

**COMPANY CORE PLAN TABLE OF CONTENTS****FRONT OF BOOK****SECTION 1 INFORMATION SUMMARY****SECTION 2 IMMEDIATE NOTIFICATIONS****SECTION 3 SPILL DETECTION/MITIGATION****SECTION 4 OIL SPILL REMOVAL ORGANIZATIONS****SECTION 5 RESPONSE ACTIVITIES****SECTION 6 INCIDENT COMMAND SYSTEM****SECTION 7 JOB SITE SAFETY PLAN****SECTION 8 CLEANUP PROCEDURES****SECTION 9 ESTIMATING SPILL VOLUMES****SECTION 10 WASTE MANAGEMENT****SECTION 11 COMMUNICATIONS****SECTION 12 TRAINING AND DRILLS****SECTION 13 PLAN REVIEW AND UPDATE PROCEDURES****SECTION 14 PUBLIC RELATIONS****SECTION 15 DOCUMENTATION / ICS FORMS****SECTION 16 MSDS****SECTION 17 GLOSSARY****SECTION 18 RELEASE EXERCISES-HES706****SECTION 19 CHEVRON FUNCTIONAL & WORLDWIDE TEAM RESOURCES****SECTION 20 GAS PIPELINES & FACILITIES NORTH AMERICA EOP****COLORADO STATE APPENDIX TABLE OF CONTENTS****FRONT POCKET INFORMATION AND EMERGENCY RESPONSE PLAN (ERAP)****FRONT OF BOOK****SECTION 1 INFORMATION SUMMARY****SECTION 2 NOTIFICATIONS****SECTION 3 RESOURCES****SECTION 4 WASTE MANAGEMENT****SECTION 5 SAMPLING****SECTION 6 SPILL IMPACT****RANGELY TERMINAL****AGENCY CROSS REFERENCE**

## COMPANY PLAN DEFINITION



# COMPANY EMERGENCY RESPONSE PLAN

## CORE PLAN

**DOT/PHMSA Sequence Number 210**

**THIS CORE PLAN COMBINED WITH THE APPLICABLE STATE APPENDIX  
ESTABLISHES EMERGENCY REPOSENSE PLANNING CRITERIA FOR:**

**CHEVRON PIPE LINE COMPANY  
CHEVRON MIDSTREAM PIPELINES, LLC (FORMERLY TEXACO PIPELINES LLC)  
BRIDGELINE HOLDINGS, L.P. (BHLP)  
NECHES GAS DISTRIBUTION COMPANY (NGDC)  
SABINE PIPE LINE (SPLLLC)  
TEXACO EXPLORATION AND PRODUCING INC. (TEPI)  
CHEVRON PETROCHEMICAL PIPELINE, LLC  
CHEVRON CORPORATION  
(HEREIN REFERRED TO AS "COMPANY")**

Prepared by:  
Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401  
(800) 762-3404 or (877) 596-2800

## CERTIFICATIONS

### CERTIFICATIONS

#### Qualified Individual

Chevron Pipe Line Company (Company) is authorizing all of its employees who are trained in Incident Command and who are functioning as the Incident Commander (IC) to be the Qualified Individual (QI). This financial authority is unique to spills and emergency releases and is not a part of the Company's routine delegation of authority guidelines.

In the event of an oil spill or emergency release, Company employees who will be responding as Incident Commanders (IC/QIs) have the authority to:

1. Activate the Emergency Response Plan.
2. Activate and engage in contracting with oil spill removal organizations. Commit resources from within the Company, through the Corporate Oil Spill Coordinator/Staff, outside contractors, MSRC, cooperatives, and as directed by the Federal or State On-Scene Coordinator.
3. Act as liaison with Federal or State On-Scene Coordinator and other Federal and State officials.
4. Obligate funds required to carry out all necessary or directed response activities.

The response organization is critical to the management of an emergency response because of the large geographic areas covered by the Company. Immediate response in remote areas is managed by local personnel who may be replaced by additional personnel if the magnitude of the spill warrants. The response of the additional personnel may take some time due to geography. It is impossible to name the specific individual who will be IC in advance. It will depend on the location of the spill, the size of the spill, and whether it is the initial response or a later phase in the clean up process.

Various federal and state agencies have recognized the need for owners/operators who use a tiered response to allow for the transfer of authority upward as the extent of a spill is assessed. Agencies also acknowledge that response efforts often involve 24- hour efforts, and authorities must be transferred in this "shift" works situation.

#### National Contingency Plan / Area Contingency Plan Consistency

Company (Operator) certifies that it has reviewed the National Contingency Plan (NCP) and each applicable Area Contingency Plan, and that this Emergency Response Plan is consistent with the existing NCP and each existing applicable ACP.

Per applicable geographical areas, the following Area Contingency Plans have been reviewed for consistency with Company's Emergency Response Plan:

- US EPA Region 6 Integrated ACP (Facilities in Texas and New Mexico)
- South Louisiana/Acadia Region ACP (Morgan City)
- New Orleans/Baton Rouge ACP
- US EPA Region 8 ACP (Facilities in Utah and Colorado)
- US EPA Region 9 Regional Contingency Plan (Facilities in California)
- US EPA Region 10 ACP (Facilities in Idaho, Oregon and Washington)
- San Francisco Oil Spill Contingency Plan (N. California Bay Area Facility)
- Los Angeles/Long Beach ACP (S. California Los Angeles Facility)

#### CERTIFICATION OF RESOURCES

The Company hereby certifies to the Pipeline Hazardous Materials Safety Administration (PHMSA) of the Department of Transportation that we have identified and ensured by contract or other means to be approved by the PHMSA, the availability of private personnel and equipment to respond, to the maximum extent practicable, up to and including a worst case discharge or a substantial threat of such a discharge.

#### STATEMENT OF SIGNIFICANT AND SUBSTANTIAL HARM

The Company hereby submits to the Pipeline Hazardous Materials Safety Administration of the Department of Transportation that we have identified, as required by 49 CFR, Part 194.107 and Part 194.103, the pipeline sections in each Response Zone that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil or products into or on navigable waters, adjoining shorelines, public drinking water intakes, or other environmentally sensitive areas. Each pipeline segment meeting the significant harm definition is identified, as required, in the applicable State Appendices.

Signature: Lonnie Evans Date: 15 Mar 2010

Printed Name and Title: Lonnie Evans, CEM, Emergency Response Specialist  
4800 Fournace Place, Rm. E320B, Bellaire, TX 77401-2324  
Tel 713-432-3406, LonnieJEvans@chevron.com

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**CERTIFICATION OF SIGNIFICANT AND SUBSTANTIAL HARM****CERTIFICATION OF SIGNIFICANT AND SUBSTANTIAL HARM****STATEMENT OF SIGNIFICANT AND SUBSTANTIAL HARM**

The Company hereby submits to the Pipeline Hazardous Materials Safety Administration of the Department of Transportation that we have identified, as required by 49 CFR, Part 194.107 and Part 194.103, the pipeline sections in each Response Zone that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil or products into or on navigable waters, adjoining shorelines, public drinking water intakes, or other environmentally sensitive areas. Each pipeline segment meeting the significant harm definition is identified, as required, in the applicable State Appendices.

Signature: *Lonnie Evans* Date: 15 Mar 2010

**Printed Name** Lonnie Evans, CEM  
**Title:** Emergency Response Specialist  
**Address** 4800 Fournace Place, Rm. E320B  
Bellaire, TX 77401-2324  
**Phone** Tel 713-432-3406  
**Email** LonnieJEvans@chevron.com

**REGULATORY COMPLIANCE**

This Company Core Plan combined with the applicable State Appendix in addition to implementing Company policy, addresses the following State and Federal requirements:

- State of Washington Chapter 173-182 WAC, Oil Spill Contingency Planning.
- Oil Pollution Act of 1990: 49 CFR 194 Response Plans for Onshore Oil Pipelines (Department of Transportation).
- Oil Pollution Act of 1990: Bureau of Safety and Environmental Enforcement - Spill Response Plans for Offshore Facilities including State Submerged Lands and Pipelines.
- Oil Pollution Act of 1990: 33 CFR Parts 150 and 154 Response Plans for Marine Transportation Related Facilities (USCG).
- Oil Pollution Act of 1990: 40 CFR Parts 9 and 112 Oil Pollution Prevention; Non-Transportation Related Onshore Facilities (USEPA).
- Bureau of Safety and Environmental Enforcement – Notice to Leases (NTL) 92-04.
- A cross-reference between the format of this Plan and applicable regulations is provided in the State Appendix Plan.

## DOT APPROVAL LETTER



U.S. Department  
of Transportation

**Pipeline and  
Hazardous Materials Safety  
Administration**

400 Seventh Street, S.W.  
Washington, D.C. 20590

May 10, 2005

**Certified Mail –7003 3110 0003 2602 9832-Return Receipt Requested**

Mr. Tracy Long  
ChevronTexaco Pipeline Company  
2811 Hayes Road  
Houston, TX 77082

**Re: OPS Plan Sequence Numbers**

<b>210</b>	<b>Core Plan</b>
<b>189</b>	<b>Louisiana Response Zone</b>
<b>206</b>	<b>California Response Zone</b>
<b>211</b>	<b>Northwest Response Zone</b>
<b>217</b>	<b>Texas Response Zone</b>

Dear Mr. Long,

Your Facility Response Plan (FRP) is approved in accordance with 49 CFR Part 194, *Response Plans for Onshore Transportation-Related Oil Pipelines*. The Pipeline and Hazardous Materials Safety Administration (PHMSA) commends you for developing a plan that reflects the characteristics of your company, the facility it operates, and the environment it strives to protect. In approving your plan, we have determined that your January and March 2005 revisions have adequately addressed the findings in our letter dated 25 January 2005. On the basis of the information we reviewed, your response plan now satisfies the minimum response planning standards established by 49 CFR Part 194.

We accept as true all information in the plan but reserve the right to verify its validity and accuracy. We will advise you of any deficiencies discovered during our ongoing quality control activities and you will have the opportunity to correct such deficiencies.

Response planning is an ongoing process. The preparation, submission, review, and approval of a response plan are only the first steps in the process of developing an effective national response planning program. We will continue to help you refine and improve your plan. We trust that you will continue to improve your plan as you gain new knowledge and discover better practices, whether through responses to actual spills or through evaluations of drills and exercises.

Note that this approval will expire on May 10, 2010, which is five years from the date of this letter. Although we have approved the plan, we expect you to maintain your plan's compliance with 49 CFR 194, including making and submitting any required revisions to the plan as specified in 49 CFR 194.121(a) and (b).

Please refer to the "OPS Plan Sequence Numbers" listed above in all plan-related correspondence, including e-mails. E-mail is the preferred method for submitting inquiries, questions and comments to me at [le.herrick@dot.gov](mailto:le.herrick@dot.gov). You can also telephone me at (202) 366-5523 or fax me at (202) 366-4566. Thank you for your cooperation.

Sincerely,



L. E. Herrick  
Response Plans Officer

Enclosure

cc: EPA IV, EPA VI, EPA VIII, EPA IX, EPA X, MSO Morgan City, MSO New Orleans, MSO Port Arthur, MSO Galveston/Houston and MSO LA/LB.

Ext. # 9301

File # 2355, 2406

Act. # 9068

**ARCHIVE CORE PLAN REVISION LOG**

Company Emergency Response Plan

<b>Date</b>	<b>Revision No.</b>	<b>Revision</b>
06/02		Initial Publication  <b>Refer to the Update/Revision Notices</b>



**UPDATE NOTICE****Revision # 0001****To All Holders of the Core Plan****Revision Date: February 2003**

This sheet contains instructions for switching out pages in your Core Company Emergency Response Plan (Core Plan). Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>No pages are to be removed.</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>Insert new signed Certifications page at the end of Front of Book.</li> </ul>
<b>Master Table of Contents</b> <ul style="list-style-type: none"> <li>Remove existing Table of Contents page for Sections 14/15 and Sections 15/16 (back to back).</li> </ul>	<b>Master Table of Contents</b> <p>Print and replace with new Table of Contents for Sections 14/15 and Sections 15/16 (back to back). (This is the first set of Table of Contents in the date file).</p>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>Remove entire existing Section.</li> </ul>	<b>Section 2, Immediate Notifications</b> <p>Print new and replace existing with entire new Section.</p>
<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>Remove pages 15/16.</li> </ul>	<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>Print new and replace existing with new pages 15/16.</li> </ul>
<b>Section 15, Documentation</b> <ul style="list-style-type: none"> <li>Remove the Table of Contents and pages 45-49, located just behind the ICS forms.</li> </ul>	<b>Section 15, Documentation</b> <ul style="list-style-type: none"> <li>Print new and replace existing with new Table of Contents and pages 45-50. (This is the second set of Table of Contents in the date file).</li> </ul>
	<b>Front of Book</b> <p>Once your switchout process is complete, add this update notice to your Core Plan Front of Book.</p>

**UPDATE/REVISION NOTICE****Revision # 0002****To All Holders of the Core Plan****Revision Date: July 2003****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for switching out pages in your Core Plan Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.
- If you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail at [ptsdoug@hazassist.com](mailto:ptsdoug@hazassist.com).

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of the Core Plan provided</li> </ul>
<b>Binder Cover</b> <ul style="list-style-type: none"> <li>• Remove front cover</li> </ul>	<b>Binder Cover</b> <ul style="list-style-type: none"> <li>• Insert new cover provided</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove entire section</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print entire section single sided</li> </ul>
<b>Table of Contents</b> Remove table of contents pages as follows: <ul style="list-style-type: none"> <li>• Page with Section 1 Table of Contents with back page Section 2 Table of Contents</li> <li>• Page with Section 3 Table of Contents with back page Section 4 Table of Contents</li> <li>• Page with Section 20 Table of Contents page that begins with 62 and ends with 82, back of page begins with 82 and ends with 92</li> </ul>	<b>Table of Contents</b> Replace table of contents pages as follows: <ul style="list-style-type: none"> <li>• Print Table of Contents page Section 1 Information Summary and Section 2 Immediate Notifications print double sided (back to back)</li> <li>• Print Table of Contents Section 3 Spill Detection / Mitigation with back page Section 4 Oil Spill Removal Organizations print double sided (back to back)</li> <li>• Print Table of Contents Section 20 Gas Pipelines &amp; Facilities N. American EOP page that begins with 62 and ends with 82, back of page begins with 82 and ends with 95</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents</li> <li>• Remove pages 1 through 4</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• Print pages 1 through 4 double sided (back to back)</li> </ul>

**UPDATE/REVISION NOTICE****Revision # 0002****To All Holders of the Core Plan****Revision Date: July 2003**

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>Remove pages 1 and 2</li> <li>Remove page 5</li> <li>Remove pages 6 and 7</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>Print pages 1 and 2 double sided (back to back)</li> <li>Print page 5 single sided</li> <li>Print pages 6 and 7 double sided (back to back)</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>Remove Table of Contents page</li> <li>Remove pages 5 and 6</li> <li>New to add</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>Print Table of Contents page single sided</li> <li>Print pages 5 and 6 double sided (back to back)</li> <li>Print pages 7 and 8 double sided (back to back)</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>Remove entire section</li> </ul>	<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>Print title page single sided</li> <li>Print Table of Contents page single sided</li> <li>Print pages 1 through 10 double sided (back to back)</li> <li>Print page 11 single sided</li> </ul>
<b>Section 19, Functional &amp; WW Team Response</b> <ul style="list-style-type: none"> <li>Remove pages 17 through 22</li> </ul>	<b>Section 19, Functional &amp; WW Team Response</b> <ul style="list-style-type: none"> <li>Print pages 17 through 22 double sided (back to back)</li> </ul>
<b>Section 20 Gas Pipelines &amp; Facilities N. American EOP</b> <ul style="list-style-type: none"> <li>Remove Table of Contents page that begins with 62 and ends with 82, back of page begins with 82 and ends with 92</li> <li>New to add</li> </ul>	<b>Section 20 Gas Pipelines &amp; Facilities N. American EOP</b> <ul style="list-style-type: none"> <li>Print Table of Contents page that begins with 62 and ends with 82, back of page begins with 82 and ends with 95</li> <li>Print pages 93 and 94 double sided (back to back)</li> <li>Print page 95 single sided</li> </ul>
<b>Front of Book</b> Once your switch-out process is complete, print this update notice double sided and insert it in your Core Plan Front of Book behind previous Update/Revision Notices	
Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE**

<p><b>Revision # 0003</b></p> <p><b>To All Holders of the Core Plan</b></p> <p><b>Revision Date: February 2004</b></p>	
<p><b>Important – please read before you begin this update process:</b></p> <ul style="list-style-type: none"> <li>• Please have your hard copy of the Core Plan available for reference to assist you in processing this update.</li> <li>• All pages for your update are included in this file.</li> <li>• This sheet contains instructions for updating your Core Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: ptsdoug@hazassist.com.</li> </ul>	
<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<p><b>Core Plan CD</b></p> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<p><b>New Core Plan CD</b></p> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Core Plan provided</li> </ul>
<p><b>Table of Contents</b></p> <ul style="list-style-type: none"> <li>• Section 3/4 Table of Contents (double sided)</li> <li>• Section 12/13 Table of Contents (double sided)</li> </ul>	<p><b>Table of Contents</b></p> <ul style="list-style-type: none"> <li>• Print Section 3/4 Table of Contents (double sided)</li> <li>• Print Section 12/13 Table of Contents (double sided)</li> </ul>
<p><b>Section 1, Information Summary</b></p> <ul style="list-style-type: none"> <li>• Remove page 1/2 (double sided)</li> <li>• Remove page 3/4 (double sided)</li> </ul>	<p><b>Section 1, Information Summary</b></p> <ul style="list-style-type: none"> <li>• Print page 1/2 double sided</li> <li>• Print page 3/4 single sided</li> </ul>
<p><b>Section 2, Notifications</b></p> <ul style="list-style-type: none"> <li>• Remove page 1/2 (double sided)</li> </ul>	<p><b>Section 2, Notifications</b></p> <ul style="list-style-type: none"> <li>• Print page 1/2 double sided</li> </ul>
<p><b>Section 3, Spill Detection / Mitigation</b></p> <ul style="list-style-type: none"> <li>• Remove page 1/2 (double sided)</li> <li>• Remove page 3/4 (double sided)</li> <li>• Remove all 11 X 17 color Emergency Response Guide First Responder foldout pages (pages 18 through 33)</li> </ul>	<p><b>Section 3, Spill Detection / Mitigation</b></p> <ul style="list-style-type: none"> <li>• Print page 1/2 double sided</li> <li>• Print page 3/4 double sided</li> <li>• Replace with new, enclosed 11 X 17 color Emergency Response Guide First Responder foldout pages (pages 18 through 33)</li> </ul>
<p><b>Section 4, Oil Spill Removal Organizations</b></p> <ul style="list-style-type: none"> <li>• Remove Table of Contents (single sided)</li> <li>• Remove page 3/4 (double sided)</li> <li>• Remove page 5/6 (double sided)</li> </ul>	<p><b>Section 4, Oil Spill Removal Organizations</b></p> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• Print page 3/4 double sided</li> <li>• Print page 5/6 double sided</li> </ul>

<p><b>Revision # 0003</b></p> <p><b>To All Holders of the Core Plan</b></p> <p><b>Revision Date: February 2004</b></p>	
<p><b>Section 13, Plan Review &amp; Updates</b></p> <ul style="list-style-type: none"> <li>Remove Table of Contents (single sided)</li> <li>Remove page 1 (single sided)</li> </ul>	<p><b>Section 13, Plan Review &amp; Updates</b></p> <ul style="list-style-type: none"> <li>Print Table of Contents single sided</li> <li>Print page 1 single sided</li> </ul>
<p><b>Section 18, ER Spill Exercises (HES 706)</b></p> <ul style="list-style-type: none"> <li>Remove entire section</li> </ul>	<p><b>Section 18, ER Spill Exercises (HES 706)</b></p> <ul style="list-style-type: none"> <li>Print title page single sided</li> <li>Print first two pages of table of contents double sided</li> <li>Print third page of table of contents single sided</li> <li>Print page 1 through 16 double sided</li> <li>Print page 17 through 23 single sided</li> <li>Print page 24 through 33 double sided</li> <li>Print page 34 through 41 (end) single sided</li> </ul>
<p><b>Section 19, Chevron Functional &amp; WW Team Resources</b></p> <ul style="list-style-type: none"> <li>Remove page 41/42 (double sided)</li> </ul>	<p><b>Section 19, Chevron Functional &amp; WW Team Resources</b></p> <ul style="list-style-type: none"> <li>Print page 41/42 double sided</li> </ul>
<p><b>Front of Book</b></p> <p>Once your update process is completed, print this Update/Revision Notice single sided and add this update notice to your Core Plan Front of Book following any previous update notices.</p>	
<p>Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.</p>	

**UPDATE/REVISION NOTICE****Revision # 0004****To All Holders of the Core Plan****Revision Date: May 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Core Plan provided</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 1 through 4</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 1 through 4</li> </ul>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice in your Core Plan Front of Book following any previous update notices.	
Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0005****To All Holders of the Core Plan****Revision Date: September 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Core Plan provided</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Sections 3 and 4 Table of Contents double sided</li> <li>• Sections 7 and 8 Table of Contents double sided</li> <li>• Section 19 Table of Contents double sided</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Print Sections 3 and 4 Table of Contents double sided</li> <li>• Print Section 7 and first page of Section 8 Table of Contents double sided</li> <li>• Print Section 19 Table of Contents double sided</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove page 1/2 double sided</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print page 1/2 double sided</li> </ul>
<b>Section 3, Spill Detection/Mitigation</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents single sided</li> <li>• Remove page 11/12 double sided</li> </ul>	<b>Section 3, Spill Detection/Mitigation</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• Print page 11/12 double sided</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Remove entire section contents</li> </ul>	<b>Section 7, Job Site Safety Plan (Complete new section)</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print Table of Contents single sided</li> <li>• Print pages 1 through 12 double sided</li> </ul>
<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>• Remove page 9</li> </ul>	<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>• Print page 9 single sided</li> </ul>
<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Remove pages 5/6</li> </ul>	<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Print pages 5/6 double sided</li> </ul>

<p><b>Revision # 0005</b></p> <p><b>To All Holders of the Core Plan</b></p> <p><b>Revision Date: September 2004</b></p>	
<p><b>Section 19, Functional &amp; Worldwide Team Resources</b></p> <ul style="list-style-type: none"> <li>Remove entire section contents</li> </ul>	<p><b>Section 19, Functional &amp; Worldwide Team Resources</b> <b>(Complete new section)</b></p> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print the table of contents double sided</li> <li>Print pages 1 through 46 double sided</li> <li>Print page 47 single sided</li> </ul>
<p><b>Front of Book</b></p> <p>Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.</p>	
<p>Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.</p>	

**UPDATE/REVISION NOTICE****Revision # 0006****To All Holders of the ChevronTexaco Pipeline Company Core Plan****RSPA Plan Sequence #210****Revision Date: March 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Core Plan provided</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Remove entire table of contents</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Print entire table of contents double sided</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Remove page 4</li> <li>• Remove page 5</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print page 4 single sided</li> <li>• Print page 5 single sided</li> </ul>
<b>Section 4, Oil Spill Removal Information</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents single sided</li> </ul>	<b>Section 4, Oil Spill Removal Information</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• New page to add print page 9 single sided</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Remove entire section contents</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Print title page single sided</li> <li>• Print Table of Contents single sided</li> <li>• Print pages 1 through 8 double sided</li> </ul>
<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Remove entire section contents</li> </ul>	<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Print title page single sided</li> <li>• Print Table of Contents single sided</li> <li>• Print pages 1/2 double sided</li> <li>• Print page 3 single sided</li> </ul>
<b>Section 13, Plan Review, Revisions and Update Program</b> <ul style="list-style-type: none"> <li>• Remove page 1</li> </ul>	<b>Section 13, Plan Review, Revisions and Update Program</b> <ul style="list-style-type: none"> <li>• Print page 1 single sided</li> </ul>

<p><b>Revision # 0006</b></p> <p><b>To All Holders of the ChevronTexaco Pipeline Company Core Plan</b></p> <p><b>RSPA Plan Sequence #210</b></p> <p><b>Revision Date: March 2005</b></p>	
<p><b>Section 15, Documentation</b></p> <ul style="list-style-type: none"> <li>Remove entire section contents</li> </ul>	<p><b>Section 15, Documentation</b></p> <ul style="list-style-type: none"> <li>Print title page single sided</li> <li>Print Table of Contents single sided</li> <li>Print pages 1 through the end of the section double sided</li> </ul>
<p><b>Section 18, Emergency Response Exercises (HES 706)</b></p> <ul style="list-style-type: none"> <li>Remove entire section contents and index tab</li> </ul>	<p><b>Section 18, Emergency Response Exercises (HES 706)</b></p> <ul style="list-style-type: none"> <li>New index tab titled "Release Exercises-HES 706" provided</li> <li>Print title page single sided</li> <li>Print Table of Contents double sided</li> <li>Print pages 1 through 32 double sided</li> </ul>
<p><b>Section 19, Chevron Functional &amp; Worldwide Team Resources</b></p> <ul style="list-style-type: none"> <li>Remove entire section contents</li> </ul>	<p><b>Section 19, Chevron Functional &amp; Worldwide Team Resources</b></p> <ul style="list-style-type: none"> <li>Print title page single sided</li> <li>Print Table of Contents double sided</li> <li>Print pages 1 through 46 double sided</li> <li>Print page 47 single sided</li> </ul>
<p><b>Front of Book</b></p> <p>Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.</p>	
<p>Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.</p>	

**UPDATE/REVISION NOTICE****Revision # 0007****To All Holders of the Chevron Pipe Line Company Core Plan****RSPA Plan Sequence #210****Revision Date: August 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

**NOTE: This is an electronic update only; no CD will be issued at this time.**

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> <li>• Remove page 5</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> <li>• Print page 5 single sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.	
Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a> , when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0008****To All Holders of the Chevron Pipe Line Company Core Plan****OPS Plan Sequence #210****Revision Date: September 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> <li>• New to add</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> <li>• Print DOT Approval Letter (2 pages) dated May 10, 2005 single sided and insert as first pages behind the Front of Book index tab</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Remove Section 1 and 2 table of contents (1 page)</li> <li>• Remove Section 5 and 6 table of contents (1 page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Print Section 1 and 2 table of contents (1 page) double sided</li> <li>• Print Section 5 and 6 table of contents (1 page) double sided</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents</li> <li>• Remove pages 1 through 5</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• Print pages 1 through 6 double sided</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Remove pages 3 through 6</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Print pages 3 through 6 double</li> </ul>

**Revision # 0008****To All Holders of the Chevron Pipe Line Company Core Plan****OPS Plan Sequence #210****Revision Date: September 2005****Section 6, Incident Command System**

- Remove Table of Contents
- Remove pages 1 through 3

**Section 6, Incident Command System**

- Print Table of Contents single sided
- Print pages 1/2 double sided
- Print page 3 single sided

**Section 18, Emergency Response Release Exercise (HES 706)**

- Remove pages 7 through 10
- Remove pages 15 through 18

**Section 18, Emergency Response**

- Print pages 7 through 10 double sided
- Print pages 15 through 18 double sided

**Front of Book**

Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.

Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.

**UPDATE/REVISION NOTICE****Revision # 0009****To All Holders of the Chevron Pipeline Company Core Plan****DOT/PHMSA Plan Sequence #210****Revision Date: January 2006****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- **This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- **Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).**

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Remove current manual cover and spine</li> </ul>	<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Insert new current manual cover and spine provided</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> </ul>

**Front of Book**

Once your update process is completed, print this Update/Revision Notice single sided and insert in your Texas State Appendix Front of Book following any previous update notices.

**Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**

**UPDATE/REVISION NOTICE****Revision # 0009A****To All Holders of the Chevron Pipeline Company Core Plan****DOT/PHMSA Plan Sequence #210****Revision Date: January 2006****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- **This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- **Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).**

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Remove current manual cover and spine</li> </ul>	<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Insert new current manual cover and spine provided</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> </ul>

**Front of Book**

Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core State Appendix Front of Book following any previous update notices.

**Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**

**UPDATE/REVISION NOTICE****Revision # 0010****To All Holders of the Chevron Pipeline Company Core Plan****OPS Plan Sequence #210****Revision Date: February 2006****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan.
- **This process must be completed within 14 working days of receipt of this document.**
- **Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at willie.eldridge@ptseps.com, when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print entire contents single sided</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• The entire contents behind the Table of Contents index tab</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Print Sections 1 through Section 20 table of contents double sided (14 double sided pages)</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print table of contents single sided</li> <li>• Print pages 1 through 6 double sided</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print table of contents single sided</li> <li>• Print pages 1 through 4 double sided</li> <li>• Print page 5 single sided</li> <li>• Print page 6 11X17 single sided</li> <li>• Print page 7 single sided</li> </ul>
<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Remove all 11 X 17 blue Response Guides located after page 17</li> </ul>	<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Insert new 11 X 17 blue Response Guides provided (16 pages)</li> </ul>

<b>Revision # 0010</b>  <b>To All Holders of the Chevron Pipeline Company Core Plan</b>  <b>OPS Plan Sequence #210</b>  <b>Revision Date: February 2006</b>	
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>Entire contents</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print table of contents single sided</li> <li>Print pages 1 through 8 double sided</li> <li>Print page 9 single sided</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>Table of contents</li> <li>Pages 1/2</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>Print table of contents single sided</li> <li>Print pages 1/2 double sided</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>Entire contents</li> </ul>	<b>Section 7, Job Site Safety Plan (Complete new section)</b> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print table of contents single sided</li> <li>Print page A single sided</li> <li>Print pages 1 through 10 double sided</li> <li>Print page 11 single sided</li> </ul>
<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>Pages 3/4</li> </ul>	<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>Print pages 3/4 double sided</li> </ul>
<b>Section 18, Emergency Response Release Exercise (HES 706)</b> <ul style="list-style-type: none"> <li>Entire contents</li> </ul>	<b>Section 18, Emergency Response</b> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print table of contents double sided</li> <li>Print pages 1 through 32 double sided</li> </ul>
<b>Section 19, Functional &amp; Worldwide Team Resources</b> <ul style="list-style-type: none"> <li>Entire contents</li> </ul>	<b>Section 19, Functional &amp; Worldwide Team Resources (Complete new section)</b> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print the table of contents double sided</li> <li>Print pages 1 through 46 double sided</li> </ul>
<b>Front of Book</b> <b>Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.</b>	
<b>Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at willie.eldridge@ptseps.com, when you have completed updating your ERP.</b>	

**UPDATE/REVISION NOTICE****Revision # 0011****To All Holders of the Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: July 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Please have your hard copy of the State Appendix available for reference to assist you in processing this update. All pages for your update are included in this file for printing.
- **Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
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<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove pages 1 through 4</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print pages 1 through 4 double sided</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> <li>• Remove page 5</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> <li>• Print page 5 single sided</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Remove pages 3/4</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Print pages 3/4 double sided</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> </ul>
<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> </ul>	<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Remove pages 5/6</li> </ul>	<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Print pages 5/6 double sided</li> </ul>
<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Remove page 9</li> </ul>	<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Print page 9 single sided</li> </ul>
<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>• Remove page 1</li> </ul>	<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>• Print page 1 single sided</li> </ul>

**Revision # 0011****To All Holders of the Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: July 2006****Section 18, Emergency Response Release Exercises (HES 706)**

- Remove pages 1/2
- Remove pages 7/8
- Remove pages 13/14
- Remove pages 25/26
- Remove pages 31/32

**Section 18, Emergency Response Release Exercises (HES 706)**

- Print pages 1/2 double sided
- Print pages 7/8 double sided
- Print pages 13/14 double sided
- Print pages 25/26 double sided
- Print pages 31/32 double sided

**Front of Book**

**Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.**

**Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**

**UPDATE/REVISION NOTICE****Revision # 0012****To All Holders of the Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: September 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- **Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

<b>Remove Pages</b>	<b>Insert Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.	
<b>Notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a>, when you have completed updating your ERP.</b>	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

**UPDATE/REVISION NOTICE****Revision # 0013****To All Holders of the Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: November 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 1 and 2 table of contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 1 and 2 table of contents (1 double sided page)</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents page</li> <li>• Page 7</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents page</li> <li>• No replacement page</li> </ul>

**Front of Book**

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**UPDATE/REVISION NOTICE**

<b>Revision # 0014</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: April 2007</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Regulatory Compliance page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Regulatory Compliance page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 3/4</li> </ul>	<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 3/4</li> </ul>
<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice in your Core Plan Front of Book following any previous update notices.	
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**UPDATE/REVISION NOTICE**

<b>Revision # 0015</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: June 2007</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> <li>• Certifications page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> <li>• Certifications page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 5 and 6 table of contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 5 and 6 table of contents (1 double sided page)</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1 through 4</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1 through 4</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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**UPDATE/REVISION NOTICE**

<b>Revision # 0016</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: January 2008</b>	
<b>Important – please read before you begin this update process:</b>	
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<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 1 and 2 table of contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 1 and 2 table of contents (1 double sided page)</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
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**UPDATE/REVISION NOTICE**

<b>Revision # 0017</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: March 2008</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Pages 11/12</li> </ul>	<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Pages 11/12</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Page A (single sided page)</li> </ul>	<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Page A (single sided page)</li> </ul>
<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>• Pages 7/8</li> </ul>	<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>• Pages 7/8</li> </ul>
<b>Front of Book</b>	
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**UPDATE/REVISION NOTICE**

<b>Revision # 0018</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: July 2008</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of the Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Title Page, Table of Contents &amp; Pages 1 through 16</li> </ul>	<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Title Page, Table of Contents &amp; Pages 1 through 16</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Pages 5/6</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Pages 5/6</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>• Page 1</li> <li>• Pages 3/4</li> </ul>	<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>• Page 1</li> <li>• Pages 3/4</li> </ul>
<b>Section 15, Documentation</b> <ul style="list-style-type: none"> <li>• Index Tab and entire contents</li> </ul>	<b>Section 15, Documentation / ICS Forms</b> <ul style="list-style-type: none"> <li>• New Index tab and contents</li> </ul>
<b>Section 16, Material Safety Data Sheets</b> <ul style="list-style-type: none"> <li>• Page 1</li> </ul>	<b>Section 16, Material Safety Data Sheets</b> <ul style="list-style-type: none"> <li>• Page 1</li> </ul>
<b>Section 18, Emergency Response Release Exercise (HES 706)</b> <ul style="list-style-type: none"> <li>• Pages 11/12</li> </ul>	<b>Section 18, Emergency Response Release Exercise (HES 706)</b> <ul style="list-style-type: none"> <li>• Pages 11/12</li> </ul>
<b>ICS Forms Index Tab and Contents</b>	<b>No replacement</b>
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## UPDATE/REVISION NOTICE

<b>Revision # 0019</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: July 2009</b>	
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<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of the Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Refer to your State Appendix CD to replace with new electronic version of this Core Plan on the State Appendix CD</li> </ul>
<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Page 3</li> <li>• Page 6</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Page 3</li> <li>• Page 6</li> </ul>
<b>Front of Book Index Tab</b> Once the update process is completed, insert this Update/Revision Notice in the Core Plan Front of Book index tab following previous update notices.	
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**COMPANY CORE PLAN****FRONT OF BOOK****UPDATE/REVISION NOTICE**

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision # 0020</b>	
<b>Revision Date: May 2010</b>	
<b>PHMSA Plan Sequence #210</b>	
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<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of the Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Refer to your State Appendix CD to replace with new electronic version of this Core Plan on the State Appendix CD</li> </ul>
<b>Front of Book Index Tab</b> <ul style="list-style-type: none"> <li>• Certifications (1 page)</li> <li>• New page to add behind the above Certifications page</li> <li>• Regulatory Compliance (1 page)</li> </ul>	<b>Front of Book Index Tab</b> <ul style="list-style-type: none"> <li>• Certifications (1 page)</li> <li>• Certifications of Significant and Substantial Harm</li> <li>• Regulatory Compliance (1 page)</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 4, OSRO Information Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 4, OSRO Information Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 7, Job Site Safety Plan Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 7, Job Site Safety Plan Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 14, Public Relations Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 14, Public Relations Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 19, Chevron Functional &amp; WW Team Resources Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 19, Chevron Functional &amp; WW Team Resources Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 20 Gas Pipelines &amp; Facilities N. American EOP Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 20 Gas Pipelines &amp; Facilities N. American EOP Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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**COMPANY CORE PLAN****FRONT OF BOOK****UPDATE/REVISION NOTICE**

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision # 0021</b>	
<b>Revision Date: May 2011</b>	
<b>PHMSA Plan Sequence #210</b>	
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<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of the Core Plan that contain the Company Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Refer to your State Appendix CD to replace with new electronic version of this Core Plan on the State Appendix CD</li> </ul>
<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 3 Spill Detection/Mitigation Index Tab</b> <ul style="list-style-type: none"> <li>• Spill Response Guides pages 18 thru 33 (11 X 17 blue sheets)</li> </ul>	<b>Section 3 Spill Detection/Mitigation Index Tab</b> <ul style="list-style-type: none"> <li>• Spill Response Guides pages 18 thru 33 (11 X 17 blue sheets)</li> </ul>
<b>Section 4, OSRO Information Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 4, OSRO Information Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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## UPDATE/REVISION NOTICE

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision # 22</b>	
<b>Revision Date: October 2011</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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## UPDATE/REVISION NOTICE

**Chevron Pipe Line Company Core Plan****Revision # 23****Revision Date: December 2011****PHMSA Plan Sequence #210****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your Company Core Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

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**COMPANY CORE PLAN****FRONT OF BOOK**

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision # 22 &amp; 23 Combined Update</b>	
<b>Revision Date: April 2012</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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## UPDATE/REVISION NOTICE

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision #24</b>	
<b>Revision Date: May 2012</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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<b>Section 4, OSRO Information Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 4, OSRO Information Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 5, Response Activities Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 5, Response Activities Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 8, Cleanup Procedures Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 8, Cleanup Procedures Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 12, Training &amp; Drills Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 12, Training &amp; Drills Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
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## UPDATE/REVISION NOTICE

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision #25</b>	
<b>Revision Date: June 2014</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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**DOT X Ref**

**EPA X Ref**

**COMPANY CORE PLAN**

**SECTION 1  
INFORMATION SUMMARY**

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**INFORMATION SUMMARY**

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**SECTION 1 INFORMATION SUMMARY**

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**OWNER OPERATOR INFORMATION**

Chevron Pipe Line Company  
 4800 Fournace Place  
 Bellaire, TX 77401-2324  
 Control Center: 800-762-3404

**RESPONSE ZONES**

The Company Emergency Response Plan includes 4 Response Zones. This Core Plan along with the applicable State Appendix makes up the Company Emergency Response Plan for a particular Response Zone. The Response Zones are as follows:

<b>Response Zone *1</b>	<b>Core</b>	<b>State Appendix Plan *2</b>
Louisiana Response Zone	Core Plan	1. Louisiana 2. Mississippi 3. Alabama*
Texas Response Zone	Core Plan	1. Texas 2. New Mexico*
California Response Zone	Core Plan	1. California
Northwest Response Zone	Core Plan	1. Utah 2. Colorado 3. Wyoming*

\* **Note 1:** The Aitken Creek Gas Storage, ULC, located in Fort St. John, British Columbia, Canada, is a complete stand alone plan. The Plan is not regulatory connected with the Company Core Plan.

\***Note 2:** Alabama, New Mexico and Wyoming State Appendices are Response Plans for Facilities which are not subject to DOT Part 194 oil spill regulations.

