

Mid America District

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**6.6 ENDANGERED AND THREATENED SPECIES BY STATE**

COMMON NAME	SCIENTIFIC NAME	HABITAT	STATUS	STATE
Pogonia, small whorled	<i>Isotria medeoloides</i>	Cidic soils, in dry to mesic second-growth	T	Missouri
Sneezeweed, Virginia	<i>Helenium virginicum</i>	Seasonally inundated ponds	T	Missouri

T - Threatened  
E - Endangered

## 6.7 SENSITIVITY MAPS

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**6.7 SENSITIVITY MAPS****Manhattan Products-Dubuque**

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## 6.7 SENSITIVITY MAPS

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## 6.7 SENSITIVITY MAPS

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## 6.8 Waterway / HCA Overview and Tactical Sites

### Waterway / HCA Overview

Des Plaines River Waterway / HCA Overview  
[\(Click here for Des Plaines River\)](#)

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**Tactical Sites**

Des Plaines River  
[\(Click here for Four Rivers Environmental Education Center\)](#)

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**Tactical Sites**

Des Plaines River  
(Click here for Big Basin Marina Inc)

## **SECTION 7**

# **SUSTAINED RESPONSE ACTIONS**

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### **7.1 Response Resources**

#### **7.1.1 Response Equipment**

##### **Figure 7.1-1 - Regional Company and Response Contractor's Equipment List / Response Time**

#### **7.1.2 Response Equipment Inspection and Maintenance**

#### **7.1.3 Contractors, Contractor Equipment, and Labor**

#### **7.1.4 Command Post**

##### **Figure 7.1-2 - Command Post Checklist**

#### **7.1.5 Staging Area**

#### **7.1.6 Communications Plan**

##### **Figure 7.1-3 - Communications Checklist**

### **7.2 Site Security Measures**

##### **Figure 7.2-1 - Site Security Checklist**

### **7.3 Waste Management**

##### **Figure 7.3-1 - Waste Management Flow Chart**

##### **Figure 7.3-2 - General Waste Containment and Disposal Checklist**

#### **7.3.1 Storage**

##### **Figure 7.3-3 - Temporary Storage Methods**

### **7.4 Public Affairs**

##### **Figure 7.4-1 - Media Incident Fact Sheet**

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## 7.1 RESPONSE RESOURCES

### 7.1.1 Response Equipment

CATEGORY	TYPE/MODEL	QUANTITY	SIZE	YEAR PURCHASED	OPERATIONAL STATUS	LOCATION AT FACILITY
<b>Dubuque Station</b>						
Absorbant Boom		4	5" x 10"			Trailer
Absorbant Boom		2	5" x 40"			Trailer
Air Needles		2				Trailer
Air Tank		1				Trailer
Bag Absorbent Pads		4				Trailer
Boom	Yellow - 50'	7	12"			Trailer
Boom	Orange - 50'	1	4"			Trailer
Bungee Cords		6				Trailer
Danforth Anchor	14#	2				Trailer
Danforth Anchor	25#	2				Trailer
Disposable Camera		9				Trailer
Fence Posts		20				Trailer
Fire Extinguisher	30#	1				Trailer
Garden Rake		1				Trailer
Hard Shell Buoy	12"	1				Trailer
Inflatable Buoy		2				Trailer

**\*Note:** Response equipment is tested and deployed as described in **APPENDIX A** of the Spill Response Plan.

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### 7.1.1 Response Equipment

CATEGORY	TYPE/MODEL	QUANTITY	SIZE	YEAR PURCHASED	OPERATIONAL STATUS	LOCATION AT FACILITY
<b>Dubuque Station</b>						
Leaf Rake		1				Trailer
Leak Clamp		1				Trailer
Nitrile Gloves		1				Trailer
Orange Vest		5				Trailer
Pitch Fork		2				Trailer
Plastic Garbage Cans		2				Trailer
Post Pounder		1				Trailer
Rain Coat		1				Trailer
Roll Plastic		1	8' x 102'			Trailer
Roll Rope		1	5/8" x 600'			Trailer
Rolls Caution Tape		3				Trailer
Rolls of Safety Fence		4				Trailer
Rubber Gloves		2				Trailer
Scoop Shovel		1				Trailer
Tow Bridles		3				Trailer
Traffic Cones		3				Trailer

**\*Note:** Response equipment is tested and deployed as described in **APPENDIX A** of the Spill Response Plan.

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### 7.1.1 Response Equipment

CATEGORY	TYPE/MODEL	QUANTITY	SIZE	YEAR PURCHASED	OPERATIONAL STATUS	LOCATION AT FACILITY
<b>Dubuque Station</b>						
Wringer on Barrel		1				Trailer

**\*Note:** Response equipment is tested and deployed as described in **APPENDIX A** of the Spill Response Plan.

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**FIGURE 7.1-1 - REGIONAL COMPANY AND RESPONSE CONTRACTOR'S EQUIPMENT LIST /  
RESPONSE TIME**

\* USCG Classified OSRO

COMPANY/CONTRACTOR	EQUIPMENT	RESPONSE TIME
* Clean Harbors Environmental Services Chicago, IL	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Heritage Environmental Services, LLC Wood River, IL	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Heritage Environmental Services, LLC Lemont, IL	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Bay West St. Paul, MN	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Oil Mop Belle Chasse, LA	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
Conestoga Rovers & Associates Niagara Falls, NY		4 hours
Antea Group (formerly Delta Environmental Services) Redmond, WA		4 hours
Acuren Inspection LaPorte, TX		4 hours
TD Williamson Tulsa, OK		4 hours
HECC (Holian Environmental Cleaning Corp) Spring Grove, IL		4 hours
Minnesota Limited Inc. Rogers, MN		4 hours
Midwestern Contractors West Chicago, IL		4 hours
Environmental Solutions Inc. ESI Omaha, NE	Sorbent Boom and earth moving equipment	4 hours
Environmental Specialists Inc. (ESI) Kansas City, MO		4 hours
Wakota CAER (Community Awareness & Emergency Response) Washington & Dakota Counties, Minnesota Cottage Grove, MN		4 hours
* Bay West St. Paul, MN	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Clean Harbors Environmental Services Braintree, MA	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Ferguson Harbour International / Comprehensive Risk Management Co. Hendersonville, TN	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Marine Pollution Control Corp Detroit, MI	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Marine Pollution Control Corp Detroit, MI	Full Response Capabilities per U.S. Coast Guard Classification	4 hours

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**FIGURE 7.1-1 - REGIONAL COMPANY AND RESPONSE CONTRACTOR'S EQUIPMENT LIST /  
RESPONSE TIME**

\* USCG Classified OSRO

COMPANY/CONTRACTOR	EQUIPMENT	RESPONSE TIME
* Oil Mop Belle Chase, LA	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Veolia Environmental Services Germantown, WI	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
* Environmental Specialists Inc (ESI) Kansas City, MO Kansas City, MO	Full Response Capabilities per U.S. Coast Guard Classification	4 hours
DuPree Testing Services, Inc. Hutchinson, KS		4 hours

### 7.1.2 Response Equipment Inspection and Maintenance

Company response resources consist of strategically located response trailers containing primarily safety and emergency response equipment.

In general, one or more trailers can be mobilized to any location along the pipeline within six to 12 hours to meet the federal Tier 1 response planning requirements. Vacuum truck contractors can also respond to most locations along the pipeline system within six hours and regional response contractors can respond to any location within 30 to 36 hours to meet the Tier 2 and Tier 3 response requirements.

Company response equipment is tested and inspected as noted below. The Manager of Operations is responsible for ensuring that the following response equipment and testing procedures are implemented. These consist of:

---

<b>Containment boom</b>	During semiannual boom deployment exercises, boom will be inspected for signs of structural deficiencies. If tears in fabric or rotting is observed, boom will be repaired or replaced. In addition, end connectors will be inspected for evidence of corrosion. If severe corrosion is detected, equipment will be repaired or replaced.
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<b>Miscellaneous equipment</b>	Other response equipment identified in this Plan will be inventoried and tested on a semiannual basis to ensure that the stated quantities are in inventory and in proper working order. The equipment inspection and deployment exercises are recorded and maintained at the facility and retained for a period of five years. Exercise requirements are listed in <b>APPENDIX A</b> . An Emergency Response or Drill form is in <b>FIGURE A.1-3</b> .
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### 7.1.3 Contractors, Contractor Equipment, and Labor

- The Company's primary response contractors' names and phone numbers, as well as other companies who can provide spill response services are provided in **SECTION 3**.
- The Company has ensured by contract the availability of private personnel and equipment necessary to respond, to the maximum extent practicable, to the worst case discharge or the substantial threat of such discharge.
- **APPENDIX B** contains evidence of contracts for the Company's primary response contractors.

### 7.1.4 Command Post

In the event of a major spill, both an off-site Emergency Operations Center (EOC) and a Unified Command Post would be established. For a minor spill, only a Command Post would be established. Refer to **FIGURE 7.1-2** for guidelines in establishing a Command Post.

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**FIGURE 7.1-2 - COMMAND POST CHECKLIST**

COMMAND POST CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Ensure adequate space for size of staff.			
Ensure 24-hour accessibility.			
Ensure personal hygiene facilities.			
Ensure suitability of existing communications resources (phone/fax/radio).			
Ensure suitability of private conference and briefing rooms.			
Identify Command Post security requirements, safe location.			
Notify other parties of Command Post location; provide maps/driving directions.			
Determine staging areas and incident base locations.			
Identify future need to move, upgrade facilities.			

### 7.1.5 Staging Area

In a major spill response, numerous staging areas may be required to support containment and clean-up operations.

In selecting a suitable staging area, the following criteria should be considered:

- Accessibility to impacted areas;
- Proximity to secure parking, airports, docks, pier, or boat launches; and
- Accessibility to large trucks and trailers, which may be used to transfer equipment.

In addition, the staging area should:

- Be in a large open area in order to provide storage for equipment and not interfere with equipment loading and offloading operations,
- Have a dock/pier on-site for deploying equipment, and
- Have moorage available for vessels to aid the loading/offloading of personnel.

### 7.1.6 Communications Plan

Company-owned communications equipment and quantities commonly used to address response communications are listed below:

- Telephones - Land: 110
- Telephones - Mobile: 90
- Telephones - Satellite: 7
- Fax Machines: 25

Normal Company communications to each facility are conducted via telephone lines, cellular telephones, two way radios, e-mail, and fax machines.

Additional communications equipment (VHF portable radios with chargers and accessories, command post with UHF, VHF, single sideband, marine, aeronautical, telephone, and hard-line capability) may be provided by the Company or leased from a communications company in the area. Communications with government agencies, state police, and contractors can be conducted on portable radios. Refer to **FIGURE 7.1-3** for guidelines to set up communications.

It is the responsibility of the Qualified Individual to provide an adequate communications system. The Communications Plan, written at the time of an incident, will identify telephone numbers and radio frequencies used by responders. This may also involve activation of multiple types of communications equipment and coordination among multiple responding agencies and contractors.

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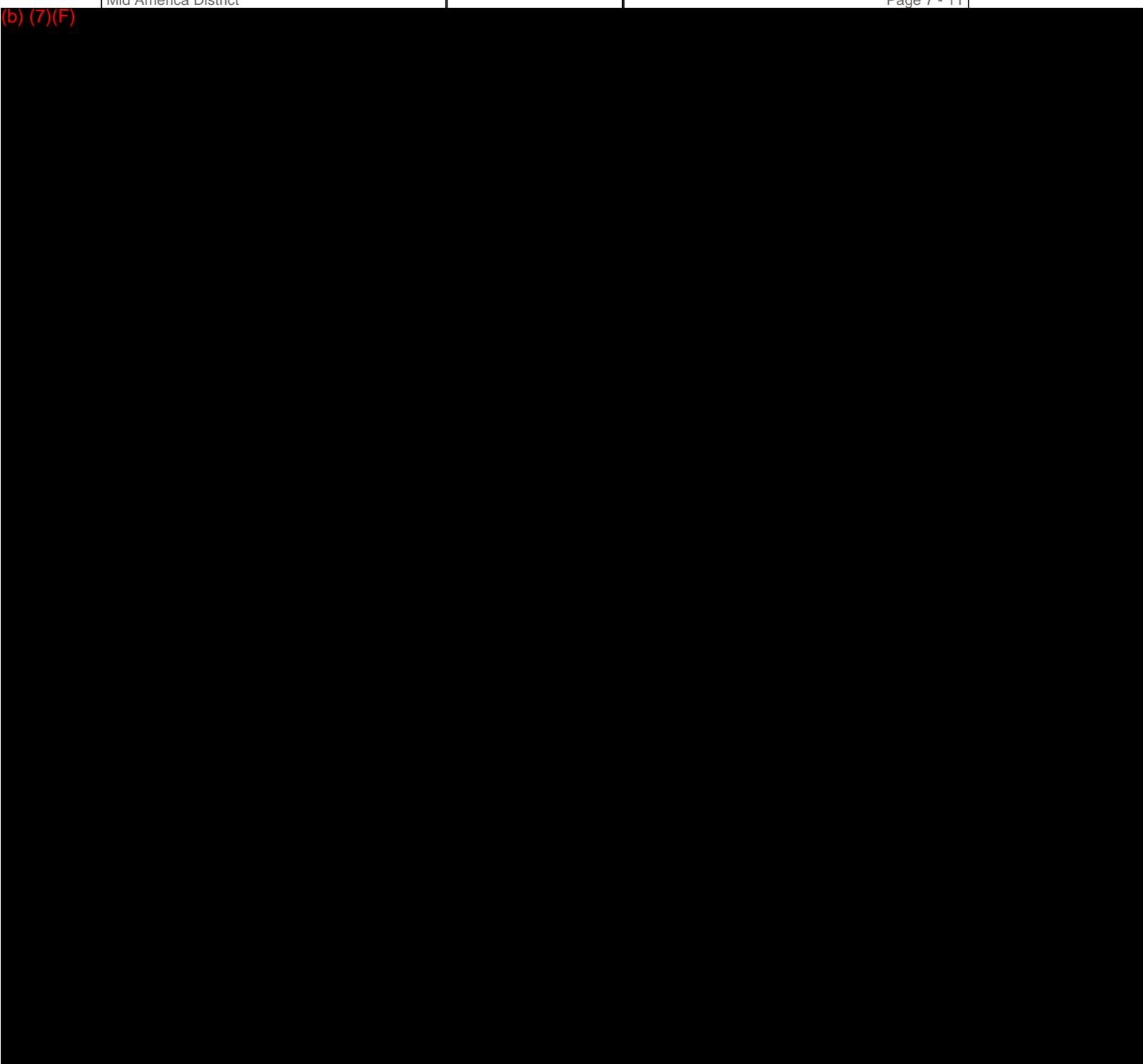
**FIGURE 7.1-3 - COMMUNICATIONS CHECKLIST**

<b>COMMUNICATIONS CHECKLIST</b>	<b>INITIALS</b>	<b>DATE/TIME STARTED</b>	<b>DATE/TIME COMPLETED</b>
Develop a Communications Plan.			
Ensure adequate phone lines per staff element - contact local provider.			
Ensure adequate fax lines - contact local provider.			
Internet access necessary?			
Ensure recharging stations for cellular phones.			
VHF radio communications: <ul style="list-style-type: none"> <li>• Establish frequencies</li> <li>• Assign call signs</li> <li>• Distribute radios</li> <li>• Establish communications schedule</li> </ul>			
Ensure recharging stations for VHF radios.			
Determine need for VHF repeaters.			
Ensure copy machine available.			
Ensure communications resource accountability.			
Ensure responders have capability to communicate with aircraft.			

Note: Actions on this checklist may not be applicable or may be continuous activities.

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(b) (7)(F)

### 7.3 WASTE MANAGEMENT

Initial oil handling and disposal needs may be overlooked in the emergency phase of a response, which could result in delays and interruptions of cleanup operations. Initially, waste management concerns should address:

- Equipment capacity,
- Periodic recovery of contained oil, and
- Adequate supply of temporary storage capacity and materials.

The following action items should be conducted during a spill response:

- Development of a Site Safety and Health Plan (**SECTION 5.3**) addressing the proper PPE and waste handling procedures.
- Development of a Disposal Plan (**SECTION 5.5**) in accordance with any federal, state, and/or local regulations.
- Continuous tracking of oil disposition in order to better estimate amount of waste that could be generated over the short and long-term.
- Organization of waste collection, segregation, storage, transportation, and proper disposal.
- Minimization of risk of any additional pollution.
- Regulatory review of applicable laws to ensure compliance and (if appropriate) obtain permits.
- Documentation of all waste handling and disposal activities.
- Disposal of all waste in a safe and approved manner.

Good hazardous waste management includes:

- Reusing materials when possible,
- Recycling or reclaiming waste, and
- Treating waste to reduce hazards or reducing amount of waste generated.

The management of the wastes generated in cleanup and recovery activities must be conducted with the overall objective of ensuring:

- Worker safety,
- Waste minimization,
- Cost effectiveness,
- Minimization of environmental impacts,

### 7.3 WASTE MANAGEMENT, CONTINUED

- Proper disposal, and
- Minimization of present and future environmental liability.

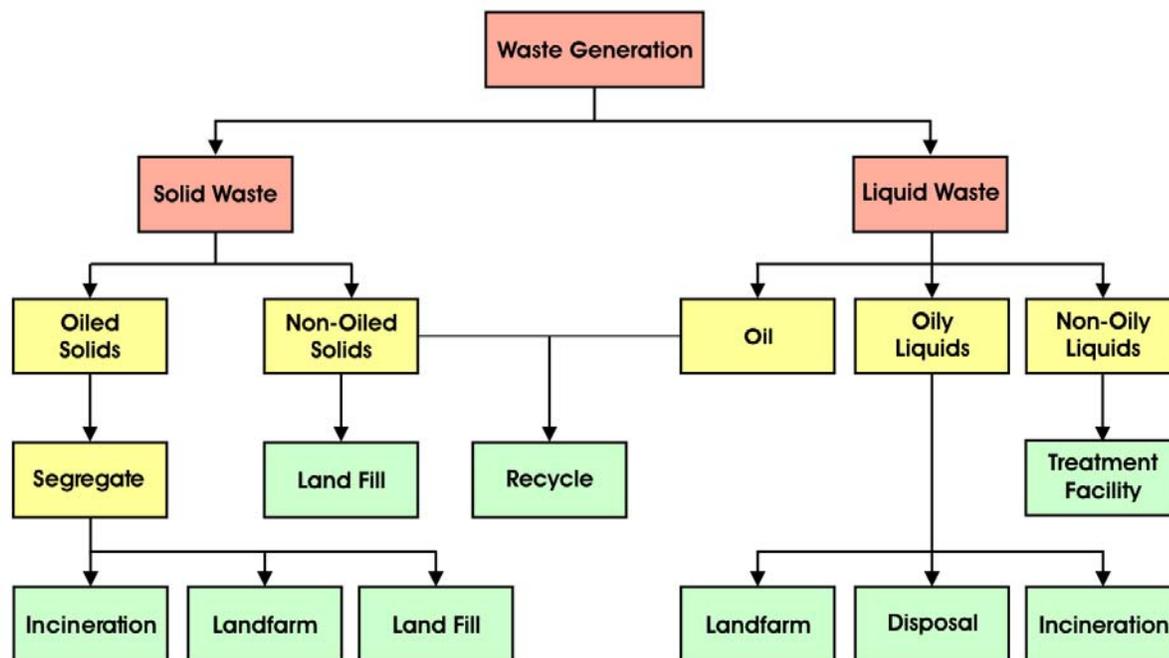
Solid wastes, such as sorbents, PPE, debris, and equipment, will typically be transported from the collection site to a designated facility for:

- Storage,
- Waste segregation,
- Packaging, and
- Transportation.

Once this process is complete, the waste will be shipped off-site to an approved facility for required disposal.

A general flow chart for waste management guidelines is provided in **FIGURE 7.3-1**. An overall checklist for containment and disposal is provided in **FIGURE 7.3-2**.

**FIGURE 7.3-1 - WASTE MANAGEMENT FLOW CHART**



**FIGURE 7.3-2 - GENERAL WASTE CONTAINMENT AND DISPOSAL CHECKLIST**

CONSIDERATION	YES/NO/NA
Is the material being recovered a waste or reusable product?	
Has all recovered waste been containerized and secured so there is no potential for further leakage while the material is being stored?	
Has each of the discrete waste streams been identified?	
Has a representative sample of each waste stream been collected?	
Has the sample been sent to an approved laboratory for the appropriate analysis, (i.e., hazardous waste determination)?	
Has the appropriate waste classification and waste code number(s) for the individual waste streams been received?	
Has a temporary EPA identification number and generator number(s) been received if they are not already registered with EPA?	
Have the services of a registered hazardous waste transporter been contracted if waste is hazardous?	
If the waste is nonhazardous, is the transporter registered?	
Is the waste being taken to an approved disposal site?	
Is the waste hazardous or Class I nonhazardous?	
If the waste is hazardous or Class I nonhazardous, is a manifest being used?	
Is the manifest properly completed?	
Are all federal, state, and local laws/regulations being followed?	
Are all necessary permits being obtained?	
Has a Disposal Plan been submitted for approval/review?	
Has PPE and waste-handling procedures been included in the Site Safety and Health Plan to protect the health and safety of waste handling personnel?	

### 7.3.1 Storage

During an oil spill, the volume of oil that can be recovered depends on the storage capacity available. Typical short-term (temporary) storage methods are provided in **FIGURE 7.3-3**. If storage containers such as bags or drums are used, the container should be clearly marked and/or color-coded to indicate the type of material or waste contained and/or the ultimate disposal option.

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**FIGURE 7.3-3 - TEMPORARY STORAGE METHODS**

CONTAINMENT	PRODUCT						CAPACITY
	OIL	OIL/WATER	OIL/SOIL	OIL/DEBRIS (Small)	OIL/DEBRIS (Medium)	OIL/DEBRIS (Large)	
Drums	X	X	X				0.2-0.5 yd <sup>3</sup>
Bags		X	X	X			1.0-2.0 yd <sup>3</sup>
Boxes		X	X	X			1-5 yd <sup>3</sup>
Open top rolloff	X	X	X	X	X	X	8-40 yd <sup>3</sup>
Roll top rolloff	X	X	X	X	X	X	15-25 yd <sup>3</sup>
Vacuum box	X	X					15-25 yd <sup>3</sup>
Frac tank	X	X					500-20,000 gal
Poly tank	X	X					200-4,000 gal
Vacuum truck	X	X	X				2,000-5,000 gal
Tank trailer	X	X					2,000-4,000 gal
Barge	X	X					3,000+ gal
Berm, 4 ft		X	X	X	X	X	1 yd <sup>3</sup>
Bladders	X	X					25-1,500 gal

## 7.4 PUBLIC AFFAIRS

This section contains guidelines for dealing with the media during an emergency. The Incident Commander will play a key role in providing the initial public assessment and taking the first steps to provide the Company's public response. Information in this section includes:

- Guidelines for dealing with the media
- Media Incident Fact Sheet (**FIGURE 7.4-1**)

**7.4 PUBLIC AFFAIRS, CONTINUED****GUIDELINES FOR DEALING WITH THE MEDIA**

- You as a Company Manager are the most logical person for reporters to seek out for information.
- Reporters will look elsewhere to find out what happened if you do not answer their questions; however, if you do not have this information or are not prepared to answer a particular question, say so then say when they can expect the answers to their questions (such as one hour).
- It is important to be courteous to all media representatives and to provide a safe place for them to wait until a Company representative can meet them; you may need to provide an initial statement.

**Provide**

- A brief, general description of what happened and
- Steps being taken to handle the emergency.

**Don't provide**

- Names of deceased or seriously injured employees until the next of kin have been notified,
- Speculation about the cause of the emergency,
- Any statement implying personal or company negligence,
- Number of injured or killed, if known, or
- Cost estimates of damage.

**Other considerations**

- Safety considerations should always receive priority in determining access to Company property.
- Anticipate likely questions.
- There are only six questions that can be asked about any subject: who, what, when, where, why, and how.
- Keep answers short and understandable.
- Answer only the question that is asked by the reporter.
- Give the most important facts first.
- Talk to the public's concern about the incident, such as whether these were deaths, injuries, any threat to the public, or danger of explosion or fire.
- If you don't know the answer to a question, don't be afraid to say "I don't know"; make note of the question and tell the reporter that you will try to get the answer for him - then do it.
- Don't be defensive.

**7.4 PUBLIC AFFAIRS, CONTINUED**

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**Other considerations,  
continued:**

- There is no such thing as "talking off the record"; assume that anything and everything you say to a reporter is going to be printed and/or used in the story.
- Avoid "What If?" or speculative questions; these questions should be answered with a restatement of the problem and what is being done to control it.
- Don't speculate about the cause of the incident.
- Don't minimize the situation.

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### FIGURE 7.4-1 - MEDIA INCIDENT FACT SHEET

What occurred:
When (time):
Where (location):
What are hazards:
How is the situation being handled:
What agencies have been notified: <b>All necessary agencies have been notified.</b>
Has outside help been requested: <b>All necessary assistance has been requested.</b>
Is there danger to the plant:
Is there danger to the community:
What:
Is there an environmental hazard:
What is the environmental hazard:
What is being done to minimize environmental threat: <b>All appropriate actions to protect the environment are being taken.</b>
Is there a need for evacuation:

## **SECTION 8**

# **DEMOBILIZATION / POST-INCIDENT REVIEW**

Last revised: July 2008

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### **8.1 Terminating the Response**

### **8.2 Demobilization**

#### **Figure 8.2-1 - Demobilization Checklist**

### **8.3 Post-Incident Review**

#### **Figure 8.3-1 - Emergency Response or Drill Form**

#### **8.3.1 Final Spill Cleanup Report**



### 8.1 TERMINATING THE RESPONSE

- A team of federal, state, and Company personnel must certify that each area is clean before halting cleanup operations.
- Demobilize equipment and personnel at the first opportunity in order to reduce cost.
- Consider which resources should be demobilized first; for example, berthing expenses can be saved by demobilizing out-of-area contractors before local ones.
- Equipment may need both maintenance and decontamination before being demobilized.
- All facilities (staging area, Command Post, etc.) should be returned to their pre-spill condition before terminating operations.
- Determine what documentation should be maintained, where, and for how long.
- Contract personnel may be more susceptible to "suffering" injuries as they approach termination.
- Some activities will continue after the cleanup ends; examples include incident debriefing, bioremediation, NRDA studies, claims, and legal actions.
- Consider expressing gratitude to the community, police department, fire department, and emergency crews for their work during the response.

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## 8.2 DEMOBILIZATION

The Company can reduce costs considerably by developing a Demobilization Plan (**SECTION 5.7**). Therefore, emphasis must be placed on establishing efficient demobilization procedures. A Demobilization Checklist is provided in **FIGURE 8.2-1**.

**FIGURE 8.2-1 - DEMOBILIZATION CHECKLIST**

DEMOBILIZATION CHECKLIST	INITIALS	DATE/TIME STARTED	DATE/TIME COMPLETED
Assign personnel to identify surplus resources and probable release times.			
Establish demobilization priorities.			
Develop decontamination procedures.			
Initiate equipment repair and maintenance.			
Develop a Disposal Plan.			
Identify shipping needs.			
Identify personnel travel needs.			
Develop impact assessment and statements.			
Obtain concurrence of Planning and Operations Group Leaders before release of personnel or equipment.			

### 8.3 POST-INCIDENT REVIEW

All facility personnel involved in the incident shall be debriefed (by the Company) within 24 hours after termination of operations. The primary purpose of the post-incident review is to identify actual or potential deficiencies in the Plan and determine the changes required to correct the deficiencies. The post-incident review also is intended to identify which response procedures, equipment, and techniques were effective and which were not and the reason(s) why. This type of information is very helpful in the development of a functional Plan by eliminating or modifying those response procedures that are less effective and emphasizing those that are highly effective. This process also should be used for evaluating training drills or exercises. Key agency personnel that were involved in the response will be invited to attend the post-incident review. An Emergency Response or Drill Form is provided in **FIGURE 8.3-1**. Results of the review are forwarded to the Company within 90 days following completion of response and cleanup procedures.

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**FIGURE 8.3-1 - EMERGENCY RESPONSE OR DRILL FORM**

EXERCISE?????????  ACTUAL EVENT

Date & Time Convened:

1. Operations Director reviews facts of incident.

(Type, Group Security (Terrorist Act?), Safety, Surroundings, Commodity, Volume Spilled (if spill), Weather)

Obtain topographical map of area from engineering.

Actions Taken:

Level:???????? ????? 1????? 2????? 3

2. Is there anything that must be done prior to adjournment?

3. Who is on the scene?? (Company reps, others, i.e., fire, police, ambulance)

Who is the incident commander?

Phone Numbers:

Where is the command post?

Phone Numbers:

Who is BST Liaison with Incident Command?

Phone Numbers:

Request BST be included by speakerphone during EOC Unified Command meetings

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**FIGURE 8.3-1 - EMERGENCY RESPONSE OR DRILL FORM, CONTINUED**

4. Is there a need to contact the Incident Management Teams?

Contact:       a.? IMT?????? \_\_\_\_\_  
                  b.? BART?? \_\_\_\_\_

5. Who (if anyone) has already been dispatched to the scene from Lisle/Chicago?

6. Who else should go to the scene ASAP?

7. Does an all-BP number need to be set up for notification purposes?

8. Next meeting at?

### 8.3.1 Final Spill Cleanup Report

A final, comprehensive report shall be prepared by the Incident Commander or his designee after completion of spill cleanup activities for internal use. It should be written in the narrative form and include the information listed below (as appropriate):

- Time, location, and date of discharge;
- Type of material discharged;
- Quantity discharged (indicate volume, color, length and width of slick, and rate of release if continuous);
- Source of spill (tank, flowline, etc.) in which the oil was originally contained, path of discharge, and impact area;
- Detailed description of what actually caused the discharge and actions taken to control or stop the discharge;
- Description of damage to the environment;
- Steps taken to clean up the spilled oil along with dates and times steps were taken;
- The equipment used to remove the spilled oil, dates, and number of hours equipment was used;
- The number of persons employed in the removal of oil from each location, including their identity, employer, and the number of hours worked at that location;
- Actions by the Company or contractors to mitigate damage to the environment;
- Measures taken by the Company or contractors to prevent future spills;
- The federal and state agencies to which the Company or contractors reported the discharge; show the agency, its location, the date and time of notification, and the official contacted;
- Description of the effectiveness of equipment and cleanup techniques and recommendations for improvement;
- The names, addresses, and titles of people who played a major role in responding to the event;
- A section identifying problems and deficiencies noted during the response event; a follow-up section should include recommended procedure modifications to make a future response more effective and efficient; and
- All other relative information.

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## **A. TRAINING / EXERCISES**

## **B. CONTRACTOR RESPONSE EQUIPMENT**

## **C. HAZARD EVALUATION AND RISK ANALYSIS**

## **D. CROSS-REFERENCES**

## **E. ACRONYMS AND DEFINITIONS**

## **F. ADDITIONAL INFORMATION**

# APPENDICES

## **APPENDIX A TRAINING / EXERCISES**

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### **A.1 Exercise Requirements and Schedules**

**Figure A.1-1 - PREP Response Plan Core Components**

**Figure A.1-2 - Exercise Requirements**

**Figure A.1-3 - Emergency Response or Drill Form**

### **A.2 Training Program**

**Figure A.2-1 - Training Requirements**

**Figure A.2-2 - PREP Training Program Matrix**

**Figure A.2-3 - Personnel Response Training Log**



## A.1 EXERCISE REQUIREMENTS AND SCHEDULES

- The Company participates in the National Preparedness for Response Exercise Program (PREP).
- During each triennial cycle, all components of the Plan (**FIGURE A.1-1**) must be exercised at least once.
- The local Manager/Team Leader is responsible for the following aspects:
  - Adherence to BU's training/exercise program,
  - Scheduling,
  - Assignment of ICS (Incident Command System) roles,
  - Post-drill evaluation/debrief/improvements, and
  - Maintenance of records (documentation).
- **FIGURE A.1-2** provides descriptions of exercise requirements, **FIGURE A.1-3** provides an Emergency Response or Drill Form.

**FIGURE A.1-1 - PREP RESPONSE PLAN CORE COMPONENTS**

<b>CORE COMPONENTS</b>	<b>DESCRIPTION</b>
1. Notifications	Test the notifications procedures identified in the Area Contingency Plan (ACP) and the Spill Response Plan.
2. Staff mobilization	Demonstrate the ability to assemble the spill response organization identified in the ACP and the Spill Response Plan.
3. Ability to operate within the response management system described in the Plan:	
• Unified Command	Demonstrate the ability of the spill response organization to work within a unified command.
• Response management system	Demonstrate the ability of the response organization to operate within the framework of the response management system identified in their respective plans.
4. Discharge control	Demonstrate the ability of the spill response organization to control and stop the discharge at the source.
5. Assessment	Demonstrate the ability of the spill response organization to provide initial assessment of the discharge and provide continuing assessments of the effectiveness of the tactical operations.
6. Containment	Demonstrate the ability of the spill response organization to contain the discharge at the source or in various locations for recovery operations.
7. Recovery	Demonstrate the ability of the spill response organization to recover the discharged product.
8. Protection	Demonstrate the ability of the spill response organization to protect the environmentally and economically sensitive areas identified in the ACP and the respective industry response plan.
9. Disposal	Demonstrate the ability of the spill response organization to dispose of the recovered material and contaminated debris.
10. Communications	Demonstrate the ability to establish an effective communications system for the spill response organization.
11. Transportation	Demonstrate the ability to establish multi-mode transportation both for execution of the discharge and support functions.
12. Personnel support	Demonstrate the ability to provide the necessary support of all personnel associated with response.
13. Equipment maintenance and support	Demonstrate the ability to maintain and support all equipment associated with the response.
14. Procurement	Demonstrate the ability to establish and effective procurement system.
15. Documentation	Demonstrate the ability of the spill response organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.

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**FIGURE A.1-2 - EXERCISE REQUIREMENTS**

EXERCISE TYPE	EXERCISE CHARACTERISTICS
Facility/QI notification	<ul style="list-style-type: none"> <li>● Conducted quarterly.</li> <li>● Facility or District initiates mock spill notification to QI.</li> <li>● Facility or District documents time/date of notification, name, and phone number of individual contacted.</li> <li>● Use PREP Exercise Documentation Form in Forms section.</li> </ul>
Equipment deployment	<ul style="list-style-type: none"> <li>● Conducted semiannually if Company owns equipment. (e.g. boat, boom, skimmer, <u>not</u> absorbents)</li> <li>● Response contractors listed in the plan must participate in annual deployment exercise.</li> <li>● Use PREP Exercise Documentation Form in Forms section</li> </ul>
Facility Response Team tabletop	<ul style="list-style-type: none"> <li>● Conducted annually.</li> <li>● Tests team's response activities/responsibilities.</li> <li>● Notify the appropriate agencies.</li> <li>● Documents Plan's effectiveness.</li> <li>● Must exercise worst case discharge scenario once every three years.</li> <li>● Must test all Plan components at least once every three years.</li> <li>● Use PREP Exercise Documentation Form in Forms section.</li> </ul>
Unannounced	<ul style="list-style-type: none"> <li>● Company will either participate in unannounced tabletop exercise or equipment deployment exercise on an annual basis, if selected.</li> <li>● Company may take credit for participation in government initiated unannounced drill in lieu of drill required by PREP guidelines.</li> <li>● Plan holders who have participated in a PREP government-initiated unannounced exercise will not be required to participate in another one for at least 36 months from the date of the exercise if the Company passes the exercise.</li> </ul>
Area	<ul style="list-style-type: none"> <li>● An industry plan holder that participates in an Area Exercise would not be required to participate in another Area Exercise for a minimum of six years if the Company passes the exercise.</li> </ul>
<b>OTHER EXERCISE CONSIDERATIONS</b>	
Drill program evaluation procedures	<ul style="list-style-type: none"> <li>● Company conducts post-exercise meetings to discuss positive items, areas for improvement, and to develop action item checklist to be implemented later.</li> </ul>
Records of drills	<ul style="list-style-type: none"> <li>● Company will maintain exercise records for five years following completion of each exercise.</li> <li>● Records will be made available to applicable agencies upon request.</li> <li>● Company will verify appropriate records are kept for each spill response contractor listed in Plan as required by PREP guidelines (annual equipment deployment drill, triennial unannounced drill, etc.).</li> </ul>



**FIGURE A.1-3 - EMERGENCY RESPONSE OR DRILL FORM**

**Three Year Oil Pollution Act of 1990 Drill Log**

**Facility Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Drill Type	Document Completed Drills with Drill Date and Initials		
	Year _____	Year _____	Year _____
<b>QI Notification Drill</b>			
1st Qtr			
2nd Qtr			
3rd Qtr			
4th Qtr			
<b>Annual PREP Tabletop Exercise</b> (indicate scenario type: Small, Medium or Worst Case)			
<b>Agency/OSRO Telephone Notification Drill</b>			
1st Half of Year			
2nd Half of Year			
<b>Facility Owned Equipment Deployment</b>			
1st Half of Year			
2nd Half of Year			
<b>Contractor Owned Equipment Deployment</b> (obtain documentation annually)			
<b>Agency Unannounced Drill</b> (As requested)			
<b>Area Exercise</b> (As requested)			

Rev. 12/2009

## A.2 TRAINING PROGRAM

**FIGURE A.2-1** provides training requirements for spill responders. **FIGURE A.2-2** provides the program matrix. **FIGURE A.2-3** provides a personnel response training log.

**FIGURE A.2-1 - TRAINING REQUIREMENTS**

TRAINING TYPE	TRAINING CHARACTERISTICS
Training in use of spill response plan	<ul style="list-style-type: none"> <li>• All field personnel will be trained to properly report/monitor spills.</li> <li>• Plan will be reviewed annually with all employees and contract personnel.</li> <li>• The Personnel Response Training Log is located in <b>FIGURE A.2-3</b>.</li> </ul>
OSHA training requirements	<ul style="list-style-type: none"> <li>• All Company responders designated in Plan must have 24 hours of initial spill response training.</li> <li>• Laborers having potential for minimal exposure must have 24 hours of initial oil spill response instruction and eight hours of actual field experience.</li> <li>• Spill responders having potential exposure to hazardous substances at levels exceeding permissible exposure limits must have 40 hours of initial training offsite and 24 hours of actual field experience.</li> <li>• On-site management/supervisors required to receive same training as equipment operators/general laborers plus eight hours of specialized hazardous waste management training.</li> <li>• Managers/employees require eight hours of annual refresher training.</li> </ul>
Incident Management Team personnel training	<ul style="list-style-type: none"> <li>• See recommended PREP Training Program Matrix (<b>FIGURE A.2-2</b>).</li> </ul>
Training for casual laborers or volunteers	<ul style="list-style-type: none"> <li>• Company will not use casual laborers/volunteers for operations requiring HAZWOPER training.</li> </ul>
Wildlife	<ul style="list-style-type: none"> <li>• Only trained personnel approved by USFWS and appropriate state agency will be used to treat oiled wildlife.</li> </ul>
Training documentation and record maintenance	<ul style="list-style-type: none"> <li>• Training activity records will be retained five years for all personnel following completion of training.</li> <li>• Company will retain training records indefinitely for individuals assigned specific duties in the Plan.</li> <li>• Training records will be retained at each facility or pipeline office; Supervisor/Area Manager will document all applicable training.</li> </ul>

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**FIGURE A.2-2 - PREP TRAINING PROGRAM MATRIX**

<b>TRAINING ELEMENT</b>	<b>QUALIFIED INDIVIDUAL (QI)</b>	<b>INCIDENT MANAGEMENT TEAM (IMT)</b>	<b>PIPELINE PERSONNEL</b>
Captain of the Port (COTP) Zones or Environmental Protection Agency (EPA) Regions in which the facility is located	X	X	X
Notification procedures and requirements for facility owners or operators; internal response organizations; federal and state agencies; and contracted Oil Spill Removal Organizations (OSROs) and the information required for those organizations	X	X	X
Communication system used for the notifications	X	X	X
Information on the products stored, used, or transferred by the facility, including familiarity with the material safety data sheets (MSDS), special handling procedures, health and safety hazards, spill and fire fighting procedures	X	X	X
Procedures the facility personnel may use to mitigate or prevent any discharge or a substantial threat of a discharge of oil resulting from facility operational activities associated with internal or external cargo transfers, storage, or use	X		
Facility personnel responsibilities and procedures for use of facility equipment which may be available to mitigate or prevent an oil discharge	X	X	X
Operational capabilities of the contracted OSROs to respond small, medium, and large discharges	X	X	X
Responsibilities and authority of the Qualified Individual (QI) as described in the Spill Response Plan and Company response organization	X	X	X
The organization structure that will be used to manage the response actions including: <ul style="list-style-type: none"> <li>• Command and control</li> <li>• Public information</li> <li>• Safety</li> <li>• Liaison with government agencies</li> <li>• Spill response operations</li> <li>• Planning</li> <li>• Logistics support</li> <li>• Finance</li> </ul>	X	X	X
The responsibilities and duties of each Incident Management Team (IMT) within the organization structure	X	X	
The drill and exercise program to meet federal and state regulations as required under Oil Pollution Act of 1990 (OPA 90)	X	X	X
The role of the QI in the post discharge review of the Plan to evaluate and validate its effectiveness	X		

**FIGURE A.2-2 - PREP TRAINING PROGRAM MATRIX, CONTINUED**

TRAINING ELEMENT	QUALIFIED INDIVIDUAL (QI)	INCIDENT MANAGEMENT TEAM (IMT)	PIPELINE PERSONNEL
The Area Contingency Plan (ACP) for the area in which the facility is located	x	x	x
The National Contingency Plan (NCP)	x	x	x
Roles and responsibilities of federal and state agencies in pollution response	x	x	x
Available response resources identified in the Plan	x	x	
Contracting and ordering procedures to acquire OSRO resources identified in the Plan	x	x	
OSHA requirements for worker health and safety (29 CFR 1910.120)	x	x	x
Incident Command System/Unified Command System	x	x	
Public affairs	x	x	
Crisis management	x	x	
Procedures for obtaining approval for dispersant use or in-situ burning of the spill	x		
Oil spill trajectory analyses	x		
Sensitive biological areas	x	x	
This training procedure as described in the Plan for members of the IMT		x	
Procedures for the post discharge review of the plan to evaluate and validate its effectiveness		x	
Basic information on spill operations and oil spill clean-up technology including: <ul style="list-style-type: none"> <li>• Oil containment</li> <li>• Oil recovery methods and devices</li> <li>• Equipment limitations and uses</li> <li>• Shoreline cleanup and protection</li> <li>• Spill trajectory analysis</li> <li>• Use of dispersants, in-situ burning, bioremediation</li> <li>• Waste storage and disposal considerations</li> </ul>		x	
Hazard recognition and evaluation		x	
Site safety and security procedures		x	
Personnel management, as applicable to designated job responsibilities		x	

Mid America District

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**FIGURE A.2-2 - PREP TRAINING PROGRAM MATRIX, CONTINUED**

<b>TRAINING ELEMENT</b>	<b>QUALIFIED INDIVIDUAL (QI)</b>	<b>INCIDENT MANAGEMENT TEAM (IMT)</b>	<b>PIPELINE PERSONNEL</b>
Procedures for directing the deployment and use of spill response equipment, as applicable to designated job responsibilities		X	X
Specific procedures to shut down effected operations			X
Procedures to follow in the event of discharge, potential discharge, or emergency involving the following equipment or scenarios: <ul style="list-style-type: none"> <li>● Tank overfill</li> <li>● Tank rupture</li> <li>● Piping or pipeline rupture</li> <li>● Piping or pipeline leak, both under pressure or not under pressure, if applicable</li> <li>● Explosion or fire</li> <li>● Equipment failure</li> <li>● Failure of secondary containment system</li> </ul>			X
QI's name and how to contact him or her			X

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**FIGURE A.2-3 - PERSONNEL RESPONSE TRAINING LOG**

<b>NAME</b>	<b>RESPONSE TRAINING/DATE AND NUMBER OF HOURS</b>	<b>PREVENTION TRAINING/DATE AND NUMBER OF HOURS</b>
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Note: Records are maintained on-site. See VTA, for training history. Refer to **APPENDIX F** for additional information.

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**APPENDIX B**  
**CONTRACTOR RESPONSE EQUIPMENT**

Last revised: June 2011

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**B.1 Cooperatives and Contractors**

**B.1.1 OSRO Classification**

**Figure B.1-1 - Evidence of Contracts**



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**B.1 COOPERATIVES AND CONTRACTORS**

The Company has contracted with additional Oil Spill Removal Organizations (OSROs) to provide personnel and equipment in the event of a spill. The classification, response capabilities and equipment are described below.

**B.1.1 OSRO Classification**

The OSRO classification process was developed by the U.S. Coast Guard (USCG) to provide guidelines to enable USCG and plan preparers to evaluate an OSRO's potential to respond to oil spills. Plan holders that utilize USCG classified OSRO services are not required to list response resources in their plans.

The following is a listing of the USCG classified OSROs within this Zone that may respond to incidents on the pipeline in this Plan. For a detailed listing of USCG classified OSROs and other contractors, refer to **FIGURE 3.1-4** and **FIGURE 7.1-1**.

COMPANY / CONTRACTOR	APPLICABLE COPT ZONE (S)	USCG CLASSIFICATIONS	RESPONSE TIME																																																																							
Bay West 5 Empire Drive St. Paul MN 55103	Chicago	<table border="1" style="width:100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th rowspan="2"></th> <th colspan="4">Facilities</th> <th colspan="4">Vessels</th> </tr> <tr> <th>MM</th> <th>W1</th> <th>W2</th> <th>W3</th> <th>MM</th> <th>W1</th> <th>W2</th> <th>W3</th> </tr> </thead> <tbody> <tr> <td>River/Canal</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Inland</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Open Ocean</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Offshore</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nearshore</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Great Lakes</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Facilities				Vessels				MM	W1	W2	W3	MM	W1	W2	W3	River/Canal	✓				✓				Inland									Open Ocean									Offshore									Nearshore									Great Lakes									4 hours
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Environmental Specialists Inc (ESI) Kansas City, MO 3001 E 83rd St Kansas City MO 64132		River/Canal								4 hours
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		Open Ocean								
		Offshore								
		Nearshore								
		Great Lakes								
Ferguson Harbour International / Comprehensive Risk Management Co. PO Box 830 Hendersonville TN 37707	Upper Mississippi (St. Louis)	River/Canal								4 hours
		Inland					✓			
		Open Ocean								
		Offshore								
		Nearshore								
		Great Lakes								
Heritage Environmental Services, LLC 15330 Canal Bank Road Lemont IL 60439	Chicago	River/Canal	✓	✓	✓	✓	✓	✓	✓	4 hours
		Inland	✓	✓	✓	✓	✓	✓	✓	
		Open Ocean								
		Offshore								
		Nearshore								
		Great Lakes	✓	✓	✓	✓	✓	✓	✓	
Heritage Environmental Services, LLC 251 North Old St. Louis Road Wood River IL 62095	Upper Mississippi (St. Louis)	River/Canal	✓	✓	✓	✓	✓	✓	✓	4 hours
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Oil Mop 131 Keating Dr Belle Chase LA 70037	Upper Mississippi (St. Louis)	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="4">Facilities</th> <th colspan="4">Vessels</th> </tr> <tr> <th>MM</th> <th>W1</th> <th>W2</th> <th>W3</th> <th>MM</th> <th>W1</th> <th>W2</th> <th>W3</th> </tr> </thead> <tbody> <tr> <td>River/Canal</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Inland</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Open Ocean</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Offshore</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nearshore</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Great Lakes</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Facilities				Vessels				MM	W1	W2	W3	MM	W1	W2	W3	River/Canal	✓	✓	✓	✓	✓	✓	✓	✓	Inland	✓		✓	✓	✓	✓	✓	✓	Open Ocean									Offshore									Nearshore									Great Lakes									4 hours
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Great Lakes																																																																										

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COMPANY / CONTRACTOR	APPLICABLE COPT ZONE (S)	USCG CLASSIFICATIONS								RESPONSE TIME	
		Facilities				Vessels					
		MM	W1	W2	W3	MM	W1	W2	W3		
Veolia Environmental Services N104 W1325 Donges Bay Road Germantown WI 53022	Chicago	River/Canal	✓	✓	✓	✓	✓	✓	✓	✓	4 hours
		Inland	✓				✓				
		Open Ocean									
		Offshore									
		Nearshore									
		Great Lakes					✓				

### B.1.1 OSRO Classification, Continued

The following contractors retained by the Company, but are not USCG classified OSROs within this Zone, are as follows:

- Acuren Inspection  
101 Old Underwood Rd, Bldg J  
LaPorte, TX  
77571  
Response Time: 4
- Antea Group (formerly Delta Environmental Services)  
4006 148th Ave NE  
Redmond, WA  
98052  
Response Time: 4
- Conestoga Rovers & Associates  
2055 Niagara Falls Blvd, Ste 3  
Niagara Falls, NY  
14304  
Response Time: 4
- DuPree Testing Services, Inc.  
1003 Corey Road  
Hutchinson, KS  
67501  
Response Time: 4
- Environmental Solutions Inc. ESI  
9144 147th St  
Omaha, NE  
68138  
Response Time: 4
- Environmental Specialists Inc. (ESI)  
3001 E 83rd St  
Kansas City, MO  
64132  
Response Time: 4
- HECC (Holian Environmental Cleaning Corp)  
7504 Meyer Rd  
Spring Grove, IL  
60081  
Response Time: 4

Equipment lists and evidence of contract for all of the above contractors are maintained at the Houston, TX office and are available upon request. **FIGURE 7.1-1** provides local response contractor's equipment lists and response times.

### B.1.1 OSRO Classification, Continued

The following contractors retained by the Company, but are not USCG classified OSROs within this Zone, are as follows:

- **Midwestern Contractors**  
245 W. Roosevelt Rd, Bldg 15, Ste 115  
West Chicago, IL  
60185  
Response Time: 4
- **Minnesota Limited Inc.**  
14485 Northdale Blvd  
Rogers, MN  
55374  
Response Time: 4
- **TD Williamson**  
PO Box 3409  
Tulsa, OK  
74101  
Response Time: 4
- **Wakota CAER (Community Awareness & Emergency Response)** Washington & Dakota Counties, Minnesota  
PO Box 16  
Cottage Grove, MN  
55016  
Response Time: 4

Equipment lists and evidence of contract for all of the above contractors are maintained at the Houston, TX office and are available upon request. **FIGURE 7.1-1** provides local response contractor's equipment lists and response times.

**FIGURE B.1-1 - EVIDENCE OF CONTRACTS**

(All contracts are evergreen and therefore do not expire.)

- Acuren Inspection, LaPorte, TX
- Antea Group (formerly Delta Environmental Services), Redmond, WA
- Bay West, St. Paul, MN
- Bay West, St. Paul, MN
- Clean Harbors Environmental Services, Chicago, IL
- Clean Harbors Environmental Services, Braintree, MA
- Conestoga Rovers & Associates, Niagara Falls, NY
- DuPree Testing Services, Inc., Hutchinson, KS
- Environmental Solutions Inc. ESI, Omaha, NE
- Environmental Specialists Inc (ESI) Kansas City, MO, Kansas City, MO
- Environmental Specialists Inc. (ESI), Kansas City, MO
- Ferguson Harbour International / Comprehensive Risk Management Co., Hendersonville, TN
- HECC (Holian Environmental Cleaning Corp), Spring Grove, IL
- Heritage Environmental Services, LLC, Lemont, IL
- Heritage Environmental Services, LLC, Wood River, IL
- Marine Pollution Control Corp, Detroit, MI
- Marine Pollution Control Corp, Detroit, MI
- Midwestern Contractors, West Chicago, IL
- Minnesota Limited Inc., Rogers, MN
- Oil Mop, Belle Chasse, LA
- Oil Mop, Belle Chase, LA
- TD Williamson, Tulsa, OK
- Veolia Environmental Services, Germantown, WI
- Wakota CAER (Community Awareness & Emergency Response) Washington & Dakota Counties, Minnesota, Cottage Grove, MN

## **APPENDIX C**

# **HAZARD EVALUATION AND RISK ANALYSIS**

Last revised: November 2010

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### **C.1 Spill Detection/Prevention**

#### **C.1.1 Spill Detection**

#### **C.1.2 Spill Prevention**

#### **C.1.3 Public Awareness Program**

### **C.2 Worst Case Discharge Scenario**

### **C.3 Planning Volume Calculations**

### **C.4 Spill Volume Calculations**

### **C.5 Pipeline - Abnormal Conditions**

### **C.6 Product Characteristics and Hazards**

#### **Figure C.6-1- Summary of Commodity Characteristics**



## C.1 SPILL DETECTION/PREVENTION

### C.1.1 Spill Detection

#### Detection

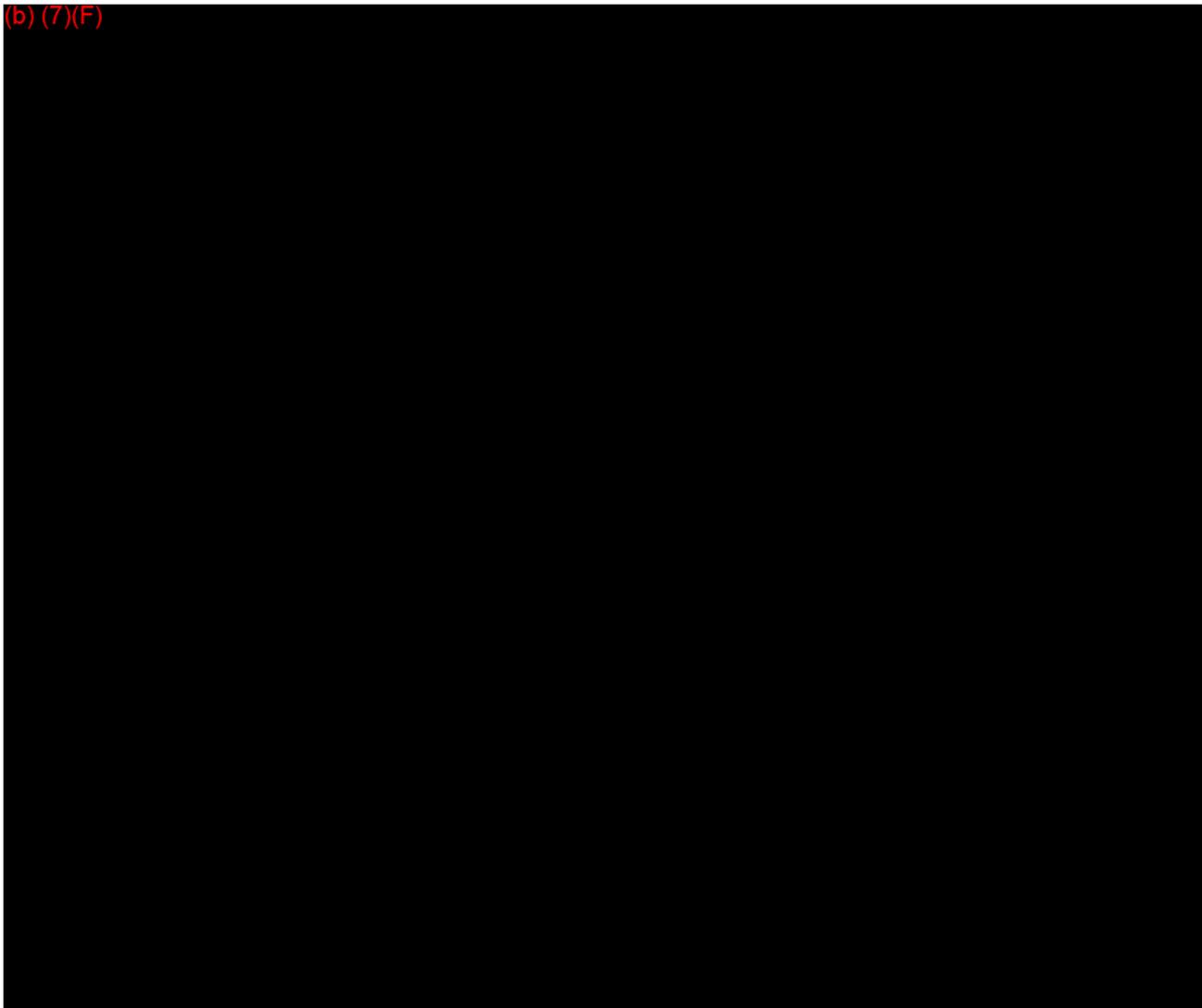
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Detection of a discharge from the Company system may occur in a number of ways including:

- (b) (7)(F)
- Visual detection by Company personnel
- Visual detection by the public

#### AVAILABILITY - ALL TANKS

(b) (7)(F)



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**C.1.1 Spill Detection, Continued**

(b) (7)(F)

### C.1.1 Spill Detection, Continued

#### Visual detection by Company personnel

Aerial patrol flights will be made 26 times a year not to exceed 21 days apart. If unable to fly area personnel will walk or drive the right-of-way. The intent of the patrol is to observe the area directly over the pipeline right-of-way for leaks, exposed pipes, washes, missing markers and other unusual conditions. Construction on either side of the pipeline right-of-way also is monitored.