**OWNER/OPERATOR RESPONSE ZONE DESCRIPTION****Louisiana Response Zone**

<b>Louisiana</b>	
<b>Parish</b>	
Acadia	Plaquemines
Ascension	Pointe Coupee
Assumption	St. Bernard
Calcasieu	St. Charles
Cameron	St. James
East Baton Rouge	St. John the Baptist
Iberia	St. Landry
Iberville	St. Martin
Jefferson	St. Mary
Jefferson Davis	Terrebone
Lafayette	Vermilion
Lafourche	West Baton Rouge
Orleans	

<b>Alabama</b>
<b>County</b>
Mobile

<b>Mississippi</b>
<b>County</b>
Harrison
Jackson

## COMPANY CORE PLAN

SECTION 1  
INFORMATION SUMMARY

## Texas Response Zone

Texas	
County	
Anderson	Kent
Andrews	Liberty
Angelina	Martin
Brazoria	Midland
Callahan	Mitchell
Chambers	Nacogdoches
Cherokee	Navarro
Coke	Nolan
Crane	Orange
Crockett	Palo Pinto
Eastland	Parker
Ector	Pecos
Ellis	Polk
Erath	Reagan
Freestone	Rusk
Gaines	Scurry
Galveston	Shackelford
Glasscock	Smith
Gregg	Stephens
Hardin	Sterling
Harris	Taylor
Henderson	Tyler
Hill	Upshur
Hood	Upton
Houston	Van Zandt
Howard	Ward
Jack	Winkler
Jefferson	Wise
Johnson	

New Mexico	
County	
Eddy	
Lea	
Roosevelt	

**COMPANY CORE PLAN****SECTION 1  
INFORMATION SUMMARY****Northwest Response Zone**

<b>Utah</b>	
<b>County</b>	
Box Elder	Summit
Dagget	Uintah
Davis	Wasatch
Duchesne	Weber
Salt Lake	

<b>Wyoming</b>
<b>County</b>
Sweetwater

<b>Colorado</b>
<b>County</b>
Rio Blanco

**California Response Zone**

<b>California</b>	
<b>County</b>	
Alameda	Sacramento
Contra Costa	San Joaquin
Fresno	San Louis Obispo
Kern	Santa Barbara
King	Santa Clara
Los Angeles	Solano
Merced	Stanislaus
Monterey	Ventura
Orange	Yolo

**DOT X Ref**

**EPA X Ref**

**COMPANY CORE PLAN**

**SECTION 2  
IMMEDIATE NOTIFICATIONS**

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## **IMMEDIATE NOTIFICATIONS**

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**SECTION 2 IMMEDIATE NOTIFICATIONS**

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## SECTION 2

## COMPANY CORE PLAN

## IMMEDIATE NOTIFICATIONS

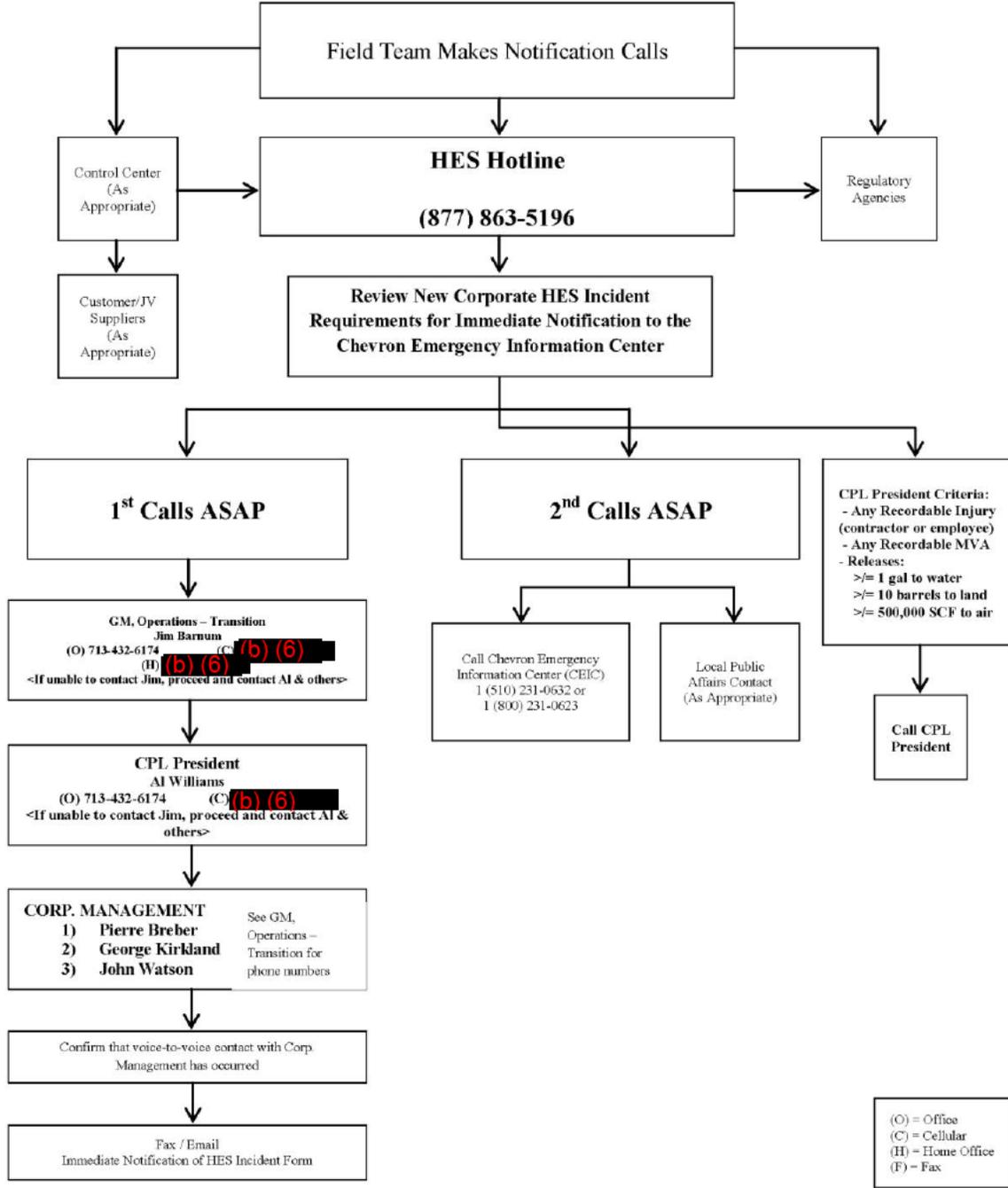
## IMMEDIATE NOTIFICATIONS

Control Center	800-762-3404
Ambulance, Police or Fire Department	911
Security Issues	Emergency Response Notification Procedures as needed.  Also contact: Juan Calderon 281-682-9564
HES Corporate Notifications	Pages 2 through 5 this Section
National Response Center Telephonic Requirements	Pages 6

**Note:** State and Local notification telephone numbers can be located in the “Notifications” Section of each State Appendix Plan.

**INTERNAL HES NOTIFICATION FLOWCHART**

**CHEVRON PIPE LINE CORPORATION MANAGEMENT  
INTERNAL HES NOTIFICATION FLOWCHART**



HES Hotline Staff Member contacted will become the Incident Contact who will perform the initial and update communications during the emergency unless relieved

- The Incident Contact has the responsibility to contact a person in each applicable box of the next level of the notification chain
- **Fax and/or Email** Emergency Notification to **A. Williams, J. Patry, P. Breber, G. Kirkland** and Local Public Affairs

Revised 05/2014

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## SECTION 2

## COMPANY CORE PLAN

## IMMEDIATE NOTIFICATIONS

## INCIDENTS REQUIRING IMMEDIATE INTERNAL CORPORATE MANAGEMENT NOTIFICATION

**Note:** Internal Corporate Notification information only, not synonymous with Federal or State spill reporting Notifications Criteria located elsewhere in this Plan.

### Incidents Requiring Immediate Notification to Corporate Management

Highlighted Fields Indicate Reporting Requirements of a More Stringent Nature Within and Through the Chevron Gas & Midstream Organization

Incident Type	CG&M SBU+ President or VP	CG&M President	Corp Emergency Response Staff and VP, HES	Reporting Officer and Chairman
Work-related fatality of employee, contractor, or third party	M	M	M	M
Work-related recordable injuries of employee, contractor, or third party	M	M		
Incidents resulting in multiple employee, contractor, or third party overnight hospitalization; (except for observation only)	M	M	M	M
Petroleum or petroleum product spills equal to or greater than 1 gallon and less than 1 barrels to water	M			
Petroleum or petroleum product spills equal to or greater than 1 barrels and less than 50 barrels to water	M	M		
Petroleum or petroleum product spills greater than 50 barrels to water	M	M	M	M
Petroleum or petroleum product spills greater than 10 barrels and less than 500 barrels to land	M	M		
Petroleum or petroleum product spills greater than 500 barrels to land	M	M	M	M
Any incident that attracts international or broad USA media coverage	M	M	M	M
Any incident that attracts significant local media coverage	M	M	M	R
Natural disaster, political unrest, civil disturbance, or other situations that threatens safety, health, or welfare of employees or contractors	M	M	M	R
Incidents resulting in the need for employees or public to shelter-in-place or evacuate	M	M	M	R
Release of Produced Gas, Natural Gas, or LPG greater than 500,000 SCF and less than 10 MMSCF or that presents fire/explosion hazard to populated area	M			
Release of Produced Gas, Natural Gas, or LPG greater than 10 MMSCF or that presents fire, explosion hazard to populated area	M	M	M	R
Any release of LNG that is reported to government agencies, or attracts, or is expected to attract media attention, or involves a vessel incident	M	M	R	R
Chemical release to land, water, or air greater than 8000 Kg or that threatens human safety or health or adverse impact to environment.	M	M	M	R
Fire, explosion, well blowout or other incident damaging Company and/or third party assets with costs likely to exceed \$500,000 for physical damage, loss of product or production, and incident response	M	M	M	R
Note: kidnapping and ransom				

See CVX Corporate Security Guidelines

Note:

M = Mandatory (Phone call via operating chain preferred for initial notification. Details can follow via email or fax)

R = Recommended

20110530Upward Notification Require doc

\*SBUs may have requirements that differ for what is reportable to their management

DOT X Ref

EPA X Ref

## SECTION 2

## COMPANY CORE PLAN

## IMMEDIATE NOTIFICATIONS

**IMMEDIATE NOTIFICATION OF HES INCIDENT FORM**

To be used when Upward Notification by telephonic and e-mail communication methods are either unable to be performed or prove unsuccessful.

Business Unit:		Location:	
Person Making Notification:	Local Date and Time of Notification:	Contact Number:	
Type of Incident: <input type="checkbox"/> Fatality <input type="checkbox"/> Spill/Release <input type="checkbox"/> Injuries <input type="checkbox"/> National/Significant Local News Coverage <input type="checkbox"/> Other Significant HES Incident _____			
Local Date and Time of Incident:			
Description of Incident/Name of Oil Involved/Estimated Volume of Oil Spilled:			
Injuries:			
Actions Taken or Planned:			
Assistance Required:			
Media Attention:			
Other Information, Including Weather Conditions:			
Corp ERS Team Member Taking Report:			

Fax: 1-510-242-3787

E-mail: ceichl@chevron.com

**DOT X Ref**   **EPA X Ref**

**EMERGENCY NOTIFICATION TO MANAGEMENT FAX**

**EMERGENCY  
NOTIFICATION TO  
MANAGEMENT FAX**

From:  
Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401  
Phone: (    )    -  
Fax: (713) 432-3477  
Date:

Pages 2



Mr. Al Williams (CPL President)  
Mr. George Kirkland (Vice Chairman)  
Mr. Pierre Breber (Chevron President)

At: (AWilliams@Chevron.com)  
(GLKirkland@Chevron.com)  
(PBreber@Chevron.com)

CEICHL

(800) 231-0623 (CEICHL)

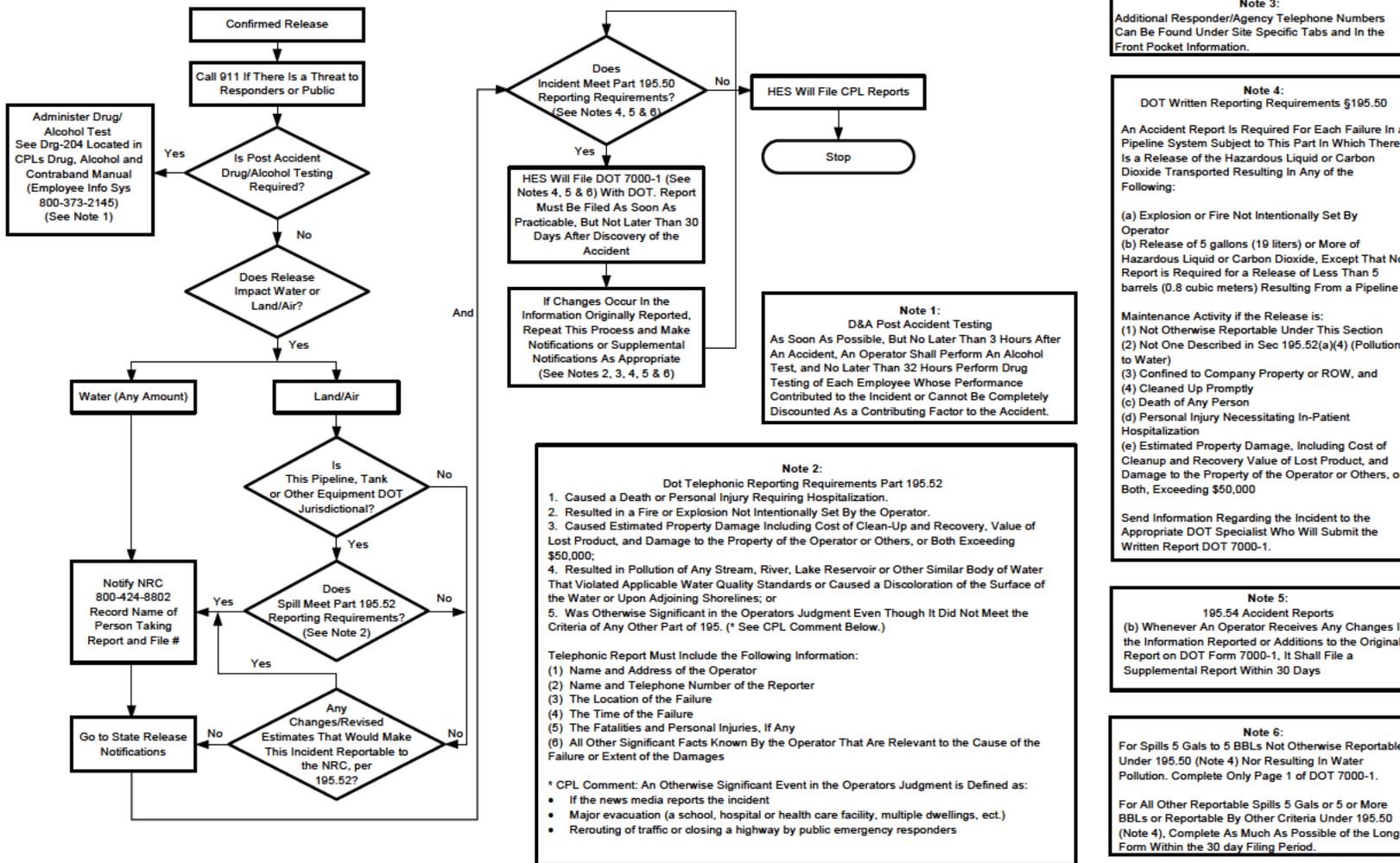
Remarks:     Urgent     Please Confirm Receipt     Reply ASAP

CPL Emergency Incident Contact is: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Revised: 06/01/14

**AGENCY NOTIFICATION CHART**

Agency Notification Chart



**Note 3:**  
Additional Responder/Agency Telephone Numbers Can Be Found Under Site Specific Tabs and in the Front Pocket Information.

**Note 4:**  
DOT Written Reporting Requirements §195.50  
An Accident Report Is Required For Each Failure In a Pipeline System Subject to This Part In Which There is a Release of the Hazardous Liquid or Carbon Dioxide Transported Resulting In Any of the Following:  
(a) Explosion or Fire Not Intentionally Set By Operator  
(b) Release of 5 gallons (19 liters) or More of Hazardous Liquid or Carbon Dioxide, Except That No Report is Required for a Release of Less Than 5 barrels (0.8 cubic meters) Resulting From a Pipeline

Maintenance Activity if the Release is:  
(1) Not Otherwise Reportable Under This Section  
(2) Not One Described in Sec 195.52(a)(4) (Pollution to Water)  
(3) Confined to Company Property or ROW, and  
(4) Cleaned Up Promptly  
(c) Death of Any Person  
(d) Personal Injury Necessitating In-Patient Hospitalization  
(e) Estimated Property Damage, Including Cost of Cleanup and Recovery Value of Lost Product, and Damage to the Property of the Operator or Others, or Both, Exceeding \$50,000  
Send Information Regarding the Incident to the Appropriate DOT Specialist Who Will Submit the Written Report DOT 7000-1.

**Note 5:**  
195.54 Accident Reports  
(b) Whenever An Operator Receives Any Changes In the Information Reported or Additions to the Original Report on DOT Form 7000-1, It Shall File a Supplemental Report Within 30 Days

**Note 6:**  
For Spills 5 Gals to 5 BBLs Not Otherwise Reportable Under 195.50 (Note 4) Nor Resulting In Water Pollution. Complete Only Page 1 of DOT 7000-1.  
For All Other Reportable Spills 5 Gals or 5 or More BBLs or Reportable By Other Criteria Under 195.50 (Note 4), Complete As Much As Possible of the Long Form Within the 30 day Filing Period.

**Note 2:**  
Dot Telephonic Reporting Requirements Part 195.52  
1. Caused a Death or Personal Injury Requiring Hospitalization.  
2. Resulted in a Fire or Explosion Not Intentionally Set By the Operator.  
3. Caused Estimated Property Damage Including Cost of Clean-Up and Recovery, Value of Lost Product, and Damage to the Property of the Operator or Others, or Both Exceeding \$50,000;  
4. Resulted in Pollution of Any Stream, River, Lake Reservoir or Other Similar Body of Water That Violated Applicable Water Quality Standards or Caused a Discoloration of the Surface of the Water or Upon Adjoining Shorelines; or  
5. Was Otherwise Significant in the Operators Judgment Even Though It Did Not Meet the Criteria of Any Other Part of 195. (\* See CPL Comment Below.)  
Telephonic Report Must Include the Following Information:  
(1) Name and Address of the Operator  
(2) Name and Telephone Number of the Reporter  
(3) The Location of the Failure  
(4) The Time of the Failure  
(5) The Fatalities and Personal Injuries, If Any  
(6) All Other Significant Facts Known By the Operator That Are Relevant to the Cause of the Failure or Extent of the Damages  
\* CPL Comment: An Otherwise Significant Event in the Operators Judgment is Defined as:  
• If the news media reports the incident  
• Major evacuation (a school, hospital or health care facility, multiple dwellings, ect.)  
• Rerouting of traffic or closing a highway by public emergency responders

**Note 1:**  
D&A Post Accident Testing As Soon As Possible, But No Later Than 3 Hours After An Accident, An Operator Shall Perform An Alcohol Test, and No Later Than 32 Hours Perform Drug Testing of Each Employee Whose Performance Contributed to the Incident or Cannot Be Completely Discounted As a Contributing Factor to the Accident.

2009-01-20 Agency Notification

DOT X Ref

EPA X Ref

**COMPANY CORE PLAN**

**SECTION 3  
SPILL DETECTION / MITIGATION**

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**SPILL DETECTION / MITIGATION**

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**SECTION 3 SPILL DETECTION / MITIGATION**

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**SPILL DETECTION AND ON-SCENE SPILL MITIGATION PROCEDURES**

The following methods would be used to initially detect an incident or substantial threat of an incident:

<b>Methods of Initial Discovery</b>
<b>Description</b>
As a result of analyzing remote communication link information at the Control Center.
Reports or inspections from company personnel; Company personnel routinely monitor pipeline gauges and/or pipeline pressure indicators to insure proper operating pressure is being maintained on the pipeline.
Reports from the public or public officials.
Periodic inspections of pipeline right-of-ways via air, water and land transportation.
Reports from field personnel or a report from the Control Center.
As a result of previous experience in dealing with a given condition.

<b>Abnormal Operations That Pose a Threat of a Worst Case Discharge</b>	
<b>Operation</b>	<b>Procedures To Mitigate Or Eliminate Threat</b>
Unauthorized Dredging or Construction in the Pipeline Right-of-Way	All pipelines will be marked along the right-of-way to inform people working in the area of the existence of the pipeline. All dredging and construction operations will be properly surveyed and identified by COMPANY personnel to ensure any dredging or construction operations do not threaten the pipeline's integrity. Additionally, all pipelines operated by COMPANY are included in the various One Call Programs nationwide.
Catastrophic Weather Event	COMPANY monitors regional weather forecast in order to be prepared for any predictable weather related event. When severe weather, such as a major storm or hurricane, is predicted, COMPANY personnel will monitor the event and determine the appropriate response in accordance with the provisions of COMPANY procedures.
Vandalism of Valve Sites	Valve sites that are considered easily accessible to the public are protected, to help restrict access to the site. In remote areas, manual valves are locked in place to reduce the threat of vandalism.
Vessel Mooring in Pipeline Right-of-Way	All pipelines will be marked along the right-of-way to inform people working in the area of the existence of the pipeline. Furthermore, navigational aides are maintained by COMPANY in areas where large vessels frequent.

**DOT EMERGENCY RESPONSE PLAN ACTIONS****DOT Emergency Condition Procedure Cross Reference**

This Emergency Response Plan provides procedures for safety when emergency conditions occur. The safety sections are cross referenced below:

<b>DOT Safety</b>	<b>ERP Reference</b>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(3) Having personnel, equipment, instruments, tools and material available as needed at the scene of an emergency.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> <li>• Core Plan, Section 4, OSRO's</li> <li>• State Appendix Plan OSRO/Contractors Information</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>

DOT Safety	ERP Reference
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 12, Training &amp; Drill</li> </ul>
(10) Actions required to be taken by a controller during an emergency in accordance with 49 CFR 195.446 Control Room Management.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> <li>• Control Room Management Plan (CRMP) Program Manual</li> <li>• CRM – 101 Roles and Responsibilities</li> <li>• CRM – 114 Emergency Call Procedures</li> </ul>
Safety-related condition reports. The manual required by paragraph (a) of this section must include instructions enabling personnel who perform operation and maintenance activities to recognize conditions that potentially may be safety-related conditions that are subject to the reporting requirements of Sec. 195.55.	<ul style="list-style-type: none"> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 15, Documentation</li> </ul>

## DOT Gas Safety Cross Reference

DOT 192 Safety	ERP Reference
Receiving, identifying and classifying notices of events which require immediate response by the operator.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• State Appendix Plan, Section 2, Notifications</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Prompt and effective response to a notice of each type of emergency, including the following:	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• State Appendix Plan, Section 2, Notifications</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Gas detected inside or near a building.	<ul style="list-style-type: none"> <li>• Core Plan, Section 3, Emergency Response Guides</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Fire located near or directly involving a pipeline facility.	<ul style="list-style-type: none"> <li>• Core Plan, Section 3, Emergency Response Guides</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Explosion occurring near or directly involving a pipeline facility.	<ul style="list-style-type: none"> <li>• Core Plan, Section 3, Emergency Response Guides</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Natural disaster.	<ul style="list-style-type: none"> <li>• Core Plan, Section 3, Emergency Response Guides</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
The availability of personnel, equipment, tools, and materials, as needed at the scene of an emergency.	<ul style="list-style-type: none"> <li>• Core Plan, Section 5, Response Activities</li> <li>• State Appendix Plan, Front Pocket Information</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Actions directed toward protecting people first and then property.	<ul style="list-style-type: none"> <li>• Core Plan, Section 3, Emergency Response Guides</li> <li>• Core Plan, Section 7, JSSP</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• State Appendix Plan, Section 2, Notifications</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Actions required to be taken by a controller during an emergency in accordance with 49 CFR 192.631 Control Room Management	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• State Appendix Plan, Section 2, Notifications</li> <li>• State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> <li>• Control Room Management Plan (CRMP) Program Manual</li> <li>• CRM – 101 Roles and Responsibilities</li> <li>• CRM – 114 Emergency Call Procedures</li> </ul>

**INITIAL RESPONSE ACTIVITIES**

Initial response actions are those taken by local personnel immediately upon becoming aware of a hazardous incident, before the arrival of the Immediate Response Team.

It is important to note that these actions are intended only as guidelines. The appropriate response to a particular incident may vary depending on the nature and severity of the incident and on other factors that are not readily addressed.

COMPANY has also provided First Responder Guides by emergency type in this Section. The First Responders Guides are also intended to be utilized only as guidelines.

The first COMPANY person on the scene of the incident will act as Incident Commander. That person will continue to act as Incident Commander until relieved by higher supervision or until the formal Immediate Response Team is established.

The person acting as Incident Commander during the initial response period has the authority to take the steps necessary to control the situation.

Initial response steps that should be considered at the incident site to help ensure safety, control the spill, protect the public and property and minimize the severity of the incident include:

- Notification of Supervisor.
- Take appropriate personal protective measures.
- Verify the sounding of internal alarm systems at facilities and notification of the occupants of the facility regarding the hazard.
- Evacuate the immediate area.
- Restrict access to the spill and the adjacent area as the situation demands.
- Safely eliminate the source of the spill to the greatest extent possible (for example, notify Control Center).
- Safely isolate the source (for example, close block valves).
- Safely eliminate possible sources of ignition in the vicinity of the release.
- Provide Safe Recon to verify the character, source, amount and extent of release.
- Initiate steps to notify response personnel and resources (for example, notify Field Team Leader).
- Provide internal and external notifications.
- Assess possible hazards to human health and the environment.
- Verify the type of product and estimate the quantity released.
- Coordinate rescue and response actions as previously arranged with response personnel.
- Use appropriate testing and sampling equipment to determine potential safety hazards.
- Maintain control of the site until relieved by formal Immediate Response Team personnel.
- Direct initial containment procedures if feasible and safe to do so.

Continuing spill response actions beyond the above-described initial response will depend on the severity of the incident and expected duration of the response. If the incident cannot be contained and controlled with this initial response, ramping up of the various levels of response will need to proceed.

Regulations require that Company must be able to activate response resources to arrive on-scene within the times shown after the discovery of a worst case discharge or to mitigate the substantial threat of such a discharge.

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
High volume area	6 hrs	30 hrs	54 hrs
All other areas	12 hrs	36 hrs	60 hrs

Refer to the Response Zone State Appendix for a list and emergency telephone numbers of contracted OSROs.

## EMERGENCY RESPONSE INFORMATION

### MSDS & Guide Information

Pipelines transport petroleum that includes crude oil, gasoline (unleaded, middle unleaded and super unleaded), diesel fuel, jet fuel, natural gasoline, natural gas, LPG and chemicals.

Material Safety Data Sheets (MSDS's) and the Department of Transportation (DOT's) emergency response Guidebook contain emergency response information for the above listed petroleum products.

MSDS and DOT ERG information includes the name of the material, a description of the material, its physical and chemical characteristics, the health and safety hazards, suggested evacuation distances and initial spill-handling and firefighting methods. Some of the more common MSDSs pertinent to COMPANY's operations are listed in the MSDS Section 15 of this Core Plan. MSDS's can be accessed on the COMPANY website.

**INITIAL SPILL DETECTION/MITIGATION ACTIVITIES**

<b>Employee Receiving Report</b>
<b>Record Spill Report</b> Take down all information regarding the reported spill using the Pipeline Incident Information Summary form found in Section 2 of this Core Plan.
<b>Record Reporting Party's Contact Information</b> Determine how you can reach the reporting party later.
<b>Determine Spill Location</b>
<b>Determine Ownership of Spill</b> Determine if COMPANY has (a) line(s) located on the map. If there are no COMPANY lines on that map, are there lines on adjacent maps that could cause oil or product to drain to that spill area?
<b>Notify Pipeline Controller</b> Notify the Control Center, as appropriate.
<b>Report Possible Spill</b> If the reported spill location indicates that it could be from a COMPANY pipeline, contact the Field Team Leader.
<b>If not COMPANY, Advise Reporting Party</b> If the location is not in an area where the spill could come from a COMPANY line, contact the reporting party and advise them. Report the contact and your actions to the Field Team Leader or the System Team Leader.
<b>Enter Actions on Event Log</b> Record all calls and other actions on the Incident Event Log.

<p><b>Incident Commander</b></p> <p><b>Dispatch Investigators For Safe Reconnaissance</b> Upon receipt of reported spill, assign first available employee(s) to the position of RECON and dispatch them to the site of the reported spill. If the reported site is remote from the pipeline route, dispatch a second employee to investigate along right of way. If the spill could be from more than one pipeline, dispatch additional Recon Persons.</p>
<p><b>Call Pipeline Control Center as Appropriate</b> Call the Pipeline Control Center and alert them to the potential spill and suspected lines. Instruct the Pipeline Controller to shutdown the affected systems and notify all involved third parties to shut down, close valves and take appropriate action including the installation of lockout devices, locks and tags.</p>
<p><b>Contact Logistics</b> Call the assigned Logistics person and advise him/her of the potential spill. Have Logistics contact a Team Member and designate him/her to be Safety Officer. If he/she is not at the Area Office, have him/her proceed there and begin preliminary contacts with the Immediate Response Team.</p>
<p><b>Proceed to Area Office</b> If at another location, proceed to the Area Office, maintaining contact with investigators by radio.</p>
<p><b>Receive RECON's Reports</b> Based on the Recon Reports, attempt to assess the following:</p> <ul style="list-style-type: none"> <li>• Magnitude of spill</li> <li>• Probability of a COMPANY line</li> <li>• Impacted area</li> <li>• Hazard to public</li> <li>• Need for traffic diversion</li> <li>• Need for evacuations</li> </ul>
<p><b>Close Block Valves</b> Leave one Recon on the spill site. Dispatch other Recon(s) to close manually operated block valves on shutdown pipelines.</p>
<p><b>Determine Location of the Incident Command Post (ICP)</b> Based on location, magnitude and other data, determine an assembly point for the Immediate Response Team. This can be at the Area Office or at a safe location near the spill site.</p>
<p><b>Authorize Mobilization of Spill Equipment Trailer</b> Authorize Logistics to mobilize the Mobile ICP and/or Spill Equipment Trailer and have them transported to the ICP location by responders.</p>
<p><b>Authorize Mobilization of Immediate Response Team</b> Authorize Logistics or the Pipeline Controller to notify the Immediate Response Team and direct them to report to the ICP (or to the Area Office) as required. Specify number of Team Members to mobilize.</p>
<p><b>Assess Agency Assistance Needs</b> Authorize Logistics to contact applicable agencies and request assistance. Advise agencies of ICP location.</p>
<p><b>Proceed to ICP</b> Travel to ICP location. Keep in communication by radio.</p>

**Assign ICS Positions to Responding Team Members**

Brief responders and assign Incident Command System positions to the responding Immediate Response Team Members as they arrive at the ICP. Assign the vacant positions to make up the Immediate Response Team:

- LOGISTICS
- SAFETY
- DEPUTY INCIDENT COMMANDER
- OPERATIONS
- EVACUATION GROUP LEADER
- [Assign additional positions as required.]

**Direct Deputy Incident Commander to Determine Drainage Routes**

Direct the Deputy Incident Commander to study drainage maps and, if necessary, enlist the aid of Flood Control District to determine the route of the drainage, possible interceptor points and the eventual destination of the drainage route into an open channel, as well as recommend locations to attempt interdiction of the flow.

**Notify Management**

Call the Field Team Leader or his on-call duty Manager. Report the following:

- Describe the incident
- Estimate the magnitude of the spill
- Describe the impact to the public
- Inform if traffic has been diverted
- Inform of evacuation plans, if any
- Recommend Sustained Response
- Inform of team mobilization if applicable

**Authorize Sustained Response Team Mobilization**

Authorize Logistics to initiate procedures to notify and mobilize the Sustained Response Team, if the situation warrants.

**Authorize Agency Notification**

Authorize Logistics to notify those agencies required by regulation. Authorize courtesy notifications.

**Review ICS Team Assignments**

Determine that all positions have been filled and all members have been briefed and are carrying out their assignments. Consider reassignment for specialties.

**Review Status**

Confirm all required measures are in progress. Review resources employed and determine adequacy to properly handle:

- |                          |                               |
|--------------------------|-------------------------------|
| • Traffic Diversion      | • Agency Coordination         |
| • Evacuation             | • Public Relations            |
| • Containment            | • Media Involvement           |
| • Diversion              | • Environmental Concerns      |
| • Spill Stoppage         | • Sensitive Resource Concerns |
| • Permanent Repair       | • Prevention of Escalation    |
| • Team Health and Safety | • Other specific concerns     |

DOT X Ref

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## SECTION 3

## COMPANY CORE PLAN

## SPILL DETECTION / MITIGATION

**Authorize Additional Resources**

Determine if additional resources can be effectively used to reduce impacts or hazards or duration of critical phases of the incident.

**Review Planning Functions**

Contact Logistics and review planning for:

- Contractor deployment
- Resource development
- Equipment and Material needs
- Personnel duty hours and relief
- Specialized or expert assistance
- Deployment of Mobile Command trailer
- Food, beverage service

**Manage the Incident****Enter Actions on Event Log**

Record all calls and other actions on the Incident Event Log.

<p><b>Deputy Incident Commander</b></p> <p><b>Access Drainage Drawings</b> Locate the spill and also locate the point it enters the drain. Plot its probable course. Locate manholes to begin damming and collecting the oil. Obtain assistance from the Flood Control District. Report these locations to the Incident Commander.</p>
<p><b>Determine Destination</b> From the drawings (and with assistance from the Flood Control District) determine the course and the point the oil will exit into open drainage canals. Report this location to the Incident Commander.</p>
<p><b>Determine Possible Containment Points</b> Taking into account the accessibility, determine possible locations for containment and collection. Report these locations to the Incident Commander.</p>
<p><b>Determine Secondary Boom Locations</b> Determine possible secondary containment locations to use if oil or product gets past the primary containment location. Report these locations to the Incident Commander.</p>
<p><b>Determine Strategic Boom Locations</b> Determine the route of flow or drainage. Determine locations where containment booms can be deployed to prevent the oil from reaching sensitive areas or the sea. Report these locations to the Incident Commander.</p>

<b>Safety</b>
Appointed by and reports to the Incident Commander.
Ensure all safety procedures are adhered to at the emergency site.
Report all observations of importance to the Incident Commander
The Safety person is the primary safety eyes and ears of the Incident Commander.
Liaison with public agency Safety Officer upon his/her arrival and transmit all pertinent information.
Ensure that individuals directly involved with the leak repair, including the backhoe operator, are wearing Nomex or equivalent fire resistant clothing.
Ensure appropriate personal protective equipment and clothing, such as fresh air breathing apparatus, half mask respirators, welding hoods, etc., are on site and available as needed.
Ensure that the site-specific safety and health plan is administered on site.
Ensure first aid and burn kits are readily available.
Establish a general Hazard Zone around the area of the leak using a gas detection instrument (any location exceeding 10% LFL).
Install portable windsocks or streamers to assist in monitoring for possible changes in wind direction.
Ensure that an adequate number of fire extinguishers are available at the emergency site.
Ensure proper trenching and shoring safety procedures are adhered to during excavation operations.
Ensure that all motorized and other equipment used for leak repair is placed upwind out of the hazard zone.

### **ENTERING AN AREA WHERE LEL IS = OR > 10% OF LEL**

To enter an atmosphere that is => 10 % LEL, you must address:

- Safety of yourself and of others.
- Complete a detailed site Hazard Analysis utilizing the JSSP.
- Determine the right equipment and PPE to mitigate the risk to the employees or contractors entering the area.
- Write out the plan and discuss in detail.
- Gain approval from the Team Leader, HES Safety Specialist and the Profit Center Manager prior to entry (verbal is permissible) and document this approval.
- Execute the written plan.

For all Emergency Response situations, the Field Team must implement the ICS (Incident Command System) and review the Emergency Response Guide First Responder under Section 3 of the Core Plan for the applicable situation.

<b>Recon</b>
<b>Travel to the Reported Leak Site</b> Upon notification, travel to the reported leak site by company vehicle equipped with radio.
<b>Reconnoiter the Situation</b> Upon arrival at the site, confirm the leak is on a right-of-way route with a COMPANY pipeline, or could have come from a COMPANY line. Identify the type of material spilled. Confirm that the material could be from a COMPANY pipeline.
<b>Gather Information</b> Determine the following: <ul style="list-style-type: none"> <li>• Material spilled</li> <li>• Magnitude of the spill</li> <li>• Probability of being from a COMPANY pipeline</li> <li>• Impacted area</li> <li>• Hazard to the Public</li> <li>• Need for traffic diversion</li> <li>• Need evacuation</li> </ul>
<b>Report to Incident Commander</b> Report the information gathered to the Incident Commander by radio or telephone.
<b>Remain on the Scene</b> Remain on the scene until relieved. Divert traffic from the spill location until police or fire department take over. Warn residents or businesses to evacuate if required.
<b>Update Status</b> Provide periodic updates to the Incident Commander, advising him/her of any change in reported information. Answer all inquiries.
<b>Standby for IRT Arrival</b> Remain at the incident scene until the IRT arrives. Direct members to location by radio if required.

<b>Logistics</b>
<b>Assign Safety Position</b> If not already assigned, contact and assign the position of Safety to an IRT member.
<b>Proceed to ICP</b> Travel to the ICP and assume duties.
<b>Alert Team Members</b> Upon arrival, advise the Incident Commander that you are at the ICP. Contact the Pipeline Controller to ensure he/she has been contacting IRT members and determine status. Tell him/her you are assuming that responsibility. Continue calling or contacting the members of the Immediate Response Team. Inform them of a possible need to respond.
<b>Mobilize the Immediate Response Team</b> Upon authorization, cease the alerting activities and start the Immediate Response Team notification procedures. Provide the following information: <ul style="list-style-type: none"> <li>• Description of the incident</li> <li>• Magnitude of the incident</li> <li>• Where to report</li> <li>• Name of the Incident Commander</li> <li>• Cautions to be observed</li> <li>• Any special routing required</li> </ul>
<b>Keep Mobilization Status</b> Obtain from each Team Member: <ul style="list-style-type: none"> <li>• Ability to respond</li> <li>• Estimated reporting time</li> <li>• Confirmation of arrival</li> <li>• Log all attempts to notify Team Members</li> </ul>
<b>Report Progress</b> Periodically report to the Incident Commander: <ul style="list-style-type: none"> <li>• Number of contacts attempted</li> <li>• Number of contacts made</li> <li>• Number of Team Members who have reported for duty and if asked: <ul style="list-style-type: none"> <li>• Names of responders</li> <li>• Names of no contact</li> <li>• Names of Team Members unable to respond</li> </ul> </li> </ul>
<b>Continued Attempts</b> Report the list of completed notifications and the status of responding Team Members. Repeat notification attempts for non-contacted Team Members, if needed.
<b>Notify Responding Agencies</b> Notify local agencies (police, fire, etc.) that will respond to provide active assistance.
<b>Notify Sustained Response Team</b> Upon authorization, call the Sustained Response Team Communicator and direct the activation of the Sustained Response Team.

DOT X Ref

EPA X Ref

**COMPANY CORE PLAN****SECTION 3  
SPILL DETECTION / MITIGATION****Notify Agencies (Mandatory)**

Notify the applicable agencies listed in Section 2 of the State Appendix. Log all attempts at notification.

**Maintaining Communications**

Continuously monitor radio networks and telephones. Relay inquiries and directions from Team Members. Provide telephone numbers as requested. Receive and forward messages and reports.

**Enter Actions on Event Log**

Record all calls and other actions.