Discharges to the land or surface waters also may be detected by Company personnel during regular operations and inspections. Should a leak be detected, the appropriate actions are taken, including, but not limited to:

- Notifications as per **SECTION 3**.
- A preliminary assessment of the incident area.
- If appropriate, initiate initial response actions per **SECTION 2**.

**FIGURE 2-1** provides a checklist for initial response actions.

#### Visual detection by the public

Right-of-way marker signs are installed and maintained at road crossing and other noticeable points and provide an Operations Control 24-hour number for reporting emergency situations. The Company also participates in the "call before you dig" or "One Call" utility notification services which can be contacted to report a leak and determine the owner/operator of the pipeline. If the notification is made to a local office or pump station, the Company representative receiving the call generally will implement the following actions:

- Notify the Pipeline Control and region/designated office.
- Dispatch Company field personnel to the site to confirm discharge and conduct preliminary assessment.
- Notify their immediate supervisor and provide assessment results.

#### Pipeline shutdown

If any of these situations are outside the expected values, abnormal conditions are considered to exist. If abnormal conditions exist, Pipeline Control will take the appropriate actions to ensure that a release does not occur. In either case, appropriate actions taken by Company personnel could include, but are not limited to:

- Shut down effected line segment if there is an indication of a leak
- Isolate line segment
- Depressurize line
- Start internal and external notifications
- Mobilize additional personnel as required



### C.1.2 Spill Prevention

Programs designed to prevent emergencies include:

- Corrosion control programs
- Preventative maintenance programs
- Controller training programs
- Operator training programs
- 24 hour emergency telephone numbers
- Supervisory control and data acquisition (SCADA) systems
- Pipeline inspection programs
- Emergency response drills
- Maintaining containment systems around tankage
- Membership in one-call organizations
- Public awareness programs
- Pipeline markers

The purpose of these programs is to prevent or mitigate a potential release and subsequent emergency response.

### C.1.3 Public Awareness Program

It is BP Pipelines (North America), Inc.'s policy to maintain an active role in helping to prevent emergencies and consequently lessen the resulting damage. The following programs are in place to help reduce the possibility of an emergency involving a third party, which is in most cases the public. The responsibility for implementing these programs belongs to both the local operations and Maintenance Team Leaders and the Tulsa,OK support group.

**One-Call Systems** - BP Pipelines (North America), Inc. participates in all applicable one call systems. A one call system is established, usually on a state wide basis, to prevent excavation damage (and subsequent releases) to underground facilities. An excavator, prior to digging, informs the one call operator of the location of the excavation and the one call system, in turn, notifies the owners and operators of underground facilities located within the area of the excavations. The underground facilities are then field located and staked to prevent excavation damage.

**Signs** - BP Pipelines (North America), Inc. maintains pipeline markers along the route of the pipeline, at pump stations, terminals, pipeline junctions, river crossings and road crossings. The pipeline markers are visible to the public and contain information about the type of pipeline, operator and emergency phone numbers.

**Maps** - Pipeline maps are forwarded to developers, local governmental agencies and other interested parties upon request.

**Right-Of-Way Clearing** - BP Pipelines (North America), Inc. has a policy of continuously identifying and clearing the right-of-way (ROW) of the pipeline. This not only helps maintain the pipeline but improves the public's awareness and helps locate the pipelines in emergency situations.

**Public Meetings** - BP Pipelines (North America), Inc. is a member of the Pipeliner's Association and periodically meets with local fire, police, and emergency response groups to inform them about the pipelines and the products shipped.

**Air Patrol** - The pipeline systems are inspected by aerial patrol at least 26 times each year at intervals that do not exceed three (3) weeks. These aerial patrols are performed for the purposes of locating construction over or near the pipeline, locating encroachments, and identifying areas where a spill or release may have occurred.

## C.2 WORST CASE DISCHARGE SCENARIO

The equipment and personnel to respond to a spill are available from several sources and are provided with the equipment and contractors in **SECTION 7** and **APPENDIX B**. The following sections are discussions of these scenarios.

**APPENDIX C.4** provides worst case discharge calculations. Discussion of this scenario is as follows:

Upon discovery of a spill, the following procedures would be followed:

1. The First Responder would notify the Pipeline Control and notifications would be initiated in accordance with **FIGURE 2-1**. Pipeline Control will contact the Qualified Individual.
2. The Qualified Individual would assume the role of Incident Commander until relieved and would initiate response actions and notifications in accordance with **SECTION 2**. If this were a small spill, the local/company personnel may handle all aspects of the response. Among those actions would be to:
  - Conduct safety assessment in accordance with **FIGURE 2-1** and evacuate personnel as needed in accordance with **SECTION 2**
  - Direct pipeline responders to shut down ignition sources
  - Direct pipeline personnel to position resources in accordance with **SECTION 2.1**
  - Complete Preliminary Incident Report Form in accordance with **SECTION 3**
  - Ensure regulatory agencies are notified
3. If this were a small or medium spill, the Qualified Individual/Incident Commander may elect for the First Responder to remain the Incident Commander or to activate selected portions of the Spill Management Team. However, for a large spill, the Qualified Individual would assume the role of Incident Commander and would activate the entire Spill Management Team in accordance with activation procedures described in **SECTION 4.2**.
4. The Incident Commander would then initiate spill assessment procedures including surveillance operations, trajectory calculations, and spill volume estimating in accordance with **SECTION 2.1.3**.
5. The Incident Commander would then utilize checklists in **SECTION 4** as a reminder of issues to address. The primary focus would be to establish incident priorities and objectives and to brief staff accordingly.
6. The Incident Management Team would develop the following plans, as appropriate (some of these plans may not be required during a small or medium spill):
  - Site Safety and Health
  - Incident Action
  - Disposal
  - Site Security

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## C.2 WORST CASE DISCHARGE SCENARIO, CONTINUED

- Decontamination
- Demobilization

Plan templates are included in **SECTION 5**.

The response would continue until an appropriate level of cleanup is obtained.

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### C.3 PLANNING VOLUME CALCULATIONS

Once the worst case discharge volume has been calculated, response resources must be identified to meet the requirements of 49 CFR 194.105(b). Calculations to determine sufficient amount of response equipment necessary to respond to a worst case discharge is described below. A demonstration of the planning volume calculations is provided below.

**C.4 SPILL VOLUME CALCULATIONS****DOT/PHMSA portion of pipeline/facilities**

The worst case discharge (WCD) for the DOT portion of the pipeline and facilities, as defined in 49 CFR 194.105(b), as the largest volume of the following:

1. The pipeline's maximum shut-down response time in hours (based on historic discharge data or in the absence of such data, the operators best estimate), multiplied by the maximum flow rate expressed in barrels per hour (based on the maximum daily capacity of the pipeline), plus the largest drainage volume after shutdown of the line section(s) in the response zone expressed in barrels; or
2. The largest foreseeable discharge for the line section(s) within a response zone, expressed in barrels (cubic meters), based on the maximum historic discharge, if one exists, adjusted for any subsequent corrective or preventative action taken; or
3. If the response zone contains one or more breakout tanks, the capacity of the single largest tank or battery of tanks within a single secondary containment system, adjusted for the capacity or size of the secondary containment system, expressed in barrels.

Under PHMSA's current policy, operators are allowed to reduce the worst case discharge volume derived from 49 CFR 194.105(b)(3) by no more than 75% if an operator is taking certain spill prevention measures for their breakout tanks and presents supporting information in the response plan. An operator can reduce the worst case discharge volume based on breakout tanks in the response zones as follows:

<b>SPILL PREVENTION MEASURES</b>	<b>PERCENT REDUCTION ALLOWED</b>
Secondary containment capacity greater than 100% capacity of tank and designed according to NFPA 30	50%
Tank built, rebuilt, and repaired according to API Std 620/650/653	10%
Automatic high-level alarms/shutdowns designed according to NFPA/API RP 2350	5%
Testing/cathodic protection designed according to API Std 650/651/653	5%
Tertiary containment/drainage/treatment per NFPA 30	5%*
Maximum allowable credit or reduction	75%

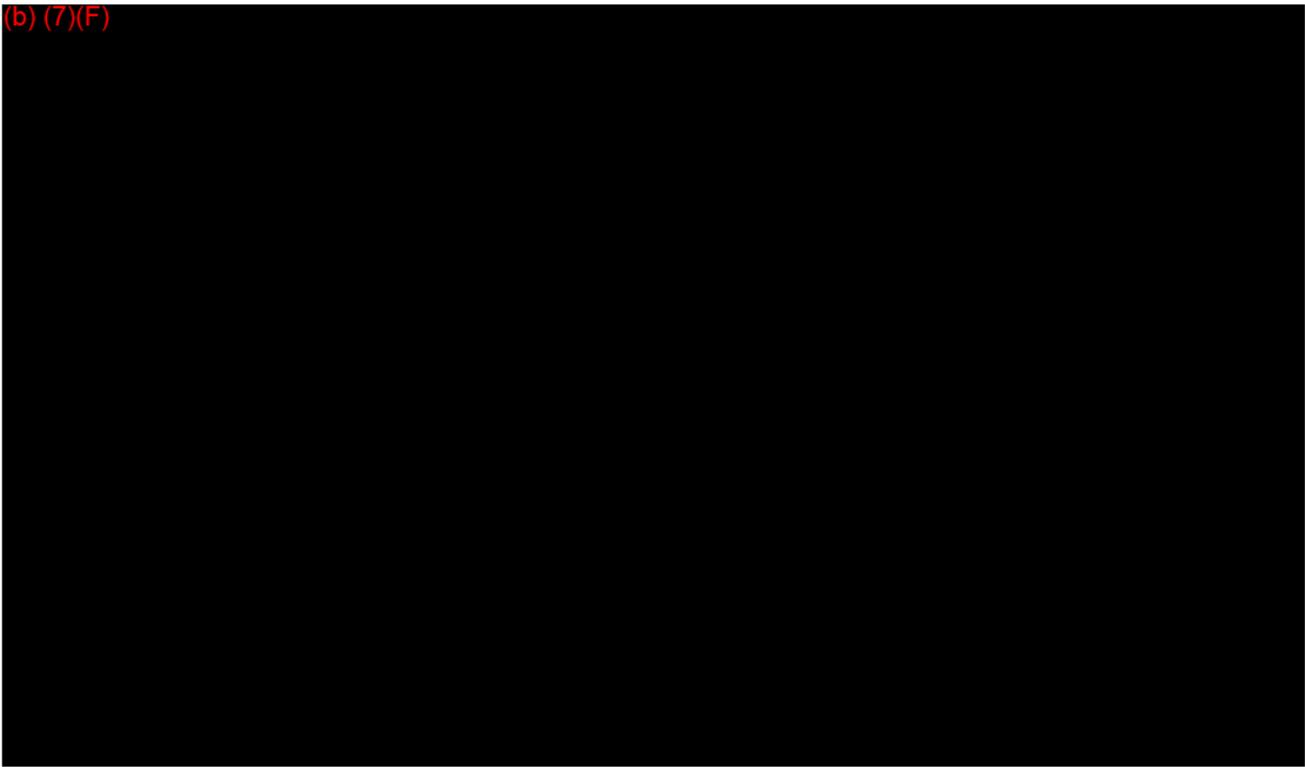
(b) (7)(F)

The worst case discharge for each response zone was based on the largest volume of the three criteria given above.

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**C.4 SPILL VOLUME CALCULATIONS, CONTINUED**

(b) (7)(F)



**C.4 SPILL VOLUME CALCULATIONS, CONTINUED**

(b) (7)(F)



### C.5 PIPELINE - ABNORMAL CONDITIONS

Because PHMSA considers the "substantial threat" term in 49 CFR Part 194.115(a) equivalent to the "abnormal conditions" term under 49 CFR Part 195.402(d), procedures to identify events and conditions that can pose a threat of worst case discharge, and actions to take for preventing and mitigating such events and conditions are described in the System Integrity Plan.

### C.6 PRODUCT CHARACTERISTICS AND HAZARDS

Pipeline systems described in this plan may transport various types of commodities, including, but not limited to:

- Gasoline
- Diesel Fuel
- Jet Fuel

The key chemical and physical characteristics of each of these oils and/or other small quantity products/chemicals are identified in MSDS. MSDS can be obtained by the facility via fax from the MSDS Hotline (**FIGURE 3.1-4**). Telephone information concerning the potential hazards can also be obtained from the hotline.

**FIGURE C.6-1** describes primary oils handled.

**FIGURE C.6-1 - SUMMARY OF COMMODITY CHARACTERISTICS**

COMMON NAME	MSDS NAME	HEALTH HAZARD	FLASH POINT	SPECIAL HAZARD	REACTIVITY	HEALTH HAZARD WARNING STATEMENT
Gasoline	RFG Unleaded Gasoline	1	3	C	0	Contains benzene, a chemical known to cause cancer in humans. Repeated and prolonged overexposure to benzene vapors may cause leukemia, aplastic anemia, or other blood disorders, immunotoxicity, reproductive harm, or fetal toxicity.
Diesel Fuel	Ultra Low Sulfur Diesel	1	2	0	0	Prolonged/repeated skin exposure, inhalation or ingestion of this material above the recommended limits may result in adverse dermal or systemic effects.
Jet Fuel	Appropriate Product Name	1	2	C,COR,H2S	0	Long term, repeated exposure may cause cancer. May damage the blood, kidneys, liver, gastrointestinal tract, respiratory tract, skin, central nervous system, eye, lens or cornea.
<b>Health Hazard</b>	4 = Extremely Hazardous 3 = Hazardous 2 = Warning 1 = Slightly Hazardous 0 = No Unusual Hazard			<b>Fire Hazard (Flash Point)</b>	4 = Below 73°F, 22°C 3 = Below 100°F, 37°C 2 = Below 200°F, 93°C 1 = Above 200°F, 93°C 0 = Will not burn	
<b>Special Hazard</b>	A = Asphyxiant C = Contains Carcinogen W = Reacts with Water Y = Radiation Hazard COR = Corrosive OX = Oxidizer H <sub>2</sub> S = Hydrogen Sulfide P = Contents under Pressure T = Hot Material			<b>Reactivity Hazard</b>	4 = May Detonate at Room Temperature 3 = May Detonate with Heat or Shock 2 = Violent Chemical Change with High Temperature and Pressure 1 = Not Stable if Heated 0 = Stable	

## APPENDIX D CROSS-REFERENCE

Last revised: July 2008

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**Figure D-1 - DOT / PHMSA Response Plans for Onshore Oil Pipelines  
Cross-Reference**

**Figure D-2 - DOT Emergency Plans for Transportation of Natural and  
other Gas by Pipeline Cross-Reference**

**Figure D-3 - DOT Emergency Procedure Manual for Transportation  
Hazardous Liquids by Pipeline**

**Figure D-4 - OSHA Cross-Reference**



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**FIGURE D-1 - DOT / PHMSA RESPONSE PLANS FOR ONSHORE OIL PIPELINES  
CROSS-REFERENCE**

OPA 90 REQUIREMENTS (49 CFR 194)	LOCATION*
<b>Information Summary</b>	
<ul style="list-style-type: none"> <li>• For the core plan:</li> </ul>	
<ul style="list-style-type: none"> <li>• Name and address of operator</li> </ul>	<u>Figure 1-3</u>
<ul style="list-style-type: none"> <li>• For each Response Zone which contains one or more line sections that meet the criteria for determining significant and substantial harm (?194.103), listing and description of Response Zones, including county(s) and state(s)</li> </ul>	<u>Figure 1-3</u>
<ul style="list-style-type: none"> <li>• For each Response Zone appendix:</li> </ul>	
<ul style="list-style-type: none"> <li>• Information summary for core plan</li> </ul>	<u>Section 1</u>
<ul style="list-style-type: none"> <li>• QI names and telephone numbers, available on 24-hr basis</li> </ul>	<u>Figure 1-3</u>
<ul style="list-style-type: none"> <li>• Description of Response Zone, including county(s) and state(s) in which a worst case discharge could cause substantial harm to the environment</li> </ul>	<u>Figure 1-3</u>
<ul style="list-style-type: none"> <li>• List of line sections contained in Response Zone, identified by milepost or survey station or other operator designation</li> </ul>	<u>Figure 1-3</u>
<ul style="list-style-type: none"> <li>• Basis for operator?s determination of significant and substantial harm</li> </ul>	<u>Figure 1-3</u>
<ul style="list-style-type: none"> <li>• The type of oil and volume of the worst case discharge</li> </ul>	<u>Figure 1-3, Appendix C</u>
<ul style="list-style-type: none"> <li>• Certification that the operator has obtained, through contract or other approved means, the necessary private personnel and equipment to respond, to the maximum extent practicable, to a worst case discharge or threat of such discharge</li> </ul>	<u>Appendix B</u>
<b>Notification Procedures</b>	
<ul style="list-style-type: none"> <li>• Notification requirements that apply in each area of operation of pipelines covered by the plan, including applicable state or local requirements</li> </ul>	<u>Section 3</u>
<ul style="list-style-type: none"> <li>• Checklist of notifications the operator or Qualified Individual is required to make under the response plan, listed in the order of priority</li> </ul>	<u>Figure 3.1-1</u>
<ul style="list-style-type: none"> <li>• Name of persons (individuals or organizations) to be notified of discharge, indicating whether notification is to be performed by operating personnel or other personnel</li> </ul>	<u>Figure 3.1-1, Figure 3.1-4</u>
<ul style="list-style-type: none"> <li>• Procedures for notifying Qualified Individuals</li> </ul>	<u>Figure 3.1-1, Section 4.5, Figure 4.5-1</u>
<ul style="list-style-type: none"> <li>• Primary and secondary communication methods by which notifications can be made</li> </ul>	<u>Section 7.1.6</u>

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**FIGURE D-1 - DOT / PHMSA RESPONSE PLANS FOR ONSHORE OIL PIPELINES  
CROSS-REFERENCE, CONTINUED**

OPA 90 REQUIREMENTS (49 CFR 194)	LOCATION
<ul style="list-style-type: none"> <li>● Information to be provided in the initial and each follow-up notification, including the following:               <ul style="list-style-type: none"> <li>● Name of pipeline</li> <li>● Time of discharge</li> <li>● Location of discharge</li> <li>● Name of oil recovered</li> <li>● Reason for discharge (e.g. material failure, excavation damage, corrosion)</li> <li>● Estimated volume of oil discharged</li> <li>● Weather conditions on scene</li> <li>● Actions taken or planned by persons on scene</li> </ul> </li> </ul>	<u>Figure 3.1-2</u>
<b>Spill Detection and On-Scene Spill Mitigation Procedures</b>	
<ul style="list-style-type: none"> <li>● Methods of initial discharge detection</li> </ul>	<u>Appendix C.1</u>
<ul style="list-style-type: none"> <li>● Procedures, listed in order of priority, that personnel are required to follow in responding to a pipeline emergency to mitigate or prevent any discharge from the pipeline</li> </ul>	<u>Section 2</u>
<ul style="list-style-type: none"> <li>● List of equipment that may be needed in response activities based on land and navigable waters including:               <ul style="list-style-type: none"> <li>● Transfer hoses and pumps</li> <li>● Portable pumps and ancillary equipment</li> <li>● Facilities available to transport and receive oil from a leaking pipeline</li> </ul> </li> </ul>	<u>Section 7.1.1, Appendix B</u>
<ul style="list-style-type: none"> <li>● Identification of the availability, location, and contact phone numbers to obtain equipment for response activities on a 24-hour basis</li> </ul>	<u>Figure 3.1-4, Appendix B</u>
<ul style="list-style-type: none"> <li>● Identification of personnel and their location, telephone numbers, and responsibilities for use of equipment in response activities on a 24-hour basis</li> </ul>	<u>Figure 3.1-4, Appendix B</u>
<b>Response Activities</b>	
<ul style="list-style-type: none"> <li>● Responsibilities of, and actions to be taken by, operating personnel to initiate and supervise response actions pending the arrival of the Qualified Individual or other response resources identified in the response plan</li> </ul>	<u>Section 2, Section 4.6, Appendix B</u>
<ul style="list-style-type: none"> <li>● Qualified Individual's responsibilities and authority, including notification of the response resources identified in the response plan</li> </ul>	<u>Section 4.5</u>
<ul style="list-style-type: none"> <li>● Procedures for coordinating the actions of the operator or Qualified Individual with the action of the OSC responsible for monitoring or directing those actions</li> </ul>	<u>Section 4.4, Section 4.5</u>
<ul style="list-style-type: none"> <li>● Oil Spill Removal Organizations (OSRO) available through contract or other approved means, to respond to a worst case discharge to the maximum extent practicable</li> </ul>	<u>Appendix B</u>
<ul style="list-style-type: none"> <li>● For each organization identified under paragraph (d), a listing of:               <ul style="list-style-type: none"> <li>● Equipment and supplies available</li> <li>● Trained personnel necessary to continue operation of the equipment and staff the oil spill removal organization for the first seven days of the response</li> </ul> </li> </ul>	<u>Appendix B</u>

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**FIGURE D-1 - DOT / PHMSA RESPONSE PLANS FOR ONSHORE OIL PIPELINES  
CROSS-REFERENCE, CONTINUED**

OPA 90 REQUIREMENTS (49 CFR 194)	LOCATION
<b>List of Contacts</b>	
<ul style="list-style-type: none"> <li>List of persons the Plan requires the operator to contact</li> </ul>	<a href="#">Figure 3.1-1</a> , <a href="#">Figure 3.1-4</a>
<ul style="list-style-type: none"> <li>Qualified individuals for the operator's areas of operation</li> </ul>	<a href="#">Figure 1-3</a>
<ul style="list-style-type: none"> <li>Applicable insurance representatives or surveyors for the operator's areas of operation</li> </ul>	<a href="#">Figure 4.5-2</a>
<ul style="list-style-type: none"> <li>Persons or organizations to notify for activation of response resources</li> </ul>	<a href="#">Figure 3.1-1</a> , <a href="#">Figure 3.1-4</a>
<b>Training Procedures</b>	
<ul style="list-style-type: none"> <li>Description of training procedures and programs of the operations</li> </ul>	<a href="#">Appendix A.2</a>
<b>Drill Procedures</b>	
<ul style="list-style-type: none"> <li>Announced and unannounced drills</li> </ul>	<a href="#">Appendix A.1</a>
<ul style="list-style-type: none"> <li>Types of drills and their frequencies; for example: <ul style="list-style-type: none"> <li>Manned pipeline emergency procedures and qualified individual notification drills conducted quarterly</li> <li>Drills involving emergency actions by assigned operating or maintenance personnel and notification of qualified individual on pipeline facilities which are normally unmanned, conducted quarterly</li> <li>Shore-based Incident Management Team (IMT) tabletop drills conducted yearly</li> <li>Oil spill removal organization field equipment deployment drills conducted yearly</li> <li>A drill that exercises entire response plan for each Response Zone, would be conducted at least once every three years</li> </ul> </li> </ul>	<a href="#">Appendix A.1</a>
<b>Response Plan review and update procedures</b>	
<ul style="list-style-type: none"> <li>Procedures to meet ?194.121</li> </ul>	<a href="#">Section 1.2</a>
<ul style="list-style-type: none"> <li>Procedures to review plan after a worst case discharge and to evaluate and record the plan's effectiveness</li> </ul>	<a href="#">Section 1.2</a> , <a href="#">Appendix C</a>
<b>Response zone appendices</b>	
Each response zone appendix would provide the following information:	
<ul style="list-style-type: none"> <li>Name and telephone number of the qualified individual</li> </ul>	<a href="#">Figure 1-3</a>
<ul style="list-style-type: none"> <li>Notification procedures</li> </ul>	<a href="#">Section 3</a>
<ul style="list-style-type: none"> <li>Spill detection and mitigation procedures</li> </ul>	<a href="#">Section 2.1.1</a> , <a href="#">Appendix C</a>
<ul style="list-style-type: none"> <li>Name, address, and telephone number of oil spill response organization</li> </ul>	<a href="#">Figure 3.1-4</a> , <a href="#">Appendix B</a>
<ul style="list-style-type: none"> <li>Response activities and response resources including: <ul style="list-style-type: none"> <li>Equipment and supplies necessary to meet ?194.115</li> <li>Trained personnel necessary to sustain operation of the equipment and to staff the oil spill response organization and spill management team for the first seven days of the response</li> </ul> </li> </ul>	<a href="#">Appendix A</a> , <a href="#">Appendix B</a>



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**FIGURE D-1 - DOT / PHMSA RESPONSE PLANS FOR ONSHORE OIL PIPELINES  
CROSS-REFERENCE, CONTINUED**