<b>Pipeline Controller</b>
<b>Shutdown Pipeline</b> Carry out Shutdown Procedures on lines suspected as leak source. Close valves as directed by procedures.
<b>Carry Out Notification Procedure</b> Follow procedures for notification located in Section 2 of this Core Plan and the State Appendix. Complete "Immediate Notification of HES Incident" Form.
<b>Alert Immediate Response Team</b> Contact the Immediate Response Team Members and advise them that an emergency may be in progress. Locate these telephone numbers in the Front Pocket Section of the State Appendix.
<b>Mobilize Immediate Response Team</b> Upon authorization, cease alerting activities and begin notifying the Team Members to report to the ICP or Area Offices. Locate these telephone numbers in the Front Pocket Section of the State Appendix.
<b>Turn Mobilization Over to Incident Commander</b> Turn mobilization duties over to the Incident Commander or person designated by the Incident Commander when he/she arrives at the ICP. Give him/her a detailed status report: <ul style="list-style-type: none"> <li>• Number of contacts attempted</li> <li>• Number of contacts made</li> <li>• Number of contacts responding</li> <li>• Names of responders</li> <li>• Names of no contact</li> <li>• Names of those unable to respond</li> </ul>
<b>Maintain Communications</b> Monitor radio and telephone to provide assistance to the Incident Commander as required.
<b>Enter Actions on Event Log</b> Record all actions on the Incident Event Log.

**EMERGENCY RESPONSE GUIDES - FIRST RESPONDERS**

The following Emergency Response Guide Guides are contained in this section:

- Piping Rupture
- Oil Spill
- Tank Failure
- Tank Overflow
- Unidentified Oil Spill
- Leak Involving Shoreline Considerations
- Leak Involving Drains/Waterways
- Gas Leak
- Fire or Explosion
- Evacuation
- Storm or Flood
- Wildfire
- Earthquake
- Vessel or Barge Spill
- Non-Loading Spill Vessel/Barge
- Gas Leak in or Near a Building

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

## Piping Rupture

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

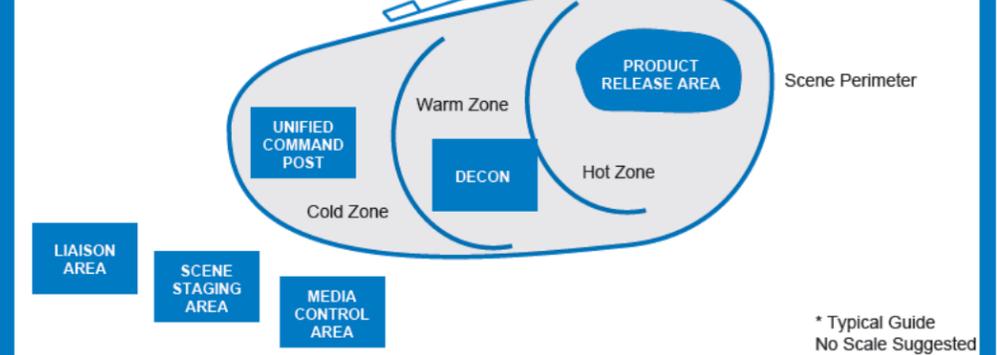
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
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### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

## Oil Spill

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

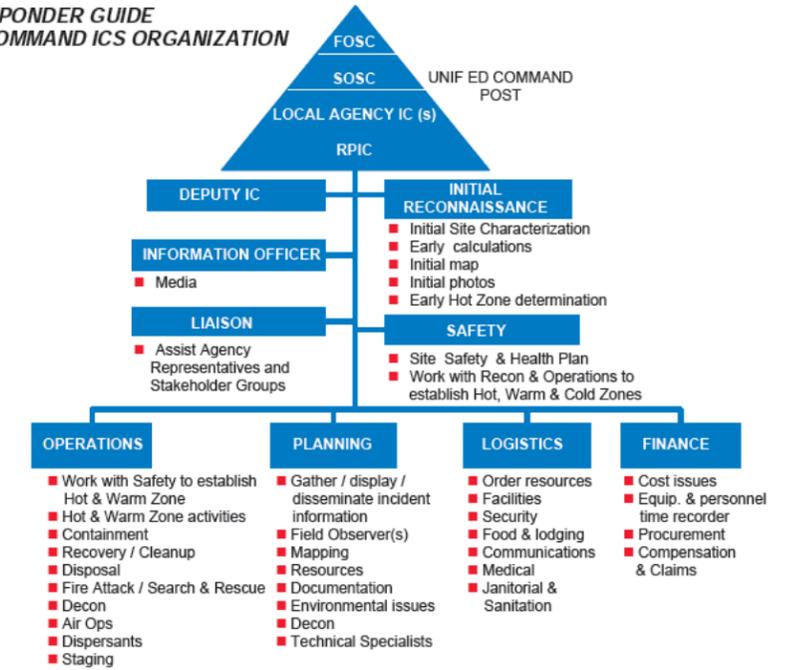
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

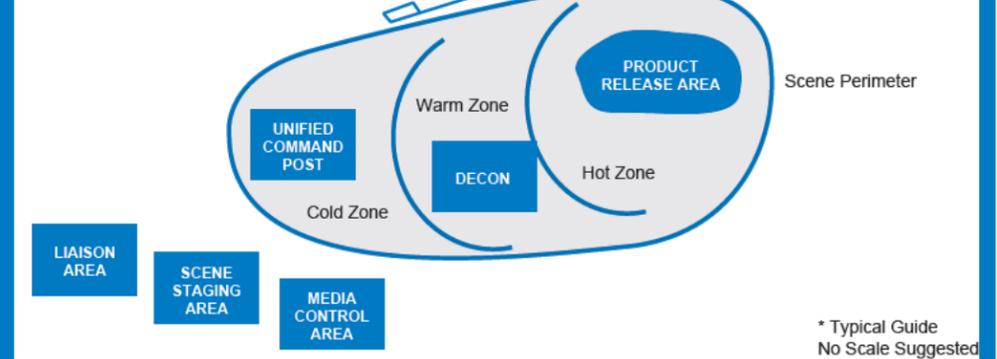
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- CS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Natural Gasoline	128
Diesel	128
LPG	115
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Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

## Tank Failure

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

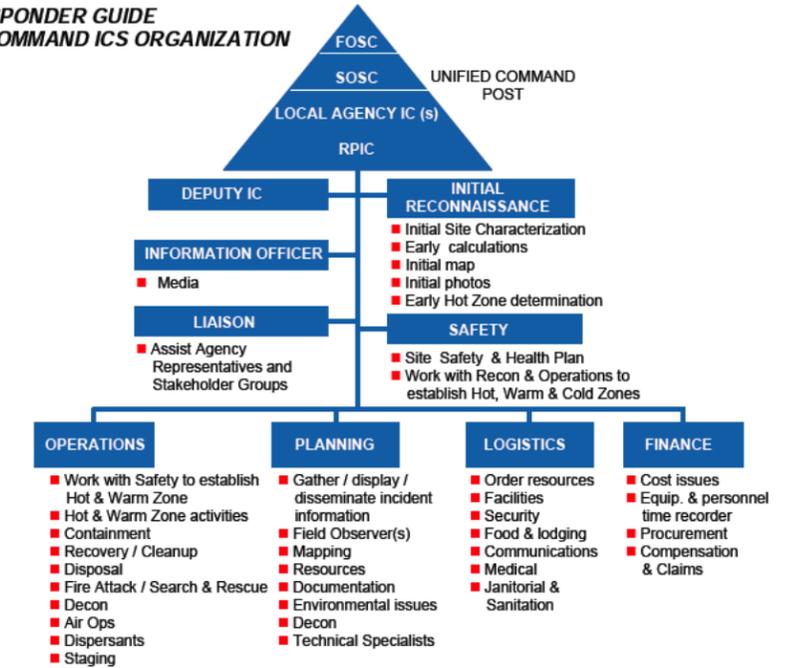
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

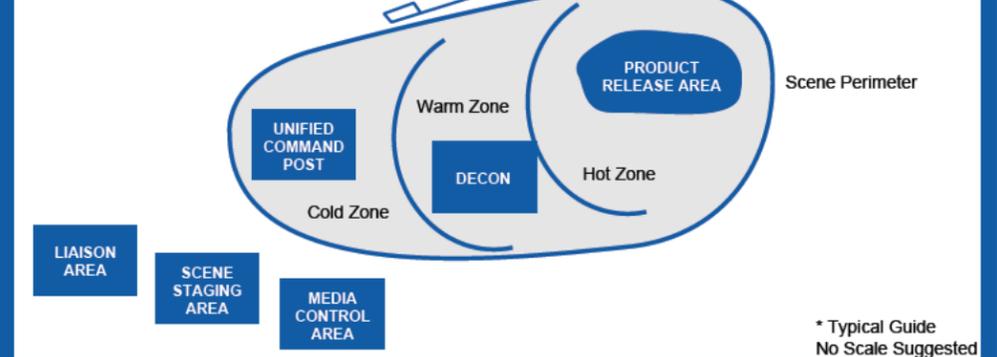
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

# Tank Overflow

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



## COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

## IDENTIFICATION AND ASSESSMENT

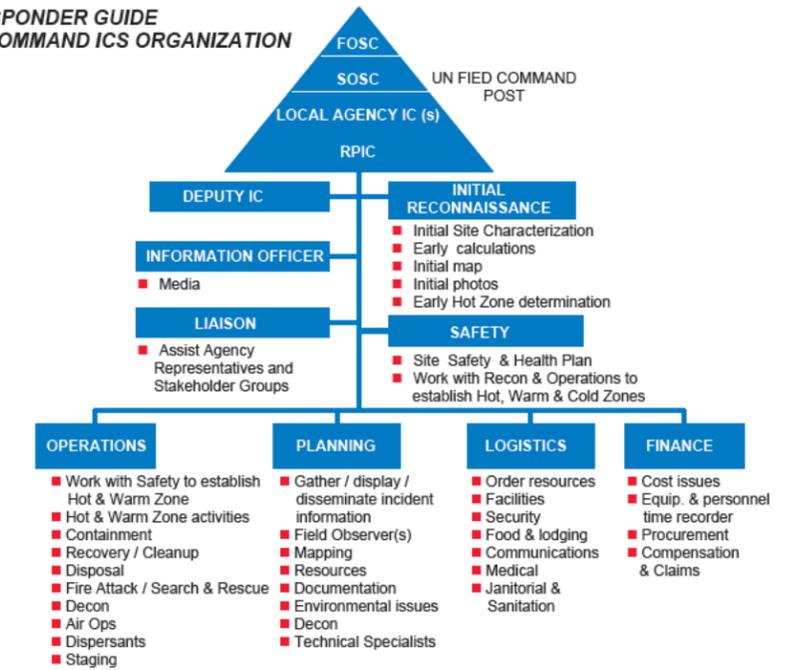
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

## CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

## PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



## DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

## DISPOSAL

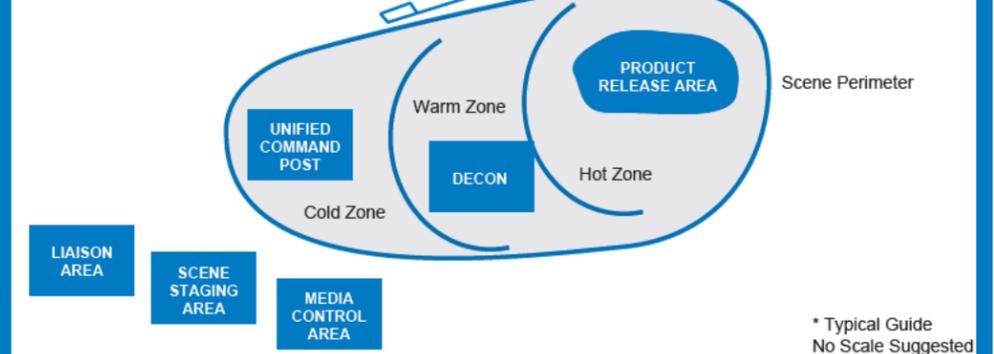
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



## ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Vapor suppressing foam may reduce vapors

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Natural Gasoline	128
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LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

## Unidentified Spill

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

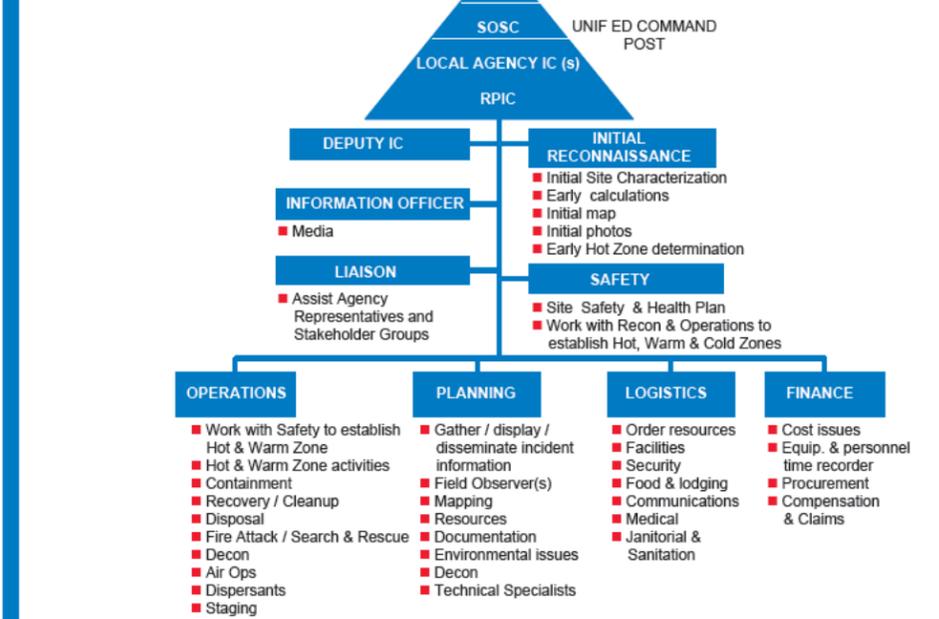
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

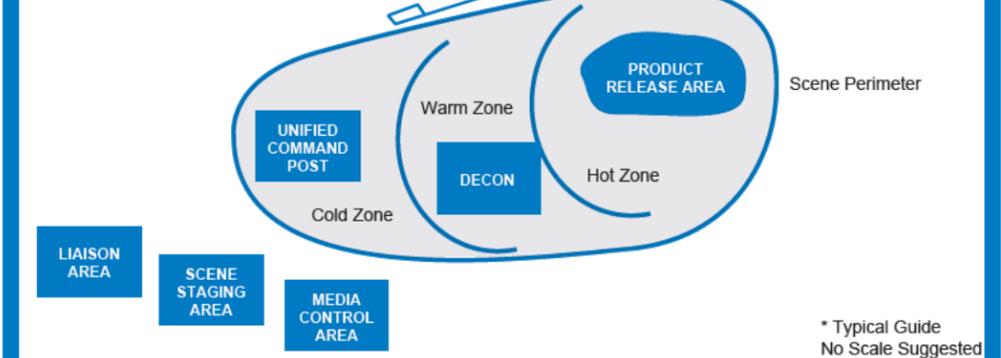
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Contact other pipelines or other possible sources in the area until spill can be identified
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

EPA X Ref

## Leak Involving Shoreline Considerations

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone



### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan

### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan



### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan

### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan



### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan

### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of



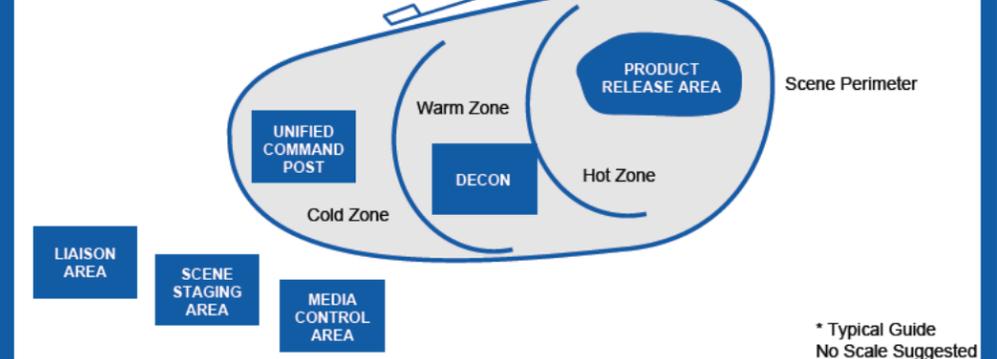
### DISPOSAL

- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned

### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



\* Typical Guide No Scale Suggested

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Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Deploy containment or diversion boom as needed
- Eliminate sources of ignition
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

## Leak Involving Drains / Waterways

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

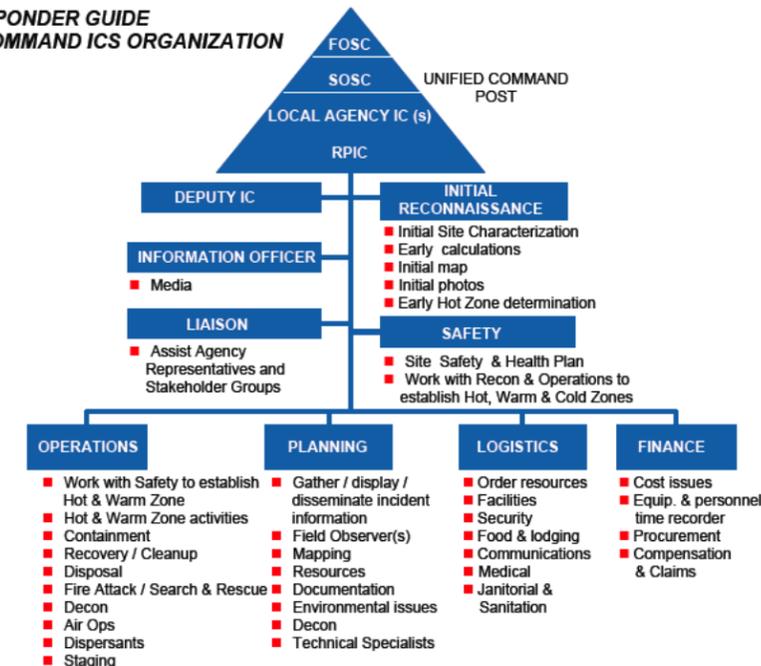
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

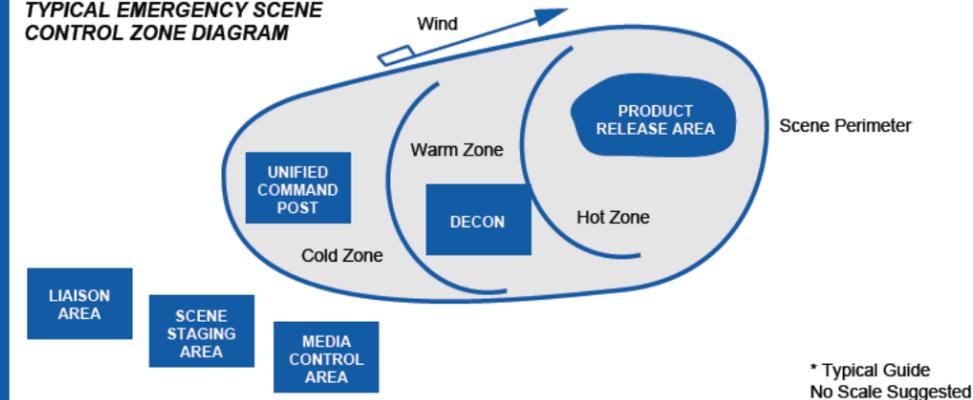
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

#### Company Core Plan

Sec 1 Information Summary	Sec 11 Communications
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Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contact local public works officials to assist with local storm drain maps
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

EPA X Ref

## Gas Leak

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan

1

### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

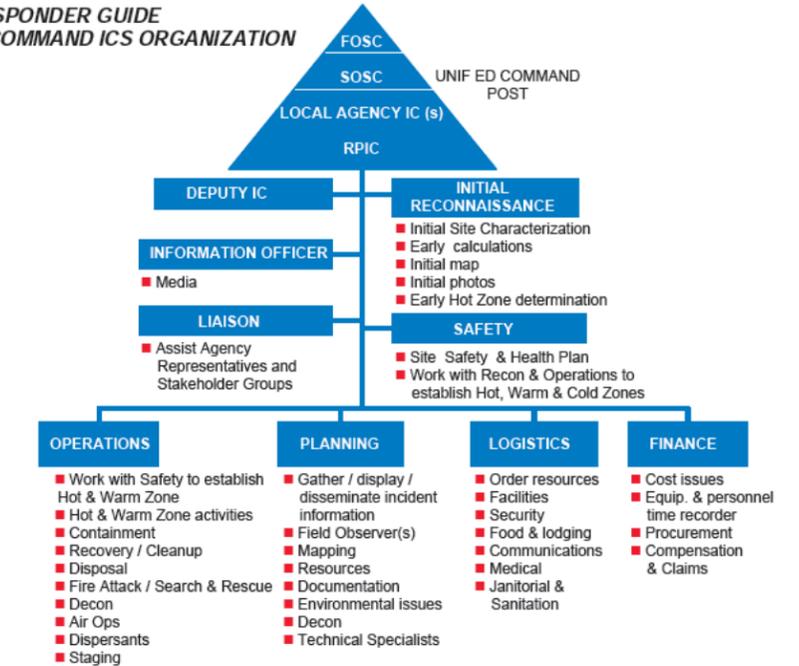
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan

2

### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan

3

### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team

### DISPOSAL

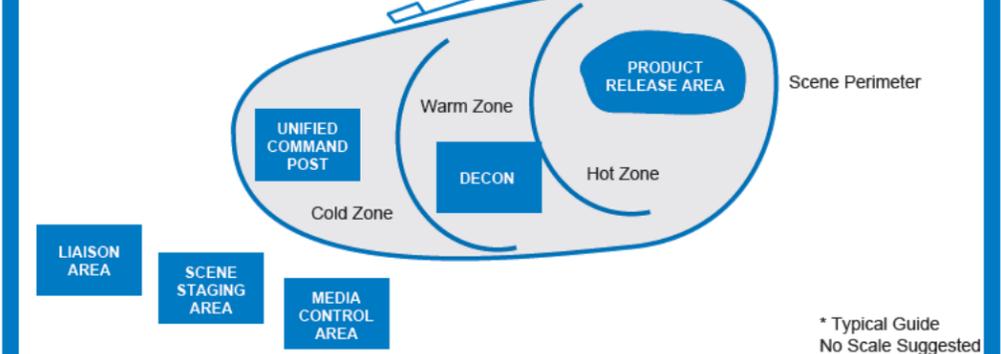
- Minimum disposal issues

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned

4

### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Evacuate the area
- Eliminate sources of ignition
- All equipment used when handling product must be grounded
- Water spray may reduce vapors or divert vapor cloud
- If exposed make sure exposed clothing is removed and decon occurs

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
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Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

## Fire or Explosion

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

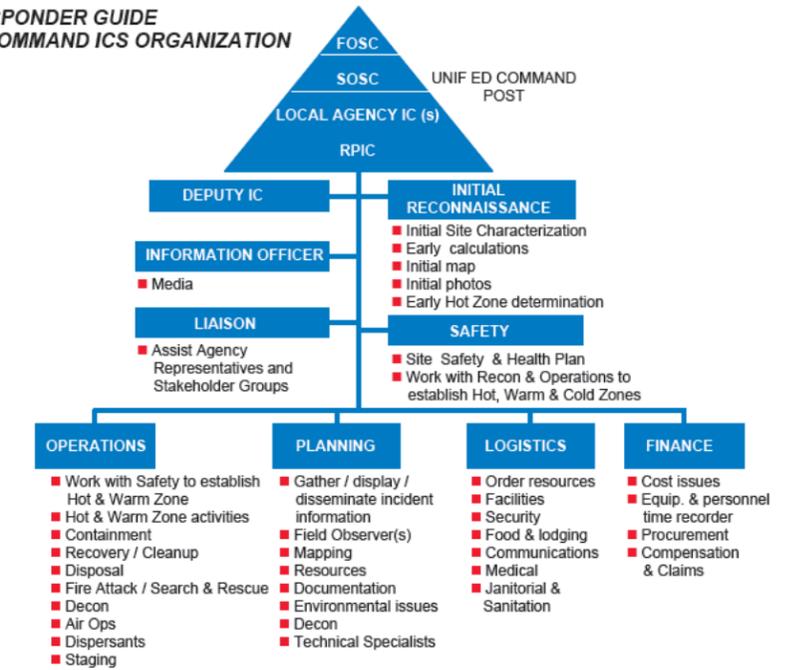
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

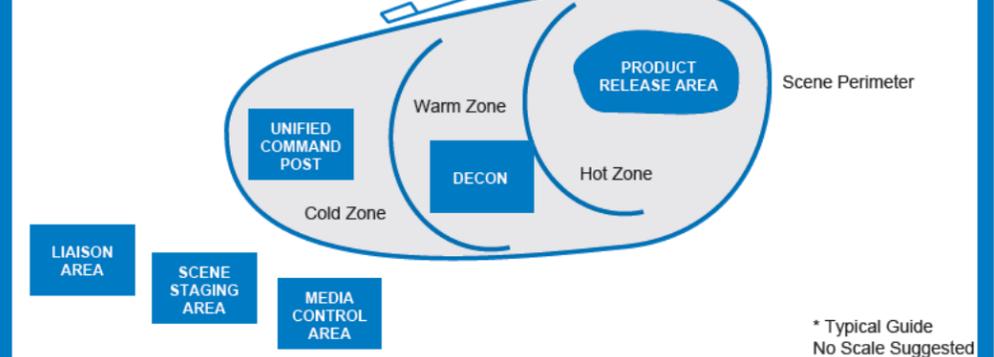
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



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Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate fuel source if safe to do so
- Stay in cold zone
- Perform safe recon to determine extent of damage or injuries
- If spill or leak occurs as a result of fire or explosion follow initial response guides in this section

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Natural Gasoline	128
Diesel	128
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Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

# Evacuation

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



## COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

## IDENTIFICATION AND ASSESSMENT

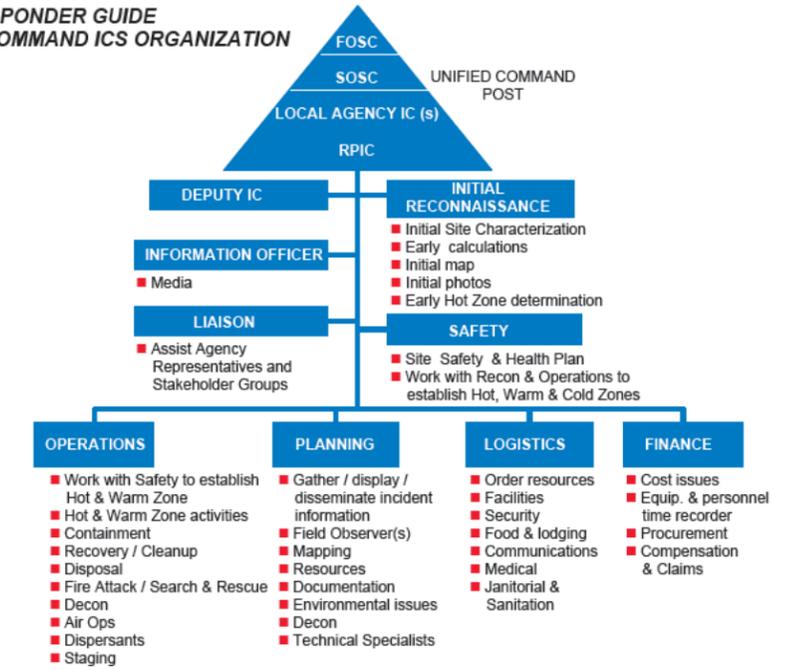
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE

## CONTAINMENT & CONTROL

- Containment & control strategies should be developed as soon as possible within the Unified Command process
- Operations Section Chief oversees evacuation, containment & control

## PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on the area



## DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

## DISPOSAL

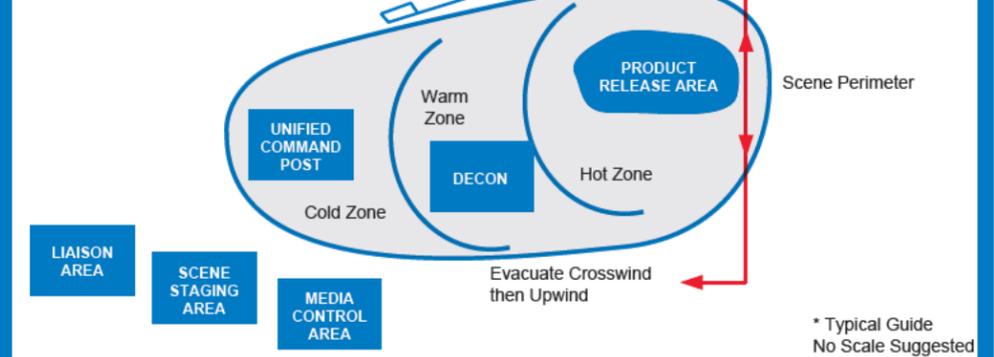
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



\* Typical Guide No Scale Suggested

## ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- If in vapor area evacuate crosswind and then upwind
- Assign Liaison and Logistics to assist evacuees as soon as possible
- Eliminate sources of ignition

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

## Storm or Flood

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Command Post in a safe location
- Establish a Staging Area in a safe location
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the potential impact and hazard area and adjust accordingly
- Continue to monitor evacuation activities

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on area
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

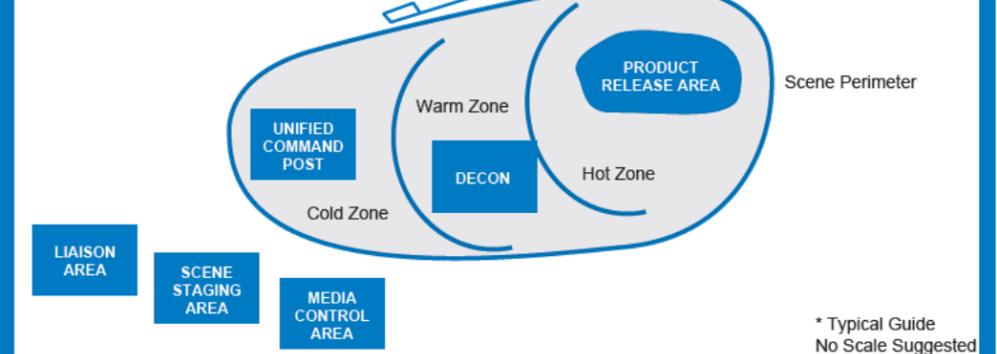
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



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Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Implement special regional hurricane or storm Plan
- See response zone State Appendix for Hurricane Plan
- Evacuate immediate and potential unsafe areas
- Consult emergency response guides in this section should leaks, spills, or fires occur

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

# Wildfire

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the potential hazard area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Follow the Notifications Flowchart found in this Plan



## COMMAND MANAGEMENT

- Assume the role of Incident Commander for shut down and evacuation purposes if necessary
- Make an announcement to all on the scene that you have assumed Command
- Establish Command Post in the cold zone as necessary
- Establish a Staging Area in the cold zone as necessary
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan for Chevron activities

## IDENTIFICATION AND ASSESSMENT

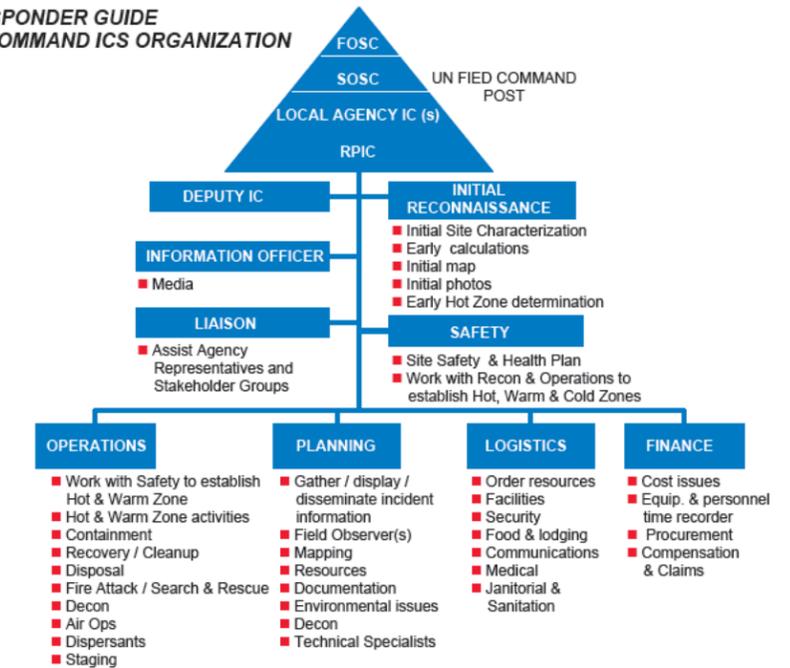
- Continue to evaluate the hazard area
- Continue to monitor evacuation activities
- Safely determine extent of impact on Company resources

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

NA

## CONTAINMENT & CONTROL

- Assist public agencies with information as necessary regarding Company properties

## PROTECTIVE ACTIONS

- Perform emergency shut down procedures if necessary



## DECONTAMINATION / CLEANUP

NA

## DISPOSAL

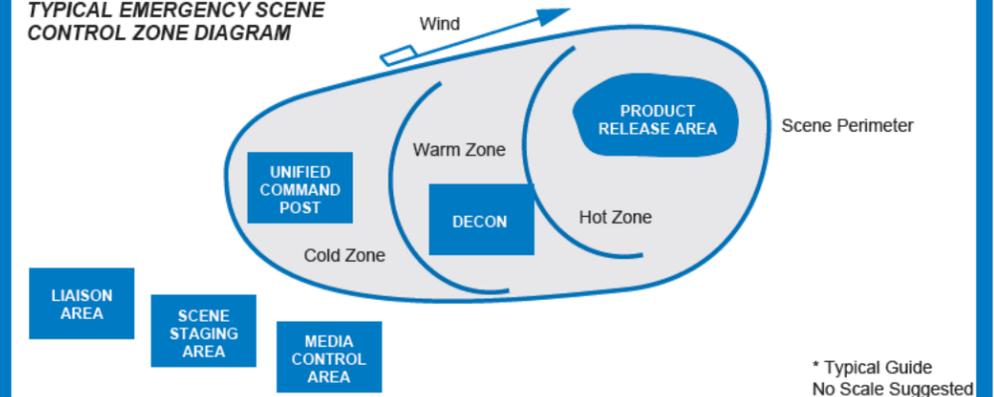
NA

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



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Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- Evacuate the area if potential hazard exists
- Monitor situation
- Perform emergency shut down procedures as necessary
- If spill or leak occurs as a result of fire follow initial response guides in this Section as applicable

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

# Earthquake

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



## COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post away from the potential hazard area
- Establish a Unified Staging Area away from the potential hazard area
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post

- Ensure Safety Officer begins and completes a Job Site Safety Plan

## IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on area

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

## CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

## PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



## DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

## DISPOSAL

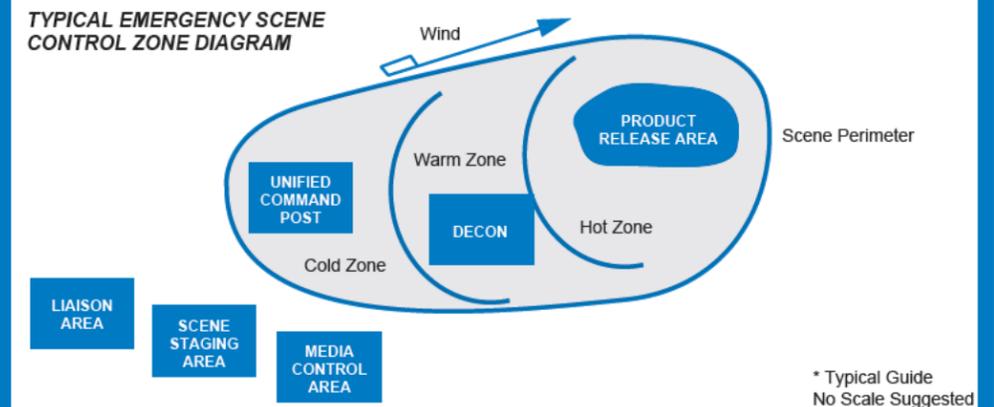
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
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## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



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Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- Follow emergency guides in this Section if spill, leak, fire or other emergency occurs as a result of quake
- Stay away from potential safety hazards
- Eliminate sources of ignition
- Provide initial and ongoing damage assessment information

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref EPA X Ref

## Vessel or Barge Spill

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact the local Coast Guard
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

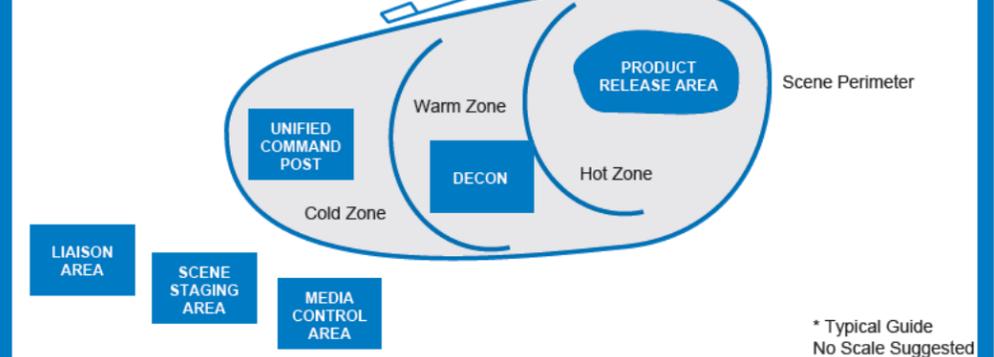
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



\* Typical Guide No Scale Suggested

### ERP QUICK REFERENCE TABLE OF CONTENTS

#### Company Core Plan

Sec 1 Information Summary	Sec 11 Communications
Sec 2 Immediate Notifications	Sec 12 Training & Drills
Sec 3 Spill Detection/Mitigation	Sec 13 Plan Review & Updates
Sec 4 OSRO Information	Sec 14 Public Relations
Sec 5 Response Activities	Sec 15 Documentation
Sec 6 ICS	Sec 16 MSDS
Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Deploy containment boom
- Cleanup procedures Section 8 of this Core Plan
- Eliminate sources of ignition
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	110
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

EPA X Ref

## Non Loading Spill Vessel / Barge

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

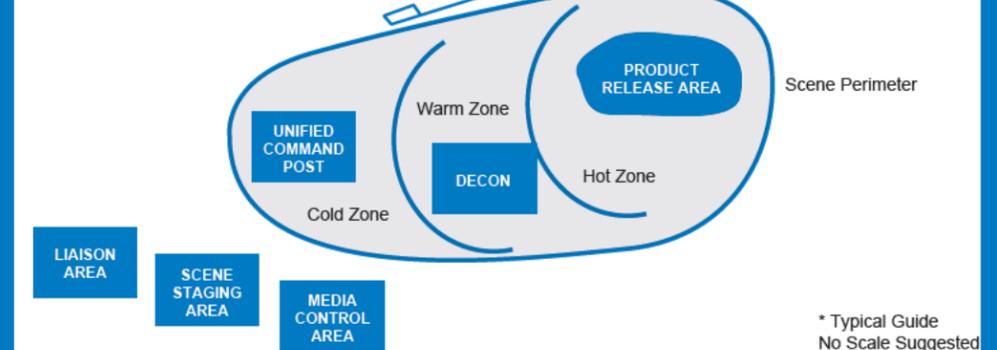
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



\* Typical Guide No Scale Suggested

### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Deploy containment boom
- Eliminate sources of ignition
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
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### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

EPA X Ref

## Gas Leak In Or Near A Building

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan

1

### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of potential impact on the area

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan

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### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan

3

### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team

### DISPOSAL

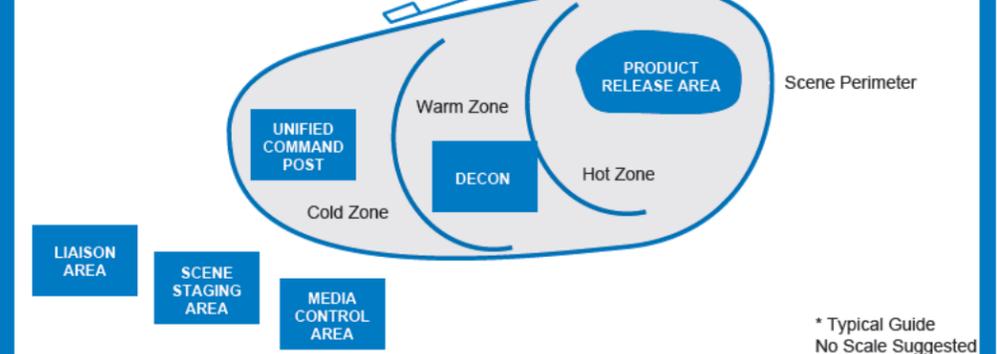
- Minimum disposal issues

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned

4

### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### GENERAL PROCEDURES

- Protect public first then facilities
- Safely evacuate building if gas is detected inside building
- Always look and listen for any signs of escaped gas
- Do not open a building door if escaped gas is detected
- All open flames are to be extinguished
- Determine leak severity
- Do not enter building with audible leaking gas
- Test the environment to determine safe entry
- Evacuate people from adjacent buildings

### GENERAL PROCEDURES (CONTINUED)

- Shut off electrical power to building
- Eliminate all other potential sources of ignition
- Isolate the building from gas sources if possible
- Close necessary inlet and outlet block valves and open blowdown valves
- After gas sources are shut off utilize portable combustible gas indicator/detector to determine safe environment

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Chevron Pipe Line Company

**DOT X Ref**

**EPA X Ref**

**SECTION 4**

**COMPANY CORE PLAN**

**OIL SPILL REMOVAL ORGANIZATIONS**

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## **OIL SPILL REMOVAL ORGANIZATIONS**

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**SECTION 4 OIL SPILL REMOVAL ORGANIZATIONS**

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Cooperative Resources .....	1
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Functional Teams .....	2
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<b>MARINE SPILL RESPONSE CORPORATION SERVICE AGREEMENT .....</b>	<b>7</b>
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## OIL SPILL REMOVAL ORGANIZATIONS

### Local Area Response Equipment

Company locations have response equipment stored at their facilities. Detailed equipment lists for each Response Zone can be located in the applicable Response Zone Appendix in each State Manual. Company will maintain company owned equipment.