OPA 90 REQUIREMENTS (49 CFR 194)	LOCATION
<ul style="list-style-type: none"> <li>● Names and telephone numbers of federal, state, and local agencies which the operator expects to assume pollution response responsibilities</li> </ul>	<u>Figure 3.1-4</u>
<ul style="list-style-type: none"> <li>● Worst case discharge volume</li> </ul>	<u>Appendix C</u>
<ul style="list-style-type: none"> <li>● Method used to determine the worst case discharge volume, with calculations</li> </ul>	<u>Appendix C</u>
<ul style="list-style-type: none"> <li>● A map that clearly shows: <ul style="list-style-type: none"> <li>● Location of worst case discharge</li> <li>● Distance between each line section in the Response Zone: <ul style="list-style-type: none"> <li>● Each potentially affected public drinking water intake, lake, river, and stream within a radius of five miles of the line section</li> <li>● Each potentially affected environmentally sensitive area within a radius of one mile of the line section</li> </ul> </li> </ul> </li> </ul>	<u>Section 6</u>
<ul style="list-style-type: none"> <li>● Piping diagram and plan-profile drawing of each line section; may be kept separate from the response plan if the location is identified</li> </ul>	<u>Figure 1-3</u>
<ul style="list-style-type: none"> <li>● For every oil transported by each pipeline in the response zone, emergency response data that: <ul style="list-style-type: none"> <li>● Include name, description, physical and chemical characteristics, health and safety hazards, and initial spill-handling and firefighting methods</li> <li>● Meet 29 CFR 1910.1200 or 49 CFR 172.602</li> </ul> </li> </ul>	<u>Appendix C</u>

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**FIGURE D-2 - DOT EMERGENCY PLANS FOR TRANSPORTATION OF NATURAL AND OTHER GAS BY PIPELINE CROSS-REFERENCE**

<b>EMERGENCY PLAN REQUIREMENTS (49 CFR 192.615)</b>	<b>LOCATION</b>
a. Written procedures to minimize hazards	
1. Receiving, identifying, and classifying notices of events which require immediate response by the operator	<u>Section 2</u>
2. Establishing and maintaining adequate means of communication with appropriate fire, police, and other public officials	<u>Section 3, Section 4.4</u>
3. Prompt and effective response to a notice of each type of emergency, including the following:	
i. Gas detect inside or near a building	<u>Section 2</u>
ii. Fire located near or directly involving a pipeline facility	<u>Section 2</u>
iii. Explosion occurring near or directly involving a pipeline facility	<u>Section 2</u>
iv. Natural disaster	<u>Section 2</u>
4. The availability of personnel, equipment, tools, and materials, as needed at the scene of an emergency	<u>Section 7.1, Appendix B</u>
5. Actions directed toward protecting people first and then property	<u>Section 2</u>
6. Emergency shutdown and pressure reduction in any section of the operator's pipeline system necessary to minimize hazards to life or property	
7. Making safe any actual or potential hazard to life or property	<u>Section 2</u>
8. Notifying appropriate fire, police, and other public officials of gas pipeline emergencies and coordinating with them both planned responses and actual responses during an emergency	<u>Section 2, Section 4.4</u>
9. Safely restoring any service outage	
10. Beginning action under ?192.617, if applicable, as soon after the end of the emergency as possible	
b. Each operator shall:	
1. Furnish its supervisors who are responsible for emergency action a copy of that portion of the latest edition of the emergency procedures established under paragraph (a) of this section as necessary for compliance with those procedures	<u>Figure 1-2</u>
2. Train the appropriate operating personnel to assure that they are knowledgeable of the emergency procedures and verify that the training is effective	<u>Appendix A</u>
3. Review employee activities to determine whether the procedures were effectively followed in each emergency	<u>Section 8.3</u>

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**FIGURE D-2 - DOT EMERGENCY PLANS FOR TRANSPORTATION OF NATURAL AND OTHER GAS BY PIPELINE CROSS-REFERENCE, CONTINUED**

<b>EMERGENCY PLAN REQUIREMENTS (49 CFR 192.615)</b>	<b>LOCATION</b>
c. Each operator shall establish and maintain liaison with appropriate fire, police, and other public officials to:	
1. Learn the responsibility and resources of each government organization that may respond to a gas pipeline emergency	<u>Appendix A</u>
2. Acquaint the officials with the operator's ability in responding to a gas pipeline emergency	<u>Appendix A</u>
3. Identify the types of gas pipeline emergencies of which the operator notifies the officials; and	<u>Section 2</u>
4. Plan how the operator and officials can engage in mutual assistance to minimize hazards to life or property	<u>Section 4</u>

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**FIGURE D-3 - DOT EMERGENCY PROCEDURE MANUAL FOR TRANSPORTATION  
HAZARDOUS LIQUIDS BY PIPELINE**

ERP REQUIREMENTS (49 CFR 195.402(e))	LOCATION
a. Procedures for the following to provide safety when an emergency condition occurs:	
1. Receiving, identifying, and classifying notices of events which need immediate response by the operator or notice to fire, police, or other appropriate public officials and communicating this information to appropriate operator personnel for corrective action	<u>Section 2</u>
2. Prompt and effective response to a notice of each type emergency, including fire or explosion occurring near or directly involving a pipeline facility, accidental release of hazardous liquid or carbon dioxide from a pipeline facility, operational failure causing a hazardous condition, and natural disaster affecting pipeline facilities	<u>Section 2</u>
3. Having personnel, equipment, instruments, tools, and material available as needed at the scene of an emergency.	<u>Section 3, Section 7, Appendix B</u>
4. Taking necessary action, such as emergency shutdown or pressure reduction, to minimize the volume of hazardous liquid or carbon dioxide that is released from any section of a pipeline system in the event of a failure	<u>Section 2, Appendix C</u>
5. Control of released hazardous liquid or carbon dioxide at an accident scene to minimize the hazards, including possible intentional ignition in the cases of flammable highly volatile liquid	<u>Section 6</u>
6. Minimization of public exposure to injury and probability of accidental ignition by assisting with evacuation of residents and assisting with halting traffic on roads and railroads in the affected area, or taking other appropriate action	<u>Section 2, Section 5, Section 7</u>
7. Notifying fire, police, and other appropriate public officials of hazardous liquid or carbon dioxide pipeline emergencies and coordinating with them preplanned and actual responses during an emergency, including additional precautions necessary for an emergency involving a pipeline system transporting a highly volatile liquid	<u>Section 2, Section 3</u>
8. In the case of failure of a pipeline system transporting a highly volatile liquid, use of appropriate instruments to assess the extent and coverage of the vapor cloud and determine the hazardous areas	<u>Section 2</u>
9. Providing for a post accident review of employee activities to determine whether the procedures were effective in each emergency and taking corrective action where deficiencies are found	<u>Section 8</u>

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**FIGURE D-4 - OSHA CROSS-REFERENCE**

<b>EAP REQUIREMENTS (29 CFR 1910.38 [a] [2])</b>	<b>LOCATION</b>
<ul style="list-style-type: none"> <li>Emergency escape procedures and emergency escape route assignments</li> </ul>	<u>Section 2</u>
<ul style="list-style-type: none"> <li>Procedures to be followed by employees who remain to operate critical plant operations before they evacuate</li> </ul>	
<ul style="list-style-type: none"> <li>Procedures to account for all employees after emergency evacuation has been completed</li> </ul>	<u>Section 2</u>
<ul style="list-style-type: none"> <li>Rescue and medical duties for those employees who are to perform them</li> </ul>	<u>Section 2</u>
<ul style="list-style-type: none"> <li>The preferred means of reporting fires and other emergencies</li> </ul>	<u>Section 2, Section 3</u>
<ul style="list-style-type: none"> <li>Names of regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan</li> </ul>	<u>Section 3, Section 4</u>

<b>ERP REQUIREMENTS (29 CFR 1910.120 [I] [2])</b>	<b>LOCATION</b>
<ul style="list-style-type: none"> <li>Pre-emergency planning</li> </ul>	
<ul style="list-style-type: none"> <li>Personnel roles, lines of authority, and communication</li> </ul>	<u>Section 4</u>
<ul style="list-style-type: none"> <li>Emergency recognition and prevention</li> </ul>	<u>Section 2</u>
<ul style="list-style-type: none"> <li>Safe distances and places of refuge</li> </ul>	<u>Section 2</u>
<ul style="list-style-type: none"> <li>Site security and control</li> </ul>	<u>Section 5, Section 7</u>
<ul style="list-style-type: none"> <li>Decontamination procedures which are not covered by the site safety and health plan</li> </ul>	<u>Section 5</u>
<ul style="list-style-type: none"> <li>Emergency medical treatment and first aid</li> </ul>	<u>Section 2</u>
<ul style="list-style-type: none"> <li>Emergency alerting and response procedures</li> </ul>	<u>Section 2</u>
<ul style="list-style-type: none"> <li>Critique of response and follow-up</li> </ul>	<u>Section 8</u>
<ul style="list-style-type: none"> <li>PPE and emergency equipment</li> </ul>	<u>Section 7, Appendix B</u>

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# APPENDIX E ACRONYMS AND DEFINITIONS

Last revised: July 2008

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## E.1 Acronyms

## E.2 Definitions



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## E.1 ACRONYMS

ACP	Area Contingency Plan
API	American Petroleum Institute
ART	Alternative Response Technologies
BBL	Barrel(s)
BCT	Business Crisis Team
BPH	Barrels Per Hour
CFR	Code of Federal Regulations
CO <sub>2</sub>	Carbon Dioxide
COTP	Captain of the Port (USCG)
DOT	Department of Transportation
EAP	Emergency Action Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	U. S. Environmental Protection Agency
ERP	Emergency Response Plan
FAA	Federal Aviation Administration
FOG	Field Operations Guide
FOSC	Federal On-Scene Coordinator
GAL	Gallons
HASP	Health and Safety Plan
HCC	Houston Crisis Center
HSE	Health, Safety and Environment
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
LEL	Lower Explosive Limit
LOSC	Louisiana Oil Spill Coordinator
LOSCO	Louisiana Oil Spill Coordinator's Office
LSP	Louisiana State Police
MMS	Mineral Management Services
MSDS	Material Safety Data Sheets
MSRS	Marine Spill Response Corporation
N/A	Not Applicable
NCP	National Oil and Hazardous Substances Pollution Contingency Plan

NOAA	National Oceanic and Atmospheric Administration
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NPMS	National Pipeline Mapping System
NRC	National Response Center
NRDA	National Resource Damage Assessment
OOPS	O'Briens Oil Pollution Service
OPA	Oil Pollution Act of 1990
OPS	Office of Pipeline Safety, U.S. Department of Transportation
OSC	On-Scene Commander (OC), On-Shore Coordinator
OSHA	Occupational Safety and Health Administration
OSROs	Oil Spill Removal Organizations
PHMSA	Pipeline and Hazardous Materials Safety Administration, US Department of Transportation
PPE	Personal Protective Equipment
PREP	(National) Preparedness for Response Exercise Program
QI	Qualified Individual
RP	Responsible Party
SCADA	Supervisory Control and Data Acquisition (System)
SOSC	State On-Scene Coordinator
TCP	Tactical Command Post
TGLO	Texas General Land Office
TRRC	Texas Railroad Commission
TRT	Tactical Response Team
USCG	U. S. Coast Guard
USFWS	U. S. Fish and Wildlife Service

## E.2 DEFINITIONS

### **Abandoned Pipeline**

A pipeline that is no longer connected to the system and is no longer maintained. The pipeline can be abandoned in place, by removal, or sold.

### **Adverse Weather**

The weather conditions considered by the operator in identifying the response systems and equipment to be deployed in accordance with a response plan, including wave height, ice, temperature, visibility, and currents within the inland or Coastal Response Zone (defined in the National Contingency Plan (40 CFR part 300)) in which those systems or equipment are intended to function.

### **Alignment Sheet**

A general purpose drawing designed to be used by company personnel during the operation and maintenance of the pipeline.

### **Barrel(s)**

Measure of space occupied by 42 U. S. gallons at 60 degrees Fahrenheit.

**Breakout tank** means a tank used to:

- (1) Relieve surges in an oil pipeline system or
- (2) Receive and store oil transported by a pipeline for reinjection and continued transportation by pipeline.

### **Coastal Zone**

All United States waters subject to the tide, United States waters of the Great Lakes and Lake Champlain, specified ports and harbors on inland rivers, waters of the contiguous zone, other waters of the high seas subject to the National Contingency Plan, and the land surface or land substrate, ground waters, and ambient air proximal to those waters. (The term "coastal zone" delineates an area of federal responsibility for response action. Precise boundaries are determined by agreements between the Environmental Protection Agency (EPA) and the US Coast Guard (USCG), and are identified in Federal Regional Contingency Plans and Area Contingency Plans.)

### **Cold (Support) Zone**

An area free of contaminants so that Personal Protection Equipment (PPE) is not required for personnel working in this area. Command functions and supporting operations are carried out here.

### **Command Post**

A site located at a safe distance from the spill site where response decisions are made, equipment and manpower deployed, and communications handled. The Incident Commander and the On-Scene Coordinators may direct the on-scene response from this location.

### **Communication Equipment**

Equipment that will be utilized during response operations to maintain communication between employees, contractors, federal/state/local agencies.

### **Containment Boom**

A flotation/freeboard device, made with a skirt/curtain, longitudinal strength member, and ballast unit/weight designed to entrap and contain the product for recovery.

### **Contamination Reduction Zone**

Same as the warm zone, a buffer between the hot and cold zones. Decontamination activities take place there. Equipment needed to support the primary response operation may be staged in the warm zone.



**Contingency Plan**

A document used by: (1) federal, state, and local agencies to guide planning and response procedures regarding spill of oil, hazardous substances, or other emergencies; (2) a document used by industry as a response plan to spills of oil, hazardous substances, or other emergencies occurring upon their vessels or at their facilities.

**Contract or other Approved Means**

Includes:

- A written contract or other legally binding agreement between the operator and a response contractor or other spill response organization identifying and ensuring the availability of the specified personnel and equipment within stipulated response times for a specified geographic area;
- Certification that specified equipment is owned or operated by the pipeline operator, and operator personnel and equipment are available within stipulated response times for a specified geographic area; or
- Active membership in a local or regional oil spill removal organization that has identified specified personnel and equipment to be available within stipulated response times for a specified geographic area.
- For a facility that could reasonably be expected to cause substantial harm to the environment, with the consent of the response contractor or oil spill removal organization, the identification of a response contractor or oil spill removal organization with specified equipment and personnel which are available within stipulated response times in specific geographic areas.

**Crude Oil**

Liquid petroleum out of the ground, as distinguished from refined oils manufactured from crude oil.

**Dispersants**

Those chemical agents that emulsify, disperse, or solublize oil into the water column or promote the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.

**Diversion Boom**

A flotation/freeboard device, made with a skirt/curtain, longitudinal strength member, and ballast unit/weight designed to deflect or divert the product towards a pick up point, or away from certain areas.

**Environmentally Sensitive Areas**

An area of environmental importance which is in or adjacent to navigable waters.

**Exclusion Zone**

Same as hot zone, the area where a hazard exists. This is the hazardous location on site, therefore entry requires personal protective equipment (PPE). It must be big enough for both mitigation activities and protection of personnel in the warm zone should an explosion, fire, change of wind direction, or an unexpected release occur during response activities.

**Facilities**

Parts of the pipeline system, such as the pipe, valves, compressor stations, etc.

**First Responders, First Response Agency**

A public health or safety agency (i.e., fire service or police department) charged with responding to a spill during the emergency phase and alleviating immediate danger to human life, health, safety, or property.

**Flash Point**

The temperature at which a liquid fuel gives off sufficient vapor to form an ignitable mixture near its surface.

**Foam**

A blanket of bubbles that extinguishes fire mainly by smothering. The blanket prevents flammable vapors from leaving the surface of the fire and prevents oxygen from reaching the fuel. The water in the foam also has a cooling effect.

**Hazardous Material**

Any nonradioactive solid, liquid, or gaseous substance which, when uncontrolled, may be harmful to humans, animals, or the environment. Including but not limited to substances otherwise defined as hazardous wastes, dangerous wastes, extremely hazardous wastes, oil, or pollutants.

**Hazardous Substance**

Any substance designed as such by the Administrator of EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act; regulated pursuant to Section 311 of the Federal Water Pollution Control Act.

**Hazardous Waste**

Any solid waste identified or listed as a hazardous waste by the Administrator of the EPA pursuant to the federal Solid Waste Disposal Act, as amended by the Resources Conservation and Recovery Act (RCRA), 42 U.S.C., Section 6901, et seq as amended. The EPA Administrator has identified the characteristics of hazardous wastes and listed certain wastes as hazardous in Title 40 of the Code of Federal Regulations, Part 261, Subparts C and D respectively.

**High Volume Area**

An area which an oil pipeline having a nominal outside diameter of 20 inches (508 millimeters) or more crosses a major river or other navigable waters, which, because of the velocity of the river flow and vessel traffic on the river, would require a more rapid response in case of a worst case discharge or substantial threat of such a discharge. Appendix B to this part contains a list of some of the high volume areas in the United States.

**Hot (Exclusion) Zone**

The area where a hazard exists. This is the hazardous location on site, therefore entry requires personal protective equipment (PPE). It must be big enough for both mitigation activities and protection of personnel in the warm zone should an explosion, fire, change of wind direction, or an unexpected release occur during response activities.

**Ignition Temperature**

The lowest temperature at which a fuel will burn without continued application of an ignition source.

**Inactive/Idle Pipeline**

The pipeline is maintained and can be brought back into service.

**Incident Commander (IC)**

The one individual in charge at any given time of an incident. The Incident Commander will be responsible for establishing a unified command with all on-scene coordinators.

**Incident Command System**

A method by which the response to an extraordinary event, including a spill, is categorized into functional components and responsibility for each component assigned to the appropriate individual or agency.

**Inland Zone**

The environment inland of the coastal zone excluding the Great Lakes, Lake Champlain, and specified ports and harbors on inland rivers. (The term inland zone delineates an area of federal responsibilities for response actions. Precise boundaries are determined by agreements between the EPA and the USCG and are identified in Federal Regional Contingency Plans.)



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**In-Service Pipeline**

A pipeline that transports natural gas or hazardous liquid, or is not currently transporting products but is maintained and can be brought back into service.

**Interim Storage Site**

A site used to temporarily store recovered oil or oily waste until the recovered oil or oily waste is disposed of at a permanent disposal site. Interim storage sites include trucks, barges, and other vehicles, used to store waste until the transport begins.

**Interstate Pipeline**

A pipeline or part of a pipeline that is used in the transportation of natural gas, hazardous liquid, or carbon dioxide in interstate or foreign commerce across state boundaries.

**Lead Agency**

The government agency that assumes the lead for directing the spill response.

**Lead Federal Agency**

The agency which coordinates the federal response to incidents on navigable waters. The lead Federal agencies are:

- **U. S. Coast Guard (USCG):** Oil and chemically hazardous materials incidents on navigable waters
- **Environmental Protection Agency (EPA):** Oil and chemically hazardous materials incidents on most inland waters and in the inland zone

**Lead State Agency**

The agency which coordinates state support to Federal and/or Local governments or assumes the lead in the absence of a Federal spill response.

**Line Section**

A continuous run of pipe that is contained between adjacent pressure pump stations, between a pressure pump station and a terminal or breakout tank, between a pressure pump station and a block valve, or between adjacent block valves.

**Maximum Extent Practicable**

The limits of available technology and the practical and technical limits on a pipeline operator in planning the response resources required to provide the on-water recovery capability and the shoreline protection and cleanup capability to conduct response activities for a worst case discharge from a pipeline in adverse weather.

**National Contingency Plan (NCP)**

The plan prepared under the Federal Water Pollution Control Act (33 United States Code '1321 et seq) and the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 United State Code '9601 et seq), as revised from time to time.

**Navigable Waters**

The waters of the United States, including the territorial sea and such waters as lakes, rivers, streams; waters which are used for recreation; and waters from which fish or shellfish are taken and sold in interstate or foreign commerce.

**Non-Persistent or Group I Oil**

A petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions:

- At least 50% of which by volume, distill at a temperature of 340EC (645EF)

- At least 95% of which volume, distill at a temperature of 370EC (700EF)

**Non-Petroleum Oil**

Oil of any kind that is not petroleum-based. It includes, but is not limited to, animal and vegetable oils.

**Oil**

Oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, vegetable oil, animal oil, sludge, oil refuse, oil mixed with wastes other than dredged spoil.

**Oil or Oils**

Naturally occurring liquid hydrocarbons at atmospheric temperature and pressure coming from the earth, including condensate and natural gasoline, and any fractionation thereof, including, but not limited to, crude oil, petroleum gasoline, fuel oil, diesel oil, oil sludge, oil refuse, and oil mixed with wastes other than dredged spoil. Oil does not include any substance listed in Table 302.4 of 40 CFR Part 302 adopted August 14, 1989, under Section 101(14) of the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended by P.L. 99-499.

**Oil Spill Removal Organization (OSRO)**

An entity that provides response resources.

**One-Call**

Service to notify underground utilities of planned excavations.

**On-Scene Coordinator (OSC)**

The federal official designated by the Administrator of the EPA or by the Commandant of the USCG to coordinate and direct federal response under subpart D of the National Contingency Plan (40 CFR part 300).

**Onshore Oil Pipeline Facilities**

New and existing pipe, rights-of-way and any equipment, facility, or building used in the transportation of oil located in, on, or under, any land within the United States other than submerged land.

**Operator**

A person or firm who operates a pipeline system and engages in the transportation of gas or hazardous liquid. The operator may or may not also be the owner of the pipeline system.

**Operating Area**

The rivers and canals, inland, nearshore, Great Lakes, or offshore geographic location(s) in which a facility is handling, storing, or transporting oil.

**Operating Environment**

Rivers and canals, inland, Great Lakes, or ocean. These terms are used to define the conditions in which response equipment is designed to function.

**Owner or Operator**

Any person, individual, partnership, corporation, association, governmental unit, or public or private organization of any character.

**Persistent Oil**

A petroleum-based oil that does not meet the distillation criteria for a non-persistent oil. For the purposes of this Appendix, persistent oils are further classified based on specific gravity as follows:

- Group II - specific gravity less than .85
- Group III - specific gravity between .85 and less than .95
- Group IV - specific gravity .95 to and including 1.0
- Group V - specific gravity greater than 1.0

**Petroleum**

Crude oil, condensate, natural gasoline, natural gas liquids, and liquefied petroleum gas.

**Petroleum Product**

Flammable, toxic, or corrosive products obtained from distilling and processing crude oil, unfinished oils, natural gas liquids, blend stocks, and other miscellaneous hydrocarbon compounds.

**Pipeline**

All parts of an onshore pipeline facility through which oil moves including, but not limited to, line pipe, valves, and other appurtenances connected to line pipe, pumping units, fabricated assemblies associated with pumping units, metering and delivery stations and fabricated assemblies therein, and breakout tanks.

**Pipeline Corridor**

A linear area where two or more pipelines (either part of the same or different pipeline systems) are closely grouped in a single right-of-way. Pipeline corridors pose a cartographic challenge, and NPMS handles them differently on hard-copy and digital maps. On hard-copy maps, a single line with multiple annotations may represent pipeline corridors. In digital files, multiple lines are required, and operators should separate them into individual layers or files.

**Pipeline Crossing**

A point where two or more pipelines cross, but where there is no physical connection between the pipelines. Pipeline segments should not be broken at pipeline crossings.

**Pipeline Intersection**

A point where a physical connection between two pipelines occurs. A commodity from one pipeline can flow into another pipeline(s), either a branch within a pipeline system or a connection between two pipeline systems.

**Pipeline Segment**

A linear feature representing part or all of a pipeline system on a digital or hard-copy map. A pipeline segment must have only two ends. No branches are allowed. A pipeline segment may be a straight line or may have any number of vertices. Each pipeline segment must be uniquely identified. The number of pipeline segments should be kept to the minimum needed to represent a pipeline system and its associated attributes. When submitting hard-copy maps, the beginning and ending points of each pipeline segment should be marked with a clear, visible dot. When submitting digital geospatial data, a unique line segment in the computer-aided drafting (CAD) or GIS data set should represent each pipeline segment.

**Pipeline System**

All parts of a major natural gas transmission line or hazardous liquid trunkline through which gas or hazardous liquid is transported. By definition, only one firm can operate a pipeline system. Operators should assign unique names to each of their pipeline systems. A pipeline system may have an unlimited number of branches. Each pipeline system must be represented by one or more pipeline segments.

**Primary Response Contractor(s)**

An individual, company, or cooperative that has contracted directly with the plan holder to provide equipment and/or personnel for the containment or cleanup of spilled oil.

**Qualified Individual(s) (QI)**

An English-speaking representative of an operator, located in the United States, available on a 24-hour basis, with full authority to: activate and contract with required oil spill removal organization(s); activate personnel and equipment maintained by the operator; act as liaison with the OSC; and obligate any funds required to carry out all required or directed oil response activities. This includes:

- Activating and engaging in contracting with identified oil spill removal organization(s)

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### **Qualified Individual(s) (QI), Continued**

- Acting as a liaison with the predesignated of Federal On-Scene Coordinator (FOSC)
- Obligating, either directly or through prearranged contracts, funds required to carry out all necessary or directed response activities

### **Regional Response Team**

The Federal Response Organization (consisting of representatives from selected Federal and State agencies) which acts as a regional body responsible for planning and preparedness before an oil spill occurs and providing advice to the FOSC in the event of a major or substantial spill.

### **Response Activities**

The containment and removal of oil from the water and shorelines, the temporary storage and disposal of recovered oil, or the taking of other actions as necessary to minimize or mitigate damage to the environment.

### **Response Area**

The inland zone or coastal zone, as defined in the National Contingency Plan (40 CFR part 300), in which the response activity is occurring.

### **Responsible Party (RP)**

Any person, owner/operator, or facility that has control over an oil or hazardous substance immediately before entry of the oil or hazardous substance into the atmosphere or in or upon the water, surface, or subsurface land of the state.

### **Response Plan**

The operator's core plan and the response zone appendices for responding, to the maximum extent practicable, to a worse case discharge of oil, or the substantial threat of such a discharge.

### **Response Resources**

The personnel, equipment, supplies, and other resources necessary to conduct response activities.

### **Response Zone**

A geographic area either along a length of pipeline or including multiple pipelines, containing one or more adjacent line sections, for which the operator must plan for the deployment of, and provide, spill response capabilities. The size of the zone is determined by the operator after considering available capability, resources, and geographic characteristics.

### **Retired Pipeline**

A pipeline that is still connected to the system but has been taken out of service and is no longer maintained. The operator plans to abandon the pipeline and is waiting for approval.

### **Right-of-Way**

a section of land designated for use by a pipeline. The NPMS refers to ROWs as pipeline corridors.

### **Rivers and Canals**

A body of water confined within the inland area that has a projected depth of 12 feet or less, including the Intracoastal Waterway and other waterways artificially created for navigation.

### **Skimmers**

Mechanical devices used to skim the surface of the water and recover floating oil. Skimmers fall into four basic categories (suction heads, floating weirs, oleophilic surface units, and hydrodynamic devices) which vary in efficiency depending on the type of oil and size of spill.

**Sorbents**

Materials ranging from natural products to synthetic polymeric foams placed in confined areas to soak up small quantities of oil. Sorbents are very effective in protecting walkways, boat decks, working areas, and previously uncontaminated or cleaned areas.

**Spill Management Team**

The personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.

**Staging Areas**

Designated areas near the spill site accessible for gathering and deploying equipment and/or personnel.

**State Emergency Response Commission (SERC)**

A group of officials appointed by the Governor to implement the provisions of Title III of the Federal Superfund Amendments and Reauthorization Act of 1986 (SARA). The SERC approves the State Oil and Hazardous Substance Discharge Prevention and Contingency Plan and Local Emergency Response Plans.

**Support Zone**

Same as cold zone, an area free of contaminants so that personal protection equipment (PPE) is not required for personnel working in this area. Command functions and supporting operations are carried out here.

**Unified Command**

The method by which local, state, and federal agencies will work with the Incident Commander to:

- Determine their roles and responsibilities for a given incident
- Determine their overall objectives for management of an incident
- Select a strategy to achieve agreed upon objectives
- Deploy resources to achieve agreed-upon objectives

**Warm (Contamination Reduction) Zone**

A buffer between the hot and cold zones. Decontamination activities take place there. Equipment needed to support the primary response operation may be staged in the warm zone.

**Waste**

Oil or contaminated soil, debris, and other substances removed from coastal waters and adjacent waters, shorelines, estuaries, tidal flats, beaches, or marshes in response to an unauthorized discharge. Waste means any solid, liquid, or other material intended to be disposed of or discarded and generated as a result of an unauthorized discharge of oil. Waste does not include substances intended to be recycled if they are in fact recycled within 90 days of their generation or if they are brought to a recycling facility within that time.

**Wildlife Rescue**

Efforts made in conjunction with federal and state agencies to retrieve, clean, and rehabilitate birds and wildlife affected by an oil spill.

**Worst Case Discharge**

The largest foreseeable discharge of oil, including a discharge from fire or explosion, in adverse weather conditions. This volume will be determined by each pipeline operator for each response zone and is calculated according to ? 194.105.

## APPENDIX F ADDITIONAL INFORMATION

Last revised: December 2010

© Technical Response Planning Corporation 2005

- **Appointment and Authorization of Qualified Individuals**
- **Hazardous Waste Contingency Plan - Pipelines**
- **QI Dan Liccardi Notification Letter - 10/22/2010**
- **QI Kathy Reed Notification Letter - 10/22/2010**
- **QI Wayne Venter Notification Letter - 10/22/2010**
- **EVACUATION PROCEDURES MANHATTAN STATION**

# **LINK FILES**





Maps have been redacted in accordance with the FOIA Exemption 7(F).



**BP Pipelines (North America), Inc.**

28100 Torch Parkway  
Warrenville, IL 60555  
(office) 630-836-3494  
(fax) 630-836-3582

November 2, 2007

Melanie Barber  
U.S. Department of Transportation  
Office of Pipeline Safety  
1200 New Jersey Avenue, S.E.  
Room 22-210  
Washington, D.C. 20590

**RE: BP Facility Response Plan Revisions**

Dear Melanie Barber:

We hereby submit two (2) electronic copies each for the response plans listed below and includes comments to assist in tracking these plans:

1131 Mid America Business District – now split into two separate districts, Central Business District and Mid-America Business District each with separate plans

New PHMSA # needed – Central Business District which consists of assets from the Mid America Business District

Other plan changes include Qualified Individual changes, worst case discharge volume changes and response zone changes.

If you have any questions regarding these submittals, please contact me at 630-836-3498.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Khanishu", written in a cursive style.

Robert Khanishu  
DOT Team Lead

attachments



**BP Pipelines (North America), Inc.**

28100 Torch Parkway  
Warrenville, IL 60555  
(office) 630-836-3498  
(fax) 630-836-3582

July 11, 2011

Melanie Barber  
U.S. Department of Transportation  
Office of Pipeline Safety  
1200 New Jersey Avenue, S.E.  
Room 22-210  
Washington, D.C. 20590

**RE: BP Mid Continent Facility Response Plan Revisions PHMSA # 1130  
BP Mid America Facility Response Plan Revisions PHMSA # 1131**

Dear Ms Barber:

BP hereby submit two (2) updated electronic copies of the aforementioned plans due to sale of pipeline assets including line segments Burlington-Council Bluffs, Burlington-Des Moines, Milan-Sugar Creek, Sugar Creek-Burlington Junction and Ottumwa Lateral. If you have any questions regarding these submittals, please contact me at (630) 536-2549 or [rob.knaishu@bp.com](mailto:rob.knaishu@bp.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Kanaishu", written over a light blue horizontal line.

Rob Kanaishu  
BP Pipelines

July 15, 2004

Mr. Dan Hannan  
 Bay West, Inc.  
 5 Empire Dr.  
 Saint Paul, MN 55103

Agreement Number 499-6-19949  
Contract Change Number 2

Reference is made to Agreement Number 499-6-19949 between our respective companies, dated as of February 17, 1993 pertaining to providing emergency response services.

We hereby amend the above referenced contract with the following changes:

The first paragraph delete the following, "Amoco Corporation on behalf of itself and all of its subsidiary companies with its principal offices at 200 east Randolph Drive, Chicago, Illinois 60601 (hereinafter collectively referred to as "Amoco)" and replace with "Atlantic Richfield Company, hereinafter referred to as COMPANY"

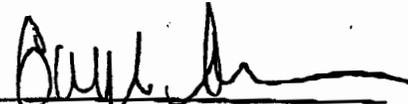
Furthermore, it is also understood and agreed that all of the provisions of Contract Number 499-6-19949 shall apply to this Contract Change Number 2 the same as if this change were a separate agreement.

We trust that you will find the provisions of this letter acceptable. If so, will you please denote your acceptance by signing this faxed copy and return fax to myself at Fax. Number 630.836 3583.

Yours very truly,

 ← To:  
 BP Pipelines (North America) Inc.  
 John (Jack) Plant  
 Senior Contracts Negotiator  
 630.836.3437

ACCEPTED:  
 BY: BAY WEST, INC

SIGNATURE 

Title Vice President

DATE 7/27/04

## Documentation Form for OSRO Retainer Customers of Bay West, Inc. Announced Equipment Deployment Exercise

- Date Performed:** *October 20, 2010*
- Deployment Location(s):** *St. Croix River, Hudson, WI— Deployment between Railroad bridge and I-94 bridge.*
- Time Start 8:30 AM - End Time: 12:15 PM**
- Equipment Deployed:** *OSRO-owned*
- Type and amount of equipment deployed and number of support personnel employed:**  
 Bay West deployed: 1000 feet of containment boom, two Sea Ark boom deployment boats, one 18' Lund boat; one 1500 gallon temporary fuel storage tank, one air compressor and double-diaphragm pump, one JBF DIP-400 skimmer, one Elastec TDS-118 skimmer, one Mantaray skimmer, and 14 response personnel. A sub-contracted 2500 gallon vacuum truck was also dispatched to the site.

- Describe goals of the equipment deployment exercise and list any area contingency plan strategies tested.**

*Scenario - While performing routine railroad operations, two 5,000 gallon tanker rail cars ran over a damaged beam and have derailed and tipped over and are leaking into an eastern bay of St. Croix River near Hudson, WI. It is estimated that 5,000 gallons of diesel fuel has been released and the leak is still occurring. The remaining product will be released to the river in an estimated 4 hour time frame. Deflection booming (depicted as red) was deployed to direct product to east shoreline collection point (green circle). Exclusion booming (yellow) was deployed to protect "notional" critical habitat on west side of river. This deployment is consistent with strategies that have been developed for the St. Croix River. All booming and recovery activities were developed to recover as much product as possible before shoreline was contaminated. Additionally, Bay West on-water staff practiced a two boat oil corraling technique where oil was simulated by oranges and grapefruits. Bay West corralled the oil using containment boom strung between two boats and moved the oil into the collection area by pulling the boom onto the shoreline using man power.*



- For deployment of facility-owned equipment, was the amount of equipment deployed at least the amount necessary to respond to an AMP Spill?** *NA*
- For deployment of OSRO-owned equipment, was a representative sample (at least 1,000 feet of boom and one of each type of skimming system) deployed?** *Yes*
- Was the equipment deployed in its intended operating environment?** *Yes*



Page 2

**10. Are all facility personnel that are responsible for response operations involved in a Comprehensive Training Program, and all pollution response equipment involved in a Comprehensive Maintenance Program?**

*OSRO participation has an USCG verified program for training and maintenance. Bay West follows the requirements of PREP.*

**11. Date of Last Equipment Inspection:** *Summer 2010. Also, much of our equipment has been deployed numerous times during 2010.*

**12. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill?**  
*Yes*

**13. Was all the deployed equipment operational? If not, why not?** *All Bay West equipment performed properly.*

**14. Identify which of the 15 core components of your response plan were exercised during this exercise:** *NA, not facility performed.*

**15. Description of lesson(s) learned and person(s) responsible for follow-up and corrective measures.**

In previous years we have practiced exclusion booming and setting cascade booms in moving water. The exercise scenario for 2010 was developed to avoid the unseasonably high water in the Mississippi and Minnesota rivers and to practice our oil corralling and collection. We used oranges and grapefruits to represent oil and corralled them with two boats towing a contiguous piece of containment boom. The lessons learned from this exercise included:

1. Corraling and moving oil with a towed containment boom requires a very slow tow speed to prevent oil from migrating under the skirt of the boom,
2. Minor amounts of wind and wave action will have a significant affect on the success of this type of oil collection
3. In a real situation, multiple pieces of boom for corraling and multiple collection locations/skimers will be necessary for continuous oil collection.

Formal follow-up regarding these lessons learned are not necessary. However, Bay West will include these lessons learned in future training events. Bryan Murdock will be responsible for ensuring this knowledge is transferred to future OSRO staff.

\* This documentation form is valid for 2010 Bay West OSRO customers only, in order to comply with your Federal Facility Response Plans. Retain this record for at least five years.

Certifying Signature

Emergency Response & OSRO Manager, Bay West, Inc.

**CONTRACTOR** agrees to perform the Work described above under the terms and conditions set forth in this agreement. **CONTRACTOR** shall sign the original Contract in the space provided in the left hand corner below and return original to the **COMPANY**.

**Please return Contract and signed original of the CONTRACTOR'S Acknowledgment of Receipt of Safety Notification materials to:**

Attn: General Counsel, Urgent Contract Matter

**Mail all invoices to:**

**VARIOUS, TO BE DETEREMED BY THE FACILITY OR LOCATION REQUIRING SERVICES**

In Witness Whereof, the parties hereto have caused this Contract to be duly executed as of the day and year first above written.

**CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.**

**ATLANTIC RICHFIELD COMPANY**

By: William F Connors

Print name: William F. Connors

Title: Vice President

Date: 11/17/03

By: Anna Eanes

Print Name: PROCUREMENT MGR PIPELINES & US LOGISTICS

Title: ANNE EANES

Date: 11/12/03



42 Longwater Drive  
Norwell, MA 02061-9149  
781-792-5000

March 23, 2009

David. E. Fritz  
BP America, Inc.  
150 W. Warrenville Road  
Naperville, IL 60563

Dear Mr. Fritz:

This letter is being sent to you in connection with the Preparedness for Response Exercise Program (PREP) requirements of Response Plan Holders under OPA-90 for the OPA-90 period of January 1, 2009 to December 31, 2009. Clean Harbors Environmental Services, Inc. is an active oil spill response company that exercises its spill response equipment on a daily basis, during its normal business activities (see enclosed Equipment Deployment examples).

In addition to this exercising of equipment, Clean Harbors has a program of regular Preventative Maintenance. Furthermore, Clean Harbors has regular on-going training programs for its spill personnel. This training includes, but is not limited to, OSHA 40 hour Hazwoper, 8-Hour OSHA Refresher, Confined Space Entry, Competent Person, PR/First Aid and Marine Operations. Should you desire more detail or wish to review our Preventative Maintenance and Training records, please call us at 781-792-5000.

Finally, we are available, at quoted rates, to participate in drills using our equipment, at your facility. Thank you for listing us on your OPA-90 Response Plan and we look forward to continuing to serve you in this capacity.

Sincerely,

*Bryan G. Sears*

OPA-90 ER Preparedness Coordinator



**Emergency Response Services**

**1.800.OIL.TANK**

42 Longwater Drive  
Norwell MA 02061-9149  
(781) 792-5000

March 23, 2009

David. E. Fritz  
BP America, Inc.  
150 W. Warrenville Road  
Naperville, IL 60563

Dear Mr. Fritz:

Please let this letter serve as evidence that the STANDBY EMERGENCY RESPONSE AGREEMENT (SERA), executed in 2003 by Clean Harbors Environmental Services (CHES), with corporate offices in Norwell, Massachusetts and BP America Inc is an "evergreen" agreement and, as such, remains in force on this date, and will remain in force for all of 2009.

The purpose and intent of the SERA was, and continues to be, to provide BP America Inc with emergency oil spill response resources and response capabilities, as required under the Oil Pollution Act of 1990, according to the terms and conditions of the 2003 agreement and in accordance with the USCG OSRO Ratings on file with the USCG for Clean Harbors.

CHESI holds all necessary permits to perform this type of emergency response, and has regular training programs in place for all of its responders, including, but not limited to, 40 hour OSHA "Hazwoper" training and annual 8 hour refresher.

NOTE: All coverage stated in the SERA, is included on the attached list of sites.

Any questions on this matter should be directed to this writer at (339) 832-7104.

Sincerely,  
*Bryan G Sears*

BP America Inc. Site List for CHES Response Plan Listing 7-17-08

Air BP Bayway Turbo Oil Plant  
Air BP Dulles Washington DC  
Air BP Cleveland Hopkins  
Castrol Baltimore Lube Plant  
Canton Ohio Logistics Terminal  
Cincinnati Ohio Logistics Terminal  
Cleveland Ohio Logistics Terminal  
Curtis Bay Maryland Logistics Terminal  
Dayton Ohio Logistics Terminal  
Fairfax Virginia Logistics Terminal  
Lorain Ohio Logistics Terminal  
Niles Ohio Logistics Terminal  
Whiting Refinery

**INVOICE****REMIT TO:**

Clean Harbors Env. Services  
 PO Box 3442  
 Boston, MA 02241-3442

**OFFICE:**

Clean Harbors Env Services Inc  
 2930 Independence Road  
 Cleveland, OH 44115  
 (216) 429-2401

*If you have any questions regarding this invoice, please  
 contact your customer service representative at the  
 telephone number listed above*

**SOLD TO:**

Glenn Luckinbill  
 BP America Inc  
 Mail Code CHC 150 W. Warrenville Rd.  
 Naperville, IL 60563

**JOB SITE/GENERATOR:**

BP America Inc  
 150 West Warrenville Road  
 Naperville, IL 60563

Job Description: OPA-90 Administrative Fees

**\*\* Payable in USD funds \*\***

Last Service Date	Invoice No	Customer	Sales Order	Purchase Order	Terms
16 Jan 2009	OH0992089	BP0014	OH2198186	DAVID FRITZ	NET 30 DAYS

Last Service Date	Task	Task Type	Description	Total
16 Jan 2009	OH2198186-001	GENERAL	OPA-90 Administrative Fees	\$1,200.00
			<b>SUBTOTAL</b>	<b>\$1,200.00</b>
			<b>TAX</b>	<b>\$0.00</b>
			<b>INVOICE TOTAL</b>	<b>\$1,200.00</b>

Interest will be charged at a rate of 1.5% per month for all past due amounts.



**TASK OH2198186-001 - OPA-90 Administrative Fees**

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
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16 Jan 2009

	EXPENSES	Misc. Job expenses			1.000	EA	1,200.0000	\$1,200.00
							<b>SUBTOTAL</b>	<b>\$1,200.00</b>
							<b>TAX</b>	<b>\$0.00</b>
							<b>TASK TOTAL</b>	<b>\$1,200.00</b>



**Internal Exercise documentation Form  
Equipment Deployment Exercise**

11800 South Stony Island Ave  
Chicago IL 60617  
(800) 678-4244 ext. 602  
(773) 646-6381 (facsimile)

1. Date performed **2-22-08**
2. Exercise or actual response: **Actual Response**

If an exercise , announced or unannounced: **Unannounced**

3. Deployment Locations: **Galena Road Gravel- Illinois River**
4. Time Started: **11:30**  
Time Completed: **hard boom was pulled when the tugboat was lifted 4-1-08**
5. Equipment Deployed was:  
Facility Owned  
Oil Spill removal organization owned if so which OSRO (Clean Harbors)  
**OSRO**

6. List types and amount of all equipment (e.g. boom & skimmers) deployed and number of support personnel employed:

**Foreman, -5 Field Techs & E/O for 4 days straight**  
**1000' 18" Harbor Boom, 14' Jon Boat**  
**1-1000 gallon Skid Vac, 5- Mustang suits, Cusco, 4-chainsaws to cut ice**  
**500' of absorbent boom, absorbent pads**

7. Describe goals of the equipment deployment and list any area contingency plan strategies tested . Attach a sketch of equipment deployment & booming stragagies)  
**Securing boom around a sunken tugboat and barge areas. Ice booming technique by cutting into the ice to make a path for the boom.**

8. For deployment of facility owned equipment was the amount of equipment deployed at least the amount necessary to respond to your facility's average most probable spill?

**NO**

9. For deployment of OSRO-owned equipment was a representative sample (at least 1000' of each boom type and at least one of each skimmer type) deployed

**Yes for the exception of the skimmers which were not useable due to ice**

Was the equipment deployed in its intended operating environment?

**Yes**

10. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program? **Yes**

If so describe the program: **40-hour OSHA, 8-hour refresher, CPR, First-aid, boating safety and monthly P/M**

Date of last equipment inspection: **07/12/07**

11. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? **Yes**
12. Was all deployed equipment operational. If not, why not? **Yes**
13. Identify which of the 15 core components of our response plan were exercised during this particular exercise? 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14,15
14. Attach a description of lesson(s) learned and person(s) responsible for follow up of corrective measures.

**Steven Osuch**

Certifying Signature

Retain this form and other documentation related to this exercise on file for a minimum of 3 years (USCG/RSPA/MMS) or for a minimum of 5 years (for EPA)



11800 S. Stony Island  
 Chicago, IL. 60617  
 Ph. 800.678.4244  
 Fax 773.646.6381

**Internal Exercise documentation Form  
 Equipment Deployment Exercise**

1. Date performed: **Oct 3, 2008**

2. Exercise or actual response: **Exercise**

If an exercise , announced or unannounced: **unannounced**

3. Deployment Locations: **Westway Terminals**

4. Time Started: **1115**

Time Completed: **1600**

5. Equipment Deployed was: **OSRO-Chicago**

Facility Owned

Oil Spill removal organization owned if so which OSRO (Clean Harbors)

Both

6. List types and amount of all equipment (e.g. boom & skimmers)deployed and number of support personnel employed:

**1 foreman, 5-techs, 1000' 18" harbor boom, 1- 27' Hanko w/150hp, 1 vacuum unit, 1 – double barrel skimmer**

7. Describe goals of the equipment deployment and list any area contingency plan strategies tested . Attach a sketch of equipment deployment & booming stragagies)

**Dock area containment achieved.**

8. For deployment of facility owned equipment was the amount of equipment deployed at least the amount necessary to respond to your facility's average most probable spill?

**No facility equipment**

9. For deployment of OSRO-owned equipment was a representative sample (at least 1000' of each boom type and at least one of each skimmer type) deployed

**Yes**

Was the equipment deployed in its intended operating environment?

**Yes**

10. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program? **Yes**

If so describe the program: **40-hour OSHA, 8-hour refresher, CPR, First-aid, boating safety and monthly P/M**

---

Date of last equipment inspection: **04/19/08**

11. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? **Yes**

12. Was all deployed equipment operational. If not, why not? **Yes**

13. Identify which of the 15 core components of our response plan were exercised during this particular exercise? **1,2,3,4,5,6,7,8,10,12,13,15**

14. Attach a description of lesson(s) learned and person(s) responsible for follow up of corrective measures.

Certifying Signature **Joe Rios**

Retain this form and other documentation related to this exercise on file for a minimum of 3 years (USCG/RSPA/MMS) or for a minimum of 5 years (for EPA)



Clean Harbors Env. Services Inc.  
 2930 Independence Rd.  
 Cleveland, OH 44115  
 Office: 216-429-2401  
 Fax: 216-429-2713

**Internal Exercise documentation Form  
 Equipment Deployment Exercise**

1. Date performed: **8 May 2008**
2. Exercise or actual response: **Exercise**  
 If an exercise, announced or unannounced: **Announced**
3. Deployment Locations: **Cleveland Lakefront State Park  
 Cleveland, OH**
4. Time Started: **0800hrs**  
 Time Completed: **1430hrs**
5. Equipment Deployed was: **(1) 20' Workskiff Boat, 1000' Hard Boom**  
 Facility Owned: **No**  
 Oil Spill removal organization owned if so which OSRO (Clean Harbors)  
 Both: **Clean Harbors**
6. List types and amount of all equipment (e.g. boom & skimmers) deployed and number of support personnel employed: **(1) Supervisor, (3) Foreman, (4) Field Tech, (1000 feet) Hard Boom, (1) Boat**
7. Describe goals of the equipment deployment and list any area contingency plan strategies tested. Attach a sketch of equipment deployment & booming strategies)  
**Perform boom deployment in a small harbor on Lake Erie at Cleveland Lakefront State Park. Crews deployed boom over a break wall to boat allowing the supervisor to train foreman and techs how to corral and contain spills on water for recovery purposes. At the end, trained everyone how to load boom on trailers to be ready for next spill.**
8. For deployment of facility owned equipment was the amount of equipment deployed at least the amount necessary to respond to your facility's average most probable spill?  
**Yes**

9. For deployment of OSRO-owned equipment was a representative sample (at least 1000' of each boom type and at least one of each skimmer type) deployed  
**No**

Was the equipment deployed in its intended operating environment?  
**Yes**

10. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program? **Yes**  
If so describe the program: **40-hour OSHA, 8-hour refresher, CPR, First-aid, boating safety and monthly P/M**

Date of last equipment inspection: **5 May 2008 (New Boat)**

11. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? **Yes**
12. Was all deployed equipment operational. If not, why not? **Yes**
13. Identify which of the 15 core components of our response plan were exercised during this particular exercise? **1 Through 13**
14. Attach a description of lesson(s) learned and person(s) responsible for follow up of corrective measures.  
**Refresher training for some personnel and first time training for the rest. Utilizing boat to deploy boom for spill containment and perform safe work practices**

Certifying Signature:

*Ronald M. Vaughn*

Retain this form and other documentation related to this exercise on file for a minimum of 3 years (USCG/RSPA/MMS) or for a minimum of 5 years (for EPA)



Clean Harbors Env. Services Inc.  
 2930 Independence Rd.  
 Cleveland, Ohio 44115  
 Office: 216-429-2401  
 Fax: 216-429-2713

**Internal Exercise documentation Form  
 Equipment Deployment Exercise**

1. Date performed: **July 13, 2008**
2. Exercise or actual response: **Actual Response**  
 If an exercise, announced or unannounced:
3. Deployment Locations: **First Energy  
 1970 Scranton Road  
 Cleveland, OH**
4. Time Started: **0800/hrs**  
 Time Completed: **1930/hrs**
5. Equipment Deployed was: **(1) 24' Work Skiff boat, 100' hard boom**  
 Facility Owned **No**  
 Oil Spill removal organization owned if so which OSRO: **Clean Harbors**
6. List types and amount of all equipment (e.g. boom & skimmers) deployed and number of support personnel employed: **(1) Foreman, (3) Field Techs, (1) Equipment Operator, 100' of hard boom, (1) boat,**
7. Describe goals of the equipment deployment and list any area contingency plan strategies tested . Attach a sketch of equipment deployment & booming stragagies) **Perform boom deployment in a small area off the Cuyahoga River. Crews deployed hard boom on sight to prevent oil from moving down stream.**
8. For deployment of facility owned equipment was the amount of equipment deployed at

least the amount necessary to respond to your facility's average most probable spill? **N/A**

9. For deployment of OSRO-owned equipment was a representative sample (at least 1000' of each boom type and at least one of each skimmer type) deployed **No**
10. Was the equipment deployed in its intended operating environment? **Yes**
11. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program? **Yes**  
If so describe the program: **40-hour OSHA, 8-hour refresher, CPR, First-aid, boating safety and monthly P/M**

Date of last equipment inspection: **November 1, 2008**

12. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? **Yes**
13. Was all deployed equipment operational. If not, why not? **Yes**
14. Identify which of the 15 core components of our response plan were exercised during this particular exercise? **1 through 13**
15. Attach a description of lesson(s) learned and person(s) responsible for follow up of corrective measures. **New field personnel were taught how to deploy boom and perform Safe work practices.**

Certifying Signature

Retain this form and other documentation related to this exercise on file for a minimum of 3 years (USCG/RSPA/MMS) or for a minimum of 5 years (for EPA)



3527 Whiskey Bottom Road  
 Laurel, MD 20724  
 301.939.6000 office  
 301.939.6076 fax

**Internal Exercise documentation Form  
 Equipment Deployment Exercise**

1. Date performed: 8/7/08
2. Exercise or actual response: response  
 If an exercise , announced or unannounced:
3. Deployment Locations: Domino Sugar Plant
4. Time Started: 0530  
 Time Completed: 1730
5. Equipment Deployed was:  
 Facility Owned  
 Oil Spill removal organization owned if so which OSRO (Clean Harbors)  
 Both X
6. List types and amount of all equipment (e.g. boom & skimmers) deployed and number of support personnel employed: Supervisor x 1, Foreman x 1, Tech III x 2, Tech I x 3, pickup x 3, jon boat x 1, containment boom x 500', er trailer x 1, sweep x 19 bales.
7. Describe goals of the equipment deployment and list any area contingency plan strategies tested . Attach a sketch of equipment deployment & booming stragagies) Contain spilled diesel fuel with containment boom and use sweep to absorb fuel on the water.
8. For deployment of facility owned equipment was the amount of equipment deployed at least the amount necessary to respond to your facility's average most probable spill?  
 yes
9. For deployment of OSRO-owned equipment was a representative sample (at least 1000' of each boom type and at least one of each skimmer type) deployed  
 No

Was the equipment deployed in its intended operating environment?

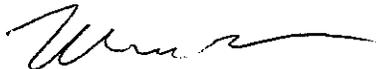
Yes

10. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program? **Yes**

If so describe the program: **40-hour OSHA, 8-hour refresher, CPR, First-aid, boating safety and monthly P/M**

Date of last equipment inspection: 8/1/08

11. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? yes
12. Was all deployed equipment operational. If not, why not? No, 1 outboard engine continued to stall.
13. Identify which of the 15 core components of our response plan were exercised during this particular exercise? Notifications, Staff Mobilization, Ability to respond, Discharge Control, Assessment, Containment, Recovery, Protection, Communications, Personnel Support, Equipment Maintenance & Support, Procurement, Documentation.
14. Attach a description of lesson(s) learned and person(s) responsible for follow up of corrective measures. Take 15hp outboard to get serviced, if unable to service retire and replace, to be done by coordinator.