### Equipment Inspection/Testing

Each Field Team Leader is responsible for testing, inspection and deployment of any facility owned equipment in accordance with PREP guidelines. Specifically, the equipment will be inspected monthly and deployed twice per year. A record will be made of each inspection, test, or deployment. The record must be signed and dated by the person performing the inspection test and/or deployment. Records will be maintained at the facility locations and available for agency inspection upon request.

### Other Company Resources

Additional Company operating oil spill response equipment and personnel resources may be available to supplement the response operation. These company resources are described in the applicable Response Zone Appendix in each State Manual and in the Resources Section of the State Plan.

### Contract Resources

In the event of a discharge beyond the capability of locally available Company resources, the response team may request activation of other Company resources, private contractors, cooperatives, Marine Spill Response Corporation (MSRC) and other experts and consultants. Additional specific contract resources are described in the applicable Response Zone Appendix in each State Manual. Contract resources are responsible to maintain their equipment.

### Cooperative Resources

Company is a member to numerous oil spill clean up cooperatives. Assistance may range from advice on prevention, containment and clean-up procedures to providing equipment and direction for major spill clean-up operations. However, the company responsible for or in charge of the spill clean-up operation will direct and coordinate the clean-up effort.

A listing of various nationwide Oil Spill Removal Organizations (OSRO) are listed below. Copies of contracts for these and other OSRO's can be located in each State Appendix Manual.

### Marine Spill Response Corporation (MSRC)

In the event of a discharge incident, which exceeds local company and private response capability, Company can request assistance from the Marine Spill Response Corporation (MSRC).

MSRC is an independent, not-for-profit corporation dedicated to providing a “best-effort” response to help clean up large oil spills in the United States offshore and tidal waters, including bays, harbors and the mouths of rivers. MSRC also responds to spills further up river as directed. It is expected that the U.S. Coast Guard will direct MSRC to respond to a spill if the spill exceeds the capabilities of local response organizations.

### **Experts and Consultants**

### **Internal Emergency Response Resources**

A variety of additional company-wide resource teams are organized to assist the Company in any emergency. When activated, team members will report to and work directly for the operating company managing the incident.

### **Advisory & Resource Team**

The Advisory & Resource Team is an assessment and support team comprised of a management representative from the impacted operating company plus a professional in each of the following areas: public affairs, ecology, emergency response, safety and law. The team’s role is to provide advice during the initial stages of the incident and to assist the field in marshaling additional resources as needed. Once notified, the team will be in route to the incident site within a few hours. To activate the team, contact the HES Staff.

### **Worldwide Spill Response Team**

The Worldwide Spill Response Team is a select group of experienced and highly trained individuals from the spill response organizations of the various operating companies. Team members are on call to fill and provide backup for key spill response and cleanup management positions. To activate team members, contact the HES Staff.

### **Functional Teams**

Functional Teams provide specialized services to support an emergency response operation. Team members are experts who generally perform the same or similar functions in their regular jobs within the Company. Each team has prepared a response plan with materials they need for rapid response. The functional teams are:

- Communications
- Comptrollers
- Environmental
- Facilities
- Human Resources
- Insurance/Claims
- Legal
- Medical
- Public Affairs
- Purchasing
- Safety, Fire & Health
- Security
- Transportation

To mobilize the Functional Teams, contact the HES Staff.

### **Communications Functions Team**

The Communications Functions Team (San Ramon, California) maintains a cache of specially designated communications equipment for emergency response. Equipment and support personnel are available by contacting the Communications Functional Team. Operating companies are encouraged to use the equipment during drills and actual response. This helps Company responders become more familiar with the Communications Functional Team operations.

Communications Functional Team equipment includes a 40' mobile communications vehicle that can also be utilized as a Command Post. Equipment also includes a large supply of radios, phone systems and satellite terminals. Half of the equipment is mounted in the vehicle, which may be driven or flown (on C-130 aircraft) to an incident site. The other half is packaged for air shipment.

### **Environmental and Technical Consultants**

The Company maintains a relationship with various environmental and technical consultants that can provide support in the event of an incident. These consultants can provide expertise and support in areas including emergency response management, environmental services, site assessment, permitting, waste treatment, recycling, de-watering, hazardous waste disposal and remediation. Contact should be made through the HES Staff.

**PRIMARY OIL SPILL RESPONSE ORGANIZATIONS (OSRO'S)**

Additional specific information regarding OSRO's, copies of agreements and other contract resources as well as their 24-hour emergency telephone numbers are listed in each Response Zone State Appendix.

<b>Louisiana</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors
Philip Services Corp.
Garner Environmental Services
ES&H
AMPOL

<b>Mississippi</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors
Philip Services Corp.
Oil Mop, Inc.
Garner Environmental Services
AMPOL
ES&H

<b>Texas</b>
Garner Environmental Services
Marine Spill Response Corporation (MSRC) and its STARS contractors
Oil Mop, Inc.
AMPOL
ES&H

<b>Colorado</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors

<b>Utah</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors

<b>Idaho</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors

DOT X Ref

EPA X Ref

## SECTION 4

## COMPANY CORE PLAN

## OIL SPILL REMOVAL ORGANIZATIONS

**Oregon**

Marine Spill Response Corporation (MSRC) and its STARS contractors

**Washington**

Marine Spill Response Corporation (MSRC) and its STARS contractors

**New Mexico**

AMPOL

**California**

Marine Spill Response Corporation (MSRC) and its STARS contractors

**Alabama**

Marine Spill Response Corporation (MSRC) and its STARS contractors

Philip Services Corp.

Garner Environmental Services

ES&amp;H

## OSRO CONTRACTS



Global Gas

May 15, 2012]

**RE: USCG Approved OSRO's**

Dear Sir or Madam:

This letter certifies that we have current procurement contracts in place with the following Emergency Response contractors. Below is a table that identifies the pertinent information. All contracts are on file at our Corporate Office in Bellaire, Texas.

Contractor's Name	Agreement Number
AMPOL	Contract # 99015262 / C16174 Ariba # C965995
ES&H	Contract # C25524 Ariba # C700484
Enviro Care, Inc.	Contract # C688391 Ariba # C808977
Marine Spill Response Corporation (MSRC) and its STARS contractors	Contract # 6CHUSA01 / CW778784 Ariba # C782016
Oil Mop, Inc.	Contract # C952067 Ariba # C956670
Patriot Environmental Services	Contract # 99014187 Ariba # C16298
PSC Industrial Outsourcing	Contract # 99002233 Ariba # C17031
U.S. Environmental Services	Contract # C25863 Ariba # C948989

Should you have any questions, please feel free to contact me at 713-432-6926

Sincerely,

Terry Basham

Emergency Response Specialist  
Chevron Pipe Line Company  
4800 Fournace Place, Room E320A  
Bellaire, TX 77401-2324  
Tel 713 432-432-6926  
Fax 713-432-3477  
tgbasham@chevron.com

DOT X Ref

EPA X Ref

SECTION 4

COMPANY CORE PLAN

OIL SPILL REMOVAL ORGANIZATIONS

## MARINE SPILL RESPONSE CORPORATION SERVICE AGREEMENT

MARINE SPILL RESPONSE CORPORATION  
SERVICE AGREEMENT

## EXECUTION INSTRUMENT

The MSRC SERVICE AGREEMENT attached hereto (together with this execution instrument, the "Agreement"), a standard form of agreement for MPA members (or their affiliates) dated as of December 1, 1994, is hereby entered into by and between

Chevron U.S.A. Inc.

[Name of COMPANY]

a Pennsylvania Corporation

a

[Type of entity and place of organization]

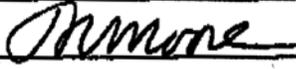
with its principal offices located at 575 Market Street, San Francisco, California 94105

(the "COMPANY"), and MARINE SPILL RESPONSE CORPORATION, a nonprofit corporation organized under the laws of Tennessee ("MSRC"), and shall be identified as

SERVICE AGREEMENT No. 6CHUSA01 [This is to be provided by MSRC.]

IN WITNESS WHEREOF, the parties hereto each have caused this Agreement to be duly executed and effective as of the 31st day of December, 1994.

Chevron U.S.A. Inc. [COMPANY]

By:  [signature]

T. R. Moore [print name]

Title: Attorney in Fact

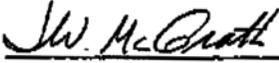
c/o Chevron Shipping Company

Address: 555 Market Street

San Francisco, CA 94105

Telephone: 415/894-3232 Fax: 415/894-4463

## MARINE SPILL RESPONSE CORPORATION:

By: 

John W McGrath  
Director, Marketing & Client Relations  
1350 I St. N.W. Suite 300  
Washington, D.C. 20005

202/408-7486; Fax: 202/371-0401

- (2) The first sentence of the text of Section 8 is revised to read as follows:

"Section 8. Termination and Expiration of this Call Agreement. Subject to the provisions of Section 9(b) of this Call Agreement, this Call Agreement and the other Call Agreements shall terminate and expire upon the later to occur of (i) the date on which the Company's Standard Agreement (or any successor agreement to the Company's Standard Agreement) terminates or (ii) the satisfaction and payment of all Indemnified Amounts owing with respect to Events occurring on or before the date on which the Company's Standard Agreement (or any successor agreement to the Company's Standard Agreement) terminates."

Except as set forth in the preceding paragraphs, this Amendment shall not be deemed in any way to modify or amend the provisions of the Call Agreement, all of which provisions remain in full force and effect. The effective date of this Amendment shall be as of the date hereof.

IN WITNESS WHEREOF, the undersigned have hereby executed this Amendment as of the 31st day of December, 1994.

MARINE PRESERVATION ASSOCIATION

By:   
 Name: Robert Aldag  
 Title: President and CEO

NAME OF MPA MEMBER:

Chevron U.S.A. Inc.  
 a Pennsylvania Corporation

[Corporation/partnership/other]:  
 c/o Chevron Shipping Company  
 555 Market Street  
 San Francisco, CA 94105

By:   
 Name: T. R. Moore  
 Title: Attorney in Fact

**OSRO ADDRESSES**

Ampol  
5619 Port Road,  
New Iberia, LA 70364

ES&H  
1730 Coteau Road  
Houma, LA 70364

Garner Environmental  
1717 W. 13<sup>th</sup> Street  
Deer Park, TX 77536

Marine Spill Response Corp.  
455 Spring Park Place, Suite 200  
Herndon, VA 20170

Oil Mop, Inc. 800-645-6671  
131 Keating Drive  
Belle Chasse, LA 70037

PSC Industrial Outsourcing  
543 Renaud Road  
Lafayette, LA 70507

US Environmental Services  
2809 E. Judge Perez Drive  
Meraz, LA 70075

DOT X Ref	EPA X Ref
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**RESPONSE ACTIVITIES  
SECTION 5**

**COMPANY CORE PLAN**

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**RESPONSE ACTIVITIES**

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**SECTION 5 RESPONSE ACTIVITIES**

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Tier 2 - Sustained Response Team .....	1
Tier 3 - Major Incident Response Team.....	1
<b>CHEVRON INCIDENT RESPONSE MATRIX .....</b>	<b>2</b>
Immediate Response Team.....	2
Sustained Response Team .....	3
Major Sustained Incident Response Team .....	3
<b>HAZWOPER TRAINING LEVELS.....</b>	<b>3</b>
<b>CONTRACTOR TRAINING .....</b>	<b>4</b>
<b>CASUAL HIRE TRAINING .....</b>	<b>4</b>
<b>COMMAND ORGANIZATION LOGISTICS .....</b>	<b>4</b>
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<b>JOB SITE SAFETY PLAN DEVELOPMENT .....</b>	<b>5</b>
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<b>HUMANITARIAN ASSISTANCE.....</b>	<b>5</b>
<b>INSPECTION AND MAINTENANCE OF OIL SPILL EQUIPMENT .....</b>	<b>5</b>
Monthly Visual Inspections.....	5
Annual Detailed Inspection .....	6
<b>SAFETY / FIRE PROTECTION .....</b>	<b>6</b>
Fire Fighting Equipment.....	6
Leak Repair Procedures.....	6
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## INCIDENT COMMAND SYSTEM

Company utilizes the US Coast Guard Incident Command System (ICS) 2006 Incident Management Handbook (IMH) to manage incident response activities. ICS is readily expandable to help manage small incidents as well as larger more complex incidents. ICS is an effective safety and incident management tool and should be implemented for all emergency incidents that may cause potential harm to responders, the public, the environment or property. Staffing and resources needed to meet specific incident needs will be based on the size, complexity and severity of the incident. At minimum, HAZWOPER regulations require the ICS positions of Incident Commander and Safety Officer to be implemented during a response to a hazardous or potentially hazardous substance.

Refer to Section 6 of this Core Plan for the ICS organization and references to the US Coast Guard 2006 Incident Management Handbook (IMH).

## UNIFIED COMMAND

Many incidents will require unified participation of agency and Company response personnel. Depending on the location of the incident, the most senior Federal, State or possibly Local agency person on scene, will serve as that organizations On-Scene Coordinator (OSC) or Incident Commander (IC). The agency OSC or IC will work alongside the Company Incident Commander. External organizations, such as resources from other Operating Companies, OSRO's, Co-Ops and contractors may also be integrated into the Unified ICS organizational structure.

## RESPONSE TEAM ORGANIZATION

Company utilizes a three-tier incident response approach.

### Tier 1 - Immediate Response Team

The Immediate Response Team is made up of the local field team members from the system where the incident occurs and will be the initial responders to the incident.

### Tier 2 - Sustained Response Team

The Sustained Response Team is made up of Immediate Response Team members from other Teams and specifically trained employees from throughout Company. This Team will be activated to help supplement the local Field Team when the magnitude of the spill incident indicates the need for additional resources, or where it is anticipated that the response effort will be sustained.

### Tier 3 - Major Incident Response Team

The Major Sustained Response Team draws on specialists and specifically trained employees from throughout Company's Worldwide Organization.

**CHEVRON INCIDENT RESPONSE MATRIX**

<b>Company Incident Response</b>		
<b>Level of Incident</b>	<b>Response by (all or part of)</b>	<b>Augmentative Resources</b>
<b>Immediate (Tier 1)</b>	<ul style="list-style-type: none"> <li>• IMMEDIATE RESPONSE TEAM</li> </ul>	<ul style="list-style-type: none"> <li>• SUSTAINED RESPONSE TEAM</li> <li>• RELEASE CONTROL SPECIALISTS</li> </ul>
<b>Sustained (Tier 2)</b>	<ul style="list-style-type: none"> <li>• IMMEDIATE RESPONSE TEAM</li> <li>• SUSTAINED RESPONSE TEAM</li> </ul>	<ul style="list-style-type: none"> <li>• RELEASE CONTROL SPECIALISTS</li> <li>• MUTUAL AID TEAMS</li> <li>• WORLDWIDE FUNCTIONAL TEAMS</li> <li>• MUTUAL AID POOL</li> </ul>
<b>Major (Tier 3)</b>	<ul style="list-style-type: none"> <li>• IMMEDIATE RESPONSE TEAM</li> <li>• SUSTAINED RESPONSE TEAM</li> <li>• RELEASE CONTROL SPECIALISTS</li> <li>• MUTUAL AID TEAMS</li> <li>• WORLDWIDE FUNCTIONAL TEAMS</li> <li>• MUTUAL AID POOL</li> <li>• WORLDWIDE SPILL RESPONSE TEAM</li> </ul>	<p>Depending on the level and Nature of the incident, response can be by entire teams or selected members. Any response effort can be augmented as necessary by activating selected teams or personnel from other organizations.</p>

**Immediate Response Team**

The first Company employee on scene will implement the Incident Command System (ICS) and initially assume the role of Incident Commander (IC). Transfer of command may take place as more senior supervisors respond to the incident. The IC role will usually be filled by the Team Leader if available.

The number of positions needed to staff this minimum organization will depend on the size and complexity of the spill.

### **Sustained Response Team**

This second level of response is utilized when the magnitude of the incident indicates the need for additional personnel and equipment, or where it is anticipated that the response effort will be sustained.

ICS positions under a sustained response may be transferred to others at anytime or at the end of the “Current” operating period. Establishing Operational Periods are often beneficial to help provide for adequate planning, safety and continuity of response activities.

Some ICS positions may require Deputies or Assistants (i.e. Deputy Incident Commander) to help manage span of control issues.

During sustained and major sustained incidents, functional operations and geographic areas of the incident may need to be divided into Branches, Divisions or Groups as the incident expands.

Branches are usually functional (i.e. Support Branch under the Logistics Section).

Divisions are usually geographic (i.e. a Division under the Operations Section may be utilized to denote a geographic area, like the Northwest Shoreline of an island undergoing cleanup operations).

Groups are usually functional (i.e. Containment or Cleanup Groups functioning under the Operations Section).

### **Major Sustained Incident Response Team**

This Major Sustained Response Team is organized to manage larger complex incidents with widespread impact. A major event is an event that would require additional personnel and resources from the Corporation and elsewhere.

When implemented, this team would augment the Sustained Response Team, supplying additional resources and expertise in functional areas of the organization as necessary. This would help to increase the strength of the organization by utilizing the best specialists and professionals available.

### **HAZWOPER TRAINING LEVELS**

The HAZWOPER regulations prescribe minimum training requirements for various incident responder levels. There are initial and refresher training requirements that must be met. The Team Leader is responsible for insuring that all employees that may be called on to participate in incident response have met these training requirements. Refer to Section 12 of this Core Plan for HAZWOPER training guidelines.

**CONTRACTOR TRAINING**

Contract employees who will be utilized in incident mitigation and cleanup activities are also required to meet minimum HAZWOPER training requirements. The Team Leader is responsible for insuring that contractors which Company may utilize in the response, recognize HAZWOPER requirements and provide the training needed.

**CASUAL HIRE TRAINING**

During post-incident responses it may become necessary to hire additional personnel for site clean up and rehabilitation. Whenever temporary personnel (casual hires) are involved, Company shall review the following items to ensure that post-emergency response personnel are properly trained:

- Job Site Safety Plan
- Chemical hazards at the site
- Appropriate personal protective equipment
- Specific role in the clean up
- Names and contacts for the incident's Incident Command System

Upon completing this review, temporary personnel will sign a roster sheet indicating that they have received training regarding the items covered. The roster sheet will then be forwarded to the Incident Commander for inclusion in the incident documentation.

**COMMAND ORGANIZATION LOGISTICS**

Effective spill response requires an efficient deployment of field, supervision and support staff. Careful consideration should be given to help determine the physical location of Command, Staging and other elements of the organization like Branches, Divisions or Groups.

**Incident Command Post Location**

The location of the Incident Command Post (ICP) depends on the location, severity and duration of the incident. Other influencing factors may include agency ICP location preference and whether or not agencies have formulated a location for the ICP before Company resources arrive.

Since each incident is different (i.e. location, type of product, weather, geography, time of day, agreements with mutual aid resources, agency resources and so forth) the Incident Commander should choose the location of the Incident Command Post carefully.

As an example, the Incident Command Post for an incident occurring offshore, may be established quite a distance from the event at a shorebase, regional company offices or a hotel with conference center capabilities.

On the other hand, should a release occur in a municipal area that may effect storm drains, drainage channels, streets, businesses and public areas, the local fire and police agencies may wish the Incident Command Post be located closer to the event in an open safe area.

Again, it is up to the Incident Commander, working with Local, State and/or Federal Agencies to determine the location of the Incident Command Post.

As the incident grows it may be necessary to establish physical “Branch” or “Division” locations away from the Incident Command Post. It may also be necessary to establish additional Staging areas depending on the size and complexity of the incident.

### **JOB SITE SAFETY PLAN DEVELOPMENT**

The Incident Commander will be responsible for ensuring that the Job Site Safety Plan is completed. This task is usually assigned to the Safety Officer in the ICS organization. See Section 7 of this Core Plan for a complete Job Site Safety Plan and instructions for completion.

### **OPERATIONAL PERIOD PLANNING CYCLES**

The use of organized operational period planning cycles is an important tool to help achieve increased organizational effectiveness and communications during an incident. An example of the accepted agency methodology concerning operational planning is located on page 3 of Section 6.

### **HUMANITARIAN ASSISTANCE**

The Incident Commander will determine if Company humanitarian assistance is needed during an emergency event, cleanup or disaster. Humanitarian assistance may include providing food, water and lodging to displaced persons. Humanitarian assistance may also include assisting Local and State Agencies with specific humanitarian assistance support. In such instances the Incident Commander will utilize the various Incident Command Sections to assist with this effort.

Initially, any food, water or lodging needs will generally be coordinated by the Logistics Section Chief within the Incident Command System.

### **INSPECTION AND MAINTENANCE OF OIL SPILL EQUIPMENT**

Company has a program to inspect and maintain the oil spill equipment stored at its facilities.

#### **Monthly Visual Inspections**

A monthly visual inspection will be made of all oil spill equipment and materials. The objective is to determine the following:

- Designated equipment and materials are present
- Designated equipment and materials appear in good condition

- Designated equipment and materials are properly stored and protected and are readily loaded or deployed
- Stocks have not been depleted or disturbed

The inspector will log his inspection on the Oil Spill Equipment Monthly Inspection Forms and make distribution as indicated. One copy will be maintained at the location.

### **After Deployment**

An additional inspection will be made of all equipment and supplies following deployment for spills or drills. Any deficiencies, missing parts or maintenance needs noted during the deployment will be rectified as soon as possible. Any equipment requiring work in the shop will be expeditiously transported and an equivalent replacement provided if practical. This inspection will also be logged on the Oil Spill Equipment Inspection Form and distributed.

### **Annual Detailed Inspection**

At least once annually, all equipment will be inspected to determine if any replacement or repair needs noted. This inspection can be made in conjunction with a drill; however, if a particular piece of equipment has not been deployed during drills, it may be separately deployed, inspected and tested for proper operation. Recommended repairs and replacements will be made promptly.

## **SAFETY / FIRE PROTECTION**

### **Fire Fighting Equipment**

Adequate firefighting equipment shall be maintained at all pump and breakout tank areas. The equipment will be:

- Inspected monthly to ensure that it is in proper operating conditions at all times
- Plainly marked (painted red), so that it is easily identifiable as fire fighting equipment
- Located so that it is easily accessible in case of a fire
- All personnel will be thoroughly trained in the use of each piece of equipment

### **Leak Repair Procedures**

Additional Safety/Fire Protection guidelines can be found in Company's Maintenance and Inspection Procedures Manual.

### **Smoking / Open Flames**

Smoking will be confined to designated smoking areas. Discarding matches, cigarettes or cigars from any vehicle is prohibited.

Hot work permits will be required before any welding/cutting operations commence or other operations that would introduce a source of ignition in a restricted area. A restricted area is any area within 150 feet of hydrocarbon service or storage facilities.

## **NATIONAL CONTINGENCY PLAN**

### **National/Regional Incident Command Responsibilities**

Company's ICS/Unified Command organization is in alignment with the National Incident Management System (NIMS) ICS response organization utilized under the National Contingency Plan.

The National Contingency Plan (NCP) describes the responsibilities of the Federal government when responding to a Spill of National Significance (SONS.) These responsibilities include providing strategic coordination in the coastal and inland zones either for, or as, the Federal on Scene Coordinator (FOSC). Based on the need for overall Federal coordination, a National or Regional Incident Command (NIC/RIC) organization may be activated at the discretion of the controlling Federal authority.

This model is based on the "Area Command" organizational model that is used for major/multiple incident management within (NIMS) ICS. The NIC/RIC organization's responsibilities will include the following:

- Brief the Commandant (and Area Commander if applicable) or Administrator of the EPA and obtain feedback regarding agency expectations, concerns and constraints.
- If operating as a Unified Command, develop a working agreement with all participants to employ (NIMS) ICS as the response management system.
- Assess incident potential and ensure the NIC/RIC infrastructure is capable of meeting response objectives.
- Set the stage for accomplishment of the best possible response, providing clear understanding of agency expectations, intentions and constraints. Provide overall direction and management of the incident(s), including setting overall objectives.
- Ensure that the response is addressing the priorities and direction set by the NIC/RIC.
- Establish priorities for assignment & demobilization of critical resources.
- Assign and approve demobilization of critical resources
- Establish/approve policy for release of information to the news media, the public, etc.
- Serve as public spokesperson for the overall incident response.
- Manage staff to ensure Incident Management Teams (IMTs) are supported, monitored.

### **NIC/RIC GUIDELINES**

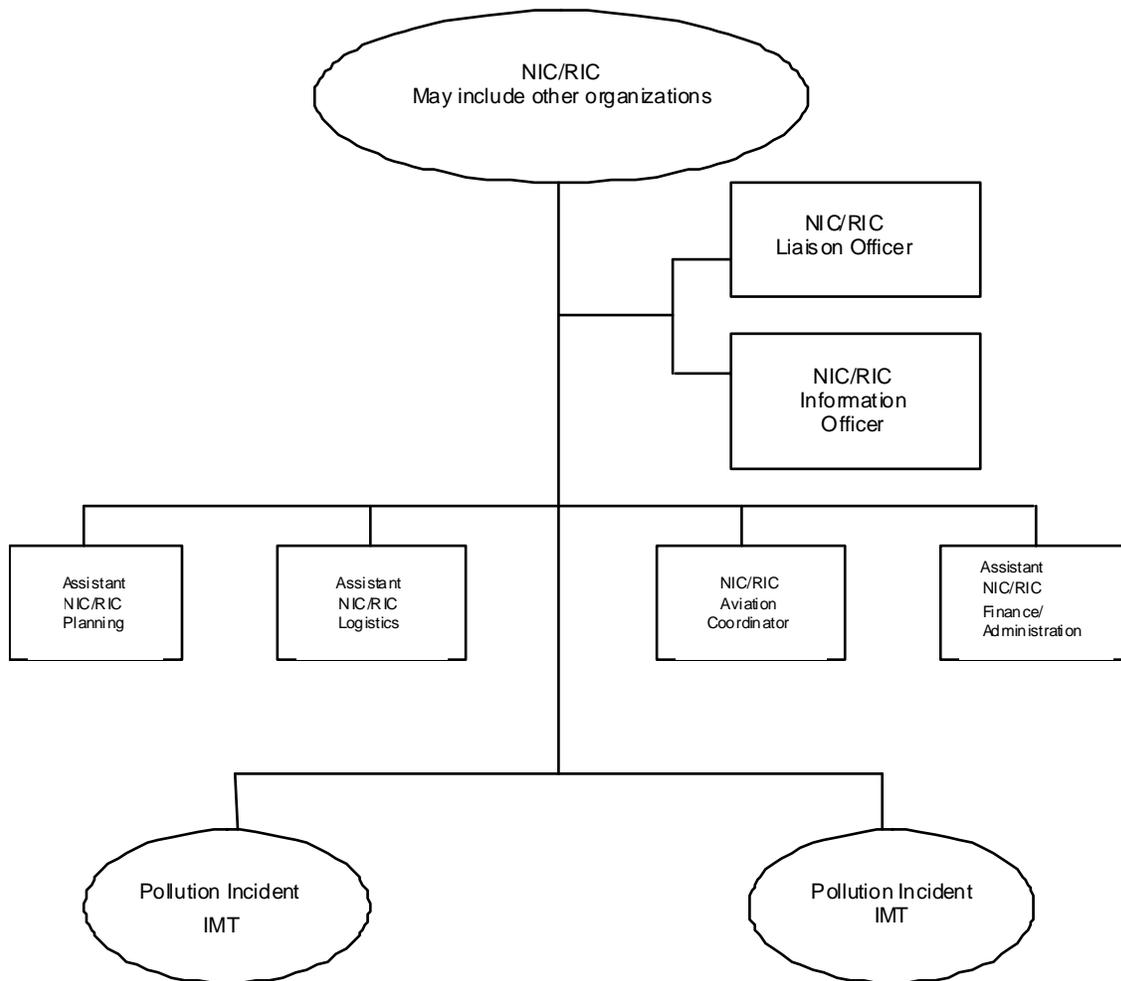
- Fundamental to the (NIMS) ICS organizational philosophy is that the organization be shaped to match the specific requirements of the incident. The division of responsibilities specified here should be considered the beginning framework. Shaping the interface between National Incident Commander (NIC)/Regional Incident Commander (RIC) and the Incident

Commander (IC) or Unified Command (UC) and their IMTs and establishing the best division of labor will be especially challenging.

- Avoid locating the National/Regional Incident Command with an Incident Command Post.
- The NIC/RIC role is to ensure support of, and coordination between a single or multiple IMTs, is enhanced if the NIC/RIC can be located with, or near, the expanded supply network. This facilitates NIC/RIC Logistics' ability to directly support the IMT(s) and positively influence critical resource issues.
- Implement additional positions as necessary for an effective and efficient response. Specific agency guidance on NIC/RIC, as specifics may change from time to time. Keep in mind, however, that the Responsible Party and other agencies may use different organizational structures (e.g., not based upon the (NIMS) Area Command Model) to conduct incident management activities. In such instances, the NIC/RIC will work with the RP and other agencies to agree on an organizational structure that best ensures effective strategic coordination.

COMPANY CORE PLAN

NIC/RIC ORGANIZATION



Refer to (NIMS) ICS “Area Command” documentation and/or agency guidance for position-specific descriptions.

DOT X Ref	EPA X Ref
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**INCIDENT COMMAND SYSTEM**

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**SECTION 6 INCIDENT COMMAND SYSTEM**

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT  
COMMAND SYSTEM (ICS)..... 1**

    USCG Incident Management Handbook (IMH) ..... 1

**ICS JOB DESCRIPTION ..... 1**

**NIMS ICS FIVE MAJOR FUNCTIONAL AREAS ..... 2**

**USCG IMH OPERATIONAL PERIOD PLANNING CYCLE GUIDE..... 3**

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## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT COMMAND SYSTEM (ICS)**

The National Incident Management System (NIMS) is a nationwide standardized approach to incident management and response. NIMS utilizes the Incident Command System (ICS).

The Incident Command System is used to manage incident response activities. ICS is readily expandable to help manage small incidents as well as larger more complex incidents. ICS is an effective safety and incident management tool and should be implemented for all emergency incidents that may cause potential harm to responders, the public, the environment or property. Staffing and resources needed to meet specific incident needs will be based on the size, complexity and severity of the incident. At minimum, HAZWOPER regulations require the ICS positions of Incident Commander and Safety Officer to be implemented during a response to a hazardous or potentially hazardous substance.

This Section contains an example of the basic NIMS ICS Organization (five functional areas) and the Operational Period Planning Cycle.

### **USCG Incident Management Handbook (IMH)**

Company will utilize the U.S. Coast Guard 2006 Incident Management Handbook (IMH) as the primary guide for incident response.

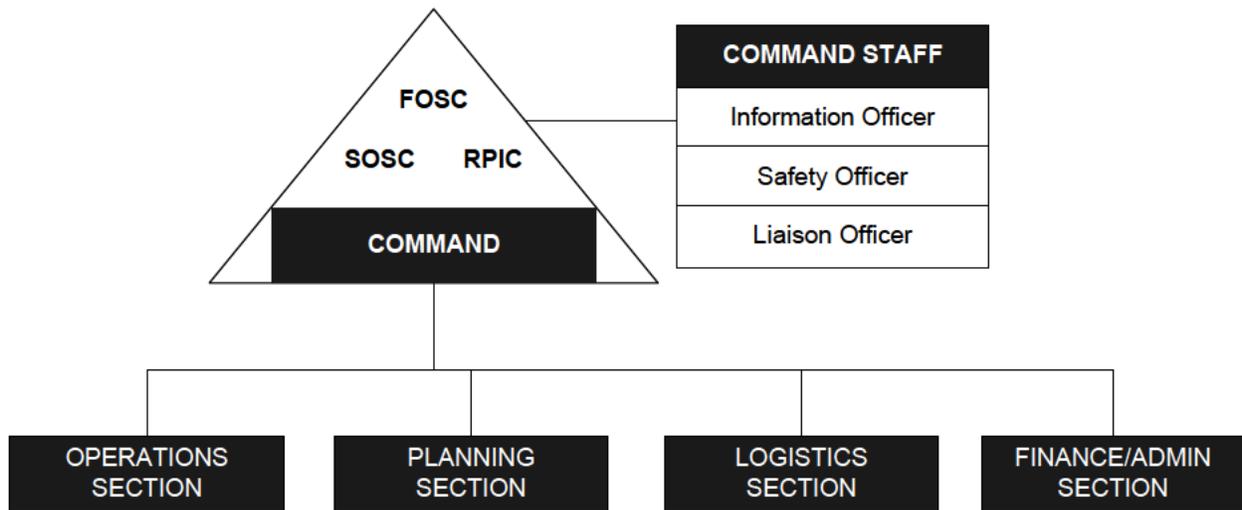
Access to complete versions of the latest U.S. Coast Guard Incident Management Handbook (IMH) can be located on the U.S. Coast Guard web site at [www.uscg.mil](http://www.uscg.mil).

### **ICS JOB DESCRIPTION**

ICS job descriptions listed in the 2006 USCG IMH are consistent with the Northwest Area Contingency Plan.

**NIMS ICS FIVE MAJOR FUNCTIONAL AREAS**

**NIMS ICS FIVE MAJOR FUNCTIONAL AREAS**

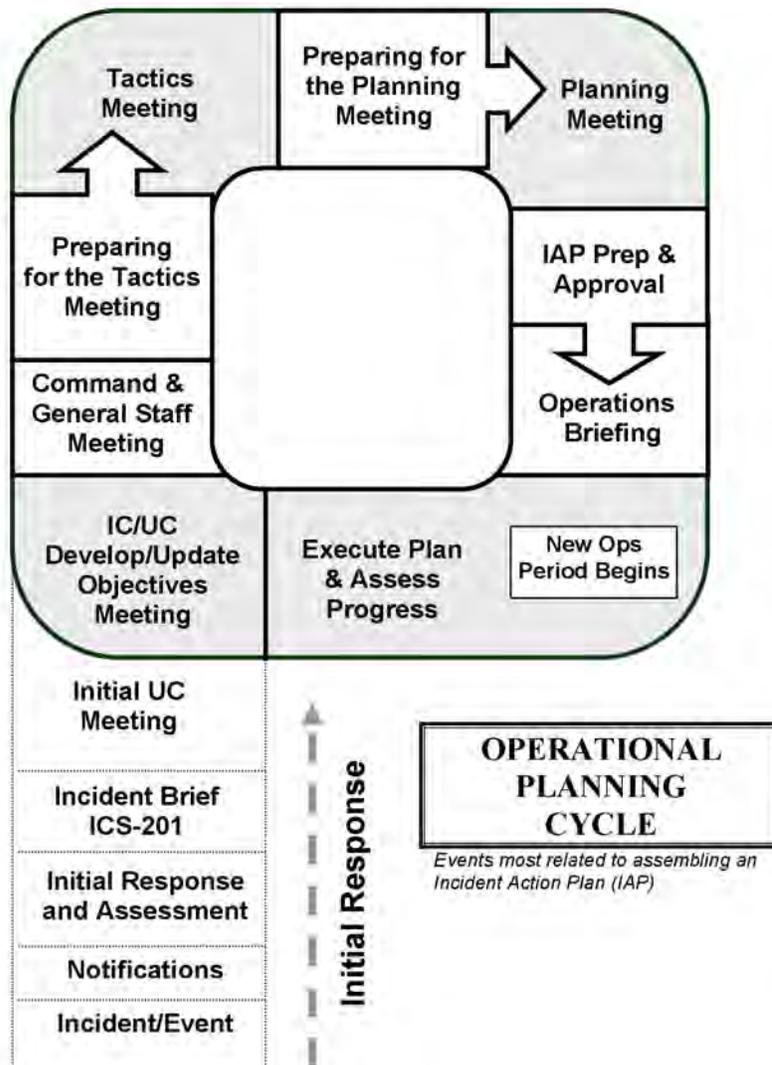


USCG IMH OPERATIONAL PERIOD PLANNING CYCLE GUIDE

AUGUST 2006

CHAPTER 3

OPERATIONAL PLANNING CYCLE, MEETINGS, BRIEFINGS, AND THE ACTION PLANNING PROCESS



OPERATIONAL PLANNING CYCLE 3-1 OPERATIONAL PLANNING CYCLE

DOT X Ref	EPA X Ref
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**JOB SITE SAFETY PLAN**

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## SECTION 7 JOB SITE SAFETY PLAN

ENTERING AN AREA WHERE LEL IS = OR > 10% OF LEL .....	A
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**ENTERING AN AREA WHERE LEL IS = OR > 10% OF LEL**

To enter an atmosphere that is  $\Rightarrow$  10 % LEL, you must address:

- Safety of yourself and of others.
- Complete a detailed site Hazard Analysis utilizing the JSSP.
- Determine the right equipment and PPE to mitigate the risk to the employees or contractors entering the area.
- Write out the plan and discuss in detail.
- Gain approval from the Team Leader, HES Safety Specialist and the Profit Center Manager prior to entry (verbal is permissible) and document this approval.
- Execute the written plan.

For all Emergency Response situations, the Field Team must implement the ICS (Incident Command System) and review the Emergency Response Guide First Responder under Section 3 of the Core Plan for the applicable situation.