Certifying Signature

Retain this form and other documentation related to this exercise on file for a minimum of 3 years (USCG/RSPA/MMS) or for a minimum of 5 years (for EPA)



**Environmental Services, Inc.**

3527 Whiskey Bottom Road  
 Laurel, MD 20724  
 301-939-6076 (fax)  
 301-939-6000

**Internal Exercise documentation Form  
 Equipment Deployment Exercise**

1. Date performed: **8/06/2008**

2. Exercise or actual response: **Response**

If an exercise, announced or unannounced: **unannounced**

3. Deployment Locations: **DOMINOES SUGAR PLANT**

4. Time Started: **11:00AM**

Time Completed: **18:00PM**

5. Equipment Deployed was:

Facility Owned

Oil Spill removal organization owned if so which OSRO (Clean Harbors)

**Both**

6. List types and amount of all equipment (e.g. boom & skimmers) deployed and number of support personnel employed: **400 feet of containment boom, 24' hanko work boat, 10' jon boat with 25 hp engine, 2 pickup trucks, boom trailer, 1 Foreman, 1 Supervisor, 2 Field Technician II, 4 Field Tech I.**

7. Describe goals of the equipment deployment and list any area contingency plan strategies tested. Attach a sketch of equipment deployment & booming strategies)

**Crew arrived onsite assessed the situation, placed boom minimize further spread and maximize containment of spill, crew then proceeded to pad up oil from top of water**

**(via) jon boat, and decon surrounding piers and docks.....24' alumcraft on stand by**

**With additional supplies and crew should the spill escape primary containment.**

8. For deployment of facility owned equipment was the amount of equipment deployed at least the amount necessary to respond to your facility's average most probable spill? **yes**

9. For deployment of OSRO-owned equipment was a representative sample (at least 1000' of each boom type and at least one of each skimmer type) deployed? **yes**

Was the equipment deployed in its intended operating environment? **yes**

10. Are all facility personnel that are responsible for response operations involved in a comprehensive training program, and all pollution response equipment involved in a comprehensive maintenance program? **Yes**  
 If so describe the program: **40-hour OSHA, 8-hour refresher, CPR, First-aid boating safety and monthly P/M**

Date of last equipment inspection: **6/6/08**

11. Was the equipment deployed by personnel responsible for its deployment in the event of an actual spill? **yes**
12. Was all deployed equipment operational. If not, why not? **yes**
13. Identify which of the 15 core components of our response plan were exercised during this particular exercise?
- 1. Notifications**
  - 2. Staff Mobilization**
  - 3. Ability to operate within the Response Management System described in the Response Plan**
  - 5. Discharge Control**
  - 6. Assessment**
  - 7. Containment**
  - 8. Protection**
  - 9. Disposal**
  - 10. Communication**
  - 11. Personnel Support**
  - 12. Equipment Maintenance and Support**
  - 13. Documentation**
14. Attach a description of lesson(s) learned and person(s) responsible for follow up of corrective measures.
- 1. Jon boat should have basic supplies already onboard. Coordinator will make a checklist to ensure all supplies needed are onboard.**

***MARK HALE***

Certifying Signature

Retain this form and other documentation related to this exercise on file for a minimum of 3 years (USCG/RSPA/MMS) or for a minimum of 5 years (for EPA)



## **PRE-QUALIFICATION INFORMATION**

### **Environmental Solutions, Inc.**

### **& Heimes Corporation**

are commonly owned by Raymond G. Heimes. The common ownership of the two companies gives ESI a distinct personnel advantage. ESI currently maintains (18) 40 Hour HAZWOPER Trained OSHA 1910.120 certified employees. Common ownership also means all employees are experienced on more than one type of heavy equipment and utilize diversified training and experience to complete any task. All employees are available for emergency response 24 hours a day.

#### **Environmental Solutions, Inc.**

Founded by Raymond G. Heimes in 1993  
9144 South 147<sup>th</sup> Street  
Omaha, Nebraska 68138-3866  
(402) 896-3600 Phone  
(402) 894-2444 Fax

**BONDING COMPANY:** Washington International Insurance Company

**LIMITS:** Performance and Payment Bonds are readily available and, to date, have had no limits placed on them.



## KEY PERSONNEL

**Dan McCarty** - Environmental Project Manager. Highway Emergency Response Specialist training from Transportation Technology Education Center Pueblo Colorado. 40 Hour HAZWOPER and Emergency response training through DFW & Associates in Lincoln, Nebraska. 8 Hour HAZWOPER training and 8 Hour HAZWOPER Refresher Courses. 8 Hour HAZWOPER Supervisors Training. Trenching and Shoring Safety Seminar and Competent Person training NES Trench Shoring Omaha Nebraska. Burlington Northern/Santa Fe Track Safety. First Aid and CPR Training from the Safety and Health Council of Greater Omaha. 40 Hour EPA, AHERA Nebraska Asbestos Abatement Contractor Supervisor License #6206. State of Nebraska underground tank installer and closure license # 2795. Confined Space training through Omaha Health and Safety Council.

**Jason Abbott** – Environmental Project Manager. 40 Hour HAZWOPER and emergency response training. 8 Hour HAZWOPER training and refresher courses. 8 Hour HAZWOPER Supervisors training. Trenching, shoring and competent person training through United Rental Trenching and Shoring. Burlington Northern/Santa Fe Track Safety. Competent person training on soil analysis and shoring. First Aid and CPR training. Confined space training through Omaha Health and Safety Council. Heavy equipment operator.



## **SERVICES**

ESI is staffed, equipped and qualified to perform a wide range of environmental services, including but not limited to:

### **24 HOUR EMERGENCY RESPONSE SERVICES**

24 Hour Emergency Response Services to an area within 250 miles from Omaha. Services ranging from Level A to Level D environmental PPE, including hazardous and non-hazardous material containment and cleanup.

### **UNDERGROUND AND ABOVEGROUND STORAGE TANK REMOVAL**

Complete removal and certified destruction of all types, UST and AST storage tanks.

### **CONTAMINATED SOIL REMOVAL AND DISPOSAL**

Excavation and transportation of contaminated soil to an approved disposal facility.

### **HAZARDOUS/NON-HAZARDOUS TANK CLEANING SERVICES**

Complete tank cleaning services including permit required confined space entry, product removal or transfer, power washing, and sludge removal.

### **TRUCK/TANKER AND RAILROAD TANK CAR TRANSFER/CLEANING**

Product removal or transfer utilizing vacuum trucks, diaphragm pumps, or drum vacuum, tank cleaning as needed.

### **WET AND DRY VACUUM TRUCK SERVICES**

ESI offers both wet and dry vacuum truck capabilities. Vacuum trucks are DOT licensed and insured for the removal and transportation of hazardous and non-hazardous materials.

### **REMEDIATION SYSTEM INSTALLATION**

Complete installation of soil and ground water remediation systems in accordance with engineering specifications for the site.

### **CONFINED SPACE ENTRY**

Confined space entry teams for permit and non-permit required, hazardous and non-hazardous environments. All levels of PPE, personnel retrieval devices, air monitoring, SCBA and hard line capabilities.

### **LAB PACKING**

Stabilization packaging of lab materials for shipment or disposal, including proper hazard class labeling.

### **Mercury Clean Up**

ESI is equipped with a Mercury vacuum and a Jerome meter for clean up of any size Mercury spills.



## PARTIAL EQUIPMENT LISTING

The following is a partial list of the equipment utilized by ESI and available 24 hours a day. This list does not include equipment available to ESI through sub-contractors.

### **ESI EMERGENCY RESPONSE VAN**

Gas powered generator	Absorbents, booms, pads, socks
Supplied air masks and escape packs	Decon pools and equipment
Ventilator fan	Infrared heat sensor
Personnel retrieval device	Neutralization compounds
MSA SCBA packs & masks	Light stands and flashlights
Attic ladder	Supplied air bottles
Hand tools including non-sparking	Extra SCBA bottles
All PPE from Level D to Level A	On site bottle recharging capabilities
MSA Passport LEL Meter	Hose lines and gauges for hard line
PID Meter	Respirators and cartridges
Mercury Vacuum	Sensidyne Colormetric Detection Kit
Over packs and drums	
<ul style="list-style-type: none"> <li>• Dominator Vacuum Truck (Wet)</li> <li>• Hotsy Portable Pressure Washer</li> <li>• Berringer II Vacuum Truck (Wet &amp; Dry)</li> <li>• (4) Portable Air compressors</li> <li>• (2) Komatsu Track Excavators</li> <li>• (6) Rubber Tire Backhoes</li> <li>• (2) Skid Steers</li> <li>• Power Broom Bucket</li> <li>• (15) Pickup Trucks</li> <li>• Roll Off Truck</li> <li>• (3) Project Manager Vehicles</li> <li>• (6) Flatbed Pickup Trucks</li> <li>• (2) Side Dump Trailers</li> <li>• (2) Tractor Trailers / Lowboys</li> <li>• (2) Single Axle Dump Trucks</li> <li>• (4) Tandem Axle Dump Trucks</li> <li>• Cat 953C Track Loader</li> <li>• Motor Grader</li> <li>• Sheepsfoot Roller</li> <li>• John Deere 624 Wheel Loader</li> <li>• (2) John Deere Tractors</li> </ul>	<ul style="list-style-type: none"> <li>• (2) Tractor Mounted Snow Blowers</li> <li>• PR100 Curb Grinder</li> <li>• (3) Stanley Concrete Breakers</li> <li>• Backhoe Mounted Auger</li> <li>• (5) Horizontal Boring Machines</li> <li>• (2) Trenchers</li> <li>• Sand and Tamper Plates</li> <li>• (5) Portable Generators</li> <li>• (2) Arrow Traffic Boards</li> <li>• Concrete Saw</li> <li>• Demolition Saw</li> <li>• (11) Flat Bed Trailers</li> <li>• Diaphragm Pumps</li> <li>• Drum Vacuum (Wet &amp; Dry)</li> <li>• Portable Welding / Cutting Torch</li> <li>• Trash Pumps</li> <li>• Equipment &amp; Job Trailers</li> <li>• Drum Grabber for Skid Steer</li> <li>• Cameo Aloha Marplot Chemical Database Software</li> </ul>



Environmental Solutions, Inc.  
 9144 South 147<sup>th</sup> Street • Omaha, NE 68138  
 402-896-3600 • fax 402-894-2444 • www.esilink.com

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***TIME AND MATERIALS RATE SCHEDULE***

**LABOR**

**Straight Time**

Project Manager	\$ 85.00 / hr
Supervisor	\$ 75.00 / hr
Site Health and Safety Manager	\$ 65.00 / hr
40 Hour Technician	\$ 45.00 / hr
40 Hour Equipment Operator	\$ 50.00 / hr

**Overtime**

Overtime will be charged at 1.5 times the straight rate for all labor and equipment hours in excess of (8) eight hours per day, after normal business hours, and all hours on Saturdays, Sundays, and double the straight rate on listed Holidays (New Years, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving & Christmas).

**Per Diem**

Per diem is charged at \$90.00 per person per day requiring an overnight stay. An additional \$40.00 per person per day will be charged for the day following an overnight stay, which does not require an additional nights stay.

**Emergency Response**

An Emergency Response Call Out Fee of \$500.00 per incident will be charged on all non-scheduled work and calls requiring rapid response mobilization.

**EQUIPMENT Truck (Includes fuel and maintenance)**

Single Axle Dump Truck	\$ 55.00 / hr
Tandem Axle Dump Truck	\$ 70.00 / hr
Maxle (Multi Axle Tandem Truck)	\$ 90.00 / hr
Tractor with Side Dump Trailer	\$ 90.00 / hr
Tractor with Lowboy Trailer	\$170.00 / hr
Tractor with Tanker Trailer	\$195.00 / hr

**Heavy Equipment and Service Vehicles (Includes fuel and maintenance)**

ER Pickup Truck	\$ 25.00 / hr
Emergency Response Service Truck	\$ 80.00 / hr
Dominator Vacuum Truck	\$125.00 / hr
Berringer (Wet/Dry) Vacuum Truck	\$165.00 / hr
Excavator 150	\$130.00 / hr
Excavator 220	\$140.00 / hr
Excavator 300	\$160.00 / hr
Excavator 400	\$180.00 / hr
John Deere 624 Wheel Loader	\$100.00 / hr
John Deere 744 Wheel Loader	\$145.00 / hr
Cat Track Loader 953	\$110.00 / hr
Cat Dozer	\$160.00 / hr
Gehl Forklift	\$110.00 / hr
Case 580/590 Rubber Tire Backhoe	\$ 85.00 / hr
Positrac Rubber Track Skid Steer	\$110.00 / hr
International Roll off Truck	\$ 70.00 / hr
Pickup / Fueling Truck / ER Vehicle	\$ 20.00 / hr
Truck Mounted Water Tank / Pump	\$110.00 / hr
Cat Concrete Grinder	\$160.00 / hr
Baker 21,000 Gallon Portable Storage Tanks (Frak)	\$ 60.00 / day
Mobilization/Demobilization	\$ 88.00 / hr

**Miscellaneous Equipment**

Cell Phones	\$50.00 / day
Hydraulic Broom and Bucket For Skid Steer	\$50.00 / hr
Concrete Breaker For Backhoe	\$30.00 / hr
Drum Loading Dump Box For Skid Steer	\$160.00 / day
Ingersoll Rand Air Compressor Trailer	\$ 50.00 / hr

Generator	\$ 85.00 / day
Hotsy Pressure Washer	\$260.00 / day
Pressure Washer (Vac Mount)	\$100.00 / day
Multiple Diaphragm Pumps	\$130.00 / day
Trash Pump	\$ 85.00 / day
Vent Fan	\$ 45.00 / day
Drum Vacuum	\$110.00 / day
Metal Nibbler / Shear	\$ 85.00 / day
Magnetic Core Drill	\$ 45.00 / day
MSA 4 Gas Meter (O2, H2S, CO, LEL)	\$110.00 / day
Mercury Jerome Meter	\$250.00 / day
Photoionization Detector (PID)	\$110.00 / day
Personnel Extraction Device	\$ 60.00 / day
Claw Extension for Excavator	\$ 50.00 / day

### PERSONAL PROTECTIVE EQUIPMENT

Some materials are not compatible with every chemical. Prices below are for general use PPE. Work requiring special PPE will be billed at cost plus 20%. All PPE must be considered disposable.)

Level A Suit	\$1,010.00 / each
Level B Splash Resistant Suit	\$175.00 / each
Level B Encapsulated Suit	\$280.00 / each
Chemical Resistant Coveralls	\$ 75.00 / each
Particulate Resistant Coveralls (Coated)	\$ 32.00 / each
Particulate Resistant Coveralls (Uncoated)	\$ 15.00 / each
Splash Resistant Coveralls	\$ 32.00 / each
PVC Outer Gloves	\$ 6.00 / pair
Nitrile Outer Gloves	\$ 7.00 / pair
Nitrile Inner Gloves	\$ 1.00 / pair
Chemical Resistant Boots	\$ 85.00 /pair
Disposable Chemical Resistant Overbooties	\$ 9.00 / pair
Respirator / SCBA / Supplied Air	\$130.00 / person / day
Contaminant specific respirator cartridges	Cost Plus 20%

### MATERIALS

5 Gallon Open Top Pail (Poly)	\$ 15.00 / each
30 Gallon Open Top Drum (Steel)	\$ 30.00 / each
30 Gallon Open Top Drum (Poly)	\$ 24.00 / each
55 Gallon Open Top Drum (Steel)	\$ 65.00 / each
55 Gallon Open Top Drum (Poly)	\$ 50.00 / each
95 Gallon Overpack Drum (Poly)	\$234.00 / each
85 Gallon Overpack Drum (Steel)	\$175.00 / each
275 Gallon Tote (Reconditioned)	\$330.00 / each
Cubic Yard Box	\$108.00 / each
5" x 10' Petroleum Sorbent Boom	\$126.00 / bag (4)
8" x 10' Petroleum Sorbent Boom	\$192.00 / bag (4)
16" x 20" Petroleum Sorbent Pillow	\$ 98.00 / bag (10)
Petroleum Sorbent Pads	\$ 2.00 / each
32" x 150' Aggressive Sorbent Roll	\$240.00 / each
16" x 18" Aggressive Sorbent Pads	\$ 3.00 / each
3" x 4' Aggressive Booms	\$ 24.00 / each
5" x 10' Aggressive Booms	\$120.00 / bag (4)
6-8 Mill Polyethylene Sheeting (20' x100' roll)	\$100.00 / each
Granular Oil Absorbent (40 lb)	\$ 9.80 / bag
Concentrated Degreasing Agent	\$ 35.00 / gallon
Sodium Bicarbonate (50 lb)/Soda Ash	\$ 80.00 / bag
Industrial Disinfectant	\$ 40.00 / gallon

#### Special Billing Notes:

1. All equipment and personnel rates are subject to a 3-hour minimum.
2. Time is calculated portal to portal (travel time) and must include decontamination of equipment.
3. Materials and equipment not included on this schedule will be billed at cost plus 20%.
4. Subcontractors working for ESI will be billed at cost plus 20%.
5. All work sites, with up to four (4) Technicians, require a Supervisor. All projects, which have more than four (4) Technicians and a Supervisor on site, must include a Project Manager.

**26. Instructions to CONTRACTOR:**

**CONTRACTOR** agrees to perform the Work described above under the terms and conditions set forth in this agreement. **CONTRACTOR** shall sign the original Contract in the space provided in the left hand corner below and return original to the **COMPANY**. **IN THE EVENT CONTRACTOR COMMENCES ANY WORK PRIOR TO SIGNING THIS CONTRACT, CONTRACTOR SHALL BE DEEMED TO HAVE AGREED TO ALL OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.**

**Please return to:**

Attn: Contract Administrator  
801 Warrenville Road 7<sup>th</sup>. Floor  
Lisle, Illinois 60532

**Mail all invoices to:**

**VARIOUS, TO BE DETEREMED BY THE FACILITY OR LOCATION REQUIRING SERVICES**

In Witness Whereof, the parties hereto have caused this Contract to be duly executed as of the day and year first above written.

**FERGUSON HARBOUR  
INCORPORATED**

By: Michael Hextell

Print name: Michael Hextell

Title: Vice President

Date: 5-1-03

**ATLANTIC RICHFIELD COMPANY**

By: Anne H. Eames

Print Name: Anne H. Eames

Title: US Logistics and Pipeline Procurement  
Manager

Date: 3rd June 2003.

In Witness Whereof, the parties hereto have caused this Contract to be duly executed as of the day and year first above written.

**HERITAGE ENVIRONMENTAL SERVICES, LLC**

**ATLANTIC RICHFIELD COMPANY**

By: Karl Kofoid

By: Anne Eames

Print name: Karl Kofoid

Print Name: Anne H. Eames

Title: Regional Vice-President

Title: US Logistics/Pipeline Procurement Mgr.

Date: March 11, 2003

Date: March 25, 2003

risk and liability of **CONTRACTOR** to make sure that such equipment is fit for the use intended and is in proper working order. **CONTRACTOR** AGREES TO INDEMNIFY (INCLUDING ATTORNEYS' FEES), DEFEND, AND SAVE HARMLESS **COMPANY** FROM ANY AND ALL CLAIMS OF **CONTRACTOR**, SUBCONTRACTORS, AND THEIR EMPLOYEES ARISING OUT OF THE USE OF ANY EQUIPMENT FURNISHED BY **COMPANY** OR ADVICE GIVEN BY **COMPANY** RELATING TO SUCH EQUIPMENT, TO THE FULLEST EXTENT ALLOWED BY LAW, IT BEING UNDERSTOOD THAT **COMPANY** SHALL NOT BE LIABLE UNDER LAW, CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHERWISE. **CONTRACTOR** shall maintain a drug and alcohol free workforce at all times while on **COMPANY**'s premises/location, and shall for itself and its subcontractors as a minimum comply with **COMPANY**'s **CONTRACTOR** Substance Abuse Policy which is incorporated by reference. Upon **COMPANY** request, **CONTRACTOR** shall provide **COMPANY** with a copy of all accident reports prepared by or submitted to **CONTRACTOR**, including all OSHA illness and injury reports. **CONTRACTOR** agrees to fully cooperate with **COMPANY** regarding the investigation of any injuries, deaths, property damage or any possible safety violation related in any way to work performed under this Agreement.

17. TERM AND TERMINATION:

*"evergreen" statement*

A. The term of this Agreement shall begin on the date set forth above and, unless terminated in accordance with the provisions set forth herein, shall continue for a period of one (1) year. Upon expiration of the initial term of this Agreement or any subsequent renewal period, this Agreement shall be automatically renewed for an additional one (1) year period unless terminated by either party by giving written notice to the other at least thirty (30) days prior to the end of the initial term or such subsequent renewal period.

B. Without limitation or waiver of any of **COMPANY**'s rights elsewhere set forth in this Contract, **COMPANY** reserves the right, with or without cause, to stop the Work of **CONTRACTOR** and/or its subcontractors at any time and in addition thereto to immediately terminate this Contract without liability, except to pay, pro rata, for Work already performed, without any extra costs to **COMPANY** for dismantling or removal charges or to cancel this Contract in its entirety prior to the commencement of any Work hereunder without liability except for any actual expenses incurred in preparation specifically for work under this Contract.

C. Either party hereto may terminate this Agreement upon the occurrence of any material breach, including any breach of obligations in Section 2, by the other party by giving written notice of such breach to the breaching party. This Agreement will terminate ten (10) calendar days after receipt of such notice unless the breaching party has cured such breach within such ten (10) calendar day period and promptly notifies the non-breaching party thereof. Upon any termination, **COMPANY** shall compensate **CONTRACTOR** for all Work performed in accordance with this Agreement prior to termination. All obligations arising prior to termination and all rights and obligations of the parties pursuant to Sections 7 and 21 shall survive any termination of this Agreement.

**EXHIBIT F**

**ACKNOWLEDGEMENT OF AGREEMENT**

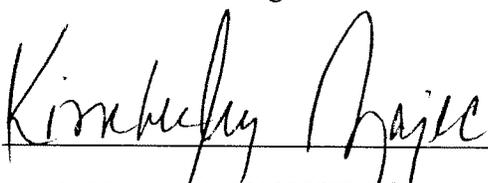
This document, when signed and notarized by HERITAGE ENVIRONMENTAL SERVICES, LLC. will serve as documentation that BRITISH PETROLEUM (Client) has complied with the preparedness and prevention sections for securing arrangements with a cleanup contractor in accordance with The Oil Pollution Act of 1990, 40 CFR 112.7(a)(3)(vi), 33 CFR 154.1028 and 33 CFR 155.1015 and is in compliance with 29 CFR 1910.120(q)(2)(i).

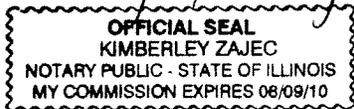
HERITAGE ENVIRONMENTAL SERVICES, LLC

By: Robert J. Millman  
Title: Senior Project Manager

Signature: 

Before me the undersigned, a Notary Public for Cook County, State of Illinois, personally appeared Robert J. Millman, and he being first duly sworn by me upon his oath, says that the facts alleged in the foregoing instrument are true. Signed and sealed this 4th day of June 2009.

(Signature:) 



(SEAL) \_\_\_\_\_

My Commission Expires: August 9, 2010

This acknowledgement shall remain effective until March 31, 2011, after which time inquiries as to the status of this Agreement should be made to Heritage Environmental Services, LLC at 630-739-1151.

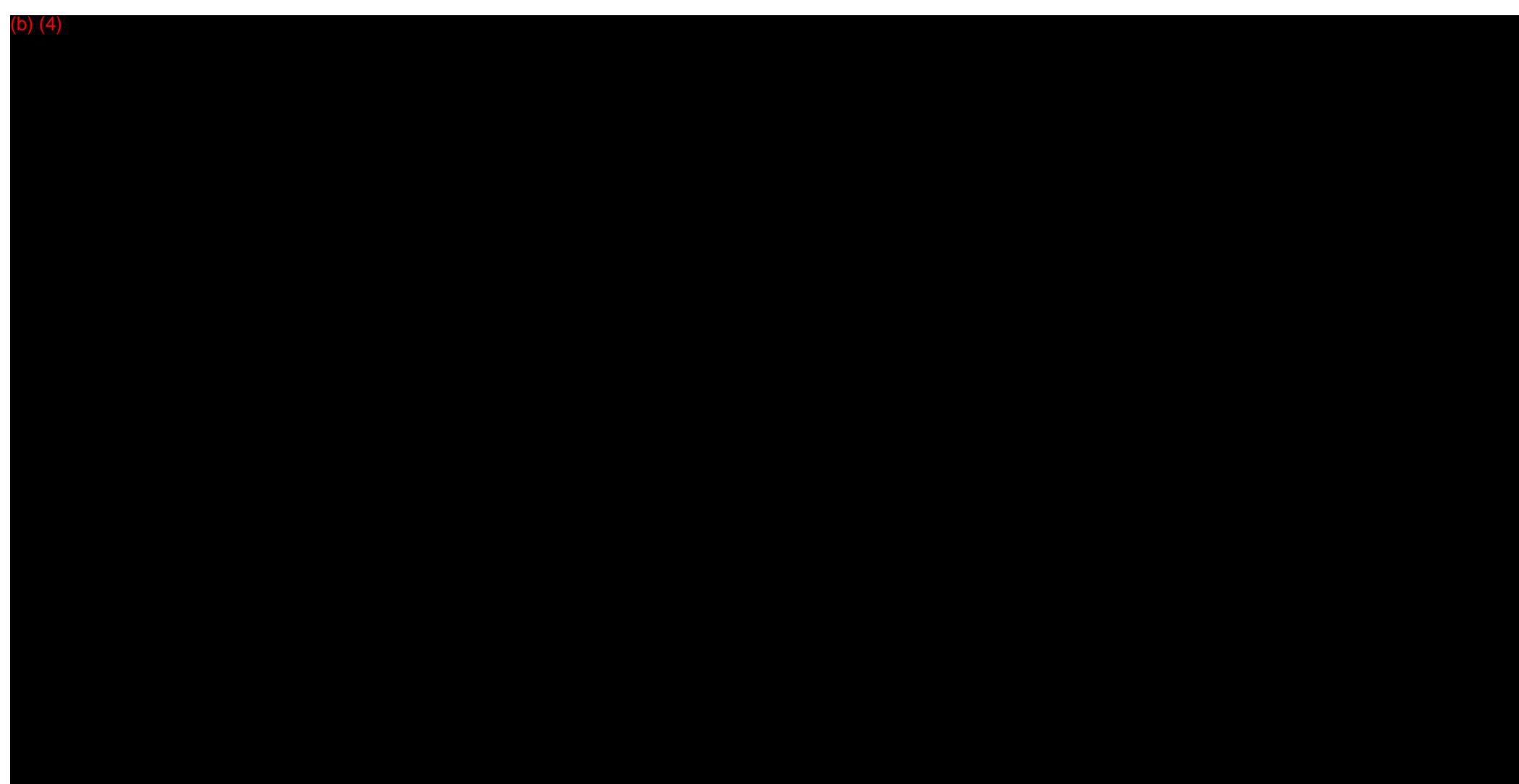






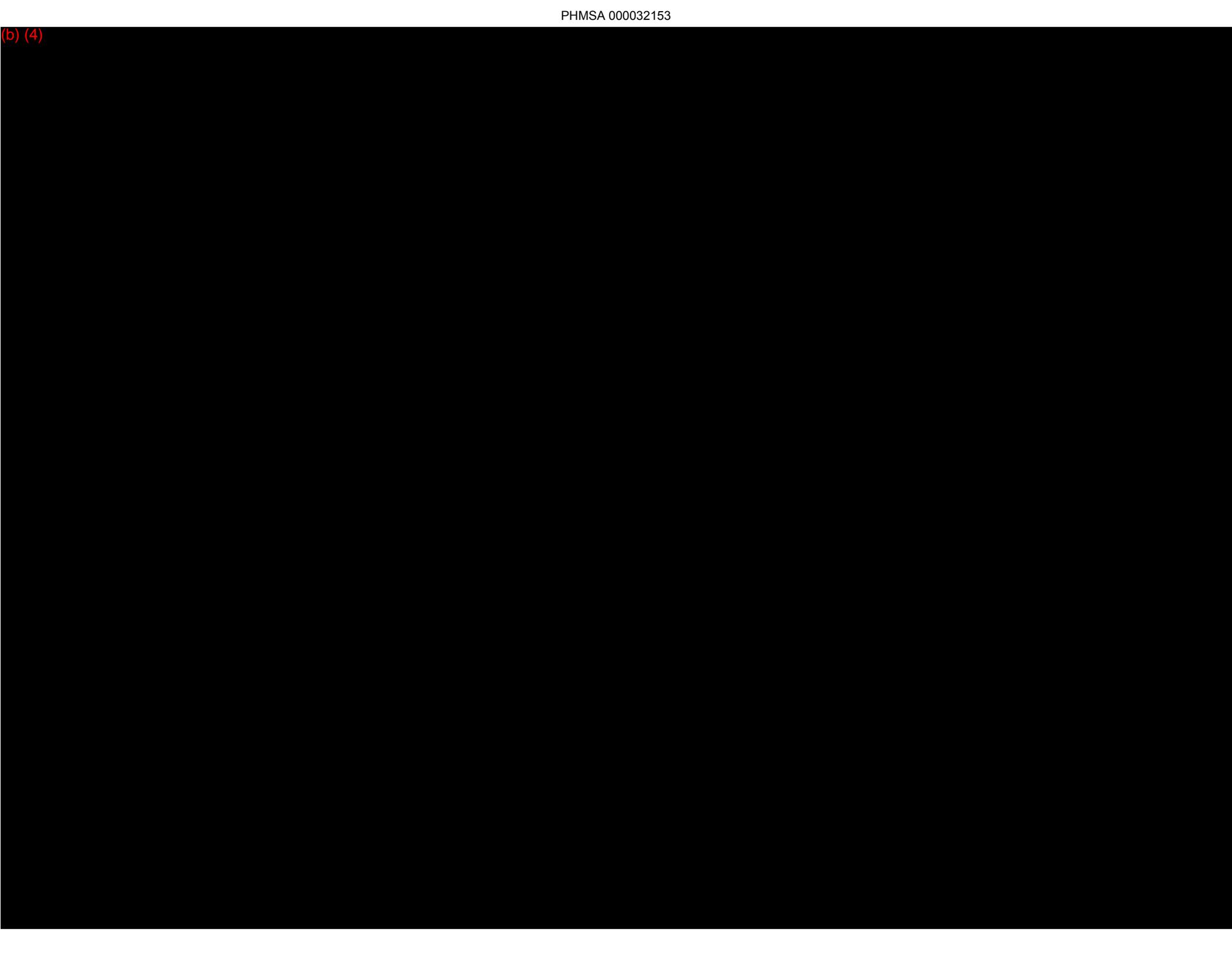
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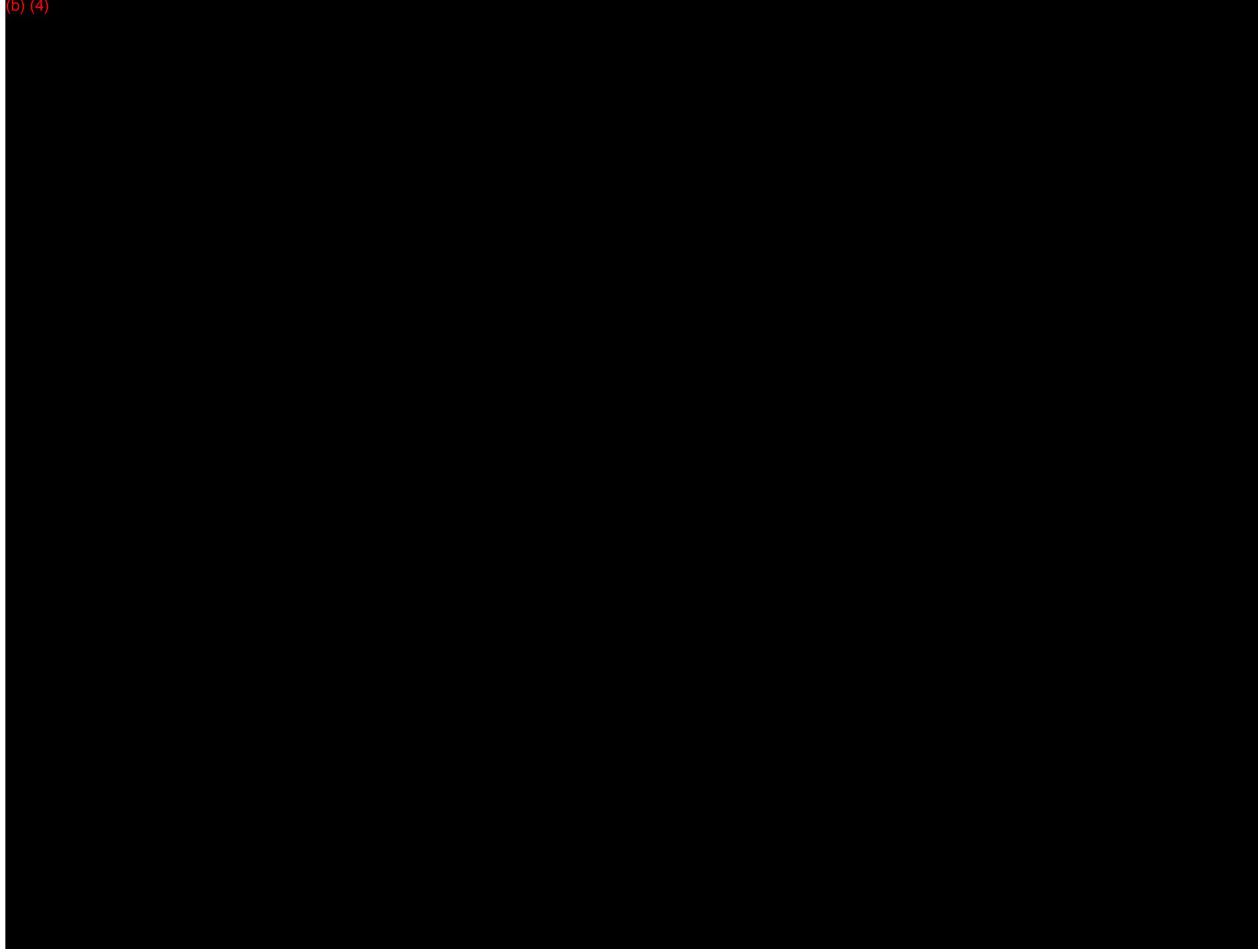




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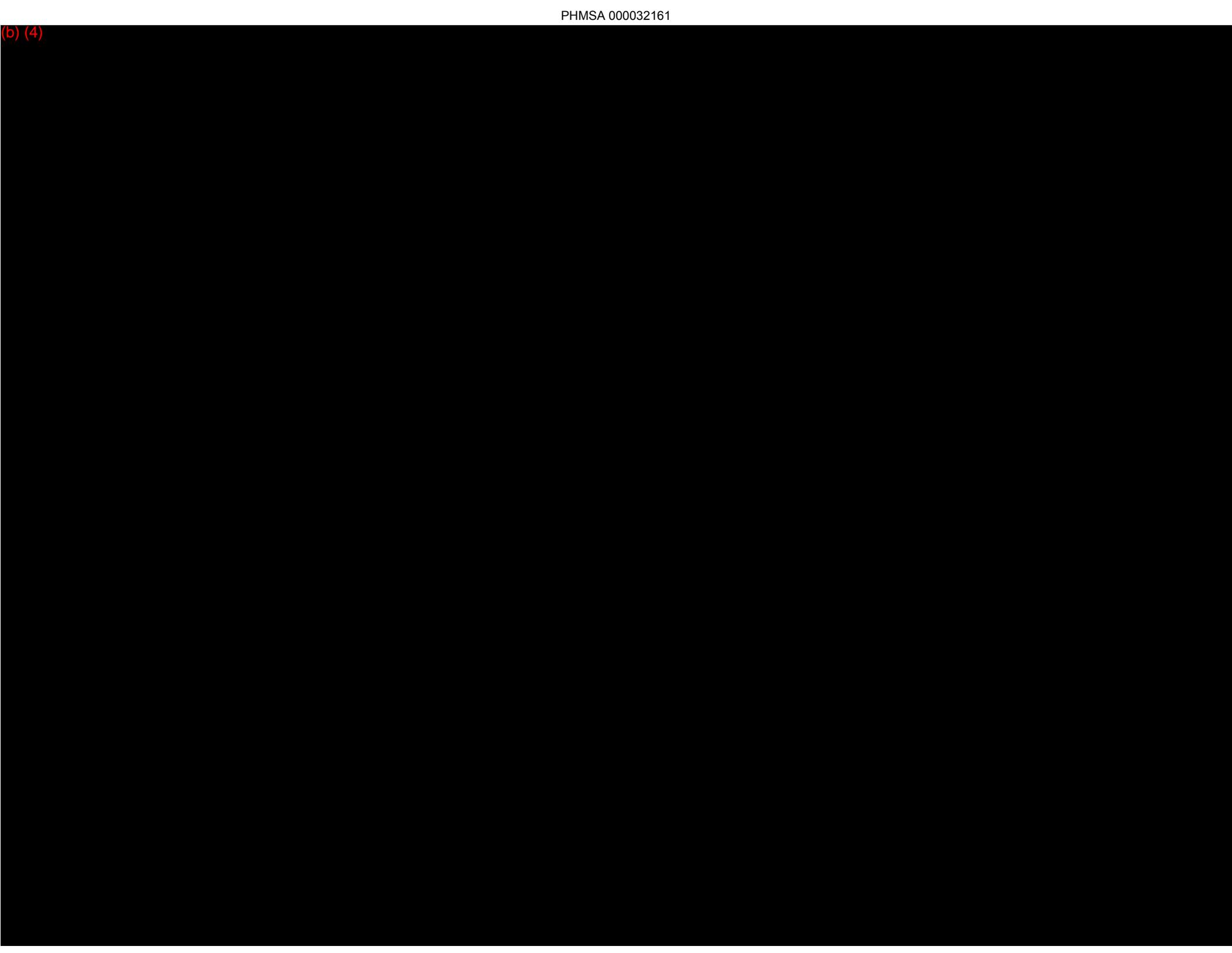
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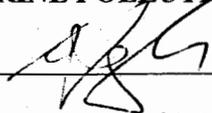


(b) (4)



**MARINE POLLUTION CONTROL CORP.**

**ATLANTIC RICHFIELD COMPANY**

By: 

By: 

Print name: MICHAEL SOYACK

Print Name: Anne H. Eames

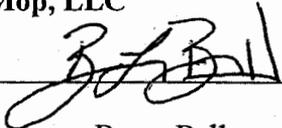
Title: V.P. ADMINISTRATION

Title: US Logistics and Pipeline Procurement  
Manager

Date: OCT. 24, 2003

Date: 6th October 2003

Oil Mop, LLC

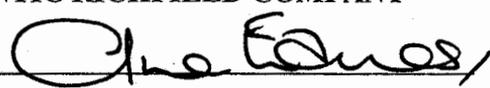
By: 

Print name: Bruce Bell

Title: Contract Administrator

Date: 11-14-02

ATLANTIC RICHFIELD COMPANY

By: 

Print Name: Anne H. Eames

Title: US Logistics and Pipeline Procurement  
Manager

Date: 3/25/03

**27. Instructions to CONTRACTOR:**

**CONTRACTOR** agrees to perform the Work described above under the terms and conditions set forth in this agreement. **CONTRACTOR** shall sign the original Contract in the space provided in the left hand corner below and return original to the **COMPANY**. **IN THE EVENT CONTRACTOR COMMENCES ANY WORK PRIOR TO SIGNING THIS CONTRACT, CONTRACTOR SHALL BE DEEMED TO HAVE AGREED TO ALL OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.**

**Please return to:**

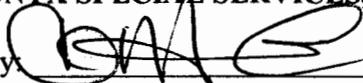
Attn: Contract Administrator  
801 Warrenville Road 7<sup>th</sup>. Floor  
Lisle, Illinois 60532

**Mail all invoices to:**

**VARIOUS, TO BE DETEREMED BY THE FACILITY OR LOCATION REQUIRING SERVICES**

In Witness Whereof, the parties hereto have caused this Contract to be duly executed as of the day and year first above written.

**ONYX SPECIAL SERVICES, INC**

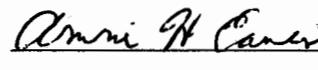
By:  \_\_\_\_\_

Print name: Chris Hohol

Title: Director of Emergency Response Services

Date: 2-27-04

**ATLANTIC RICHFIELD COMPANY**

By:  (GRP) 3-10-04 \_\_\_\_\_

Print Name: Anne H. Eames

Title: US Logistics and Pipeline Procurement Manager

Date: 3/10/04



INDUSTRIAL SERVICES  
NORTH AMERICA

September 2<sup>nd</sup>, 2010

BP Pipelines North America  
Attn: Ron Bozarth  
28100 Torch Parkway  
Warrenville, IL 60555

Re: National Preparedness for Response Exercise Program (NPREP) Guidelines

Dear Mr. Bozarth,

Veolia ES Special Services, Inc. would like to confirm that we have met the equipment deployment, training, and maintenance requirements as set forth in the National Preparedness for Response Exercise Program (NPREP) Guidelines for 2009.

More specifically, our response equipment has been deployed at least once in the 2009 calendar year. In the case of containment boom and skimmers, we have deployed at least the minimum NPREP required amounts of each type of boom and one of each type of skimming system. Enclosed is our 2009 NPREP report showing deployment records, times, and events surrounding the deployments. Please use this information to bring your files regarding our services up to date.

This equipment is properly maintained and response ready. Personnel deploying this equipment have received appropriate training including HAZWOPER and OPA Competency.

We maintain records of the above for a minimum of three years. We also agree to and encourage verification of the above by your company or the United States Coast Guard.

If any further information is desired, please contact our Dispatch Office at (800) 688-4005.

Sincerely,

A handwritten signature in black ink that reads "Jon Zielieke". The signature is written in a cursive style with a large, prominent initial "J".

Jon Zielieke  
Technical Services Manager, Emergency Services  
Veolia ES Special Services, Inc.



**VEOLIA ES SPECIAL SERVICES  
NORTH AMERICA**

**2010**

**Major Oil Spill Equipment and Personnel List by  
Location**

**Neenah, WI**

**Personnel**

Seven Response Managers  
Thirty Foreman and Technicians

**Equipment**

One Emergency Response semi tractor trailer with full equipment  
Two Response Manager Trucks  
Two five ton stake trucks  
One 1 ton stake truck  
Two Hydrographic survey boats  
Hydraulic power packs and pumps  
Two weir Skimmers- SKIMPAC 4300, 50 gpm  
1000' absorbent boom  
25 bale absorbent pads

**Green Bay, WI**

**Equipment**

2000 feet 18" Containment Boom  
One Boom Trailer  
One 14' boat w/ 9.9 hp motor  
One zodiac boat w/40 hp motor  
500' absorbent boom  
13 absorbent rolls  
25 bale absorbent pads

**Sheboygan, WI**

**Personnel**

Three Response Managers  
Twelve Foreman/Technicians/Drivers

**Equipment**

One Emergency Response Trailer with full equipment  
Five Pick-up Trucks  
Ten Vacuum Trucks/Trailers\*  
100' 18" Containment boom  
250' absorbent boom  
10 bale absorbent pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons



## **Germantown, WI (Milwaukee)**

### **Personnel**

Eight Response Managers  
Fifty-two Foreman/Technicians

### **Equipment**

One Emergency Response Truck and Trailer with full equipment  
Ten Pick-up Trucks  
One Vacuum Truck, 2500 gallons- 50-60 gpm w/ 4” hose  
Two Boom Trailers  
One Water Treatment Trailer  
One Command Center  
One Dual drum oil skimmer- Elastec TDS-136, 70 gpm  
Two Weir skimmers- SKIMPAC 4300, 50 gpm  
One 19’ foot boom boat with 115hp outboard  
Three 16’ jon boat w/ 15 hp outboard  
Fifteen – Rolloff Trucks  
2100’ 18” containment boom  
1500’ 36” containment boom  
2000’ absorbent boom  
35 bale absorbent pads

## **Fort Atkinson, WI**

### **Personnel**

Two Response Manager  
Seven Drivers/Technicians

### **Equipment**

Five vacuum trucks or trailers\*  
250’ Absorbent boom  
10 Bale absorbent pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4” hose

\*Vacuum trucks range in size from 2000-6000 gallons

## **Wausau, WI**

### **Personnel**

Two Response Managers  
Six Foreman and Technicians

### **Equipment**

One Emergency Response Truck and Trailer  
One Response Managers Truck  
One Pick-up Truck  
One Jon Boat w/15 hr motor  
One Power Pack with Three Pumps  
400’ Containment Boom  
500’ Absorbent Boom  
20 Bale Absorbent Pads



## **Norway, MI**

### **Personnel**

Three Response Managers  
Four Foreman and Technicians

### **Equipment**

One Emergency Response Truck and Trailer  
One Vacuum Truck- 3000 gallon, 50-60 gpm w/ 4" hose  
One Rolloff Truck  
Four Sealed Rolloff Boxes- 25 yard  
One Frac Tank, 18000 gallon Capacity  
600' Absorbent Boom  
5 Bale Absorbent Pads

## **New Lenox, IL (Southwest Chicago)**

### **Personnel**

Four Response Managers  
Twenty-two Foreman and Technicians

### **Equipment**

One Emergency Response Trailer (Full Equipment)  
One Emergency Response Truck w/lift-gate- 4x4  
Four Vacuum Trucks\*  
One Semi-Tractor w/roll-off trailer  
Fourteen Sealed Rolloff Boxes  
One 18' Response Boat w/60 hp motor  
One 14' jon boat- w/10 hp motor  
Six Pick-up Trucks  
One Cube Van  
Two Elastec TDS-118 Skimmers, 35 GPM Recovery each  
1000' 18" Containment Boom  
600' Absorbent Boom  
20 Bale of Absorbent Pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons

## **Whiting, IN (BP Amoco)**

### **Personnel**

Two Response Managers  
Thirty-six Foreman and Technicians

### **Equipment**

Eleven Vacuum Trucks\*  
Two Trailer Mounted Pressure Washers  
1000' 18" Containment Boom  
One 14' boat w/10 hp motor  
500' Absorbent Boom  
10 Bale Absorbent Pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons



## **Mitchell, IL (St. Louis)**

### **Personnel**

1 Response Manager  
27 Foreman and Technicians

### **Equipment**

One Emergency Response Trailer – Full Equipment  
One Emergency Response Truck- 4x4  
Seventeen Support Trucks  
Seventeen Vacuum Trucks\*  
Four Combination Jet/Vac Trucks  
Eight 10k+ Hydro Blasters  
Two Steam Pressure Washers  
One 18' Boat w/40 hp motor  
One Elastec TDS-118 Skimmer, 35 GPM Recovery  
One Intrinsically Safe Sewer Inspection Unit  
400' Absorbent Boom  
15 Bale Absorbent Pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons

## **Dayton, OH**

### **Personnel**

Five Response Managers  
45 Foreman and Technicians

### **Equipment**

Seventeen Vacuum Trucks\*  
Two Jet/Vac Combination Units  
One Intrinsically Safe Sewer Inspection Unit  
Twenty-one Support Trucks  
One 4x4 Emergency Response truck w/liftgate  
One Emergency Response Trailer (Full Equipment)  
One Emergency Response Rehab/Office Trailer  
Three Rolloff Trucks  
Twelve Semi Tractor/Tanker/Rolloff Units\*  
Twenty Water Blaster Units  
Four Frac Tanks – Avg 18,000 gallons each  
Thirty Sealed Rolloff Boxes  
One Elastec Magnum 100 Skimmer w/hydraulic power-pack, 100 gpm Recovery Rate  
420' 12" Containment Boom  
1,500' 18" Containment Boom  
One 16' boat With 10 hp motor  
50' 8" Containment Boom  
500' Absorbent Boom  
15 Bale of Absorbent Pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons



## **Miamitown, OH (Cincinnati)**

### **Personnel**

5 Response Managers  
32 Foreman and Technicians

### **Equipment**

One Half-Disk Mantaray Skimmer, 56" w/ 3' coupling, 80 gpm  
Eleven Vacuum Trucks\*  
One Transport Tanker  
Fifteen Support Trucks  
Five Sealed Rolloff Boxes  
Two Frac Tanks- Average 18,000 gallons Capacity  
Fifteen Water Blaster Units  
300' Absorbent Boom  
Five Bale Absorbent Pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons

## **Nitro, WV (Charleston)**

### **Personnel**

5 Response Managers  
25 Foreman and Technicians

### **Equipment**

Six Vacuum Trucks\*  
Four Transport Tankers\*  
One 14' jon boat w/ 9.9 hp motor  
One 20' Pontoon/Boom Boat w/90 hp motor  
One Emergency Response Trailer with Full Equipment  
Two Rolloff Trucks  
Twelve Support Trucks  
Twenty-five Sealed Rolloff Boxes  
One Elastec TDS-118 Skimmer, 35 GPM Recovery  
One Weir Skimmer- SKIMPAC 4300, 50 gpm  
2000 Feet – 8" Containment Boom  
200' of Absorbent Boom  
20 bale of Absorbent Pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons



## **Louisville, KY**

### **Personnel**

3 Response Managers  
22 Foreman and Technicians

### **Equipment**

Five Vacuum Trucks\*  
One Emergency Response Trailer – Full Equipment  
Fifteen Water Blaster Units  
100' of Absorbent Boom  
Four Bale Absorbent Pads

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons

## **Long Beach, CA**

### **Personnel**

5 Response Managers  
82 Foreman and Technicians

### **Equipment**

One Emergency Response Trailer – Full Equipment  
2000 feet – 18" Containment Boom  
One Boom Trailer  
Thirty-two Vacuum Trucks\*  
Fourteen Tanker-Trucks\*  
Twelve 130-bbl Vacuum Tankers\*  
One Drum Skimmer- Elastec TDS-118, 35 gpm  
Two 14' jon boats w/ 15 hp motor  
Five 10k Hydro Blasters  
2000' Absorbent Boom  
15 Bales Absorbent Pad

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons

## **San Jose, CA**

### **Personnel**

3 Response Managers  
6 Foreman and Technicians

### **Equipment**

1 – Emergency Response Trailer – Full Equipment  
Two Pickup Trucks with lift-gates  
Two Pickup Trucks  
Two 4x4 SUV's  
One- 1-ton truck  
500' Absorbent boom  
17 Bale Absorbent pads



## **Denver, CO**

### **Personnel**

2 Response Managers

10 Foreman and Technicians

### **Equipment**

One Emergency Response Trailer- Full Equipment

One Vacuum Truck\*

One 5-ton Stake bed Response Truck

One 14' Jon Boat- no motor

One 3" Trash Pump

25 Bale Absorbent Pads

100' Absorbent Boom

\*Vacuum Truck pumping capacities range from 50-120 gpm w/ 4" hose

\*Vacuum trucks range in size from 2000-6000 gallons



## 2009 OSRO PREP Documentation

<u>DATE</u>	<u>CLIENT</u>	<u>LOCATION</u>	<u>MARINE ENVIRONMENT</u>	<u>SERVICES PROVIDED</u>	<u>COMMENTS</u>
2/13/09	Buckeye Partners, L.P.	Green Bay, WI	Underground Sanitary System, Lift Station, Fox River	Excavated test pits, removed contaminated soil. Deployed 600' - 18" containment boom & 410' of absorbent boom, monitored for duration of spill. Utilized vacuum trucks to remove gasoline and water from sanitary system , excavation pit and Fox river	Winter operations, used chainsaws to cut through ice and deploy boom
3/27/09	R.D,Holder Oil	Washington Court House, OH	Crooked Creek	Deployed 200' containment boom & 1000' of absorbent boom, monitored for duration of spill, underflow dam constructed at outlet to creek	Long term maintenance of underflow dam until completion of contaminated soil excavation
4/15/09	WDNR - SER	Kewaunee, WI	Creek	Two 50 foot sections of 36" hard boom	Manure spill
4/30/2009	Veolia-TS	West Carrollton, OH	Opossum Creek before the Great Miani River and in some small holding ponds onsite	Deployed 1000' of absorbent boom In the Opossum Creek and in some small ditches	Plugged all tile outlets 4" to 24 " in case of run off
5/22/09	Alliant Energy Corp	Cedar Rapids, IA	Retention pond	Deployed 25' - 6" containment boom and 120' absorbent boom. Utilized vacuum truck and drum skimmer to remove oil from water	
06/22/09	WDNR - SER	Pleasant Prairie, WI	Prairie Harbor, Lake Michigan	Deployed 200' - 18" containment boom and 260' absorbent boom. Washed boats and docks affected by diesel fuel.	
09/03/09	Matt Boelter Milk Hauling	Portage, WI	Fox River	Deployed 100'-18" containment boom and 40' absorbent boom. Excavated contaminated soil.	Semi accident on bridge over river.
09/21/09	WDNR - SCR	Hustisford, WI	Storm sewer and Rock River	Deployed 25' - 6" containment boom and 30' absorbent boom.	
10/27/09	Sauk Prairie Memorial Hospital	Prairie du Sac, WI	Storm sewer, un-named creek leading to Wisconsin River	Deployed 25' - 6" containment boom and 200' absorbent boom.	Release on roof-top leading into storm sewer.
11/19/09	Buckboard Logistics and Transportation	Sturtevant, WI	Pike River	Deployed 100'-18" and 25' - 6" containment boom and 200' absorbent boom	



US Pipelines and Logistics

28100 Torch Parkway  
Warrenville IL 60555

20 November 2009

District Operations Managers

**Appointment and Authorization of "Qualified Individuals"**

Pursuant to the Federal Water Pollution Control Act, as amended by the Oil Pollution Act of 1990, and the regulations promulgated thereto with respect to required Response Plans, as may be applicable, you are each hereby appointed for and on behalf of the Company to serve as "Qualified Individual" for the particular assets / facilities of which you are manager. You are hereby expressly granted authority under the applicable Response Plan to:

- (1) Activate and engage necessary oil spill removal organization(s);
- (2) Act as liaison with the predesignated Federal On-Scene Coordinator (FOSC); and
- (3) Obligate, either directly or through prearranged contracts, funds necessary to carry out all required or directed oil spill response activities.

As District Operations Manager, you are also hereby authorized to further delegate these spill response authorities to those persons designated by you and listed in your district's Emergency Response Plans as "Alternate Qualified Individual". Such delegation shall be documented and kept on file, in writing, by letter to each person so designated.