## JOB SITE SAFETY PLANS (JSSP)

### For Emergency Response Operations

**The JSSP is not a substitute for the Safe Work Permitting Process**

#### PURPOSE:

This Site Safety Plan must be completed to:

- Comply with OSHA requirements for Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120; NOTE: All personnel reporting to the site, must have Level 3 Technician training.
- Comply with Chevron Pipe Line Company's Incident Reduction Program requirements.

This plan, which must remain on site, shall address all safety and health hazards and include the requirements for employee protection.

#### SCOPE:

This plan applies to all **Emergency Response operations** and the personnel, company and contractor, working in or on Chevron Pipe Line Company owned or operated facilities.

**Note:** The JSSP can be used as tool for planning work activities. The JSSP does not replace any CPL required permits for normal work activities.

---

#### INSTRUCTIONS:

Complete Section I, **Hazards Analysis** for all jobs listed above. A hazards analysis shall be performed by a qualified employee in order to aid in the selection of appropriate personal protective methods prior to commencing work activities.

Complete Section II, **Job Specific Activity Planning** for only those jobs listed above that involve confined space entry; excavation; lockout/tagout; or hot work. Complete only those sections that apply to the job.

Complete Section III, **Specific Requirements for Hazardous Waste Operations and Emergency Response** for those jobs involving activities covered by HAZWOPER (29 CFR 1910.120).

**I. HAZARDS ANALYSIS**

All suspected conditions that might pose safety and health hazards shall be identified and evaluated. Identify specific safety and health hazards and determine the appropriate safety and health control procedures needed to protect personnel from the identified hazards.

<b>DATE(s):</b>	
-----------------	--

<b>LOCATION:</b>	
------------------	--

**SITE DESCRIPTION:**

Describe the work site and the surrounding terrain. Attach a map to this plan, if available.

--

**WORKPLAN:**

Brief description of the work (project/clean-up operation) and related work activities and tasks, approximate work force, tools to be used, expected duration of project/clean-up operation, and any special equipment to be used.

--

**SAFETY AND HEALTH HAZARDS:**

Describe safety and health hazards which may be associated with the work plan described above. Potential hazards may include: (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> inhalation of hazardous substance (list below)<br><input type="checkbox"/> skin contact with hazardous substance (list below)<br><input type="checkbox"/> flammable or toxic substances (list below)<br><input type="checkbox"/> heat stress and/or exhaustion<br><input type="checkbox"/> cold stress<br><input type="checkbox"/> noise<br><input type="checkbox"/> water hazards<br><input type="checkbox"/> other hazards / concerns (list) | <input type="checkbox"/> hazards to eyes<br><input type="checkbox"/> cuts and abrasions<br><input type="checkbox"/> vehicular / pedestrian traffic<br><input type="checkbox"/> confined space entry<br><input type="checkbox"/> excavation<br><input type="checkbox"/> lockout/tagout<br><input type="checkbox"/> hot work |
|---|--|

**Comments:**

--

**MATERIAL CHARACTERIZATION:**

Provide data for known materials, if any.

MATERIAL	PEL / IDLH	HEALTH HAZARDS	ROUTE(S) OF EXPOSURE

**ATTACHED MSDS(s):**

A MSDS's must be available on site for all chemicals used on the project or during the clean-up operations. Attach all MSDS's and list all MSDS's that are attached below.

--

**INITIAL ASSESSMENT:**

**PROVIDE INITIAL AIR MONITORING DATA. AIR MONITORING CONDUCTED AFTER THE INITIAL ASSESSMENT SHOULD BE ENTERED ONTO THE MONITORING LOG SHEET ON PAGE**

MATERIAL	DATE & TIME	LOCATION	RESULTS	SAMPLED BY

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED:**

(Check all that apply)

<input type="checkbox"/>	Boots	<input type="checkbox"/>	Air Purifying Respirators (check appropriate type)
<input type="checkbox"/>	Slicker Suit	<input type="checkbox"/>	Half-mask cartridge (refer to HES-502 for guidance)
<input type="checkbox"/>	Tyvek Suit (may include hoods/ booties)	<input type="checkbox"/>	Full mask cartridge (refer to HES-502 for guidance)
<input type="checkbox"/>	Nomex Clothing	<input type="checkbox"/>	Specific cartridge type for activity: (refer to HES-502 for cartridge selection)
<input type="checkbox"/>	Gloves	<input type="checkbox"/>	Self-Contained Breathing Apparatus
<input type="checkbox"/>	Goggles	<input type="checkbox"/>	Supplied Air Line Unit
<input type="checkbox"/>	Safety Glasses	<input type="checkbox"/>	
<input type="checkbox"/>	Hard Hat	<input type="checkbox"/>	
<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

**SAFETY EQUIPMENT:**

First aid supplies	location(s):	
Eye wash/Shower	location(s)	

**EMERGENCY EVACUATION:**

If an emergency occurs at this site, how will workers be alerted and where should personnel evacuate to? Review with all personnel.

--

**EMERGENCY INFORMATION:**

List phone numbers of local emergency services.

**NOTE: Best Practice- List direct dial numbers for local First Responders (Law Enforcement, Fire, etc).**

**Avoid using 911.**

FIRE:	
DOCTOR:	
AMBULANCE:	
HOSPITAL:	
SHERIFF:	

**Pre-Start Up Briefing:**

The Incident Commander or Safety Officer will ensure that pre-start up briefings are conducted before commencing any work to ensure employees and contractors are aware of this entire work plan. Briefly outline this process below.

--

**II. JOB SPECIFIC ACTIVITY PLANNING:**

Check and complete all sections that apply to this project or clean-up operations.

**Safe Work: (HES-204)**

Utilize the Safe Work Permit to initiate the Safe Work Permitting process.

**CONFINED SPACE: (HES-201)**

Briefly describe the work activity involving confined spaces and complete the Confined Space Entry Permit (App.B) and the Emergency Action Plan (App.B)

**EXCAVATION: (HES-202)**

Briefly describe the work activity involving excavation and complete the Excavation Permit (CPL-687).

**LOCKOUT/TAGOUT: (HES-203)**

Briefly describe the work activity involving lockout/tagout and complete the Equipment Specific Procedure Sheet (CPL-679)

**HOT WORK: (HES-205)**

Briefly describe the work activity involving hot work and complete the Hot Work Permit (App B)

### III. SPECIFIC REQUIREMENTS FOR EMERGENCY RESPONSE AND CLEAN-UP OPERATIONS

Complete this section for those jobs involving emergency response activities covered by HAZWOPER.

**NOTE: All personnel responding to the onsite release; that will be working in the Hot Zone or cleaning up the release must present their current Hazwoper Training card upon check-in to the site. NO ONE can enter the site prior to this verification.**

#### ORGANIZATION STRUCTURE:

List by name the following personnel in the ICS.

Incident Commander:

Safety Representative:

Public Affairs Representative:

Contractor's Project Manager:

#### TRAINING PROGRAM:

All personnel working in response operations and clean-up activities must be trained per OSHA's HAZWOPER requirements. Describe the process to ensure all personnel are HAZWOPER trained to their job responsibilities. If any safety, fire and health training must be conducted, attach the written training program and a list of the program's attendees.

#### EFFECTIVENESS OF SITE SAFETY PLAN:

Inspections shall be conducted by the Safety Representative to determine the effectiveness of this site safety plan. Any deficiencies in the effectiveness of the site safety plan shall be corrected. Describe this process below

**SITE CONTROL:**

Briefly describe the process and methods to control access to and egress from the various emergency response and clean-up operations. Describe the process to allow personnel into the various zones (i.e., hot zone).

Explain how the various zones are going to be marked.

**ENGINEERING CONTROLS:**

Engineering controls, work practices, and personal protective equipment, or a combination of these shall be used to protect employees from exposure to the hazardous substances listed above. Examples of engineering controls are: the use of pressurized cabs or control booths, and/or the use of remotely operated material handling equipment. Describe below the engineering controls in use during the emergency response and clean-up operations.

**WORK PRACTICES:**

Describe below the work practices in use during the emergency response and clean-up operations. Some examples of work practices are: removing all non-essential personnel from potential exposure during opening of drums, wetting down dusty operations, and locating personnel upwind of possible hazards.

**MEDICAL SURVEILLANCE REQUIRED:**

Personnel who may have developed signs or symptoms which may have resulted from exposure to hazardous substances resulting for emergency response or clean-up operations, or exposed during emergency response or clean-up operations to hazardous substances above the permissible exposure limits without the necessary personal protective equipment shall receive a medical examination as soon as possible following the incident or development of signs or symptoms. Describe below how this will be handled.

DOT X Ref

EPA X Ref

**JOB SITE SAFETY PLAN****SECTION 7****COMPANY CORE PLAN****MONITORING PROGRAM:**

Air monitoring shall be used to identify and quantify airborne levels of hazardous substances in order to continually determine the appropriate level of personal protective equipment that is required. Describe below what monitoring will be done and how the monitoring will be conducted. A monitoring log sheet is attached to this plan.

--

*NOTE: Attach Monitoring Log Sheet to plan.*

**DECONTAMINATION:**

A decontamination procedure shall be developed, communicated to all employees and implemented before any employees or equipment may enter areas on site where potential for exposure to hazardous substances exist. Describe these decontamination procedures below.

--

**DISPOSAL METHODS:**

Describe the various methods available to properly dispose of the listed material and/or equipment. If you have any questions contact your Waste Specialist.

Hazardous Material:	
Personal Protective Equipment:	
Recovered Debris:	

PREPARED BY: \_\_\_\_\_ Date: \_\_\_\_\_

REVIEWED/APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_





**WORKPLACE EXPOSURE MONITORING RECORD**



**Workplace Exposure Monitoring Record**

**(See Chevron Guidance for Occupational Hygiene Exposure Assessment, Prevention and Control for instructions on completing this form)**

**Sampling Information**

Sample/Serial Number  Sample Date (MM/DD/YYYY) \_\_\_\_\_  
 Master Sample \_\_\_\_\_ Sample Type (P/W/BLNK) \_\_\_\_\_ Limit Type (TW/A/STEL/CE) \_\_\_\_\_  
 Operation Status \_\_\_\_\_ Sampled By (CAI/Name) \_\_\_\_\_  
 Survey Number \_\_\_\_\_  
 Sampling Strategy \_\_\_\_\_ Lab Name \_\_\_\_\_  
 Substance Group (for chemicals only) \_\_\_\_\_  
 Noise Type (Steady/Intermittent/Impulse) \_\_\_\_\_  
 Approve  Void  Void Reason \_\_\_\_\_ Jurisdiction \_\_\_\_\_

**Employee Information (Personal Samples Only)**

Employee Name (Last, First, Middle Initial) \_\_\_\_\_  
 OX Employee?  Yes  No If No, Contractor Company Name \_\_\_\_\_ Contractor's Birthday (MM/DD) \_\_\_\_\_  
 Job Position \_\_\_\_\_ PPE 1 \_\_\_\_\_  
 Similar Exposure Group \_\_\_\_\_ PPE 2 \_\_\_\_\_  
 Shift (24 hrs. HH:MM) \_\_\_\_\_ to \_\_\_\_\_ Shift Length \_\_\_\_\_ PPE 3 \_\_\_\_\_  
 Supervisor \_\_\_\_\_ PPE 4 \_\_\_\_\_

**Sample Location**

Operating Company \_\_\_\_\_ Organization \_\_\_\_\_  
 Department \_\_\_\_\_ Building / Zone \_\_\_\_\_  
 Division \_\_\_\_\_ Floor Area \_\_\_\_\_  
 Geographic Location \_\_\_\_\_  
 Location Comments \_\_\_\_\_

**Sampling Equipment**

Direct Reading Sampling Equipment \_\_\_\_\_ Collection Media \_\_\_\_\_  
 Equipment's Serial Number \_\_\_\_\_ Collector/Lot Number \_\_\_\_\_  
 Calibrator and Calibrator's Serial Number \_\_\_\_\_ Description \_\_\_\_\_

**Sample Time/Volume (24 Hours 00:00-24:00)**

**Flow Rate (L/min) and Air Volume (L)**

Start Time	Stop Time	Run Time (min)	Initial	Final
			Average (L/min)	Air Volume (L)
		Exposure Time (min)	Environmental Conditions	
			Temperature _____ (F/C)	Pressure _____ (MMNKPA)
			Humidity _____ %	Wind _____ (MPH/KM/H/KNOTS)

Notes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Workplace Exposure Monitoring Record

**Noise Sampling Parameters/Methodology** **Noise Results**

Response Rate \_\_\_\_\_ (SLOW/FAST) For Monitoring Time Period \_\_\_\_\_ dBA Dose (D), % \_\_\_\_\_ %ADD

Exchange Rate \_\_\_\_\_ (3, 4, 5) Criterion Level \_\_\_\_\_ (90/85) Maximum \_\_\_\_\_ dBA Reference Duration (T) \_\_\_\_\_

dB Lower Limit \_\_\_\_\_ dB Upper Limit \_\_\_\_\_ Impulse/Min \_\_\_\_\_ Sound level (Lavg), dBA \_\_\_\_\_

Exposed during non-sampled period  Yes  No Impulse Count \_\_\_\_\_ TWA (8 hr. equivalent) \_\_\_\_\_

**Substance/Agent Sampled/Results**

Substance	> <	Concentration	Units	TWA/STEL	Non-Sampled Concentration

**Controls** \_\_\_\_\_

**Tasks** \_\_\_\_\_

**Some Common Codes** This does not include all codes. (See Chevron Guidance for Occupational Hygiene Exposure Assessment, Prevention and Control), or Medgate Industrial Hygiene database for all codes.

Sample Type	T/S/C/E	Operation Status	Sampling Strategy	PPE
Personal	TWA	C = Construction	AC = Aggressive Clearance	39 = Safety Glasses
Area	TW10	EM = Equipment Malfunction	CC = Concern - Community	18 = Face Shield
Source	TW12	EU = Emergency Upset	CE = Concern - Employee	20 = Goggles
Blank	STEL	I = Idle or Standby	CN = Concern - Other	56 = Welding Mask
Spike	CEIL	N = Normal	CO = Compliance	49 = No Eye Protection Worn
Bulk	EXCR	Q = Shutdown-planned	EP = Engr Control/Process or Work Practice	12 = Ear Caps
Wipe	BULK	S = Start-up	MC = Sampling Method Comparison	13 = Ear Muffs
Duplicate		TI = Turnaround/Inspection	NC = Non-Aggressive Clearance	14 = Ear Plugs
Media Blank		U = Unknown	P = Planned Special Exposure	15 = Ear Plugs and Muffs
			PE = Periodic Sample	31 = No Ear Protection Worn
			RS = Reg. Side-by-Side Sample	01 = Resp. Air Purifying Full Face
			SD = Shutdown Work Sample	02 = Resp. Air Purifying Half Face
			TSCA = TSCA Allegation	
			W = Worst Case Sample	
<b>Equipment</b>		<b>Collection Media</b>	<b>Substance Groups (Medgate)</b>	05 = Resp. Supplied Air Full Face - Demand
38 = Sound Level Meter		2 = Charcoal Tube	Asphalt Fumes (ASPH FUME)	37 = Resp. SCBA w/ Escape Bottle
		4 = Silica Tube	Benzene, Toluene, Ethylbenzene and Xylene (BTEX)	41 = Resp. SCBA - Pressure Demand (Pos. Pres)
40 = Noise Dosimeter		6 = Other Tube	Hydrocracker Catalyst Dust (CAT-HYDRO)	42 = Resp. Single Use Dust Mask
56 = High Flow Pump		16 = Glass Fiber filter	Crude Oil	50 = Gloves - Chemically Resistant
64 = Low Flow Pump		22 = MCE filter	Gasoline	51 = Gloves - Abrasion Resistant
69 = Passive Sampler OV		24 = MCE + cowd (asbestos)	Welding Fumes Scan	52 = No Gloves Worn
		26 = PVC filter	Inorganic Acids	54 = Slicker Suit
		28 = PTFE filter		55 = Disposable Tyvek
		20 = Other filter		
		18 = Glass Fiber + IOM sampler		
		8 = PVC filter + Cyclone		

DOT X Ref	EPA X Ref
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**CLEANUP PROCEDURES**

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**SECTION 8 CLEANUP PROCEDURES**

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DOT X Ref	EPA X Ref
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**COMPANY CORE PLAN**

**SECTION 8  
CLEANUP PROCEDURES**

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## CLEANUP PROCEDURES

### Before Beginning the Cleanup

Federal and State OSC's must be advised of cleanup plans prior to the start of any shoreline cleanup operation.

During the cleanup and restoration of oiled beaches it is the duty of the Incident Commander to ensure that all cleanup personnel adhere to the following Company safety policies:

- Personnel must be instructed adequately regarding their duties and about the associated potential health and safety risks (complete and review Job Site Safety Plan)
- Personnel must have the required HAZWOPER certification
- Personnel must be suitably protected from hazards by personal protective equipment and gear
- Hazardous materials must be properly labeled
- Personnel must be suitably clothed for protection from adverse weather conditions
- Heavy equipment must be operated by experienced contractors
- Cleanup personnel must avoid any affected wildlife and must contact the Environmental Specialist and the Wildlife Care Liaison to deal with the wildlife

**NOTE:** It is generally against the law to disturb or even touch many wildlife or birds. To avoid complications and insure a smooth cleanup operation, it is important that all contact with wildlife must be coordinated through the Environmental Specialist and the Wildlife Care Liaison.

### CLEANUP PROCEDURES FOR SAND BEACHES

Timing is a main factor influencing efficient cleanup of sand beaches. Oil soaked sand must be picked up during a receding high tide. Solid oil usually can be picked up without beach sand adhering to it if temperatures stay below 75°F. At mid-day, when temperatures normally reach this range, the solids will melt; the result is a 50 percent oil, 50 percent beach sand mixture when the oil is either raked or shoveled.

The entire beach area impacted by the spill should be inspected to determine which areas need cleaning. Select two adjacent areas approximately 1,500 feet long. 1,500 foot sections are necessary to permit motorized equipment maneuverability and to allow the most efficient use of equipment.

City officials, police and lifeguards in the area should be notified. Their assistance should be requested to close areas of the beach and parking lots. Request permission from officials to use parking lots as transfer stations where necessary.

Determine the scope of the cleanup work and develop a cleanup plan. Determine proper cleaning methods, including the best use of motorized equipment and manual labor crews. If the oil spill is small and discing-in seems appropriate, solicit the review and approval of the appropriate government officials before any discing-in operation. If the discing-in method is not appropriate

or is not approved, the oily sand will have to be removed and transported for recovery, recycling, treatment and/or disposal.

### **Small Spills/Final Cleanup**

#### **Discing-In Cleanup Method**

For small spills of very light oil or for a "discing-in" of the oil, the oil is not removed, but buried into the top layer of sediments and left to degrade naturally. The oil is disced into the sand using a tracked loader or a tractor towing a discer.

### **Medium Size Spills**

#### **Manual Labor Beach Cleanup**

##### **Equipment and Personnel for Two Crews:**

**2 980-sized front-end loaders with operators (one for each crew)**

**8 Laborers with shovels and brooms (4 for ea. crew)**

**1 Foreman (supervises both crews)**

**1 5-cubic-yard dump truck (supports both crews)**

Each crew of four laborers should break into two teams of two persons. Two teams are then assigned to each loader. The teams should start working about 10 feet apart, in front of the loader. Each team should work toward the other, raking, shoveling and sweeping oil solids into the loader bucket. When the loader buckets are full, they will unload into the dump truck.

Charts should be kept on quantity of oil, location, crew size, equipment, crew work period, wind, high/low tide times and temperature on a daily basis. This information can be used by persons in charge of cleanup to forecast an increase or decrease in oil recovery activities. The quantity of oil recovered each day should decrease until small solids can be raked and mixed with the sand.

### **Large Spills**

#### **Heavy Equipment Beach Cleanup**

If oil contamination is extensive, the use of heavy earth moving equipment is far more efficient than manual labor. Beach restoration may include one or more of the following types of operations:

- Earth moving equipment for sandy beaches, such as graders, elevating scrapers, front-endloaders, unloading ramps and conveyors, hauling trucks to remove oil-contaminated sand and/or other contaminated debris

- Application of free sorbents into the oil-contaminated material and subsequent recovery of the sorbent mixture. Sorbents can be used on both land and water areas (However, sorbents may interfere with mechanical cleaning equipment)
- Vacuum trucks to remove pools of oil and contaminated water
- Use of high pressure flushing (hydroblasting) or steam and hot water cleaning to remove oil from contaminated surfaces such as retaining walls, rocks, structures, etc

Each option mentioned above is described below in detail.

### **Motorized Graders**

Motorized graders can be used on firmly packed beaches, between the high and low tide zones. They are primarily used on sand and gravel beaches where oil penetration is less than one inch and trafficability of the beach is good. They are used to scrape a thin layer of contaminated sand from a swath as wide as the blade, diverting it into a windrow for easy pickup.

### **Motorized Elevating Scrapers**

Motorized elevating scrapers are used to pick up and haul material short distances, then dump and spread. They are equipped with self-loading elevators that pick up the cut material and dump it into a hopper. Alone, they are used primarily on sand beaches where oil penetration exceeds one inch. When it is part of a larger detail, the motorized elevating scraper is used to pick up windrows left by a motorized grader.

### **Front-End Loaders**

Front-end loaders are designed for digging, loading and limited transport of material. The front loader (bucket) may carry by any type tractor, crawler tractor and four wheel-drive or two-wheel-drive rubber-tired tractors. Crawler tractors and four-wheel-drive tractors are used for heavy service and two wheel-drive models for lighter work. Front-end loaders can be used on mud, sand, or gravel beaches where trafficability is poor and oil penetration is light to moderate.

Front-end loaders should be used only for loading trucks with material from stockpiles or from windrows formed by motorized graders. Their operations on oil-contaminated beach areas should be kept to a minimum, especially in the case of crawler-tractor-mounted front-end loaders.

Front-end loaders equipped with slot buckets can be used for removing large quantities of oil-contaminated debris, such as kelp and driftwood. Slot buckets also allow loose sand to fall away through the slots.

## Unloading Ramp and Conveyors

An unloading ramp and conveyor system is a method of transferring beach material picked up by motorized elevating scrapers directly into trucks. The system also includes a screen to separate oil-soaked debris from the oil-sand mixture.

The unloading ramp and conveyor system can be used in large beach restoration operations.

There are two basic types of unloading ramps and conveyor systems: pit-type systems and the berm-type systems.

The *pit-type system*, as its name implies, consists of a pit dug in the sand or earth. The input end of the conveyor is located at the bottom of the pit and the hopper is suspended above it. Railroad ties are used to stabilize the rim of the pit. Railroad rails are welded to bearing plates and laid across the pit to bridge the gap. Ties are spiked down with timber spikes and the rails are bolted to the ties.

The *berm-type system* is very similar to the pit-type system, except that, instead of a hole dug into the ground, earthen berms are constructed in a rectangle, so that a pit is formed in the center of the rectangle. This requires moving approximately 100 cubic yards of material, which may be found on site or brought in. As in the pit-type system, the tops of the berms are reinforced with railroad ties.

It is essential that the entire bridging system be strong enough to support all anticipated loads, with an adequate safety factor. The bridging system includes railroad rails, bearing plates, welds, supporting railroad ties, timber spikes and the earthworks underneath. **DO NOT GUESS!** It is the responsibility of the on-site supervisor to insure that good engineering practices, including proper welding techniques, are followed in the construction of the bridging system in order to avoid accidents and injuries.

## Hauling Trucks

All trucks are to be lined with pre-cut polyethylene sheets (minimum thickness 6 mil) before sand loading, to prevent oil from leaking onto the streets. Use new liners for each load. Tarpaulin covers can be used to minimize blowing or spilling of loads. Decontamination of the truck tires with pressure hoses may be required before trucks leave the transfer locations to avoid tracking heavy oil onto streets and roads.

## Loose Sorbents

Sorbents are a class of chemicals which immobilize oil residues into a solid or semisolid mass to allow for improved pickup and handling. Their use is limited to specially trained crews. Sorbents may either be loose, i.e., spread as powders or liquids, or bound, i.e., incorporated into blankets or sheets and applied during deployment of the sheets. Permits and specialized training are generally required for the use of either type of sorbent.

## Vacuum Trucks

Vacuum trucks can only perform simple vacuum lifting of oil/water admixtures; they cannot filter or separate the components and must discharge directly into a liquid waste transfer station when full.

## High Pressure Flushing (Hydroblasting)

Hydroblasting is the most efficient method of removing oil from contaminated surfaces such as retaining walls, rocks and structures. Proper steps should be taken to contain the run-off water and oil in areas protected by booms. Hydroblasting uses a high pressure water jet that removes oil from almost any surface. Hydroblasting is a non-heated process.

## Steam and Hot Water Cleaning

A variation on hydroblasting, in which the water is heated, is known as Steam and Hot Water Cleaning. Steam and Hot Water Cleaning is another efficient method of removing oil from almost any surface. The steam raises the temperature of the adhered oil, lowering its viscosity and allowing it to flow off a surface. Specially trained personnel are required for the use of Steam and Hot Water Cleaning methods.

*State Parks and Wildlife Department and/or U.S. Department of Fish and Game approval is required prior to the use of steam or hot water.* Prior to the use of steam or hot water cleaning, qualified personnel should inspect contaminated surfaces for biological activity. In many instances, cleaning these surfaces will remove attached plant and animal life. Several years may be required to re-colonize the area with these forms, so trade-offs may need to be made.

## Water Flooding

Water flooding is a cleanup and restoration technique that should be considered for use on shoreline areas that have limited access for heavy equipment. High volume, low pressure water has been successfully used to move oil stranded on beaches back into the water (behind containment booms) or into collection trenches where it can be contained, concentrated and removed. Typically, this technique works most effectively on fine grained sediment shorelines where the oil has not penetrated to appreciable depths. Where penetration has occurred, significant amounts of oil can still be recovered, although the process will not be as complete and residual material will remain. Heating of the flood water has been successful in increasing the recovery effectiveness in some cases.

Water is pumped with a portable pump through a flexible, perforated discharge hose located above the oil. The oil-water mixture is washed down the beach and can be recovered from collection trenches or from the water surface using booms and skimmers and vacuum equipment.

For coarse-grained beaches, the flooding system can be supplemented with low to moderate volume agitation hoses to enhance removal. The agitation hoses are used by cleanup crew members, who spray them back and forth to keep the oil moving.

## Bioremediation

Bioremediation is a technique for beach treatment which uses biologically active agents, such as genetically-engineered microorganisms, to accelerate the degradation of the oil. Formal application to various agencies must be obtained for their use and specially trained crews will be required to do the work.

## Manual Labor

Site-specific and incident-specific conditions will determine the best use of motorized equipment during beach cleanup and restoration. Manual labor should generally be used to supplement motorized cleanup and restoration activities, although in some cases it may be the only method of cleanup. Tasks to be performed by manual labor crews include:

- Sorbent application
- Removal of oiled materials
- Collection of oil using hand tools
- Sorbent and bagged waste collection
- Temporary storage area maintenance
- Cleaning of hauling vehicles
- High pressure flushing, steam cleaning and water flooding operations

## Timing

Timing is the key element to efficient sand shoreline cleanup. The plan's schedule will be controlled by the times of receding tides. Maximum advantage should be taken of receding tide time to remove oil-contaminated soil from the shore line and move the recovered material to nearby transfer locations. Operating on a rising tide can cause new contamination to be deposited onto cleaned areas, resulting in extra work. In addition, there may be safety concerns associated with rising tides.

The distance the tides rise and recede can vary from day to day and even from one tide to the next. Tidal elevations are changing constantly, but the change is so slow near high and low tide that they will generally appear to be constant. However, it is extremely important to check tide tables very carefully. During some months tides can rise and fall as much as 9 feet in a single tidal cycle.

To take advantage of receding tides, beach cleanup may be continued at night. In populated areas, measures must be taken to reduce machinery and other noise, especially between the hours of 10 PM and 6 AM. Every reasonable effort should be employed to minimize adverse effects on the areas residents in implementing the cleanup operations, while holding the total cleanup time to a minimum.

Oil-contaminated soil will be deposited in piles at transfer locations and loaded onto waiting trucks by rubber-tired front-end loaders. At each transfer location, a loader and at least two dump trucks, or the equivalent, will be needed to handle the contaminated soil removal. Additional trucks may be required depending on the weather and traffic conditions.

A suitable combination of waste recovery, recycling, treatment and/or disposal will be chosen by the Waste Disposal Leader upon completion of cleanup operations. Oil and water mixtures removed by skimming or by vacuum trucks will be loaded for potential processing in the refinery separator system, including recovery, recycling, treatment and/or disposal.

Removal of contaminated soil from the transfer locations must be handled quickly and safely, but in such a manner as not to interfere with oil removal from the beach during receding tide periods. Cleanup operations may span several tide cycles. During cleanup, shortage of waste storage room at transfer sites may occur. If so, extra attention must be paid to coordinating the movements of the vehicles depositing and removing material at the transfer stations, in order to minimize backups and bottlenecks.

(b) (7)(F), (b) (3)



### **Wildlife Protection and Rehabilitation**

Environmentally sensitive areas and strategies are identified in the State Appendix Plan.

**PERSONNEL AND EQUIPMENT REQUIREMENTS FOR SHORELINE CLEANUP OPERATIONS**

<b>Type of Cleanup Operation</b>	<b>Number &amp; Type of Equipment Required per Mile of Beach</b>	<b>Personnel Required</b>	<b>Other Support</b>
<b>Heavy Equipment:</b> Sandy Beach	1 - Motor Grader 1 - Tracked Front-End Loader 2 - 20 cu yd Elevating Scrapers	1 Operator for each piece of equipment & 1 Supervisor	1 temporary dump site needed for every 2 miles of beach.
<b>Heavy Equipment:</b> Gravel/Cobble Beach - Trafficable for Rubber- Tired Equipment	1 - Motor Grader 3 - Rubber-Tired Front-End Loaders 1 - Tracked Front-End Loader	1 Operator for each piece of equipment & 1 Supervisor	1 temporary dump site needed for every 2 miles of beach.
<b>Heavy Equipment:</b> Gravel/Cobble Beach - Poor - Trafficability	1 - Angle-Blade Bulldozer 4 - Tracked Front-End Loaders	1 Operator for each piece of equipment & 1 Supervisor	1 temporary dump site needed for every 2 miles of beach.
<b>Light Equipment:</b> Boulder & Rock Beaches	Equipment per cleaning site 1 - Hydroblaster 1 - Skid-Mounted Vacuum System & 100 ft of boom	2 people  1 person	Fresh water supply for hydroblaster. Storage for collected oil.
<b>Light Equipment:</b> Human-made Structures & Sea Walls	1 - Steam Cleaner + 100 ft of Boom 1 - Vacuum Truck	2 people 1 person	Fresh water supply for steam cleaner.
<b>Hand Cleanup:</b> Shoreline & Marsh	Rakes, shovels, absorbents, machetes	2 to 10 people per 100 ft of shoreline	Debris boxes or empty barrels.
<b>* Requirements based on a 100-ft wide strip of beach that is 25 to 50 per cent contaminated with oil.</b>			

## PROCEDURES

## Cleanup Techniques

Cleanup Techniques			
Cleanup Technique	Description	Primary Use of Cleanup Technique	Technique Requirements
<b>Mechanical Removal</b>			
A) Motor Grader/Elevating Scraper	Motor grader forms windrows for pickup by elevating scraper.	Used primarily on sand and gravel beaches where oil penetration is 0 to 1 inch and trafficability of beach is good. Can also be used on mudflats.	Good trafficability. Heavy equipment access.
B) Elevating Scraper	Elevating scraper picks up contaminated materials directly off beach.	Used on sand and gravel beaches where oil penetration is 0 to 1 inch. Can also be used on mudflats. Can be used to remove tar balls or flat patties from the surface of a beach.	Fair to good trafficability. Heavy equipment access.
C) Motor Grader/Front-End Loader	Motor grader forms windrows for pickup by front-end loader.	Used on gravel and sand beaches where oil penetration is less than 0.5 to 1 inch. This method is slower than using a motor grader and elevating scraper but can be used when elevating scrapers are not available. Can be used on mudflats.	Good trafficability. Heavy equipment access.
D) Bulldozer/ Rubber-Tired Front-End Loader	Bulldozer pushes contaminated substrate into piles for pickup by front-end loader.	Used on coarse sand, gravel, or beaches where oil penetration is deep, oil contamination is extensive and beach trafficability is poor. Can also be used to remove heavily oil-contaminated vegetation.	Heavy equipment access. Fair to good trafficability for front-end loader.
E) Backhoe	Operates from top of a bank or beach to remove contaminated sediments and loads debris into trucks.	Used to remove oil-contaminated sediment (primarily mud or silt) on steep banks.	Heavy equipment access. Stable substrate at top of bank.
F) Front- End Loader: Rubber-Tired or Tracked	Front-end loader picks up material directly off beach & hauls it to unloading area.	Used on mud, sand, or gravel beaches when oil penetration is moderate and oil contamination is light to moderate. Rubber-tired front-end loaders are preferred because they are faster and minimize the disturbance to the surface. Front-end loaders are the preferred choice for removing cobble sediments. If rubber-tired loader cannot operate, tracked loaders are the next choice. Can also be used to remove extensively oil-contaminated vegetation.	Fair to good trafficability for rubber-tired loader. Heavy equipment access.
G) Dragline or Clamshell	Operates from top of contaminated area to remove oiled sediments.	Used on sand, gravel, or cobble beaches where trafficability is very poor (tracked equipment cannot operate) & oil contamination is extensive.	Heavy equipment access. Equipment reach covers contaminated areas.

<b>Cleanup Techniques</b>			
<b>Cleanup Technique</b>	<b>Description</b>	<b>Primary Use of Cleanup Technique</b>	<b>Technique Requirements</b>
H) Beach Cleaner	Picks up debris & small objects from surface of substrate.	Used to remove tar balls or flat patties from surface of beach. Can also remove small quantities of contaminated debris.	Light vehicular access. Fair to good trafficability.
<b>Hydroblasting, Steam Cleaning, &amp; Sand Blasting</b>			
A) High Pressure Flushing (Hydroblasting)	High pressure water streams remove oil from substrate where it is channeled to the recovery area.	Used to remove oil coatings from boulders, rock and human-made structures. Preferred method of removing oil from these surfaces.	Light vehicular access. Recovery equipment. Wildlife agency approval.
B) Steam Cleaning	Steam Removes oil from substrate where it is channeled to the recovery area.	Used to remove oil coatings from boulders, rock and human-made structures.	Light vehicular access Recovery equipment. Fresh water supply. Wildlife agency approval.
C). Sandblasting	Sand moving at high velocity removes oil from substrate.	Used to remove thin accumulations of oil residue from human-made structures.	Light vehicular access. Oil must be semi-solid. Need supply of clean sand.
Manual Removal	Oiled sediments & debris are removed by hand with shovels, rakes, wheelbarrows, etc.	Used on mud, sand, gravel and cooble beaches when oil contamination is light or sporadic with slight oil penetration or on beaches which are inaccessible to heavy equipment.	Foot or light vehicular access.
Low-Pressure Flushing	Low pressure water spray flushes oil from substrate where it is channeled to recovery points.	Used to flush light oils that are not sticky from lightly contaminated mud substrates, cobbles, boulders rock and human-made structures, & vegetation.	Light vehicular access Recovery equipment.
Sorbent Recovery	Sorbents manually to contaminated areas to soak up oil.	Used to remove pools of light, nonsticky oil from mud, boulders, rock and human-made structures.	Foot or boat access. Disposal containers for sorbents.
Vegetation Cutting and Removal	Oiled vegetation is cut by hand, collected, & stuffed into bags or containers for disposal.	Used on oil contaminated vegetation.	Foot or boat access. Cutting tools. Disposal containers.
On-Site Burning	Upwind end of contaminated area is ignited & allowed to burn to the down-wind end.	Used on any substrate or vegetation where sufficient oil has collected to sustain ignition. Used only if oil is a type that supports ignition and air pollution regulations allow it.	Light vehicular or boat access. Fire control equipment. Approval of air pollution agency.

<b>Cleanup Techniques</b>			
<b>Cleanup Technique</b>	<b>Description</b>	<b>Primary Use of Cleanup Technique</b>	<b>Technique Requirements</b>
Vacuum Trucks, Vacuum Pump, or Portable Skimmer	Oil collects in sump or behind booms as it moves down the beach & is removed by pump, vacuum truck, or portable skimmers.	Used on firm sand or mud beaches in the event of continuing oil contamination where sufficient longshore currents exist. Also used on streams & rivers in conjunction with diversion booming.	Heavy equipment access. Presence/absence of longshore current.
Oil Mop	Various size units to be used onshore or with boats in water with little or no currents.	Used to recover oil from natural or artificial containment.	Boat or light vehicle access. Little or no current.
<b>Assisted Natural Recovery</b>			
A) Push Contaminated Substrate into Surf	Pavement Bulldozer pushes contaminated substrate into surf zone to accelerate oil dispersion.	Used on contaminated cobble & lightly contaminated gravel beaches where removal of sediments may cause erosion of the beach or backshore area.	Heavy equipment access. High energy shoreline.
B) Disc into Substrate	Tractor pulls discing equipment along contaminated area.	Used on non-recreational sand or gravel beaches that are lightly contaminated.	Heavy equipment access. Fair to good trafficability. High energy environment.
C) Breaking up	Tractor fitted with a ripper is operated up and down the beach.	Used on 1) low amenity cobble, gravel, or sand beaches, 2) beaches where substrate removal will cause erosion or 3) where thick layers of oil have created a pavement on the beach surface.	Heavy equipment access. High energy environment.
<b>Substrate &amp; Groundwater Contamination Description</b>			
A) Removal by Excavation	Contaminated soil is excavated and replaced with clean soil.	Used on contaminated soils when drinking water wells are threatened & contamination does not exceed 20 to 30 feet.	Heavy excavation equipment access. Clean soil.
B) Recovery of Oil from Groundwater	Contaminated oil is pumped out.	Used on contaminated groundwater via recovery wells or by trenching.	Heavy equipment access.
C) In-Situ Treatment	Contaminated substrate is tilled into the ground or inorganic fertilizers are applied.	Used on contaminated soils where groundwater is not threatened or has been cleaned.	Heavy equipment access.
Natural Recovery	No action is taken. Oil is left to degrade naturally.	Used for oil contamination on high energy beaches (primarily cobble, boulder, & rock) where wave action will remove most oil contamination in a short period of time.	Exposed high-energy environment.

<b>Cleanup Techniques</b>			
<b>Cleanup Technique</b>	<b>Description</b>	<b>Primary Use of Cleanup Technique</b>	<b>Technique Requirements</b>
Bioremediation	Nutrients and/or micro-organisms are applied to accelerate the degradation of the oil.	May be used on rocky or sandy beaches, in marshlands, or on pooled oils.	Formal application for use must be obtained.

**Marsh Cleaning Techniques**

<b>Marsh Cleaning Techniques</b>	<b>Situations for Use of Techniques</b>	<b>Equipment Required</b>	<b>Environmental Impact of Technique</b>
Low-Pressure Water Flushing	Preferred method: Use in small channels around clumps of plants & trees and on vegetation along channel banks & the shoreline.	Small boat Small gasoline-driven pump Intake & discharge hoses Small floater skimmer Portable storage tanks Light curtain boom	Minimal impact if flushing is done from land, some marsh vegetation may be crushed.
Sorbents: Loose Sorbents, Pads or Rolls	Loose Sorbents: Use in small channels or pools with low currents. Pads or Rolls: Use in shallow pools and on shorelines without debris accumulations	Empty barrels for storing recovered sorbent. Industrial vacuum cleaner or nets for picking up loose sorbent. Can also be herded with water spray.	Loose sorbents are difficult to retrieve. Retrieval can crush marsh grasses.
Oil Mop	Preferred method: Use in open channels or pools with free-floating oil. Use upstream from containment boom and along marsh shorelines.	Oil Mop System Portable storage tanks for recovered oil. Pulleys.	Minimal Impact
Vegetation Cutting and Removal (Note: Use only when flushing fails to remove oil from plants)	Hand cutting of vegetation in small channels. Mechanical cutting along banks of channels or shoreline.	Hand cutting: Shears, power brush cutters or sickles. Mechanical cutting: Weed harvester.	Damages marsh surface. Foot traffic damages plants.
On-Site Burning For use on spartina-type (grass-like) marshes only.	Use in large contaminated areas. Can use if oil will burn. Probably suitable when marsh is in die-back stage.	Portable propane flame throwers or weed burners.	Produces considerable air pollution. Requires local approval by government agencies. Marsh areas not contaminated by oil are subject to damage by fire.

## CASCADING BOOM CONTAINMENT

A large oil slick may be contained by using cascading boom deflection to concentrate the oil into a collection point. This method of containment will require two boats on each open segment of boom deployed, as the booms must be constantly maneuvered to ensure that the oil slick stays within the containment area.

## RIVER CONTAINMENT BOOM

Containment booming of a narrow or shallow river channel can be accomplished without a boat. The boom can be positioned by hand or by using a motor vehicle (if the shoreline allows) to position the boom. Light duty boom or absorbent boom would be required for this procedure.

## DOUBLE BOOMING OF NARROW CHANNELS

Protection of a narrow inlet or channel can be accomplished by utilizing a double string of boom across the entire width of the channel. The first string of boom will contain most of the oil slick and the second string of boom should contain any oil escaping the first boom. This booming technique is best accomplished by using an absorbent boom as the second boom. This booming technique is most effective in channels having weak currents.

An emergency sorbent boom can be quickly constructed from readily available materials purchased at the local farm supply.

Hay or straw bales, placed end to end and secured with a roll of chicken mesh will make an effective (although cumbersome) sorbent boom for still or slowly running waters. This type of sorbent is cost effective and will absorb approximately five times its own weight. This boom must be constructed close to the water's edge, so that it can be fed into the water as it is assembled. Do not place over three bales in the mesh before feeding the boom into the water. The bales will provide flotation for a few days until they gradually absorb water and oil and eventually will sink if not recovered. As the bales sink, they expose fresh material at the surface capable of absorbing more oil. It is important to monitor the boom and remove it before it gets too wet (and heavy) in order to be able to recover it without special equipment.

Recovery is accomplished by reversing the launch/construct procedure, pulling the boom ashore, a few bales at a time and disassembling that portion before pulling more ashore. This should be done on a double layer of 6 mil polyethylene to avoid contamination of the shore. The contaminated bales should be handled as oily waste material and its disposal procedures handled like spent absorbent material.

**CAUTION!** While the bales are an effective absorbent, small amounts of oil can be released as the boom is pulled ashore. A secondary boom should be in place during recovery.

Clean new bales can be placed in the mesh to renew the assembly, if required.

Other types of sorbents include: foamed plastic, cotton waste, talc and dried volcanic rock. When sorbents are used, plan on using a lot of manual labor to recover the sorbent.

Sorbents may also be used with brooms, however, if the current or wind is high, oil sorbent will go over the top of the boom or may sweep under if the current is greater than 1 fps. The effects of the current can be countered by angling the boom to divert spillage to a quieter area. The angle becomes sharper as the current increases.

If straw or similar type of material is used, use a mulcher to spread the material. If straw is dumped, it tends to remain in large clumps even if there is wave action.

Nets may be more effective than booms for containing relatively small quantities of stringy material such as bark, hay and shredded foam. With a 1" net, velocities of 2 to 3 fps are possible without product loss for small quantities of sorbent. For large quantities, the velocity will probably be limited to 1 to 2 fps without failure.

Other sorbents are available, however they should be checked to be sure they will not cause environmental damage before being used.

### **PROBABLE DIRECTION AND RATE OF MOVEMENT FOR UNAUTHORIZED DISCHARGES**

For spills on water, oil will move in the direction of the wind and at a rate equal to approximately 3% of the wind velocity.

The water current will determine where the oil reaches the surface and will therefore determine where a boom should be placed. Large globules >1" in diameter, will rise approximately 1 foot per second (fps), while smaller droplets will rise at a rate of approximately 1.5" fps. With a stream current of 1 knot and a depth of 20 feet, oil would rise approximately 30 feet downstream of the source.

In the event of groundwater contamination, existing water wells or perennial streams can be helpful for determining the direction of the flow.

DOT X Ref

EPA X Ref

COMPANY CORE PLAN VOLUME 1

ESTIMATING SPILL VOLUME  
SECTION 9

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## ESTIMATING SPILL VOLUME

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## SECTION 9 ESTIMATING SPILL VOLUME

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## ESTIMATING SPILL VOLUME

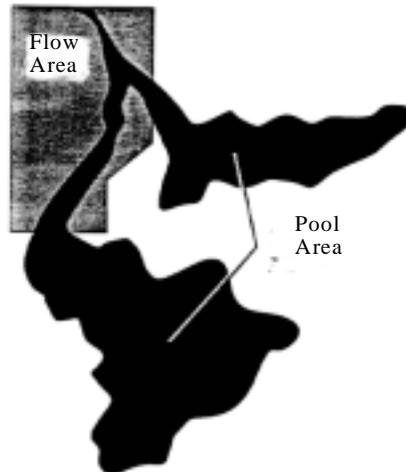
Oil spills on land are often as difficult to size as those offshore. A reasonably close estimate can be obtained by determining the area covered, average depth and average penetration into the soil. This process should be completed within 4 hours of discovery or, if daylight is necessary, within 3 hours after sunrise.

### Classifying the Areas

The surface of spilled oil is usually so irregular that it is extremely difficult to estimate the area covered. The problem can be simplified if the spill area is first separately divided into two main types of areas:

- Flow Areas: Area coated by oil flow with little or no penetration.
- Pooling Areas: Area where oil has pooled after flowing, allowing penetration to occur.

If the pool of oil has water underneath, the depth of oil should be reduced accordingly.



**Converting Irregular Shapes (Simpson's Rule)**

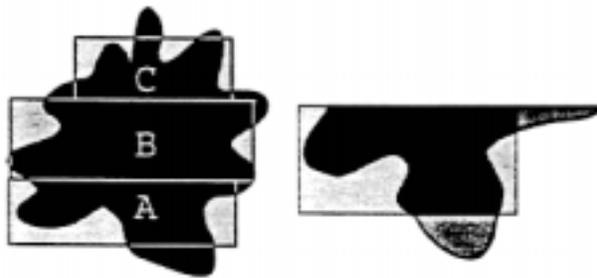
In order to estimate the area of an irregular shape, the shapes can be converted into a series of rectangles that approximate the area of the irregular shape, with about the same amount of spill area outside of the rectangle as there is dry area inside the rectangle. This can be done by stretching a steel tape along the ground outside the spill area. The area can then be quickly estimated by multiplying the length of the sides.

Area "A" 70' x 20' = 1400 square feet

Area "B" 60' x 10' = 600 square feet

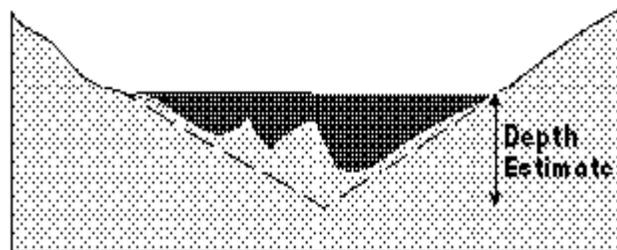
Area "C" 35' x 20' = 700 square feet 2700 square feet total

The more rectangles you use, the more accurate your estimate becomes.

**Estimating The Average Depth**

The next task is to estimate the average depth of oil in each of the areas. The oil will vary from very shallow at the edge to whatever depth the terrain is at the lowest point. This can be determined by "gauging" with a stick if it is shallow or accessible. If the pool is wider, you can heave a large stone into the pool to confirm depth. A good estimate can usually be made by observing the slope of the ground around the pool and assuming that the slope continues under the surface of the oil.

If you estimate that the deepest point in Area "A" is 20" and Area "A" has three boundaries of "shore", divide the depth figure by three to obtain average depth. If it has two "shore" boundaries, like Area "B", divide the depth by two to obtain average area depth.



### Obtaining the Free Oil Volume

The irregular shaped area with unseen bottom has now been reduced to a familiar shape. The volume of free oil in Area "A" is:

Area "A":  $70' \times 20' = 1400$  square Feet

Average depth = 20" " 3 – 7"

7 inches " 12 inches per foot = 0.6 foot

Area "A" Volume =  $1400$  square feet  $\times$  0.6 ft

Area "A" Volume – 840 cubic feet

The total volume would be the sum of Areas "A", "B", & "C".

### Converting to Gallons and Barrels

Each cubic foot is equivalent to 7.5 gallons.

$840$  cu. ft.  $\times$  7.5 gallons/cubic ft. = 6300 gal

Each U.S. Barrel is 42 gallons:

$6300 \div 42$  gallons/barrel = 150 barrels of oil.

### Considering Penetration

Determining how much additional oil has penetrated into the soil can be accurately measured by taking a core sample of the oil covered soil, however, the following rule should suffice for estimates of oil spilled.

For penetration allowance in normal sand or soil, add 5% to the total volume for every foot of average depth. In the case of Area "A", the average depth was 7 inches, or 0.6 foot, so we add 3%.

$150$  barrels  $\times$  1.03 = 154.5

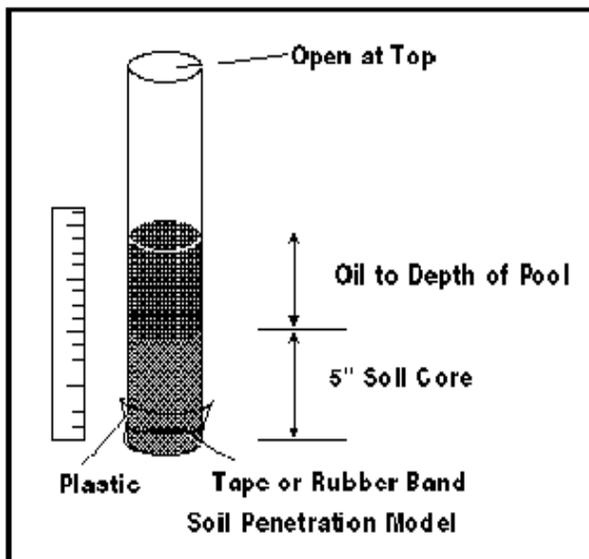
$6300$  gallons  $\times$  1.03 = 6489 gallons

- Do not add a penetration allowance to areas with slopes that allowed a reasonable flow rate
- Add an allowance for slow flowing areas
- Reduce allowance by half if area is wet from rain

This is a method of estimating the volume of oil in the penetration. In the case above, the oil would penetrate 3" to 6" into the soil.

**Precise Penetration Determination**

If more precise determination is required, drive a clear plastic tube about 2" or larger in diameter 6" into the uncontaminated soil adjacent to the spill. Twist and remove with soil core. Seal the bottom of the tube with plastic and tape. Pour free oil into the top of the tube to the depth of the oil in the pool, mark the level and let it set for one hour. Measure how much the oil level has dropped. Observe how deep the oil has penetrated. Retain the model to observe increased penetration with time.



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**Walk Around Method**

If the pool of oil is roughly circular, you can estimate its area by pacing around the pool and counting your paces. Walk as closely to the pool edge as possible. Try to make your paces three feet, or one yard long. If you counted 700 paces, the circumference is 700 paces x 3 ft/pace or 2100 feet. The next step is to guess how much smaller the actual pool is, compared to the circle you walked. If you were pretty close, deduct 10%.



2100 ft x .90 = 1890 ft adjusted circumference.

The diameter (d) of a circle is related to the circumference by the formula:

$C = \text{PI } d$  (where;  $\text{PI} = 3.14$ )

If the circumference of our circle is 1890 ft., then the diameter is  $d = 1890 / \text{PI} = 1890 / 3.14 = 602'$  and the radius is  $1/2 d = 602 / 2 = 301'$

The area of the pool is given by the formula:

$$\begin{aligned} \text{Area} &= \text{PI } r^2 \\ A &= 3.14 \times 301 \times 301 \\ &= 284,487 \text{ sq. ft.} \end{aligned}$$

Now you can estimate the average depth by guessing the maximum depth. If we guess the depth from the exposed slope to be 12" at the deepest part, we can divide by four (four sloping sides) to estimate an average depth of 3" or 0.25 feet. The volume is therefore:

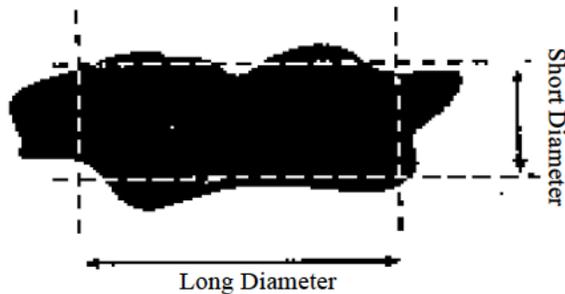
$V = 284,487 \text{ sq. ft.} \times .25 \text{ feet} = 71,122 \text{ cubic ft}$  As before, we know each cubic foot contains ~ 7.5 gallons, therefore  $71,122 \text{ cu. ft.} / 7.5 \text{ gallons/cu ft.} = 9,483 \text{ gallons}$

To convert to barrels =  $9483 \text{ gallons} / 42 \text{ gallons/barrel} = 226 \text{ barrels}$ .

Our average depth was 3" so we can add about one percent for penetration =  $226 \times 1.01 = 228 \text{ barrels}$ .

### Average Diameters

You can also estimate the area of an oval shaped pool by pacing off (3' per step) the width of the "short diameter" and the "long diameter" and averaging them.



First pace off the "short diameter", but stop short to allow for the irregular shape. Repeat the procedure for the "long diameter". Add them together and divide by two to get the "average diameter".

In this example, the "short diameter" was 75 paces or  $75 \times 3 = 225$  feet. The "long diameter" was 120 paces, or 360 feet.

The Average Diameter =  $(225+360)/2 = 292$  feet and, the radius is  $1/2$  the diameter =  $292/2 = 146$  feet.

$A = \text{PI } r^2 = (3.14) (146) (146) = 66,932$  sq. ft.

The average depth is 3" or .25 feet

The volume is:  $V = 66,932$  sq. ft.  $\times$  .25 ft. = 16,733 cu. ft.

For Gallons:  $16,733/7.5 = 2,231$  gallons

For Barrels:  $2,231/42 = 53$  barrels

### Comparison Methods

Sometimes you can estimate area by comparing it to familiar areas, with adjustment for irregular shape. The following table gives the square footage of several familiar areas.

Type	Length	Width	Area
Football field	100 yds	50 yds	5,000 sq. yds.
Basketball court	94 ft.	50 ft.	3,700 sq. ft.
Tennis court	78 ft.	36 ft.	648 sq. ft.
Baseball diamond	90 ft.	90 ft.	810 sq. ft.
Parking space	20 ft.	10 ft.	200 sq. ft.
Office	10 ft.	10 ft.	100 sq. ft.
Service station	700 ft.	250 ft.	175,000 sq. ft.
4-lane intersection	55 ft.	55 ft.	3,025 sq. ft.

### **Inaccuracies In Estimates**

All examples presented offer quick methods of estimating for gross volumes and are generally accurate within 20%, if your assumptions and measuring was accurate within 20%. These accuracies should be sufficient for initial reporting and determining resource requirements. Drills have indicated that all of the estimates generally are within 10% of the others.

### **Estimating Spill Volume on Water**

#### **Purpose**

In the event of a sizable spill, a rough estimate of the spill's total volume provides the Incident Commander with preliminary data to plan and initiate the cleanup response. Generating this estimate early in the spill response aids in determining:

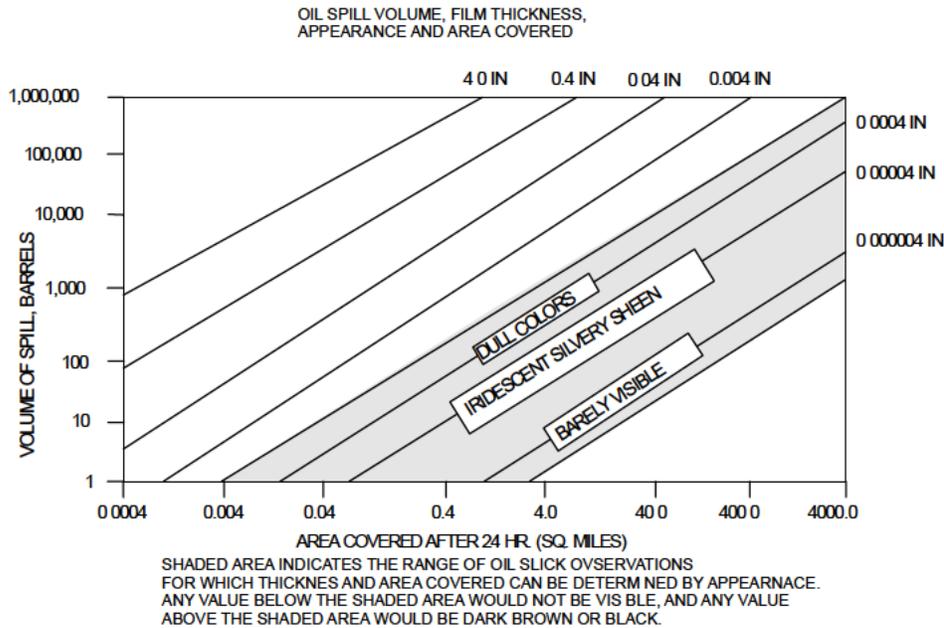
- the equipment and personnel needed
- the amount of oil that may reach shorelines and/or sensitive areas
- the requirements for temporary storage and disposal of recovered materials

This process should be completed within 4 hours of discovery, or if daylight is necessary, within 3 hours of sunrise.

#### **Estimating By Observation**

When conditions permit, direct measurements of spill parameters are preferred over visual estimates.

A rough estimate of spill volume can be generated from observations of the oil slick's size and thickness as demonstrated by the following figures.



Since oil slick spreading is influenced by the spill volume as well as physical forces, stopping the spill at its source is critical in controlling the spread of a slick on water. The more conservative the first estimate of the spill volume, the better the chances that response forces will arrive at the spill site prepared with adequate and appropriate equipment. It is preferable to over respond early to a spill, rather than to under respond and risk un-preparedness. To under respond will impede the effectiveness of spill control and cleanup efforts. A slow or poorly prepared initial response can incur more operational costs and increase the risk of damage to marine and shoreline resources and environments. Therefore, properly planning the initial response is critical in a spill situation.

If a release of any type of oil occurs in an urban area, there is a high probability that the oil can enter a municipal storm drain system. If the oil is found to be entering the storm drain system from a curb drain inlet or street drain inlet, block the inlets. Construct sandbag dams in the street to restrict the oil from spreading and to reduce the area that will be required to be cleaned up.

If the oil has already entered the storm drain, remove the closest storm drain manhole cover and determine the flow direction of the system. If the released oil is flowing in the storm drain, continue reconnaissance of the manholes down stream of the release until there is not a show of oil. At this point, dam the storm drain on the down stream side with absorbent material to stop further migration and begin removal of the oil with a vacuum truck. Flush the drain with water beginning at the point the oil entered the system. Continue to flush the drain and recover the oily water until there is no longer a sheen of oil on the water. As disposal of oily material creates additional problems, flush the drain with the minimum amount of water needed to ensure recovery.

## ESTIMATING SPILL VOLUME BY COLOR AND COVERAGE AREA

### Estimating Spill Volume by Color and Coverage

Silvery Sheen					
Width X Length (feet)	Sq. Ft	Thickness (feet)	Cu. Ft.	Gal. Per Cu. Ft.	Gallons Spilled
100 X 500	50,000	0.00000025	0.0125	7.48	0.1
100 X 1,000	100,000	0.00000025	0.0250	7.48	0.2
100 X 2,000	200,000	0.00000025	0.0500	7.48	0.4
200 X 1,000	200,000	0.00000025	0.0500	7.48	0.4
500 X 1,000	500,000	0.00000025	0.1250	7.48	0.9
200 X 2,000	400,000	0.00000025	0.1000	7.48	0.7
200 X 5,000	1,000,000	0.00000025	0.2500	7.48	1.9
500 X 5,000	2,500,000	0.00000025	0.6250	7.48	4.7
500 X 10,000	5,000,000	0.00000025	1.2500	7.48	9.4

Bright Bands of Color (Purple, Blue to Green)					
Width X Length (feet)	Sq. Ft.	Thickness (feet)	Cu. Ft.	Gal. Per Cu. Ft.	Gallons Spilled
100 X 500	50,000	0.000001	0.0500	7.48	0.4
100 X 1,000	100,000	0.000001	0.1000	7.48	0.7
100 X 2,000	200,000	0.000001	0.2000	7.48	1.5
200 X 1,000	200,000	0.000001	0.2000	7.48	1.5
500 X 1,000	500,000	0.000001	0.5000	7.48	3.7
200 X 2,000	400,000	0.000001	0.4000	7.48	3.0
200 X 5,000	1,000,000	0.000001	1.0000	7.48	7.5
500 X 5,000	2,500,000	0.000001	2.5000	7.48	18.7
500 X 10,000	5,000,000	0.000001	5.0000	7.48	37.4

<b>Trace of Color (Yellow, Bronze, Violet)</b>					
Width X Length (feet)	Sq. Ft.	Thickness (feet)	Cu. Ft.	Gal. Per Cu. Ft	Gallons Spilled
100 x 500	50,000	0.0000005	00.250	7.48	0.2
100 x 1,000	100,000	0.0000005	0.0500	7.48	0.4
100 x 2,000	200,000	0.0000005	0.1000	7.48	0.7
200 x 1,000	200,000	0.0000005	0.1000	7.48	0.7
500 x 1,000	500,000	0.0000005	0.2500	7.48	1.9
200 x 2,000	400,000	0.0000005	0.2000	7.48	1.5
200 x 5,000	1,000,000	0.0000005	0.5000	7.48	3.7
500 x 5,000	2,500,000	0.0000005	1.2500	7.48	9.4
500 x 10,000	5,000,000	0.0000005	2.5000	7.48	18.7

<b>Colors Turning Dull (Brick Red, Turquoise, Pale Yellow)</b>					
Width X Length (feet)	Sq. Ft.	Thicknes (feet)	Cu. Ft.	Gal. per Cu. Ft.	Gallons Spilled
100 x 500	50,000	0.0000033	0.1650	7.48	1.2
100 x 1,000	100,000	0.0000033	0.3300	7.48	2.5
100 x 2,000	200,000	0.0000033	0.6600	7.48	4.9
200 x 1,000	200,000	0.0000033	0.6600	7.48	4.9
500 x 1,000	500,000	0.0000033	1.6500	7.48	12.3
200 x 2,000	400,000	0.0000033	1.3200	7.48	9.9
200 x 5,000	1,000,000	0.0000033	3.3000	7.48	24.7
500 x 5,000	2,500,000	0.0000033	8.2500	7.48	61.7
500 x 10,000	5,000,000	0.0000033	16.500	7.48	123.4

DOT X Ref

EPA X Ref

COMPANY CORE PLAN VOLUME 1

WASTE MANAGEMENT  
SECTION 10

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## WASTE MANAGEMENT

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DOT X Ref	EPA X Ref
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**SECTION 10 WASTE MANAGEMENT**

WASTE MANAGEMENT ..... 1  
    Overview ..... 1  
FACILITY WASTE MANAGEMENT FLOW CHART ..... 2

## WASTE MANAGEMENT

### Overview

Various Federal and State laws and regulations strictly control waste management health and safety precautions as well as necessary permits. It is the responsibility of the Waste Management Coordinator in coordination with the Environmental Unit Leader to manage necessary waste issues during an incident.

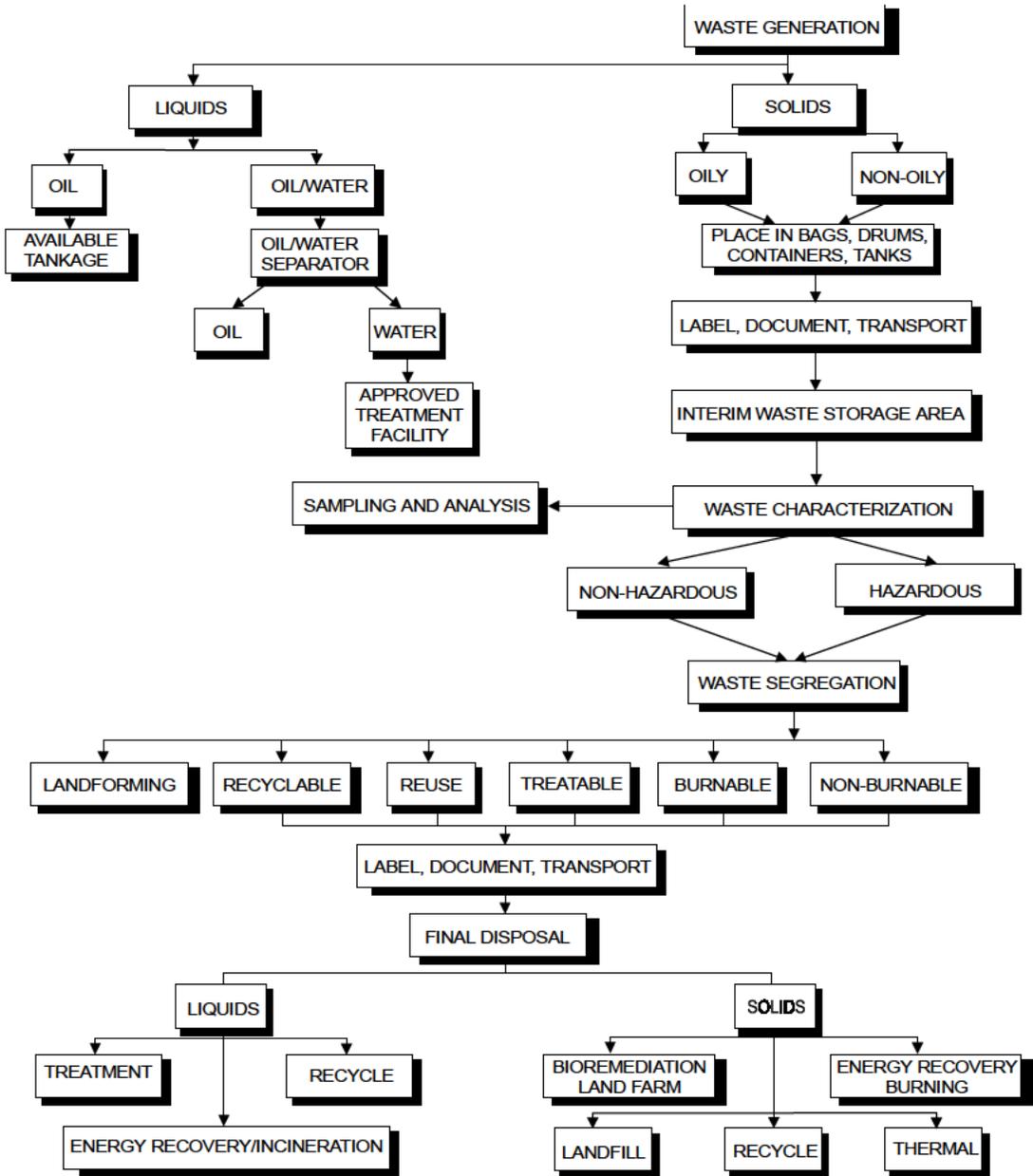
It is important that the Company HES Waste Management Specialist be notified as soon as possible anytime there is a potential for waste management issues. See Section 2 of this Core Plan-for Immediate Notifications for HES contact information.

Oil spill response can generate waste materials ranging from oily debris and sorbent materials to sanitary water and a variety of used contaminated equipment and supplies. These wastes must be properly classified, separated (i.e. oil, water, soil), transported from the site and properly treated and disposed of at approved sites. Each of these activities requires certain regulated health and safety precautions be taken. Proper waste management permits must be obtained.

A general Company Waste Management flowchart is provided on the next page.

In addition, it is important to refer to the State Appendix for specific guidelines regarding waste management including strategies, separation, transfer, storage, transportation and other necessary information.

FACILITY WASTE MANAGEMENT FLOW CHART



DOT X Ref

EPA X Ref

COMPANY CORE PLAN VOLUME 1

COMMUNICATIONS  
SECTION 11

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## COMMUNICATIONS

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**SECTION 11 COMMUNICATIONS**

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**COMPANY CORE PLAN****COMMUNICATIONS**

Effective and efficient communications systems are essential for emergency response at every level. Communications systems will be utilized to assist with coordination of necessary incident activities.

Several communications systems are available and will be utilized by the Immediate and Sustained Response Teams as follows.

- Primary method will be via Cellular Telephone System(s).
- Secondary method is landline telephone system.

Additional secondary methods includes:

- VSAT Telephone System
- 24 hour Conference Bridge
- Public Telephone systems
- Facsimile via Public Telephone System or Cellular System
- Contractor two-way radio systems
- Spill Cooperative radio networks
- Citizen Band radio systems

These systems may be augmented by additional communications systems as required:

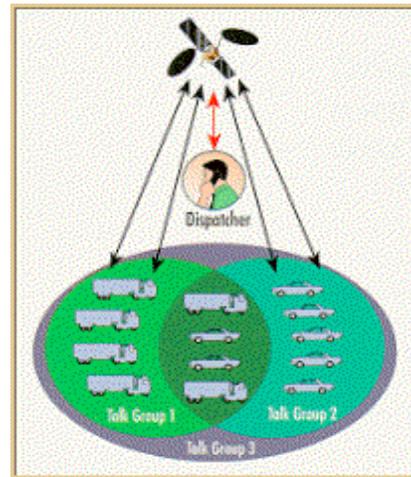
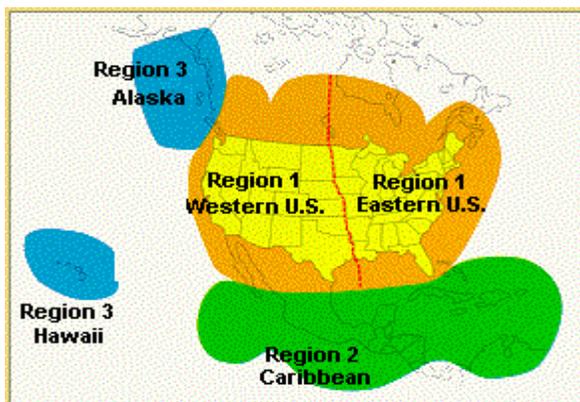
- Public Address Systems
- Marine radio System
- Air to ground radio System
- Local Amateur Radio operators

**VSAT Telephone System**

The Company has a number of VSAT Telephones in place, which can be used as a secondary means of communications.

The Company has placed these telephones at each of the various Field Team locations and the Houston Control Center. These VSAT Telephones provide the local Field Teams with unlimited coverage to communicate with the Control Center Controllers, as well as State and Federal Agencies.

All communications on this system must pass through a satellite, even if units are adjacent.



*VSAT Telephone System Coverage Area of American Mobile Satellite. Note: All Company phones are served by Region 1 – Western U.S.*

The VSAT System has three Talk Groups which coincide with Regional Boundaries (Talk Group #1 being the Gulf Coast Region, #2 the Central Region and #3 the Western Region).

These units can operate in two separate modes. The first mode, or Dispatch mode uses the “Push To Talk” (PTT) microphone to communicate with the entire talk group. In this mode, when the PTT microphone is pressed it activates the satellite and allows all units in a specific Region to take part in the conversation.

When the PTT microphone is depressed, all units in the talk group can identify the unit which is in use by the unit number being displayed as the unit transmits. When you are in this mode it should also be noted that the speaker which the conversation is transmitted through is built into the rear of the handset. If you cannot hear the conversation you must pick up the handset and adjust the volume on the handset.

The second mode of operation is the “telephone”. This feature uses a handset, which looks much like a cellular telephone handset. This allows a users to call into or out of the satellite telephone system.

When using the handset the two parties can only hear the call, i.e., the unit that placed the call and the party receiving the call. In the Dispatch mode, the entire talk group can hear the conversation.

These two functions are built into the same base unit. The base unit has the capability of switching from the PTT to the handset when an incoming call is received. There is however a one-minute timer, which after placing a call, will prohibit the unit from switching back to the PTT. Therefore, when these units are in use it is recommended that they remain in the PTT active mode.

This system is Half Duplex so when talking on the system, it is necessary for one person to talk while the other person listens.

Along with the field units, which are on talk groups determined by geographical regions, the Control Center at the Texas Facility has a VSAT phone on each console. These units can join into any of the talk groups in any Region.

American Mobile Satellite Company has a 24-hour Customer Service Center which is capable of working with users to help talk them through opening trouble tickets.

### **Cellular Telephones**

Recent developments in the cellular telephone system permit unprecedented flexibility and access to the PSTN from remote and mobile locations. The cellular systems are so wide spread that there are few areas which cannot be reliably served by these networks. Units can be mounted in vehicles or hand carried to provide for the receipt or initiation of telephone calls.

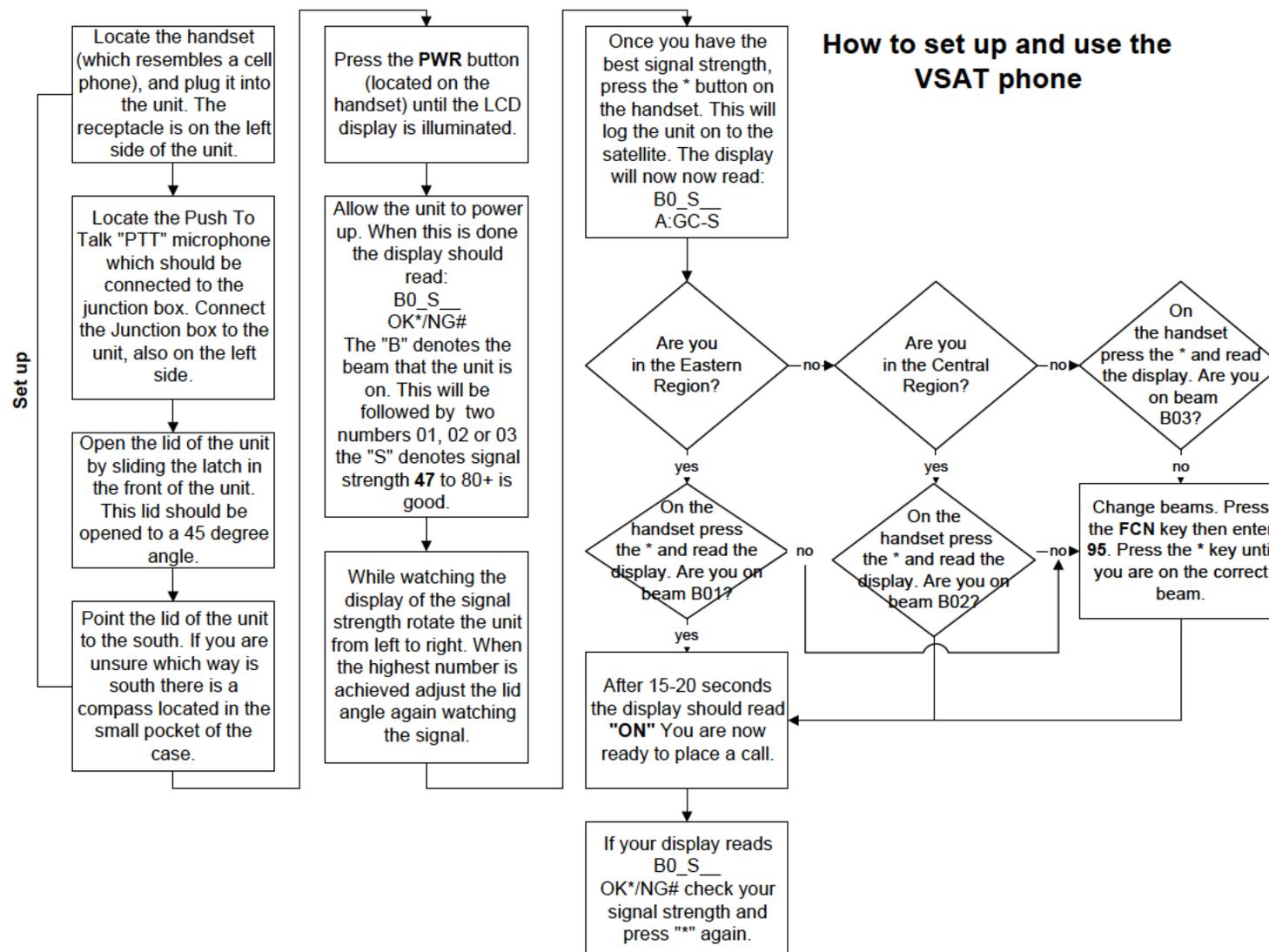
This extensive system provides a semi-private mode of telephone use which can be a valuable tool for emergency response. It permits immediate telephone service at non-connected locations like a Command Post, or remote strategic deployment areas.

The Company owns many cellular telephones that are currently connected to local cellular networks.

In the event of a sustained response effort additional vehicular mobile and/or hand held cellular telephones can be purchased, installed and activated in a few hours time. This helps to establish a more secure network of communications between the Command Post and remote work locations. Cellular telephones may provide telephone access for the Command Post in its initial hours of operation before telephone connections can be made and service established.

In the event of a wide spread event that affects local power distribution and telephone service, cellular telephones may not continue to operate if the cellular repeater power source is affected. Some repeater sites are provided with backup systems. It is likely but not assured, that cellular telephones will be in service and usable on some occasions when local telephone service has been disrupted.

If there is a significant widespread incident or natural disaster such as a hurricane, earthquake, tornado or other major man made disaster, the PSTN may be out of service or overwhelmed by traffic. Should this occur, Company Teams must rely on the VSAT Telephone system as previously described.



**TIPS FOR SUSTAINED USE OF HAND HELD RADIOS AND CELLULAR PHONES**

- Place unit in charging unit for any period of non-use
- Step into a clear area out of doors for improved reception
- Hold radio with antenna vertical to match polarization of base antennas
- Hold the transmission to minimum to conserve power
- Turn unit completely off when unused or when you are within hearing of other radio units
- Keep a spare battery in the charging unit

**NOTICE**

Cellular telephone conversations can be intercepted and monitored by outsiders equipped with scanning receivers. Due to complicated switching and multiple frequency paths, deliberate monitoring of any specific parties is extremely difficult and is unlikely to occur. However, such monitoring is possible. Cellular telephones should be used with the understanding that privacy is not absolute.

**Regular Telephone Service**

Telephone service should be requested immediately as soon as a decision is made on the location of the Unified Command Post.

**Facsimile**

Communication of documents, maps, diagrams, reports, correspondence and other material can be accomplished quickly and accurately via facsimile over commercial telephone lines from stationary and mobile cellular phones.

Facsimile machines can be operated over a cellular telephone. To do so, a device known as an acoustical coupler is required. If this is needed, the request should be made to the Communications Unit Leader.

All Facsimile transmissions should be accompanied by a FAX cover sheet. A typical cover sheet for use during an incident is shown in Section 2 of this Core Plan. This sheet can be copied if cover sheets are not available. This sheet should not be used for non-response related facsimiles.

**Contractor Radio System**

Contractors likely to be employed in and emergency response effort frequently have vehicles equipped with VHF or UHF FM mobile radio systems. While these systems are not compatible with the other systems described, they will provide communications between work groups from the same contractor and the contractor's office. Additionally, many foremen and supervisory personnel have cellular telephones in their vehicles. These radio systems can be utilized to augment the operational radio system during response efforts. Messages for contractor work

groups or for their Company representative can be relayed through the contractor's office or their vehicles.