*Steve Pankhurst*

---

Steve Pankhurst - Business Unit Leader, US Pipelines & Logistics

(Note: original on file in the office of the Sr. Emergency Preparedness & Crisis Mgmt. Advisor)

cc: Bobby Talley, Regional Operations Manager, Midwest Region  
Chris Maudlin, Regional Operations Manager, West Region  
Tyrone Mitchell, Regional Operations Manager, East Region  
Mick Will, Regional Operations Manager, Gulf Coast Region

## HAZARDOUS WASTE CONTINGENCY PLAN

The requirements for a hazardous waste contingency plan, as outlined in 40 CFR 265.52 indicate that “if the owner or operator has already prepared a contingency plan in accordance with 40 CFR 112, or other facility response plan, he need only amend that plan to incorporate hazardous waste management provisions”. US Pipelines and Logistics pipeline operations are not discreet locations, but rather can cover many linear miles through multiple state and local agency jurisdictions under control of a single USPL office location. It is impractical to develop discreet plans for specific locations, but rather to have a single plan to cover the entire pipeline operation that includes multiple state and local agency contacts. Consequently, a cross-reference of regulatory requirement to plan coverage will refer to sections within the plan as opposed to discrete tables or sections. With that understanding, the table below contains the items required for the hazardous waste contingency plan. The table outlines the required content of a contingency plan and the location within the Emergency Response Plan (Plan) where the item is addressed. These Plans have been prepared to respond to a worst-case discharge of oil and can be readily applied to a release of hazardous waste that may be periodically generated at USPL pipeline locations. The Plan distribution list is shown in Figure 1-2 of the Plan. Paper copies of the Plan are considered uncontrolled copies and the “official” copy of the Plan is located on the BP Emergency Response Planning System website.

<b>Hazardous Waste Contingency Plan Requirement</b>	<b>Location in Equivalent Emergency Plan</b>	<b>Regulatory Citation</b>
Procedures to respond to fires, explosions, releases	Section 2 Initial Response Actions	40 CFR 265.52(a)
Arrangements with local Police, Fire, Hospitals	Section 4.6 Incident Management Team (IMT) Job Description Checklists	40 CFR 265.52(c)
Arrangements with contractors	Appendix B Contractor Response Equipment	40 CFR 265.52(c)
Primary emergency coordinator and alternate (name, phone)	Figure 1.3 Business District Information Summary	40 CFR 265.52(d)
List of emergency equipment	Section 7.1. Response Resources and Appendix B Contractor Response Equipment	40 CFR 265.52(e)

Location and description of the emergency equipment capabilities	Section 7.1 Response Resources and Appendix B Contractor Response Equipment	40 CFR 265.52(e)
Evacuation Plan, including primary and alternate routes and communication signals	Section 2.6 Evacuation and Section 4.4 Incident Command System/Unified Command	40 CFR 265.52(f)

### IMPLEMENTATION

The provisions of this contingency plan will be carried out immediately whenever there is a fire, explosion, or release of hazardous waste, which could threaten human health or the environment.

### ARRANGEMENTS WITH LOCAL EMERGENCY AGENCIES

BP operates within the Incident Command Structure (ICS), which includes establishment of a Unified Command. Federal, state, and local agencies are included as part of the Unified Command Structure during emergency responses, such as security threat, fire, explosion, release of hazardous waste, etc.

### RESPONSE ROLES

Fire Department: Evaluate the situation and determine if evacuation is necessary and if assistance is needed. Determine proper course of action and coordinate efforts to contain and control the emergency.

Police Department: To assist the Fire Department and provide traffic control, if necessary during the emergency.

Hospital: To provide 24-hour emergency medical service.

Hazardous Waste Clean-up Contractors: To provide 24-hour emergency response crews who will provide containment, clean up, and disposal services of hazardous waste, as needed.

### HAZARDOUS WASTE POTENTIALLY GENERATED ON-SITE

As part of its routine operations, pipeline facilities may generate the following hazardous wastes: Oily water (from prover water draws, stormwater, etc), tank bottoms/sludges, saturated oily rags or absorbent spill pads, etc. It should be noted, however, that additional wastes may be generated non-routinely as the result of maintenance, including, but not limited to activities such as tank cleaning, tank sandblasting, painting, and contaminated soil excavation in the event of a release or spill of oil or capital construction. The following list of hazardous wastes and their characteristics are based upon those wastes which have historically been generated by pipeline facilities:

<b>Waste Stream Name</b>	<b>Potential Hazardous Characteristic</b>
Tank bottoms, sludge, scale	Sometimes toxic for Benzene
Contaminated soil	Sometimes toxic for Benzene or Lead
Waste paint/thinners	Ignitable or Toxic for Lead
Spent sandblast media	Sometimes Toxic for Lead
Spent Solvents	Hazardous if <del>Flamable</del> <u>Flammable</u> .
Used Oil	Exempt if recycled
Batteries	Exempt if recycled
Oily Water	Exempt if recoverable product is sent for fuels blending. Otherwise, sometimes toxic for benzene or sometimes ignitable.
Oily rags, absorbent pads, plastic, PPE	Non-hazardous per Petroleum Debris Exclusion. If saturated, however, sometimes ignitable.

**US Pipelines and Logistics**

28100 Torch Parkway  
Warrenville IL 60555

Date: October 22, 2010

**Appointment and Authorization of "Alternate Qualified Individuals"**

Pursuant to the Federal Water Pollution Control Act, as amended by the Oil Pollution Act of 1990, and the regulations promulgated thereto with respect to required Response Plans, as may be applicable, I hereby appoint Dan Liccardi for and on behalf of the Company to serve as "Alternate Qualified Individual" for the Mid-America District. He/she is hereby expressly granted authority under the applicable Response Plan to:

- (1) Activate and engage necessary oil spill removal organization(s);
- (2) Act as liaison with the predesignated Federal On-Scene Coordinator (FOSC); and
- (3) Obligate, either directly or through prearranged contracts, funds necessary to carry out all required or directed oil spill response activities.

A handwritten signature in black ink that reads "Timothy J. R. Smith". The signature is written in a cursive, flowing style.

Timothy J. R. Smith  
Operations Manager

**US Pipelines and Logistics**

28100 Torch Parkway  
Warrenville IL 60555

Date: October 22, 2010

**Appointment and Authorization of "Alternate Qualified Individuals"**

Pursuant to the Federal Water Pollution Control Act, as amended by the Oil Pollution Act of 1990, and the regulations promulgated thereto with respect to required Response Plans, as may be applicable, I hereby appoint Kathy Reed for and on behalf of the Company to serve as "Alternate Qualified Individual" for the Mid-America District. He/she is hereby expressly granted authority under the applicable Response Plan to:

- (1) Activate and engage necessary oil spill removal organization(s);
- (2) Act as liaison with the predesignated Federal On-Scene Coordinator (FOSC); and
- (3) Obligate, either directly or through prearranged contracts, funds necessary to carry out all required or directed oil spill response activities.

A handwritten signature in black ink that reads "Timothy J. R. Smith".

Timothy J. R. Smith  
Operations Manager

**US Pipelines and Logistics**

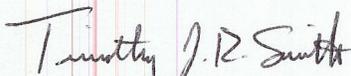
28100 Torch Parkway  
Warrenville IL 60555

Date: October 22, 2010

**Appointment and Authorization of "Alternate Qualified Individuals"**

Pursuant to the Federal Water Pollution Control Act, as amended by the Oil Pollution Act of 1990, and the regulations promulgated thereto with respect to required Response Plans, as may be applicable, I hereby appoint Wayne Venter for and on behalf of the Company to serve as "Alternate Qualified Individual" for the Mid-America District. He/she is hereby expressly granted authority under the applicable Response Plan to:

- (1) Activate and engage necessary oil spill removal organization(s);
- (2) Act as liaison with the predesignated Federal On-Scene Coordinator (FOSC); and
- (3) Obligate, either directly or through prearranged contracts, funds necessary to carry out all required or directed oil spill response activities.

  
Timothy J. R. Smith  
Operations Manager

## **HSSE SITE ORIENTATION AND EVACUATION PROCEDURES MANHATTAN STATION, MANHATTAN IL**

### **1.0 PURPOSE AND OBJECTIVES**

The purpose of this document is to define and standardize the framework for HSSE orientation for the Manhattan, Laura, and Niota Stations. The document identifies the basic BP HSSE overview required of all new and transferred employees, visitors, and contractors coming to work at the site. This document provides guidance on emergency and evacuation procedures to ensure the safety of personnel present at the time of an emergency. It also establishes emergency reporting, employee notification, and evacuation procedures for possible site emergencies, including fires, explosions, releases and spills of hazardous materials, violent weather, and nuclear emergencies.

The objectives of the Manhattan Station Site Orientation are to ensure that personnel and visitors are instructed about and have an understanding of the following:

- A. USPL HSSE policies, expectations and guidelines.
- B. Individual responsibilities when on USPL premises and at worksites.
- C. Potential hazards at the Manhattan, Laura, and Niota Stations and how they are expected to address these hazards.

### **2.0 SCOPE**

The Manhattan Station Site Orientation applies to all new and transferred employees, contractors, customers, visitors, and agency representatives who visit or perform work at the Manhattan, Laura, or Niota Stations.

### **3.0 MINIMUM REQUIREMENTS MET**

- A. The Manhattan Station Site Orientation program has been developed to meet the stated purpose and objectives.
- B. Completion of the Manhattan Station site orientation and testing session is required for all personnel who do not normally report to the facilities.
- C. Documentation of successful completion of the orientation and testing includes entering the person's name and the date of orientation into the Manhattan Station Orientation and Testing Log, and the issuance of a Site Orientation Card to the person.
- D. The orientation is valid for a 12 month period or until orientation materials have been modified, whichever occurs sooner.

### **4.0 DEFINITIONS**

- A. Team Leader – A BP employee from Pipeline & Terminal Operations (PTO) who is responsible for the operation of the asset where work is being performed.
- B. Work Environment – Any location where one or more members of the BP workforce (employees as well as contractors) are working or are present as a condition of their employment or contract. The work environment includes not

- only physical locations but also the equipment or materials used by the employee or contractor during the course of his or her work.
- C. Assembly Area – Designated locations at Manhattan Station for personnel to assemble after the site Emergency Warning System has been activated and an announcement is made to evacuate.
  - D. Accountability Boards/Logs – Manhattan Station magnetic boards and paper log sheets are located at Gates 1, 3, 4, and 6 for individuals to use to indicate if they are “In” or “Out” of the site. Paper log sheets are located at the other Stations.
  - E. Evacuation Coordinators – Dedicated individuals at Manhattan Station whose names are listed with a red dot on the Accountability Boards at their respective areas. Responsibilities include assisting with evacuation and communicating accountability for their Assembly Area via cell phone or radio to the other assembly areas.
  - F. (Evacuation) Alternates – Dedicated individuals at Manhattan Station whose names are listed with a blue dot on the Accountability Boards at their respective area. Responsibilities include assisting Evacuation Coordinators and assuming responsibilities during a Coordinator’s absence.

## **5.0 TEAM LEADER ROLES AND RESPONSIBILITIES**

- A. The Team Leader will determine the appropriate method for delivery of the Manhattan Station Site Orientation.
- B. The Team Leader will ensure that new and transferred employees, contractors, customers, visitors, and agency representatives have completed the Manhattan Station Site Orientation and appropriate documentation of completion is maintained.
- C. The Team Leader will issue an MOC when facility changes require the updating of site orientation materials, ensure orientation PowerPoint slides and hardcopy booklets are updated, and the subsequent orientation and testing of non-assigned personnel is documented.
- D. The Team Leader will identify site representatives qualified to conduct orientation. This qualified site representative will ensure that new and transferred employees, contractors, customers, visitors, and agency representatives identified by the Team Leader have completed the Manhattan Station Site Orientation and required documentation of completion is maintained.

## **6.0 GENERAL REQUIREMENTS**

- A. Orientation will be presented by handing out bound paper copies of the PowerPoint slides and reviewing the material with those present. In addition, tri-fold handouts with a synopsis of the orientation presentation are available.
- B. All applicable personnel are required to pass a site-specific written test with a minimum score of 80% following the orientation session. However, visitors, vendors, and regulators who will be continuously accompanied by a BP employee during their visit to the site are not required to take the written test.

If a minimum score of 80% is not achieved, a one-on-one in-depth review of the orientation will be conducted and re-test performed.

- C. Orientation and testing shall be documented at each site by the following procedures:
1. Issuance of a Site Orientation Card to participants who successfully complete the orientation quiz.
  2. Maintenance of a Site Orientation Log that lists each person's name, company affiliation, the date of orientation, and, if applicable, the date of any modification to the orientation materials. The Manhattan Site Orientation Log is maintained for a period of 1 (one) year.
- D. If changes to the facility occur, the Team Leader must issue an MOC and ensure that:
1. The site orientation materials are updated.
  2. The Site Orientation Log reflects the modification date.
  3. Personnel who do not normally report to the site will receive the revised orientation and successfully complete the quiz upon their next visit.

## 7.0 EMERGENCY AND EVACUATION

- A. **Evacuation Coordinators/Alternates** – On the Accountability Boards, Evacuation Coordinators will be identified by a red dot and their Alternates will be identified by a blue dot. In the event sirens are sounded, responsibilities will include:
1. Shutdown all nearby motorized equipment and listen to the Emergency Announcement.
  2. Determine actions to be taken and alert all nearby personnel to shelter-in place or proceed to tornado shelters or assembly areas.
  3. Secure copies of their appropriate Gate Census and Sign In/Out log. **If the Gate Evacuation Coordinator or Alternate are not in the area and are unable to safely obtain a copy of the Census and Sign In/Out log, the first person leaving the office area is to take the Log to the designated assembly area.**
  4. Conduct roll-call of all personnel present.
  5. Communicate safely with all other Coordinators to account for the whereabouts of all personnel presently on-site.
  6. Once the "All Clear" has been sounded, ensure re-permitting is initiated.
  7. All Evacuation Coordinators and Alternates will conduct a review of the events documenting effectiveness, compliance and any noted deficiencies. This review will be provided to the Team Leader within 3 (three) days of the event.
- B. **All Other Personnel** – All employees, contractors and visitors are responsible for understanding and complying with all provisions of this plan.

- C. **Emergency Procedures** – The following procedures should be followed by all personnel whenever a General Emergency Alarm or Tornado Alarm is activated.
1. All site hot work must stop and vehicle engines, other than emergency vehicles, must be shut-off to prevent possible ignition sources and to make site roadways passable for emergency vehicles.
  2. Personnel should determine if they are affected by the emergency by listening to the emergency announcement on site PA system or the directions of the Evacuation Coordinator or Alternate. Depending on the location and type of emergency, persons may be required to seek shelter, evacuate, or take other actions according to the specific emergency procedures described in this standard.
  3. Personnel should be cautious to provide the right-of-way to emergency responders and emergency response equipment.
  4. All work will need to be re-permitted.
  5. In the case of a non-emergency (ambulance call), vehicle traffic may continue but must yield the right of way to emergency vehicles responding to the scene.
- D. **Medical Emergency and Rescue**
1. Personnel trained in first aid, working in the vicinity of the injury or medical emergency, will respond to the scene to render first aid care while awaiting the arrival of the ambulance.
  2. Persons who are not trained to render first aid assistance should remain out of the way of emergency responders and keep an open area for the responders.
- E. **Fires, Explosions and Releases**
1. The Evacuation Coordinators and/or Alternates will immediately account for all personnel on site.
  2. All Other Personnel
    - a. On sounding of the emergency alarm, all personnel not associated with the emergency response effort should note the source of the emergency and proceed by foot to their nearest assembly area UNLESS the wind direction and source of the problem make it hazardous to do so or they have been instructed to seek shelter in the nearest tornado shelter.
    - b. Unescorted visitors and contractors will be notified of assembly areas for the site locations they visit or work in by their assigned site job representative.
    - c. Three designated assembly areas are on the Manhattan site. If it is not possible to report to your primary assembly area, you should report to the nearest safe upwind assembly area. Advise the Evacuation Coordinator that you are “extra” if this is not your primary assembly area.

- d. During large projects, a specific assembly area may be designated. The Job Representative is responsible for contacting the Team Leader to arrange in advance.

**F. Tornado**

1. Upon notification of a Tornado Warning for the site's immediate vicinity, or sighting of a tornado from the site, the Tornado Alarm will be activated.
2. When the Tornado Alarm sounds, personnel should take immediate shelter in 1 of the 3 Tornado Shelters located at Manhattan Station.
3. If you cannot get to a tornado shelter and suitable indoor shelter is not immediately available, individuals should lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.
4. After the "all clear" is sounded, a head count will be conducted by all units/buildings to ensure all individuals are accounted for.

**G. All Clear**

1. When an emergency condition has subsided and it is safe for personnel to resume normal activities, the All Clear Alarm will be activated.
2. Evacuated personnel should return to their assigned work areas. Injuries that occur as a result of the emergency should be reported immediately.
3. Normal work activity may resume in all areas, however, all work in units must be coordinated through the area or Team Leader. New permits must be issued for all work.

## **8.0 ORIENTATION CONTENT**

**A. Reporting Emergencies**

1. All site emergencies, including fire, medical, rescues, and hazardous materials spills are to be reported.
2. When reporting an emergency, the caller should state his/her name, the location (give best direction to area), and nature of the emergency including injuries if known.
3. After the emergency has been reported at Manhattan Station, the site's Emergency Warning System will be activated and the location and nature of the emergency will be announced on the Emergency Notification Network (PA system).
4. Contact your BP Job Representatives and report emergencies to:
  - a. General Emergency – 815-478-6100
  - b. Medical Emergency – 911 (9-911 if using an office phone)
  - c. Pipeline Emergency – 800-548-6482

**B. Emergency Warning – Manhattan Station**

The site's primary Emergency Warning System is the electronic siren-tone and speaker system. The designated siren-tone alarms and the emergency conditions that they signify are listed below.

1. **Product Release = Wail Sound**
2. **Fire = Pulsed Wail Sound**
3. **General Emergency = Alternating Wail Sound**
4. **All Clear = Steady Wail Sound**

**NOTE: In the event of a telephone or electrical outage, communication will be via radios and cellular phones.**

**C. Emergency Notification – Manhattan Station**

1. The site's Emergency Notification Network consists of the outdoor public address system.
2. Immediately following the activation of an emergency warning alarm, an announcement will be made on the public address system to notify personnel of the nature and location of the emergency.

**D. Emergency Warning System Testing – Manhattan Station**

1. The emergency warning alarm system will be tested the first Tuesday of each month at 10:05 AM.
2. During the test, each alarm will be activated in the following order:
  - a. General Emergency Alarm
  - b. Fire Alarm
  - c. All Clear
3. Following the alarm test cycle, this announcement will be made over the Emergency Notification Network: ***"This is a test of the emergency alarm system at the BP Manhattan facility. If this were any actual emergency, an alarm would sound followed by a message detailing the type of emergency."***

**E. Assembly Areas/AEDs/Blood Borne Pathogen Kits/First Aid Kits/Eye Wash Stations/Tornado Shelters (Refer to chart below and Attachment 1—Manhattan Station General & Emergency Exit Map)**

1. Personnel working at the Manhattan Facility are responsible for **knowing** the designated assembly areas for the location in which they work, and the location of AEDs, blood borne pathogen kits, and first aid kits.
2. Assembly Areas, location of AEDs, Blood Borne Pathogen kits and First Aid Kits are listed in the chart at the end of this section. The entire Manhattan site is shown on Attachment 1.
3. Assembly areas are displayed on diagrams posted in each building at the Manhattan facility.

Assembly Areas	AEDs/Blood Borne Pathogen Kit	First Aid Kits	Eye Wash Stations	Tornado Shelters
(Inside) Gate 1	Gate 1 Office Building (AED & Blood Borne Pathogen Kit)	Gate 1 Office Building	Gate 1 East of Block Building	Gate 1
Gate 4 Parking Lot	Gate 4 Lunchroom (AED & Blood Borne Pathogen Kit)	Gate 4 Warehouse	Gate 1 Office Building	Gate 4
(Inside) Gate 6	Gate 6 Blood Borne Pathogen Kit	Gate 6 Office Building	Gate 4 Rest Room	Tank Farm West of Tank 6825
			Gate 4 Warehouse	
			Gate 6 - Bottles Only	

**F. Training and Drills**

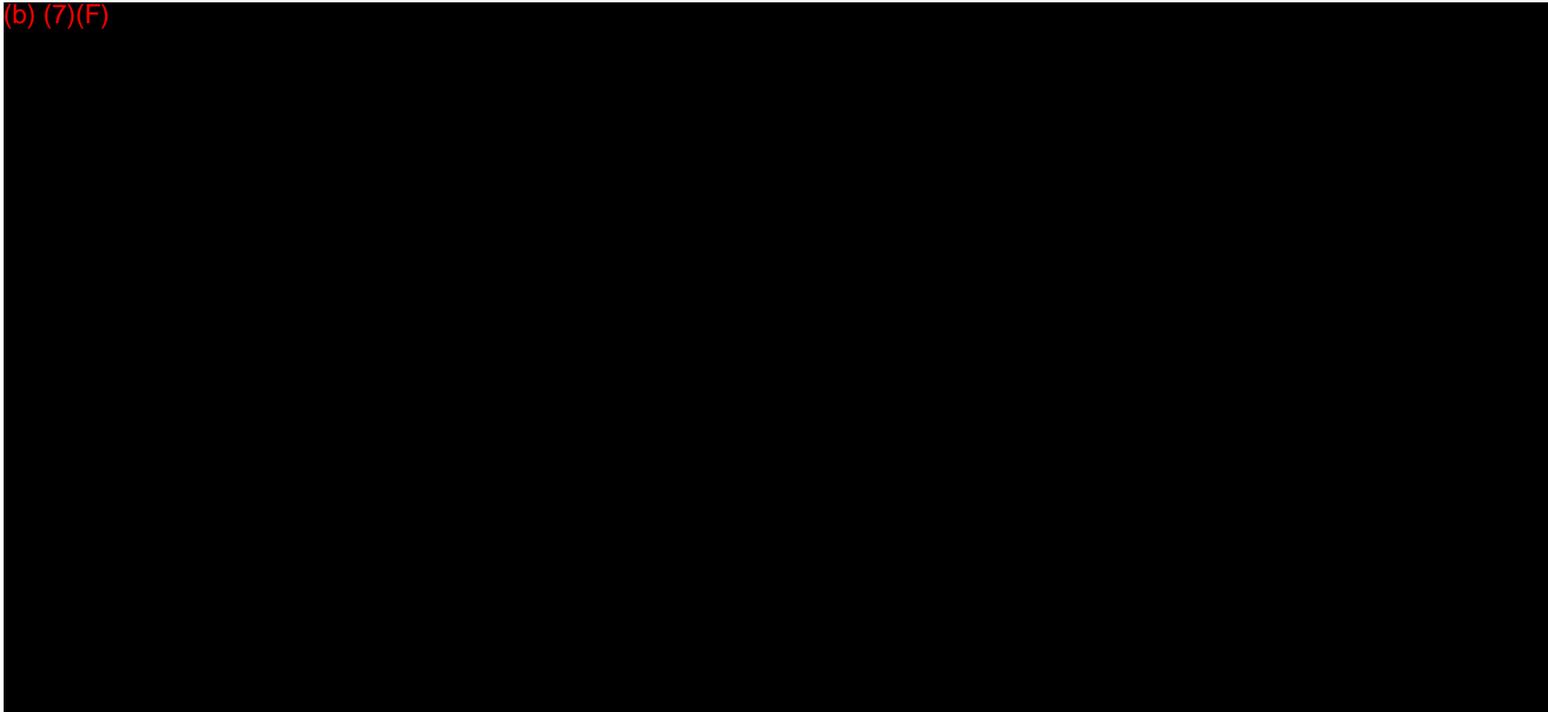
1. Upon initial employment, the appropriate Team Leader will review the Emergency and Evacuation Procedure with each new employee. All employees will review the procedure annually and whenever revisions are made to the procedure.
2. Emergency and Evacuation Procedure drills will be practiced annually, or whenever revisions to the procedure are implemented. The District Safety Coordinator will coordinate the emergency drills and a report will be generated describing the overall effectiveness of each drill and correct any deficiencies.

**G. Personnel Accountability**

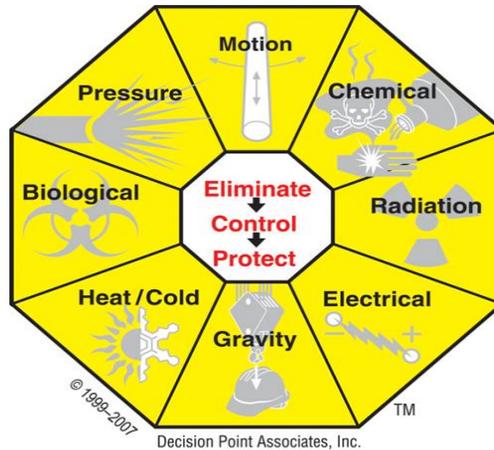
1. All personnel are empowered to stop any unsafe activity they may encounter and report it to the Team Leader or other site staff.
2. Each Station (Manhattan Facility Gates, 1, 4, and 6 (and 3 if project work is being performed)) is to maintain a current list of personnel for the site.
3. The list of personnel will be kept on an Accountability Board, Gate Census and the paper sign in sheet by the exit/entrance most used by the employee or contractor assigned to that area. Individuals are required to check in/out each day to indicate if they are on site or have left the site by sliding the magnet in the column indicating "In" or "Out". Each area will clearly mark the designated location of the boards and communicate their location to all building residents.
4. The Accountability Board and paper log are to be taken to the Assembly Area by the Evacuation Coordinator.
5. If no Evacuation Coordinator or Alternate is available, the **first person** leaving the building will assume the Evacuation Coordinator's responsibilities.

6. The Evacuation Coordinators will take a head count and verify all people signed in are accounted for. They will communicate/coordinate with the

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- I. **Driving Safety**
  1. The site speed limit is 10 mph.
  2. Seat belts must be worn in moving vehicles at all times.
  3. **Cell phone/radio use is prohibited while driving on the site whether hands-free or not.**
  4. All vehicles are required to be parked in a "first move forward" position at all times.
  5. Vehicles are not allowed in restricted areas without prior approval of site personnel.
- J. **Personal Protective Equipment**
  1. PPE and non-PPE zones are delineated by signage and yellow/white stripes.
  2. PPE requirements include a hard hat, safety glasses with side shields, fire resistant clothing, and safety toed shoes with slip resistant soles.
  3. Other PPE may be required after an assessment by site personnel.
- K. **Site-Specific Hazards/Material Safety Data Sheets/Environmental Issues**
  1. Hearing protection is required in the pump/motor room.
  2. Flammable/combustible vapors or liquids may be encountered; such as, crude oil, H<sub>2</sub>S, benzene, diesel fuel, gasoline, heating oil, and other petroleum products. (Types of hazards that may be encountered are shown on the graphic below.)



3. MSDS sheets are available and can be obtained from site personnel.
4. Hazardous waste must be handled properly. At Manhattan Station:
  - a. Drop off for metal, wood, and electrical is at Gate 4.
  - b. Other hazardous material drop off is at Gate 4; contact John Morris, 815-370-4708, prior to drop off.
5. All work performed must provide provisions to prevent discharge into the drain system.

#### 9. Site Orientation Card

An orientation participant who completes the site orientation session and successfully passes the Orientation Quiz will be issued a Site Orientation Card. The Site Orientation Card is valid for 12 months or until orientation materials have been modified, and is printed on card stock, laminated, and returned to the participant.

(Front)


<p><b>MANHATTAN</b></p> <p>This card must be presented each time you visit BP Manhattan terminal</p>

(Back)

<p><b>VISITOR</b></p>
<p>Name _____</p> <p>Issue Date _____</p> <p>Issued By: _____</p> <p>Date Expires _____</p> <p>This card expires one year from date of issue</p>

**Attachment 1 – Manhattan Terminal General & Emergency Exit Map**

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