### **Spill Cooperative Radio Systems**

An extensive radio system is available and can be utilized through Oil Spill Cooperatives. These radios operate on Federal Communications Commission frequencies that are specifically reserved and assigned for oil spill response.

### **Communications Matrix**

The Logistics Section will be responsible for coordinating the distribution and operation of radios. Logistics will also be responsible for maintaining assignment records for the hand held units and chargers.

The units should not be swapped or given to others for extended use without notifying Logistics. Units requiring repair or maintenance should be turned in to Logistics who will log the unit as returned and issue a replacement unit. The defective unit will be tagged with a repair tag immediately upon return. The tag should be taped to the unit and turned over to the Company technician or sent to the repair shop for service.

### **Public Address Systems**

Electronically amplified voice systems can be employed in response for several purposes:

- To assist with traffic control
- To assist with crowd control
- To direct containment or diversion efforts
- To direct repair efforts
- To address a large gathering of the media

The most useful system for these tasks is the hand held hailing horn. It consists of a battery powered amplifier mounted on a projection horn. The unit has an on/off volume control, a push-to-talk switch and a microphone mounted on a pistol grip. The units are sturdy and will continue to operate satisfactorily under adverse conditions. The units are shock and weather resistant and can be used in marine service.

To use the unit, turn it on, adjust the volume and aim it in the direction you wish to speak. Hold the unit so the microphone is between 4" to 1" from your mouth. Speak in a normal voice level slightly slower than normal for clear understanding. Important instructions should be repeated.

If the unit is equipped with a signaling tone for gaining attention it should be used sparingly. The Company has several of these units that are carried in vehicles for emergency response. Additional units may be purchased if needed for extended use during an incident.

## Marine VHF Radio

Should an emergency occur that involves a spill into the ocean marine radio systems provide local communications between vessels and between a vessel and the shore. The oil spill response vessels of most cooperatives are equipped with multi-channel marine VHF radios. Channel 16 is used and monitored by all vessels as a designated emergency and hailing frequency. Use Channel 16 to gain contact with a vessel, then change to a mutually agreed channel for communications. This keeps the emergency and hailing frequency clear for other users. The US Coast Guard port offices and vessels continuously monitor Channel 16 and can be contacted on this frequency.

When coordination and communications between vessels and the shore is required, hand held 80 channel marine VHF transceivers or 80 channel base stations may be used. Although the Company does not have such radios, base and hand held units are available which can be utilized until units can be obtained through the Communications Technology Department.

Additional marine VHF base and hand held transceivers are available through the Company's cooperatives. Hand held and base units are readily available.

Marine VHF radios operate on a "line of sight" principal between stations. The signal does not bend around large obstacles or over the horizon. Antenna height is the single most important factor in the range of the units. Accordingly, reliable communications can be accomplished by relatively low power hand held units if you are above water level and have a clear path. The hand held units are particularly effective for communicating with vessels operating near the shore in oil spill clean up operations.

## Air to Ground Radios

All leased aircraft and helicopters are equipped with VHF air to ground radio transceivers. The air to ground VHF also operates on a "line of sight" basis. Because the aircraft is operating at altitude its antenna is at a height which permits communication over a considerable range. Hand held units are also available but not widely stocked. Initial communications with aircraft and helicopters can be handled through the aviation contractor who has base units installed.

## Amateur Radio Resources

Amateur Radio Operators are private citizens who have passed the licensing requirements of the Federal Communication Commission to hold communication privileges on various assigned frequency bands. They own and operate base stations and mobile units primarily as a hobby. Frequently these amateur radio operators, or "Hams," establish reliable communication networks and undergo training and drills to establish proficiency in providing emergency communications during disasters when conventional means of communication are out of service. They have a rich history of such assistance and service in times of earthquakes, floods, hurricanes and other natural disasters. Their communications equipment is frequently very modern and capable.

Although the Company radio system is equipped with emergency generators and other standby provisions and should remain in operation under foreseen emergencies it is possible that

telephone trunk lines, microwave paths and fiber optics links could be disrupted. Amateur networks would be a reliable link to communicate with other Company facilities.

**NOTE:** FCC regulations prohibit the use of amateur radio for commercial use for profit or gain. Any use of this resource should be restricted to emergency communications and not in any way connected with routine business matters.

There are two different types of emergency networks in operation by amateur radio operators. The first type is organized and sponsored by the American Radio Relay League (ARRL) and will accept and transmit radiograms routinely or in times of emergency. The messages should be given a proper priority "routine," "urgent" or "emergency" and delivered by telephone to any operator on the net. Radiogram messages should be in the form of a telegram; brief, abbreviated and restricted to the essential message.

The second network is called the Military Affiliated Radio System (MARS). It is sponsored by military organizations (i.e. ARMY, Air Force) and networked with powerful radio stations located at military bases. This system is primarily intended to assist personnel in the armed forces but it will also process radiograms in times of crisis.

The ARRL networks and arranges direct communications if you can go to their station and arrange to have a party at the receiving station. Radiograms are the preferred medium. In an extreme emergency, contact the local County or Parish Sheriff's Radio Dispatch or the local County Office of Emergency Preparedness. They will be in direct contact with amateur radio relays. Radiograms can be sent to other cities by getting in touch with these individuals.

### **General Radio Use**

Use of the radio in emergency response is essential to the coordination of the effort. Many Company employees use the radio on a daily basis during regular operations and maintenance and are familiar with their utilization. Other members of the Response Team do not regularly use radios and are not experienced in their use. A brief explanation of efficient radio use to help assist with effective communications is as follows:

**Rules For Efficient Radio Communication**

- Be sure you know how to operate the unit you have been assigned. If you aren't sure, ask.
- Hold the microphone from 1" to 2" from you lips when you speak. Speak clearly and distinctively.
- Repeat or spell essential or difficult to understand phrases such as street names.
- Identify yourself and the party you are calling at the beginning and end of your conversation.
- Yield routine calls to any proclaimed emergency.
- Listen before you transmit to see the frequency is clear.
- Keep transmissions as brief as possible. Do not "ramble on."
- If within range, use the repeater to establish communications then move to the talk-a-round mode for longer transmissions. (Don't forget to put the unit back to repeater mode when the conversation is complete).
- Use the word; "over" to indicate you are ready for the other party to transmit, then release the Push-to-Talk button promptly.
- Wait for others to "Sign Off" before starting your call.
- Except for unusual circumstances communications should be "one on one."
- Clearly indicate your "Sign Off" so others will know the frequency is clear.
- Be courteous and considerate of others.
- Do not use the radio for sensitive or confidential transmissions. The radio is not secure. Media personnel can and often do monitor company frequencies during emergencies.
- The use of cell phones or similar electronic devices while driving is prohibited. Guidelines demand the stopping of the vehicle in a safe location prior to sending or receiving calls.

**DRIVE CAREFULLY!**

**DOT X Ref**

**EPA X Ref**

**COMPANY CORE PLAN**

**SECTION 12  
TRAINING & DRILLS**

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**TRAINING & DRILLS**

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**SECTION 12 TRAINING & DRILLS**

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## TRAINING AND DRILLS

### Introduction

Company has developed an annual training and education plan and a long range training process to meet the requirements of emergency response regulations, as well as other business needs.

In order to gain practice in the application of their local emergency response plan, Team locations also conduct hypothetical drills.

All employee training is documented using Company's standard documentation process.

Where required by State or Federal regulations, a summary of employee training records is kept at the facility. The summary of employee training records will be maintained as long as personnel have duties under the Response Plan. This summary is available for review by agency representatives as provided for by regulations. Complete training records, including signed course rosters, copies of certificates of completion and course outlines, are maintained by the Headquarters Human Resource Group and may also be made available as required.

### Regulatory Overview

The emergency response training program is designed to assure that an adequate number of trained personnel are available to respond to emergencies along pipelines, pumping stations and terminals. The program is designed to comply with all applicable laws and regulations. Company's emergency response drill and exercise program is consistent with Federal PREP requirements. These drills and exercises are discussed in detail following the discussion of Company's training programs.

The emergency response training program complies with OSHA requirements under 29 CFR 1910.120, EPA regulations in 40 CFR 113 and Coast Guard requirements under 33 CFR 154 and 156, 49 CFR 194, 49 CFR 195 & 402 and applicable state requirements.

The program complies with these regulations by:

- Identifying training provided to each individual with responsibilities under the plan.
- Ensuring that all response personnel are trained to meet OSHA standards under 29 CFR 1910.120.
- Identifying the methods of training volunteers and casual laborers receive during a response to comply with 29 CFR 1910.120.
- Training personnel in preventing pollution during operations and oil transfers.
- Instructing personnel in the operations and maintenance of equipment and applicable laws, rules and regulations.

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- Scheduling and conducting periodic spill prevention briefings for operating personnel at frequent intervals. The briefings discuss known spill events or failures, malfunctioning components and recently developed precautionary measures.

PREP exercise guidelines specify record-keeping requirements for drills and exercises.

Company maintains drill and exercise records for five years.

Records of training conducted as part of drills and exercises will be maintained as long as personnel have duties under the Response Plan. They will be made available upon request. The records include:

- Documentation of the training received by facility personnel. This documentation consists of a summary of training in which each employee has participated.
- Documentation of drills for facility personnel and the Spill Management Team.
- Documentation of drills of the oil spill response organization and response resources identified in the plan.
- Documentation of training received by those contract personnel that participate in either drills or actual incidents.

**Company Emergency Response Training Program**

The training program for emergency response is designed to prepare personnel to respond properly to non-routine activities or emergencies such as fires, spills, or leaks involving crude oil, pressure distillates, gasoline, or other petroleum products normally transported or stored in the pipeline system. This program is *not* currently designed to prepare personnel to respond to spills or fires involving other types of chemicals (e.g., boiler feed water treatment chemicals), product transportation accidents other than spills (e.g., tank truck rollover or fire), fires beyond the incipient stage, or interior structural fire fighting.

## Training Levels

The variety of jobs in Company requires a range of awareness and expertise to cope with potential emergencies. Training levels have therefore been designed to provide a tailored curriculum for defined levels of response capabilities. Company has established a comprehensive training program to insure that their response teams are properly trained, qualified and capable of carrying out the responsibilities and duties associated with immediate and sustained response to an incident.

Company also maintains an annual training program for additional regulatory required environmental and safety training. This training prepares employees to handle routine and emergency situations by reviewing:

- Notification procedures and phone numbers
- Job site safety
- Emergency scene assessment
- Damage control

This training is provided to employees annually. The level of detail and the type of training each employee receives is based on their job description and requirements. If an employee changes jobs, then the level and type of training they receive will be amended to meet the job requirements. All training records are maintained in the company's database.

The specific objectives of the training program are designed to:

- Define levels of training required for all personnel and within pipeline operations, including awareness training for administrative staff through more advanced specialized response training for those personnel with primary responsibility for the management and mitigation of emergencies.
- Establish the content of in-house classroom, computer-based and hands-on training and identify specialized outside training courses to supplement the in-house program
- Determine the duration and frequency of all training courses.
- Assure attendance and proficiency of personnel.
- Devise and schedule drills to assess response capabilities to a variety of incidents as required by the applicable regulations.
- Maintain compliance status of all Regional System personnel with designated training level requirements using the training tracking system.

Each of the objectives listed above is addressed in the following sections.

**HAZWOPER Emergency Responder Training**

Federal Regulations 29 CFR 1910.120 and various State Regulations require that those employees whose job descriptions require that they participate in the response to spills, which are classified as hazardous materials, receive training commensurate with their duty descriptions. This training series, popularly known as “HAZWOPER”, is illustrated on the matrix following this page. The Company Immediate and Sustained Response Team duties and responsibilities have been evaluated and the appropriate level of HAZWOPER training has been defined for each position.

**Casual Hire Training**

During post-emergency responses, it may become necessary to hire additional personnel for site clean-up and rehabilitation. Whenever temporary personnel (casual hires) are involved, Company shall review the following items to ensure that they are properly trained:

- Job Site Safety Plan
- Chemical hazards at the site and wearing of appropriate personal protective equipment
- Their specific role in the clean-up
- Names and contacts for the incident’s Incident Command System

**Drills and Exercises**

Company conducts regular drills to assure adequate preparedness and in order to remain in compliance with Local, State and Federal government regulations. Company’s drill program is based on the National Preparedness for Response Exercise Program (PREP) and has additional key elements that comply with various State Regulations. These drills are summarized in this Section. Drills and exercises will be conducted under the direction of each Region to ensure that preparedness objectives are met.

Company contacts State Representatives prior to conducting tabletop and deployment drills. Post-drill documentation for drill acceptance and certification by the State is submitted following tabletop and deployment drills.

**State of Washington Training Program**

The State of Washington Training Program will include (at minimum):

- Applicable ICS training
- NWACP Polices
- Use and location of GRP's
- Contents of ERP
- Worker health and safety

New employees shall complete the training program prior to being assigned job responsibilities, which require participation in emergency response activities.

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## HAZWOPER Training Summary

## COMPANY HAZWOPER TRAINING

Type	Clean-Up			Emergency					TSD Sites	
	General Site Worker	Occasional Worker	Low Hazard Worker	Level 1 Responder Awareness	Level 2 Responder Operation	Level 3 HAZMAT Technician	Level 4 HAZMAT Specialist	Level 5 Incident Commander	General Site Workers	Emerg Resp Personnel
Reference 29 CFR	1(a) (3) (i)	1(a) (3) (ii)	1(a) (3) (iii)	1(q) (6) (i)	1(q) (6) (ii)	1(q) (6) (iii)	1(q) (6) (iv)	1(q) (6) (v)	1(p) (7) (i)	1(p) (8) (iii)
Time (Hours): Classroom Field	40 24	24 8	24 8	Training or Experience	8 or Experience	24 of Level 2+ Items*	24 of Level 3+ Items**	24 of Level 2+ Items**	24 or Experience	Training or Experience
Annual	8	8	8	Yes		Yes	Yes	Yes		Yes
Subject										
Site Safety & Health Organization	X	X	X						X	
Overview of Reg.	▲	▲	▲			▲	▲	▲	▲	▲
Hazard Communication	X	X	X	X	X	X	X**	X**	X	X
Personal Protective Equipment (PPE)	X	X	X		X	X	X	X	X	X
Medical Surveillance & Overexposures	X	X	X		▲	▲	▲	▲	X	X
Respiratory Protection	▲	▲	▲		▲	X	X	▲	▲	▲
Site Security & Control	▲	▲	▲	X	X	X	X	X	▲	
Decontamination	X	X	X		X	X	X	X	X	X
Containment & Clean-up	X	X	X		▲	X	X	▲	X	▲
Drum & Container	X	X	X					X		
Engineering Controls	X	X	X					X		
Emergency Response	X	X	X	X	X	X	X	X	X	X
Confined Space Entry	X	X	X	▲	▲	▲	▲	▲	▲	▲
Information				X	X	X	X	X		X
Electrical Lockout / Tagout	▲	▲	▲		▲	▲	▲	▲	▲	▲
Monitoring Equip &						X	X			
Fire and Rescue Equipment	▲	▲	▲	▲	▲	▲	▲	▲	X	X
Demo Competency/	X	X	X		X	X	X	X	X	X
Incident Command System						X	X	X		
Std. Op Procedures &	X	X	X		X	X	X	X	X	X
Federal/State/Local Emergency Plans							X	X		
Site Risk Assessment & Characterization						X	X			

\* Supervisors and managers of employees at clean-up sites shall have training equivalent to the employee being supervised plus eight hours of Hazardous Waste trainings

\*\* Individuals must be competent in the specific items listed

\*\*\* These individuals need more extensive training in this subject. See the appropriate paragraph of the

x = Required

▲ = Recommended if applicable

As previously noted, Company maintains a system of record keeping to document the drills described in this section. In the case of a spill, documentation is also maintained so that credit can be taken for the corresponding type of drill or exercise. These records will be maintained at the facility office and in the regional training files for at least five years as required by State and Federal spill response regulations.

Drills designed to comply with Local, State and Federal regulations may exercise different parts of the plan as necessary to ensure that all parts of the plan are able to be implemented. Drills will be designed so that all elements of the plan are exercised at least once every three years.

The discharge scenarios used for the drills and exercises will include the Reasonable Worst Case Discharge as described in the State Response Zone Appendix. The WCD will only have to be exercised once during any three-year cycle. The WCD scenario is only required to be a Table Top drill.

The drills will be conducted by Teams, Regional System Teams or Company multi-coop groups. Drills can be either announced or unannounced and will be initiated by a Company entity. Federal, State or Local agencies may also initiate drills. The drills conducted by Company will consist of:

- Quarterly notification drills
- Semiannual facility equipment deployment drills
- Annual table top drills
- Annual OSRO equipment drills
- Government initiated (unannounced) drills

Drills will cover all types of pipeline operations as well as drill exercise emergency procedures for both manned and unmanned facilities.

### **Quarterly Notification Drills**

The Qualified Individual and Facility Notification Drill will be exercised once a quarter. This drill will activate the notification procedures, including notifying the appropriate QI. While the spill team will be notified, it will not be activated. Any phone number changes or difficulties reaching parties will be noted on the drill log and the problem rectified by the next scheduled drill. Agencies do not need to be called during this type of drill.

### Equipment Deployment Drills

Periodic spill exercises are normally conducted twice a year and include deployment of booms and other facility owned equipment.

Spill exercises are conducted once a year with CO-OP Personnel and include deployment of booms and skimmers.

Supervisors and relief supervisors from Company participate in the exercises, as well as Field personnel.

Company equipment is deployed during the semi annual drills. Equipment deployed during either of these deployment drills may be credited toward the required triennial-cycle of deployment drills. Equipment deployed during an actual spill may be counted if properly documented.

### Annual Table Top Drills

After the completion of the requisite training, Company will conduct a drill at least once a year of the Spill Management Team. These drills will simulate an actual incident. A detailed scenario with a realistic set of “existing conditions” will be prepared prior to the drill and delivered to the participants at the start of the drill. This scenario will be prepared by HES staff and each Team and will be structured to test the Team and the plan. The drill may last a complete day and may simulate a longer period of time. The drill rules require the actual mobilization of the Spill Management Team, actual notifications of the company cooperative and contractor resources, but do not require actual mobilization of non-Company resources or mutual aid groups. The drills will be supported and observed by personnel outside the Response Teams (and at times, outside Company) who will act as umpires and will assess the drill critically and prepare reports evaluating the Team’s effectiveness.

The participants will also be required to prepare debriefing reports evaluating their own performance and offering recommendations for improvement.

The umpire’s reports and the participants debriefing forms, along with recommendations will be evaluated by Company Management. A summary report to Regional and Team Leaders will be prepared along with suggested actions to be taken on the recommendations.

**Agency Drills (Announced or Unannounced)**

Company will participate in internal and agency unannounced drills in accordance with Local, State and Federal requirements.

Provisions for the agencies to require participation in an agency led announced or unannounced drill are contained in several regulations. Company will respond as required by the agency when such a drill is called. In such cases, the agencies will advise the Company Incident Commander of the drill objectives and goals. Such a drill can be used to take the place of either a table top or a full deployment drill in Company's Drill Schedule, if the level of required response approximates the planned drill. Any unannounced drill called by State and Federal agencies can be credited toward other agencies requirements, provided the drill meets each agency's guidelines. Equipment deployed during the drill may also be credited toward one of the required semiannual equipment deployment drills. The Office of Pipeline Safety may schedule announced drills that would require activation of the spill team. A facility is not required to participate if it produces records of an equivalent drill in the past 24 months. Company will document all aspects of the drills and all agency/Company interactions and be prepared to verify adequate response. Provisions for declining to participate in an unannounced drill, due to critical operational considerations, should not be invoked lightly. This may result in a subsequent drill and could be viewed as an indication of Company being unprepared for an emergency.

Participant debriefing forms, participating agency personnel comments and the documentation of the drill will be collected and summarized in a written report. The report will be presented at a later meeting of all participants, where the drill will be analyzed in detail. Recommendations from the report and any comments in the meeting will be forwarded to Region Management as an Appendix to the report.

**Team Member Conduct Toward Agency Personnel During Observed Drills**

Agency personnel participating in or observing a drill should be considered to be guests of Company and afforded the courtesy and respect of all Team members. Every Team member should be prepared to stop activities and provide an explanation for any action or activity at any time during a drill, even if your performance or the critical timing of an activity is interrupted by the query.

Participating agency personnel should be considered as a resource that can be utilized to assist Company in a difficult time. The amount of assistance received will depend largely on the Team's ability to keep the agency personnel adequately informed as well as the Team's ability to coordinate the agency's resources and efforts with those of the Team. Coordination is required at every level of response in an actual incident and this is an opportunity to develop this ability to cooperate as a unified force.

Experienced agency observers usually make notes but seldom offer criticism or advice during a drill. If the observer offers criticism or advice during a drill, offer explanations if appropriate, but do not attempt lengthy defenses for your (or the Team's) actions. Report any such criticism to your supervisor, or the Incident Commander, when convenient to do so. Never participate in arguments with observers during the drill. Just do your job as trained and directed. Criticism will be properly responded to, after the drill.

### Summary of Response Drill Requirements

Frequency	Drill Summary
<b>Quarterly</b>	Facility Personnel, Qualified Individual, Contractor and Spill Management Team Notification Drills.
<b>Semi-Annual</b>	Facility equipment deployment drills <i>(The unannounced annual drill may be credited for one of these)</i>
<b>Annual</b>	Spill Management Team tabletop drills
<b>Annual</b>	Drills requiring the activation of the spill response resources identified in the plan. Includes deployment of equipment.  <i>(Any other unannounced drill called by another Federal or State agency that meets NVIC-92 satisfies this requirement.)</i>
<b>Unannounced Annual *</b>	Unannounced drills conducted by a government agency or by Company. Drill may involve equipment deployment. Government Agency unannounced drill may count as an annual unannounced drill.
<b>Triennial Cycle</b>	Drills may be designed by Company to exercise components of the plan, so that at least once every three years all components of the plan have been exercised.
<b>EPA 40 CFR 112</b>	Mock alert drills, as required by the Clean Water Act, Section 311(j)(5). Actions taken, both predicted and unanticipated, by the response team should be noted and problems resolved as soon as possible. <i>(This drill is the same as the annual full deployment drill).</i>

\* Annually, each plan holder should ensure that one of the following exercises is conducted unannounced:

- Emergency procedures exercise for vessels and barges;
- Emergency procedures exercise for facilitates (optional);
- Spill management team tabletop exercise: or
- Equipment deployment exercise.

An unannounced exercise is where the exercise participants do not have prior knowledge of the exercise, as they would be the situation in an actual spill incident.

DOT X Ref

EPA X Ref

**PLAN REVIEW & UPDATES  
SECTION 13**

**COMPANY CORE PLAN**

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**PLAN REVIEW & UPDATES**

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**SECTION 13 PLAN REVIEW & UPDATES**

**PLAN REVIEW, REVISION AND UPDATE PROGRAM..... 1**

    Plan Review and Updates Overview ..... 1

    State of Washington Post-Spill Review and Documentation Procedures..... 2

## PLAN REVIEW, REVISION AND UPDATE PROGRAM

### Plan Review and Updates Overview

The Company has established an ongoing program designed to keep its Emergency Response Plans (ERPs) updated and current.

- Annual review and subsequent revisions or additions by Team locations and by the Emergency Response Coordinator
- Routine update
- Ongoing and annual updates from lessons learned from annual HAZWOPER training, drills, exercises (Plus/Deltas) and or actual events

In addition, a change order is generated from Company to Field Teams annually to review and make necessary modification in the ERP.

When a new or different operating condition or information substantially affects the implementation of the Emergency Response Plan, it must be immediately modified to address such a change. Within 30 days of the modification, the modification must be submitted to the Pipeline and Hazardous Material Safety Administration (PHMSA).

Examples of changes in operating conditions that would cause a significant change to the ERPs are:

- An extension of the existing pipeline or construction of a new pipeline in a response zone not covered by the previously approved response plan
- Relocation or replacement of the pipeline in a way that substantially affects the information included in the response plan, such as a change to the worst case discharge volume
- A change in the type of oil transported, if the type affects the required response resources such as a change from crude oil to gasoline
- The name of the oil spill removal organization
- Emergency response procedures
- The qualified individual
- Change in ownership
- A change in the National Contingency Plan (NCP) or an Area Contingency Plan (ACP) that has significant impact on the equipment appropriate for response activities
- Any other information relating to circumstances that may affect full implementation of the response plan

The Emergency Response Plan will be resubmitted to PHMSA for approval, every 5 years from the last approval date.

**State of Washington Post-Spill Review and Documentation Procedures**

Company will conduct post-spill reviews to review both the effectiveness of this Company ERP and make plan improvements. Debriefs with Washington State Department of Ecology and other participating agencies and organizations may be appropriate if:

- Unified Command has been established during a spill; and
- Will occur when significant plan updates are identified or
- Significant lessons can be recorded and implemented.

DOT X Ref	EPA X Ref
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**PUBLIC RELATIONS**

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**SECTION 14 PUBLIC RELATIONS**

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## PUBLIC RELATIONS

A spill from a Company facility has the potential to seriously impact areas of high density population, sensitive recreational, sensitive public, commercial assembly and sensitive wildlife and botanical areas. Local news coverage is certain and nation wide coverage is likely.

### Media Coverage

In any large incident it is necessary to mobilize the Company's Public Affairs professionals who have extensive training in the field and are experienced in working with the media.

### TEAM MEMBER RESPONSE GUIDE

If the media approaches you, you should be guided by the following:

- You will be considered to be a Company spokesperson in the eyes of the media. As such, you should consider any contact with the media as important.
- It is important to communicate that the Company has an Oil Spill Response Plan and a trained organization to deal with the incident and that the team is taking measures to contain the spill and mitigate the impacts.
- You should not withhold information regarding the extent of the incident that you know. It is important that you do not speculate about anything you do not know for sure to be a fact.
- You should not indicate, unless it has been determined, that the spill belongs to the Company. You may say: "We are not sure, but we are responding as if it were a Company spill until it is determined otherwise and others take over."
- You should not speculate on the cause of the incident; instead, you should indicate that the cause is under investigation. An exception should be made if the cause is evident, such as outside party damage.
- You should not make statements or speculate in a manner that can be considered as a commitment by the Company or an assumption of responsibility. Such questions should be referred to the Incident Commander.
- Try to demonstrate the Company's concern regarding the impacts of the incident. The media will ask questions (see the table to follow) to gain your response. Many questions are designed to be difficult to answer in a positive manner. If you feel "trapped" by a question, you can respond by explaining what is being done by the Company in a positive manner.
- The best rule is to respond truthfully, show concern and exhibit confidence in the Company's ability to control and handle the problem.

## Sample Media Questions

<ul style="list-style-type: none"> <li>• How big is the oil spill?</li> </ul>	<ul style="list-style-type: none"> <li>• Where is the terminal located?</li> </ul>
<ul style="list-style-type: none"> <li>• Is it bigger than (<u>another incident</u>)?</li> </ul>	<ul style="list-style-type: none"> <li>• Is the Company prepared and trained to handle this?</li> </ul>
<ul style="list-style-type: none"> <li>• How and when did it occur?</li> </ul>	<ul style="list-style-type: none"> <li>• How old is this facility?</li> </ul>
<ul style="list-style-type: none"> <li>• Whose fault is it?</li> </ul>	<ul style="list-style-type: none"> <li>• Have you had leaks before? How many?</li> </ul>
<ul style="list-style-type: none"> <li>• Why hasn't the Company done something to keep this from occurring? Why didn't it work?</li> </ul>	<ul style="list-style-type: none"> <li>• Is this a routine leak?</li> </ul>
<ul style="list-style-type: none"> <li>• What are you doing? What are these men doing?</li> </ul>	<ul style="list-style-type: none"> <li>• Is this going to another Valdez?</li> </ul>
<ul style="list-style-type: none"> <li>• Why aren't you doing (<u>Whatever</u>)?</li> </ul>	<ul style="list-style-type: none"> <li>• I thought the Company was environmentally concerned? What happened?</li> </ul>
<ul style="list-style-type: none"> <li>• Is this spill dangerous to the people living here?</li> </ul>	<ul style="list-style-type: none"> <li>• How can a responsible company let this happen?</li> </ul>
<ul style="list-style-type: none"> <li>• Has there been loss of life? Injured?</li> </ul>	<ul style="list-style-type: none"> <li>• (<u>Organization or agency</u>) says you're doing nothing to prevent (<u>occurrence</u>).</li> <li>• Why are you ignoring their concerns?</li> </ul>
<ul style="list-style-type: none"> <li>• Will it explode? Catch fire?</li> </ul>	<ul style="list-style-type: none"> <li>• Is this under control?</li> </ul>
<ul style="list-style-type: none"> <li>• Will it go into the ocean?</li> </ul>	<ul style="list-style-type: none"> <li>• What are you objectives at this time?</li> </ul>
<ul style="list-style-type: none"> <li>• What's being done to protect wildlife and birds?</li> </ul>	<ul style="list-style-type: none"> <li>• Has this facility been safety-checked? When?</li> </ul>
<ul style="list-style-type: none"> <li>• Is this going to worsen?</li> </ul>	<ul style="list-style-type: none"> <li>• Will the Company accept volunteers to help?</li> </ul>
<ul style="list-style-type: none"> <li>• Has the leak stopped? Why not? When will it be?</li> </ul>	<ul style="list-style-type: none"> <li>• Is this all the people and equipment that Company intends to use?</li> <li>• Does the Company have more resources, or is this all?</li> <li>• If more, why aren't you using them?</li> </ul>
<ul style="list-style-type: none"> <li>• Is the spilled material toxic?</li> </ul>	<ul style="list-style-type: none"> <li>• What is the Company going to do about (<u>some impact</u>)?</li> </ul>
<ul style="list-style-type: none"> <li>• Will Company return everything like it was before the spill?</li> </ul>	
<ul style="list-style-type: none"> <li>• Does Company take total responsibility for this spill?</li> </ul>	
<ul style="list-style-type: none"> <li>• How long will Company work to clean up the spill?</li> </ul>	

## MANAGING THE MEDIA

Immediate steps need to be taken to interface with newspaper, television or radio representatives. The Company policy requires that we interact with media in a positive, cooperative manner. The media is to be provided with pertinent factual information that reports incident facts and not distorted or exaggerated information. Initial statements must be confined to facts that will not be subject to dispute. The release should be consistent with the following criteria:

- Identification of the location or name of the facility.
- Time of the incident.
- Type of oil, gas or product involved.
- Action being taken to control, cleanup or handle.
- Who is involved in cleanup or correction.
- Amount of material spilled (IF CLEARLY ESTABLISHED).
- Cause (ONLY IF DETERMINED).
- Duration of fire or cleanup (IF KNOWN).

Public Affairs personnel, as well as all others directly involved in incident operations, should observe the following rules:

- Speculation on any aspects of the incident should be strictly avoided.
- Names of persons seriously injured or killed shall be withheld pending notification.
- Advise media representatives of personal hazards and hazard areas to be avoided.
- Do not attempt to bar photographs or video filming of a spill or fire.
- Guide photographers, video cameraman or reporters to safe vantage points and advise them of hazard areas to avoid.

Public Affairs personnel are specifically charged with following duties:

- Inform the Company Public Affairs Representative, or his/her alternate, of any incident occurring in their area of responsibility.
- Establish a news media facility with work tables, telephones and facsimile machines for media personnel assigned to an incident. This facility would serve as a site to facilitate news releases, conduct press conferences, interviews and coordinate media coverage of an incident. Hot and cold beverages, sandwiches and snacks should be provided.
- Coordinate media coverage, such as creating pool photographers, reporters, video crews, etc. to satisfy the media without overtaxing resources that are required for other operations.
- Provide photographs and videotape illustrating the Company's efforts in the incident.
- Provide statistical data regarding the numbers of Company employees, contractors, consultants and other involved in containment and/or cleanup and restoration.
- Arrange for upper management interviews and statement releases.

**COMPANY CORE PLAN**

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**LARGE AND SUSTAINED INCIDENTS**

The Public Affairs Representatives(s) will become advisors to the Incident Commander and should consider the following:

- Establishing a new update hot-line for the media.
- Establishing a news update hot-line for Company employees and families of the Response Teams.
- Providing periodic new releases to the media.
- Providing facilities and conducting periodic new conferences.
- Providing scheduled interviews with the Incident Commander, On-Scene Corporate Managers or other selected Response Team Members.
- Providing vessels for media tours of spills impacting the ocean.
- Providing aircraft and/or helicopters for media observation of the incident.
- Providing ground transportation to inaccessible areas for media tours of containment and cleanup efforts.
- Conducting tours of the Company and volunteer wildlife cleaning rehabilitation operations.
- Providing maps and graphic illustrations depicting resource employment.

**ADVANTAGES OF SETTING UP A NEWS CENTER**

During a large and newsworthy incident, consider setting up a large conference room in a nearby hotel to serve as a news center (See news center list on next page).

Advance notices of releases, particularly news conferences, should be made early enough to allow camera crews to set up and reporters to arrive at the center.

**Selecting The News Center Location**

The hotel selected for the news center should be a moderate and conservative facility. Appearances of undue economy or opulence (large and elaborate chandeliers, etc.) should be avoided. The hotel should be conveniently located near the incident scene. It is better to use a facility separate from the hotels used to quarter either Company personnel or evacuees.

**COMPANY CORE PLAN****News Center Equipment List**

- Public address system with lavalier, podium and table microphones
- Remote boom directional microphone
- Overhead projector with stand
- 8' x 10' projection screen
- 30" video monitor with stand
- VHS recorder
- Podium and speaker tables on raised platform
- Reporter tables with three chairs/table (six tables suggested)
- Additional folding chairs for others
- Large scale map
- Supplemental portable light stands
- Pointer

**NEWS MEDIA PARITY**

In fairness, news releases and invitations to news conferences should include, or offer to include, each of the media in the area. Omissions can offend media representatives and result in poor media relations. It is acceptable to limit participation to local media who will provide coverage to their affiliates and networks. If a national network or wire service elects to directly participate, it is usually a good idea to include the other competing services.

Pooling arrangements should be encouraged, particularly for tours conducted by the Company or when the Company provides vessels, aircraft or helicopters for news and film coverage.

**COORDINATION WITH AGENCIES**

All news releases and news conferences and their content, should be announced to participating agencies prior to their actual release. Coordination with agencies should be directed toward eliminating surprise and averting subsequent interviews with agency personnel with opposing opinions or discrediting viewpoints. Joint news conferences with Federal, State or Local authorities should be considered.

## DEALING WITH SPECIAL INTEREST GROUPS

Special interest groups of citizens can be informed groups, residents in the area, boat owners in a marina, fishermen or others who believe they have been individually or collectively impacted by an incident.

Other vocal and highly organized groups like environmentalists, anti-growth advocates, wildlife protection and anti-oil industry organizations may also become involved. Their participation may include active picketing, crashing news conferences, and participating in critical news interviews or other activities that may produce negative news coverage.

It is important that the Company identify these groups (if possible before any public reaction) and meet with them to hear and address their concerns. Although it will probably not be possible to prevent all negative press, some groups will be less vocal if they have been truthfully informed and feel that the Company is addressing their grievances. Also, positive press can be achieved when it is announced that the Company has met or will meet with critical groups(s) to address their issues and concerns.

If hostile groups surface and appear likely to interface with Company activities, security measures may be required to restrict attendance and/or interference. Local law enforcement agencies may be requested to provide assistance or private security personnel may be employed. Any observed indications of such activities should be reported immediately to the Security Coordinator.

## PUBLIC AFFAIRS FIELD OFFICES

Refer to the State Appendix Plan, Notifications Section for Public Affairs Field Office telephone numbers.

**DOT X Ref**

**EPA X Ref**

**DOCUMENTATION/ICS FORMS**

**SECTION 15**

**COMPANY CORE PLAN**

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**DOCUMENTATION/ICS FORMS**

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**SECTION 15 DOCUMENTATION**

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## DOCUMENTATION

### Overview

During an emergency it is important to follow required internal and external documentation requirements.

Response Zone Specific documentation forms and flowcharts can be located in the State Appendix Plan.

Additionally, the Job Site Safety Plan is located in Section 7 of this Core Plan and must be completed as required by the Company.

Waste management forms can be located in the State Appendix Plan.

In order to assist with the efficient management of an emergency incident, it is usually necessary to utilize Incident Command System (ICS) Forms. This section contains copies of some of the more commonly utilized ICS Forms necessary to assist with the management of an incident. It is recommended that the ICS 201 Form be completed immediately and in conjunction with the Job Site Safety Plan.

A complete list of ICS Forms is also located in this Section. A complete electronic ICS Forms file is located on the Core Plan CD. The files and instructions for each form can be opened and printed as needed.

## ICS – CG FORMS INDEX

ICS Form #	Form Title	Prepared By
201-CG ±	Incident Briefing	Initial Incident Commander
202-CG ±	Incident Objectives *	Planning Section Chief
203-CG ±	Organization Assignment List *	Resources Unit Leader
204-CG ±	Assignment List *	Resources Unit Leader & Operations Section Chief
204a-CG ~	Assignment List Attachment	Operations & Planning Sections Staff
205-CG ±	Incident Radio Communications Plan *	Communications Unit Leader
205a-CG ~	Communications List	Communications Unit Leader
206-CG ±	Medical Plan *	Medical Unit Leader
207-CG ±	Incident Organization Chart	Resources Unit Leader
208-CG	Site Safety Plan	
209-CG +	Incident Status Summary	Situation Unit Leader
210-CG ±	Status Change Card	On-scene Incident Dispatcher
211-CG	Check-in List	Resources Unit/Check-in Recorder
213-CG ±	General Message	Any message originator
213 RR CG	Resource Request Message	Any Resource Requester
214-CG ±	Unit Log	All Sections and Units
215-CG ±	Operational Planning Worksheet	Operations Section Chief
215a-CG ±	Hazard/Risk Analysis Worksheet	Safety Officer
218 •	Support Vehicle/Vessel Inventory	Ground/Vessel Support Unit Leaders
219 •	Resource Status Card	Resources Unit Leader
220-CG ±	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
221-CG ±	Demobilization Checkout	Demobilization Unit Leader
230-CG ~	Daily Meeting Schedule	Situation Unit Leader
232-CG ~	Resources at Risk Summary	Environmental Unit Leader
233-CG ~	Open Action Tracking	Situation Unit Leader
234-CG ~	Work Analysis Matrix	Operations & Planning Section Chiefs
--- ~	IAP Cover Sheet *	Planning Section Chief
--- ~	Executive Summary	Planning Section Chief
--- ~	General Plan	Planning Section Chief
--- ~	Initial Incident Information Sheet	Person receiving initial report

- National Fire Equipment System (NFES) form unchanged, no OS version of these forms.
- ± NFES form has been slightly modified for oil spill response, either version can be used.
- + NFES form has been significantly changed for oil spill response.
- ~ New form for oil spill response, no NFES equivalent.
- \* Commonly used in written Incident Action Plans (IAP).

## INCIDENT SITUATION DISPLAY

The collection and display of information about an incident and the nature and status of response operations is a critical aspect of establishing and maintaining a command and control environment, and it promotes effective and efficient communications. Ideally, pre-designed status boards should be used for display to ensure that critical information is captured and presented in a clear and logical fashion.

Status boards that depict information that is of use to two or more Sections in an Incident Command Post should be grouped together in an area called the Incident Situation Display. Incident Situation Display should be viewed as the one place in an Incident Command Post where anyone can go, at any time, to learn about the nature and status of an incident and response operations.

Status boards in the Incident Situation Display should be limited in number and should be displayed in an ordered fashion to ensure that they impart an integrated and coherent message concerning: (1) the incident (e.g., nature and location of source, status of source, type and quantity of material spilled or emitted, and the environmental conditions affecting the response); and (2) the nature and status of response operations to address the incident. The diagram presents an example of an Incident Situation Display layout that is consistent with a logical left-to-right viewing.

An Incident Situation Display should be established and maintained by the Situation and Resource Unit Leaders. It should be situated in a highly visible and easily accessible location, in close proximity to the Planning Section and easily accessible to the Operations Section. Since it is an active work area, it should be located away from areas subject to heavy foot traffic.

Although an Incident Situation Display is established and maintained by personnel in the Planning Section, it belongs to everyone in the ICS. To the extent the Incident Situation Display contains information about activities underway in other Sections, it is the obligation of appropriate personnel in those Sections to work with Planning to ensure information posted in the Incident Situation Display is accurate and up-to-date. It is likewise the responsibility of the status board monitors within the Situation Unit to seek out sources and establish paths and schedules for needed information.

As time allows, black-and-white, 8" by 10" versions of the status board information should be prepared. These documents should be time-stamped and distributed within the ICS remotely, and copies should be made available at Incident Situation Display.

<b>1. Incident Name</b>	<b>2. Operational Period to be covered by IAP (Date/Time)</b> From: _____ To: _____	<b>CG IAP COVER SHEET</b>
-------------------------	--	-------------------------------

**3. Approved by Incident Commander(s):**

<u>ORG</u>	<u>NAME</u>

## INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

- ICS 202-CG (Response Objectives)  
\_\_\_\_\_
- ICS 203-CG (Organization List) – OR – ICS 207-CG (Organization Chart)  
\_\_\_\_\_
- ICS 204-CGs (Assignment Lists)  
One Copy each of any ICS 204-CG attachments:  
\_\_\_\_\_
- ICS 205-CG (Communications Plan)  
\_\_\_\_\_
- ICS 206-CG (Medical Plan)
- ICS 208-CG (Site Safety Plan) or Note SSP Location \_\_\_\_\_
- Map/Chart
- Weather forecast / Tides/Currents

**Other Attachments**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<b>4. Prepared by:</b> _____	<b>Date/Time</b> _____
------------------------------	------------------------



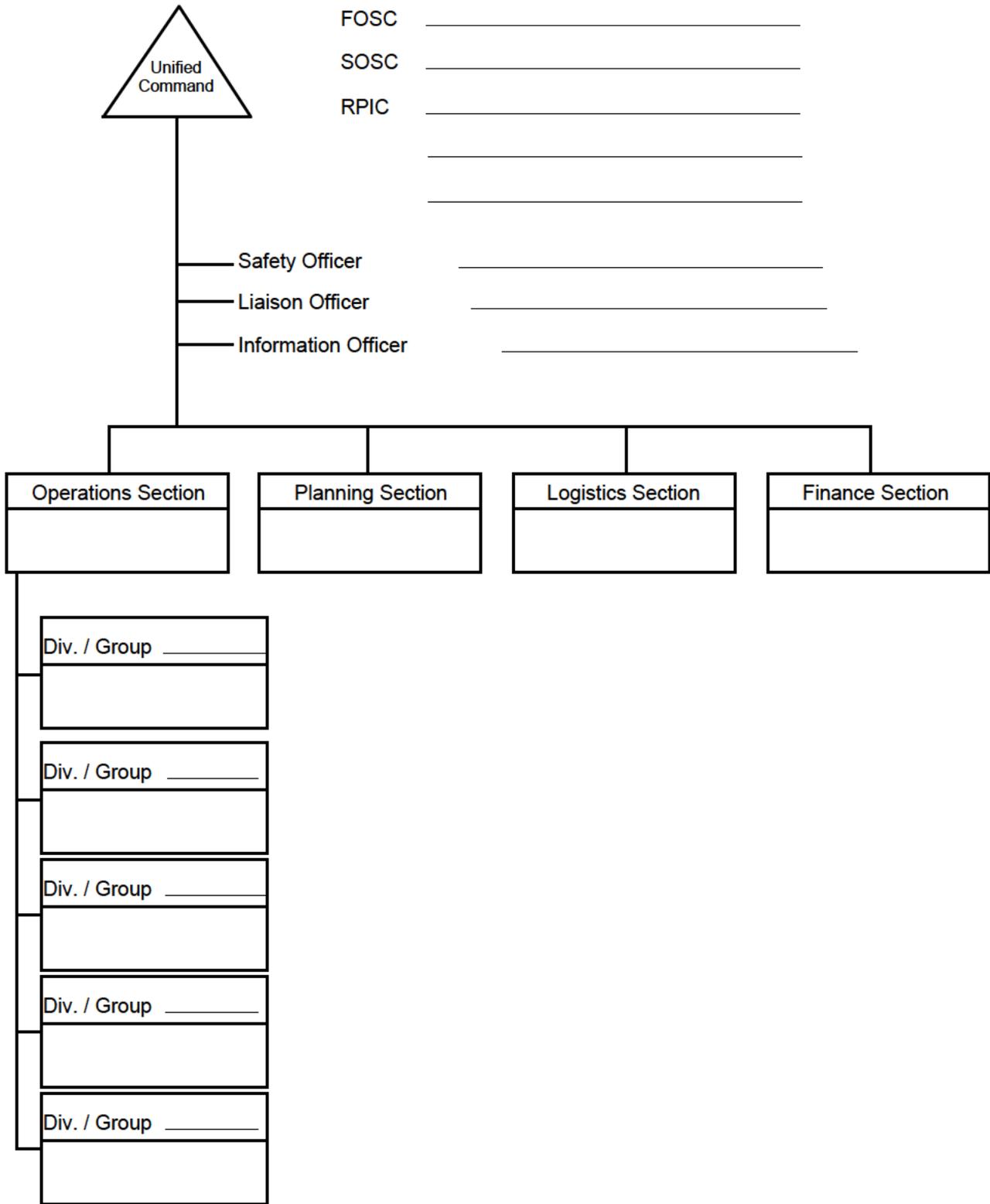
DOT X Ref	EPA X Ref
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1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-CG
------------------	---	---------------------------------

<b>5. Initial Response Objectives, Current Actions, Planned Actions</b>		

1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg 3 of 4)
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6. Current Organization





DOT X Ref

EPA X Ref

1. Incident Name	2. Operational Period (Date/Time) From:                      To:	INCIDENT OBJECTIVES ICS 202-CG
3. Objective(s)		
4. Operational Period Command Emphasis (Safety Message, Priorities, Key Decisions/Directions)		
Approved Site Safety Plan Located at:		
5. Prepared by: (Planning Section Chief)	Date/Time	

DOT X Ref

EPA X Ref

**INCIDENT OBJECTIVES (ICS 202-CG)**

**Purpose.** The Incident Objectives form describes the basic incident strategy, control objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

**Preparation.** The Incident Objectives form is completed by the Planning Section following each Command and General Staff Meeting conducted in preparing the Incident Action Plan.

**Distribution.** The Incident Objectives form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Objective(s)	Enter clear, concise statements of the objectives for managing the response. These objectives are for the incident response for this operational period and for the duration of the incident. Include alternatives.
4.	Operational Period Command Emphasis	Enter clear, concise statements for safety message, priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached. At the bottom of this box, enter the location where approved Site Safety Plan is available for review.
5.	Site Safety Plan Prepared By Date/Time	Note location of the approved Site Safety Plan. Enter the name of the Planning Section Chief completing the form. Enter date (month, day, year) and time prepared (24-hour clock).

NOTE: ICS 202-CG, Incident Objectives, serves as part of the Incident Action Plan (IAP)

<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b> From: _____ To: _____	<b>ORGANIZATION ASSIGNMENT LIST ICS 203-CG</b>															
<b>3. Incident Commander(s) and Staff</b> Agency      IC                      Deputy <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%; height: 20px;"></td><td style="width: 35%;"></td><td style="width: 35%;"></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </table> Safety Officer: _____ Information Officer: _____ Liaison Officer: _____																<b>7. OPERATION SECTION</b>  Chief _____ Deputy _____ Deputy _____ Staging Area Manager _____ Staging Area Manager _____ Staging Area Manager _____  <b>a. Branch – Division Groups</b> Branch Director _____ Deputy _____  Division Group _____ Division Group _____ Division Group _____ Division/Group _____ Division/Group _____  <b>b. Branch – Division/Groups</b> Branch Director _____ Deputy _____  Division/Group _____ Division/Group _____ Division/Group _____ Division/Group _____ Division/Group _____  <b>c. Branch – Division/Groups</b> Branch Director _____ Deputy _____  Division/Group _____ Division/Group _____ Division/Group _____ Division/Group _____ Division/Group _____  <b>d. Air Operations Branch</b> Air Operations Br. Dir _____ Helicopter Coordinator _____	
<b>4. Agency Representatives</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Agency</th> <th style="width: 80%;">Name</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>	Agency	Name															
Agency	Name																
<b>5. PLANNING/INTEL SECTION</b> Chief _____ Deputy _____ Resources Unit _____ Situation Unit _____ Environmental Unit _____ Documentation Unit _____ Demobilization Unit _____ Technical Specialists _____																	
<b>6. LOGISTICS SECTION</b> Chief _____ Deputy _____ <b>a. Support Branch</b> Director _____ Supply Unit _____ Facilities Unit _____ Vessel Support Unit _____ Ground Support Unit _____  <b>b. Service Branch</b> Director _____ Communications Unit _____ Medical Unit _____ Food Unit _____																	
	<b>8. FINANCE/ADMINISTRATION SECTION</b>  Chief _____ Deputy _____ Time Unit _____ Procurement Unit _____ Compensation/Claims Unit _____ Cost Unit _____																
<b>9. Prepared By: (Resources Unit)</b>	<b>Date/Time</b>																

DOT X Ref

EPA X Ref

**ORGANIZATION ASSIGNMENT LIST (ICS 203-CG) Instructions for filling out the form**

**Purpose.** The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207-CG) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

**Preparation.** The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

**Note:** Depending on the incident, the Intelligence and Information function may be organized in several ways: 1) within the Command Staff as the Intelligence Officer; 2) As an Intelligence Unit in Planning Section; 3) As an Intelligence Branch or Group in the Operations Section; 4) as a separate General Staff Intelligence Section; and 5) as an Intelligence Technical Specialist. The incident will drive the need for the Intelligence and Information function and where it is located in the ICS organization structure. The Intelligence and information function is described in significant detail in NIMS and in the Coast Guard Incident Management Handbook (IMH).

**Distribution.** The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS 202-CG) and given to all recipients of the Incident Action Plan. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5.	Section	Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/
8.		Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By	Enter the name and position of the person completing the form
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



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**ASSIGNMENT LIST (ICS 204-CG)**

**Purpose.** The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the Unified Command and General Staff agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202-CG), Operational Planning Worksheet (ICS 215-CG), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief and Operations Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for specific resources may be entered on an ICS 204a-CG for dissemination to the field. A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the form title. Also enter the number (roman numeral) assigned to the Branch.

**Special Note.** The Assignment List, ICS 204-CG submits assignments at the level of Divisions and Groups. The Assignment List Attachment, ICS 204a-CG shows more specific assignment information, if needed. The need for an ICS 204a-CG is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS 215-CG) development.

**Distribution.** The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Branch	Enter the Branch designator.
4.	Division/Group/Staging	Enter the Division/Group/Staging designator.
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division Supervisor.
6.	Resources Assigned	Each line in this field may have a separate Assignment List Attachment (ICS 204a-CG). Enter the following information about the resources assigned to Division or Group for this period:
	Identifier	List identifier
	Leader	Leader name
	Contact Information	Primary means of contacting this person (e.g., radio, phone, pager, etc.). Be sure to include area code when listing a phone number.
	# Of Persons	Total number of personnel for the strike team, task force, or single resource assigned.
	Reporting Info/Notes/Remarks	Special notes or directions, specific to this strike team, task force, or single resource. Enter an "X" check if an Assignment List Attachment (ICS 204a-CG) will be prepared and attached. The Planning and Operations Section Chiefs determine the need for an ICS 204a-CG during the Operational Planning Worksheet (ICS 215-CG) development.
7.	Work Assignment	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
8.	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, or other important information.
9.	Communications	Enter specific communications information (including emergency numbers) for this division /group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205-CG). Note: Phone numbers should include area code.
10.	Prepared By	Enter the name of the person completing the form, normally the Resources Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
11.	Reviewed by (PSC)	Enter date (month, day, year) and time prepared (24-hour clock).
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
12.	Reviewed by (OSC)	Enter the name of the operations person reviewing the form, normally the Operations Section Chief.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

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1. Incident Name		2. Operational Period (Date/Time)		ASSIGNMENT LIST ATTACHMENT	
		From: _____ To: _____		ICS 204a-CG	
3. Branch			4. Division/Group		
5. Strike Team/Task Force/Resource (Identifier)		6. Leader		7. Assignment Location	
8. Work Assignment Special Instructions, Special Equipment/Supplies Needed for Assignment, Special Environmental Considerations, Special Site Specific Safety Considerations					
Approved Site Safety Plan Located at:					
9. Other Attachments (as needed)					
<input type="checkbox"/> Map/Chart		<input type="checkbox"/> Weather Forecast/Tides/Currents		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____		<input type="checkbox"/> _____	
10. Prepared by: _____		11. Reviewed by (PSC): _____		12. Reviewed by (OSC): _____	
Date/Time		Date/Time		Date/Time	



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## INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205-CG)

**Special Note.** This form, ICS 205-CG, is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period; whereas, the Communications List, ICS 205a-CG is used to list methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.).

**Purpose.** The Incident Radio Communications Plan is a summary of information obtained from the Radio Requirements Worksheet (ICS 216) and the Radio Frequency Assignment Worksheet (ICS 217). Information from the Radio Communications Plan on frequency assignments is normally noted on the appropriate Assignment List (ICS 204-CG).

**Preparation.** The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on the preparation of this form may be found in ICS Publication 223-5, Communications Unit Position Manual.

**Distribution.** The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form, including the Incident Communications Center. Information from the plan is placed on Assignment Lists. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Basic Radio Channel System Channel Function  Frequency  Assignment  Remarks	Enter the following information about radio channel use: Radio cache system(s) assigned and used on the incident. Radio channel numbers assigned. Function each channel is assigned (e.g., command, support, division tactical, and ground-to-air). Radio frequency tone number assigned to each specified function (e.g., 153.400) ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A). This section should include narrative information regarding special situations.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



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**COMMUNICATIONS LIST (ICS 205a-CG)**

**Special Note.** This optional form is used in conjunction with the Incident Radio Communications Plan, ICS 205-CG. Whereas the ICS 205-CG is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS 205a-CG, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

**Purpose.** The Communications List records methods of contact for personnel on scene.

**Preparation.** The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

**Distribution.** The Communications List is distributed within the ICS and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Basic Local Comms Information	Enter the communications methods assigned and used for each assignment.
	Assignment Name	Enter the ICS Organizational assignment.
	Name	Enter the name of the contact person for the assignment.
	Method(s) of contact	Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



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**MEDICAL PLAN (ICS 206-CG)**

**Purpose.** The Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

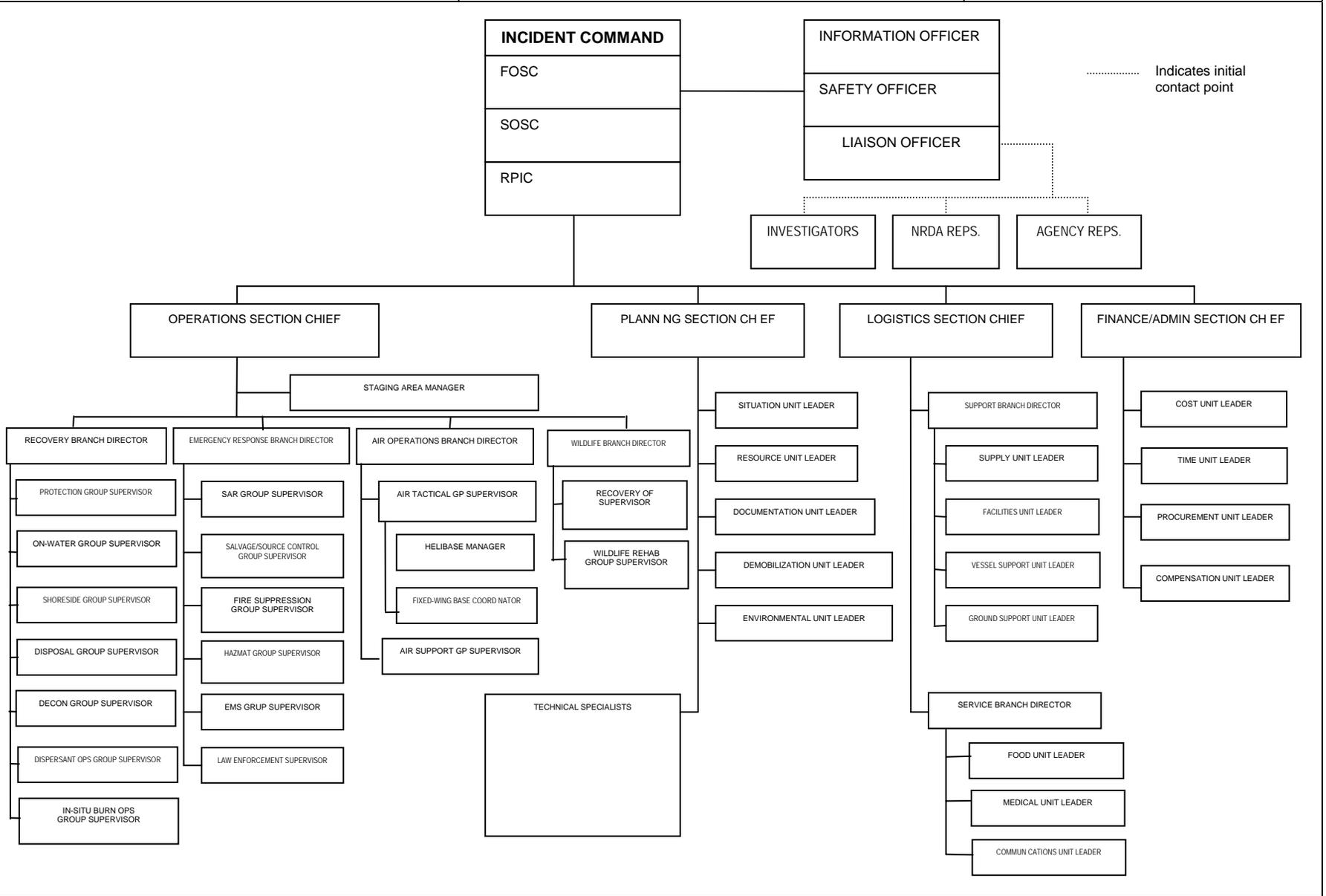
**Preparation.** The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer.

**Distribution.** The Medical Plan may be attached to the Incident Objectives (ICS 202-CG), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and noted on the Assignment List (ICS 204-CG) or on the Assignment List Attachment (ICS 204a-CG). All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Medical Aid Stations	Enter name, location, and telephone number of the medical aid station(s) (e.g., Cajon Staging Area, Cajon Camp Ground) and indicate if paramedics are located at the site.
4.	Transportation	List name and address of ambulance services. Provide phone number and indicate if ambulance company has paramedics.
5.	Hospitals	List hospitals that could serve this incident. Enter hospital name, address, phone number, the travel time by air and ground from the incident to the hospital, and indicate if the hospital has a burn center and/or a helipad.
6.	Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel.
7.	Prepared By Date/Time	Enter the name of the Medical Unit Leader preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
8.	Reviewed By Date/Time	Enter the name of the Safety Officer who must review the plan. Enter date (month, day, year) and time reviewed (24-hour clock).

**INCIDENT ORGANIZATION CHART ICS 207-CG**

<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b> From: _____ To: _____	
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<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: To: Time of Report		<b>INCIDENT STATUS SUMMARY ICS 209-CG</b>	
<b>3. Type of Incident</b>					
<input type="checkbox"/>	Oil Spill	<input type="checkbox"/>	HAZMAT	<input type="checkbox"/>	AMIO
<input type="checkbox"/>	SAR/Major SART	<input type="checkbox"/>	SI/Terrorism	<input type="checkbox"/>	Natural Disaster
<input type="checkbox"/>	Marine Disaster	<input type="checkbox"/>	Civil Disturbance	<input type="checkbox"/>	Military Outload
<input type="checkbox"/>	Planned Event	<input type="checkbox"/>	Maritime HLS/Prevention	<input type="checkbox"/>	
<b>4. Situation Summary as of Time of Report:</b>					
<b>5. Future Outlook/Goals/Needs/Issues:</b>					
<b>6. Safety Status/Personnel Casualty Summary</b>					
		Since Last Report	Adjustments To Previous Op Period	Total	
Responder Injury					
Responder Death					
Public Missing (Active Search)					
Public Missing (Presumed Lost)					
Public Uninjured					
Public Injured					
Public Dead					
Total Public Involved					
<b>7. Property Damage Summary</b>					
Vessel				\$	
Cargo				\$	
Facility				\$	
Other				\$	
<b>8. Attachments with clarifying information</b>					
<input type="checkbox"/>	Oil/HAZMAT	<input type="checkbox"/>	SAR/LE	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Marine Disaster	<input type="checkbox"/>	Civil Disturbance	<input type="checkbox"/>	Military Outload

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<b>9. Equipment Resources</b>					
Kind	Notes	# Ordered	# Available	# Assigned	# Out of Service
<b>USCG Assets</b>					
Aircraft – Helo					
Aircraft – Fixed Wing					
Vessels – USCG Cutter					
Vessels – Boat					
Vehicles – Car					
Vehicles – Truck					
Pollution Equip – VOSS/SORS					
Pollution Equip – Portable Storage					
Pollution Equip – Boom					
<b>Non-CG/Other Assets</b>					
Aircraft – Helo					
Aircraft – Fixed Wing					
Vessels – SAR/LE Boat					
Vessels – Work/Crew Boat					
Vessels – Tug/Tow Boat					
Vessels – Pilot Boat					
Vessels – Deck Barge					
Vessels –					
Vehicles – Car					
Vehicles – Ambulance					
Vehicles – Truck					
Vehicles – Fire/Rescue/HAZMAT					
Vehicles – Vac/Tank Truck					
Vehicles –					
Pollution Equip – Skimmers					
Pollution Equip – Tank Vsl/ Barge					
Pollution Equip – Portable Storage					
Pollution Equip – OSRV					
Pollution Equip – Boom					
Pollution Equip –					
<b>10. Personnel Resources</b>					
<b>Agency</b>					<b>Total # of People</b>
USCG					
DHS (other than USCG)					
NOAA					
FBI					
DOD (USN Supsalv, CST, etc.)					
DOI (US Fish & Wildlife, Nat Parks, BLM, etc.)					
RP					
State					
Local					
Total Personnel Resources Used From all Organizations:					
<b>11. Prepared by:</b>				<b>Date/Time Prepared:</b>	

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<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: To: Time of Report		<b>ICS 209-CG OIL/HAZMAT ATTACHMENT</b>		
<b>3. HAZMAT/Oil Spill Status (Estimated, in gallons)</b>						
Common Name(s):						
UN Number:		<input type="checkbox"/> Secured		<input type="checkbox"/> Unsecured		
CAS Number:		Remaining Potential (bbl):				
				Rate of Spillage (bbl/hr):		
		Adjustments To Previous Operational Period		Since Last Report		
Volume Spilled/Released				Total		
<b>Mass Balance - HAZMAT/Oil Budget</b>						
Recovered HAZMAT/Oil						
Evaporation/Airborne						
Natural Dispersion						
Chemical Dispersion						
Burned						
Floating, Contained						
Floating, Uncontained						
Onshore						
Total HAZMAT/Oil accounted for:		N/A		N/A		
Comments:						
<b>4. HAZMAT/Oil Waste Management (Estimated, Since Last Report)</b>						
		Recovered		Disposed		
HAZMAT/Oil (bbl)						
Oily Liquids (bbl)						
Liquids (bbl)						
Oily Solids (tons)						
Solids (tons)						
Comments:						
<b>5. HAZMAT/Oil Shoreline Impacts (Estimated in miles)</b>						
Degree of Impact		Affected		Cleaned		
Light						
Medium						
Heavy						
Total						
Comments:						
<b>6. HAZMAT/Oil Wildlife Impacts (Since Last Report)</b>						
					Died in Facility	
Type of Wildlife		Captured	Cleaned	Released	DOA	Euthanized
Birds						
Mammals						
Reptiles						
Fish						
Total						
Comments:						
<b>7. Prepared by:</b>					<b>Date/Time Prepared:</b>	



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## INCIDENT STATUS SUMMARY (ICS FORM 209-CG)

### **Purpose.** The Status Summary:

1. Is used by Situation Unit personnel for posting information on Status Boards or attaching as a file to the MISLE Case.
2. Is duplicated and provided to Command Staff members, giving them basic information for planning for the next operational period.
3. Provides information to the Information Officer for preparing news media releases.
4. Summarizes incident information for local and off-site coordination/operations centers.

**Preparation.** The Situation Unit prepares the Status Summary. Resources information should be obtained from the Resources Unit. It may be scheduled for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required at more frequent intervals by the Unified Command or Planning Section Chief. Suggested sources of information are noted in brackets.

**Note:** The values on the ICS form 209-CG are the **best available estimates at the Time of Report** (Item # 2 on form). This form is usually in high demand and should be filled out early and often. A suggested source within the ICS organization is noted in brackets [ ] at the top right of each section of the form. **All fields need not be completed in order to distribute the form.**

**Distribution.** When completed, the form is duplicated and copies are distributed to the Unified Command and staff, and all Section Chiefs, Planning Section Unit Leaders, and the Joint Information Center. It is also posted on a status board located at the ICP. All completed original forms **MUST** be given to the Documentation Unit.

### **How to Save and Use the Word Template Form:**

The 209 template (.dot file) can be edited to match most incident situations and can be saved into the Word template directory. Open the blank 209 (ICS 209 CG.dot) – do not add any content. Save the blank in the Templates directory. Create a new 209 from File>new picking the 209 template. Type in the file to add any desired content and use “save as” to save the work using a new file name. The file will automatically become a .doc file.

**Comments:** Please send comments/corrections about this form to the ICS Program Manager, Ms. Kristy Plourde, email: [kplourde@tcyorktown.uscg.mil](mailto:kplourde@tcyorktown.uscg.mil)

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Period Covered by Report	Enter the date and time interval for which the report applies. Use 24-hour clock for all times.
	Time of Report	Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
3.	Type of Incident	Indicate (check box) and/or fill-in the type of incident(s).
4.	Situation Summary	Summary of current situation at time of report.
5.	Future Outlook	This section is for the IC/UC to discuss/project their future outlook, goals, requirements, needs and issues.
6.	Safety Status/Personnel Casualty	This information pertains to responders and assisted public personnel. Indicate the number of serious injuries, death, and missing. Values entered in the column labeled since Last Report are from the start of the

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- Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
7. Property Damage Enter estimated dollar values for each item, if known.
  8. Attachments Indicate (check box) and/or fill-in the attachment(s) the help further clarify the incident status.
  9. Equipment Resources Indicate the number of each type of resource in each status category. There are blank lines below each general type of resource for additional equipment.
    - Ordered Ordered but not yet arrived/available.
    - Available Arrived on scene, stored in staging, not assigned to any task, available for use.
    - Assigned Assigned to a specific task.
    - Out of Service Not working and not assigned to any task (e.g., skimmer being repaired, boom broken, personnel off-duty for rest).
  10. Personnel Resources Indicate, by agency, the numbers of personnel assigned. There are blank lines for additional personnel, as needed.
  11. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

**OIL/HAZMAT ATTACHMENT**

1. Incident Name Enter the name assigned to the incident.
2. Period Covered by Report Enter the date and time interval for which the report applies. Use 24-hour clock for all times.
  - Time of Report Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
3. Spill Status This information is only tracked if there is spilled HAZMAT or Oil. Enter Common Name(s) of the released substance or spilled oil (i.e. Ethyl Alcohol/Ethanol or No. 2 Fuel Oil/Light Fuel Oil). Enter UN number and CAS Registry number, if known. Indicate whether the spill source is secured or unsecured (check box) and estimate the remaining potential and the rate of spillage discharge or release. Enter the estimated amounts in barrels for each category. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
  - Mass Balance This information is only tracked if there is spilled HAZMAT or Oil whether recovered, evaporated, dispersed, burned, floating, or on shore. The total of these estimates should approximate the total volume spilled, discharged, or released. Values for evaporation, dispersion, etc. can be obtained from the Environmental Unit and/or the Scientific Support Coordinator (SSC).
4. Waste Management This information is only tracked if there is spilled HAZMAT or Oil. Enter the estimated amounts in barrels or tons for each category. Total HAZMAT/ Oil (bbl) is the sum of the estimate of HAZMAT/oil in oily

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liquids and HAZAMT/oil in oily solids, and is the value to be entered under "Recovered HAZMAT/Oil" in Item 4.

5. Shoreline Impacts This information is only tracked if there is spilled HAZMAT or Oil. Enter the total miles in each category for each degree of oiling. Definitions for Light, Medium, and Heavy oiling can be obtained from the EUL/SSC and should be consistent throughout the incident.
6. Wildlife Impacts This information is only tracked after an animal is captured. Indicate the actual number of oiled wildlife in each category. Use numbers in parentheses to indicate the subtotal of threatened / endangered species included in the numbers given.
7. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

### SAR/LE ATTACHMENT

1. Incident Name Enter the name assigned to the incident.
2. Period Covered by Report Enter the date and time interval for which the report applies. Use 24-hour clock for all times.  
Time of Report Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
3. Evacuation Status This information is only tracked if the incident involves evacuation of personnel. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
4. Migrant Interdiction Status This information is only tracked if the incident involves Migrant Interdiction. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
5. Sorties/Patrols This information is only tracked if the incident involves sorties tracked in MISLE Incident Management Activity. List Sorties since last report both Air and Surface. Values entered in the column labeled since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
6. Use of Force This information is only tracked if the incident involves Use of Force activities. Values entered in the column labeled since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
7. Operational Controls This information is only tracked if the incident involves Operational Control activities initiated, in force and removed.
8. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

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<b>CHECK-IN LIST</b>			1. INCIDENT NAME:				2. CHECK-IN LOCATION:				3. DATE/TIME:	
<b>CHECK-IN INFORMATION</b>												
4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME – OR LIST EQUIPMENT BY THE FOLLOWING FORMAT: S=Supplies                      H=Helicopter O=Overhead                    VL=Vessels E=Equipment                  C=Crew A=Aircraft                      VH=Vehicle			5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
<b>AGENCY</b>	<b>RESOURCE IDENTIFIER</b>	<b>KIND</b>	<b>ORDER/ NUMBER</b>	<b>DATE/TIME CHECK-IN</b>	<b>LEADER'S NAME</b>	<b>TOTAL NO. PERSONNEL</b>	<b>INCIDENT CONTACT INFORMATION</b>	<b>INCIDENT LODGING INFO/ CONTACT INFO</b>	<b>HOME UNIT</b>	<b>METHOD OF TRAVEL</b>	<b>INCIDENT ASSIGNMENT</b>	<b>SENT TO RESTAT TIME/INT</b>
15. ICS 211-CG PAGE ____ of ____			16. PREPARED BY (Name and Position) USE BACK FOR REMARKS OR COMMENTS									



## Resource Request Message

ICS-213 RR CG (05/06)

1. Incident Name:		2. Date/Time:		3. Resource Request No:			
4. ORDER Note: Use additional forms when requesting different resource sources of supply							
a. Qty.	b. Kind	c. Type	d. Detailed item description (Vital characteristics, brand, specs, experience, etc. & if applicable describe purpose/use, attach diagrams, & other amplifying info)	e. Requested Reporting Location:		f. ETA (LSC):	g. Cost (FSC):
5. Suggested source(s) of Supply - POC phone no. if known & suitable substitutes:							
6. Requested by Name/Position/Phone:			7. Date/Time:	8. Section Chief Approval:		Date/Time:	
9. Check box if request is for tactical/personnel resources & Submit to RESL, otherwise submit directly to Logistics				10. RESL Review/Signature:			
				Resources as noted are Available		Resources Not Available	
11. Logistics Order No.:				12. Supplier Name/Phone/Fax/Email:			
13. Notes:							
14. Approval Signature of Auth Logistics Rep:				15. Date/Time:			
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC							
17. Reply/Comments from Finance:							
18. Finance Section Signature:				19. Date/Time:			

Full Instructions on back page. Requestor fills out # 1-9 & keeps yellow copy (bottom). If applicable, RESL reviews if resource available & signs # 10. Logistics fills in remainder of # 4 & # 10-15 & keeps pink copy. Finance, if needed fills out appropriate items & keeps green copy. Blue original is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

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## Instructions for filling out the ICS-213RR CG Form (5/06)

### REQUESTOR: The requestor must fill in Blocks 1 through 9:

Block # 1	Incident name: This is the same as the name stated on the ICS-201 Form and/or the Incident Action Plan (IAP).
Block # 2	Current date and time when submitting request
Block # 3	Resource Request Number: This is to be assigned by the Section submitting request (i.e. CMD, OPS, PLAN, LOG, FIN)
Block # 4	Fill in blocks 4a through 4e. <u>Items requested</u> : Must include Quantity, Kind and Type (if applicable) and detailed description of requirements. <b>BE SPECIFIC AS POSSIBLE</b> . The request should focus on capability rather than naming the brand or specific item (e.g. helicopter capable of carrying 4 personnel from location A to B rather than requesting a Coast Guard H-65 helicopter). This gives the logistics section the ability to find the best resource to meet the need. <u>4.e Requested Reporting Location/Date/Time</u> : This is self-explanatory and is required for ordering official. <u>Leave blocks 4.f. ETA (LSC) and 4.g. Cost (FSC) blank</u> . These will be filled in later by Logistics and Finance.
Block # 5	Suggested sources of supply and suitable substitutes: Enter applicable information if known.
Block # 6 & 7	Requestor: Print Name and Signature and date/time.
Block # 8	Approval: This must be approved by the Section Chief or Deputy Section Chief.
Block # 9	Check box if request is for tactical or personnel resource(s) and submit request to Resources Unit Leader (RESL) to review and approve since RESL tracks all tactical and personnel resources.

### Request goes to RESOURCES UNIT if requesting Tactical/Personnel Resource(s):

Block # 10	Resources reviews request and checks to see if resource is available. If the resource is <u>available</u> , reassigns resource as appropriate and sends request back to requester with information noted as to reporting time, etc. The request form is then sent to Documentation Unit Leader (DOCL) for filing. If the resource is <u>not available</u> , RESL sends request to Logistics.
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### LOGISTICS SECTION: The following blocks are to be filled out by the Supply Unit (SPUL).

Block # 11	Logistics Order Number: To be assigned by Supply Unit.
Block # 12	Supplier Point of Contact, Phone Number and Fax Number: This information is needed for Credit Card purchases and/or Purchase Orders.
Block # 13	Notes: Enter applicable information as need for request.
Block # 4	ETA and Cost: SPUL or PROC fills in Estimated time of arrival (ETA) when determined and cost if known.
Block # 14 & 15	Approval: This must be approved by the Logistics Section Chief or Deputy Logistics Section Chief, printed name and signature is required with Date and Time of approval. Bottom Copy (pink) is retained.

### FINANCE SECTION: The following blocks are to be filled out by the Procurement Unit (PROC), if applicable.

Block # 16	Indicates who is to place order as necessary.
Block # 17	Comments concerning request from Finance Section Chief or Deputy Finance Section Chief.
Block # 18 & 19	Approval: This must be approved by the Finance Section Chief or Deputy Section Chief, printed name and signature is required with Date and Time of approval. Bottom copy (green) is retained.
<b>FILING</b>	Original blue copy is returned to RESL for tactical/personnel resources ordered, and the requester for non-tactical. RESL will inform requester of status of request when form received. The white copy is sent to DOCL.

**Note: Cost associated requests will not be ordered without approval from the Finance Section Chief or Deputy Finance Section Chief.**

**Form Filing: Blue (Original) – final disposition to RESL or originator for non-tactical resources, White (copy 1) to DOCL, Green (copy 2) to FIN, Pink (copy 3) to LOG, Yellow (copy 4) to Originator**





DOT X Ref

EPA X Ref

**UNIT LOG (ICS FORM 214-CG)**

**Purpose.** The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

**Preparation.** A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

**Distribution.** The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



DOT X Ref  
EPA X Ref

INCIDENT ACTION PLAN SAFETY ANALYSIS				6 . HAZARDS					7 . C O O T R O O F S										8 . O R M								
1. Incident Name		2. Date/Time Prepared		3. DIVISION/ GROUP/ OTHER LOCATION		4. Work Assignments		5. Gain		Check		Check		Check		Check		Check		Check		Check		Check		Check	
				Human Health																							
				Security																							
				Environment																							
				Economy																							
				Human Health																							
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				Security																							
				Environment																							
				Economy																							

ICS-215A-CG  
(rev 6/06)

**Operational Risk Management Key**

Scale	1	2	3	4	5	Gar Scale	#	1-19	20-39	40-59	60-79	80-100	9. Prepared by (Name and Position)
<b>Severity</b>	Slight	Minimal	Significant	Major	Catastrophic		Risk	Slight	Possible	Substantial	High	Very High	
<b>Probability</b>	Remote	Un-likely	50/50	>50	Very Likely		Color	Green	Amber	Red	Red	Red	
<b>Exposure</b>	Below Avg	Avg	Above Avg	Great	N/A		Action	Possibly Acceptable	Attention Needed	Correction Required	Immediate Correction	Discontinue/ Stop	

DOT X Ref

EPA X Ref

<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: _____ To: _____				<b>AIR OPERATIONS SUMMARY</b> <b>ICS 220-CG</b>							
<b>3. Distribution</b> <input type="checkbox"/> Fixed-Wing Bases _____ <input type="checkbox"/> Helibase _____													
<b>4. Personnel and Communications</b>						<b>5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)</b>							
		Air Operations Director	Air / Air Frequency	Air / Ground Frequency									
Air Operations Director		_____	_____	_____									
Air Tactical Supervisor		_____	_____	_____									
Air Support Supervisor		_____	_____	_____									
Helicopter Coordinator		_____	_____	_____									
Fixed-Wing Coordinator		_____	_____	_____									
_____													
6. Location / Function	7. Assignment	8. Fixed-Wing		9. Helicopter		10. Time		11. Aircraft Assigned	12. Operating Base				
		NO.	TYPE	NO.	TYPE	Available	Commence						
<b>13. TOTALS</b>													
<b>14. Air Operation Support Equipment</b>					<b>15. Prepared by</b> _____ <b>Date / Time</b> _____								
<b>AIR OPERATIONS SUMMARY</b>								<b>ICS 220-CG (Rev.07/04)</b>					

DOT X Ref

EPA X Ref

## AIR OPERATIONS SUMMARY (ICS 220-CG)

**Purpose.** The Air Operations Summary provides the Air Operations Branch with the number, type, location, and specific assignments of aircraft.

**Preparation.** The Operations Section Chief or the Air Operations Branch Director completes the summary during each Planning Meeting. General air resource assignment information is obtained from the Operational Planning Worksheet (ICS 215-CG). The Air and Fixed-Wing Support Groups provide specific designators of the air resources assigned to the incident.

**Distribution.** After the summary is completed by Air Operations personnel (except item 11), the form is given to the Air Support Group Supervisor, who completes the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Distribution	Check the block and enter the time and date when ICS 220-CG and attachments were sent to all fixed-wing bases and helibases supporting the incident.
4.	Personnel and Communications	List the names of those assigned to each position, and the air-air and air-ground frequencies to be used.
5.	Remarks	Enter the special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
6.	Location/Function	Enter the assigned location and function of the aircraft.
7.	Assignment	Enter the scope of work the aircraft is assigned to complete.
8.	Fixed Wing	Indicate the number and type of fixed-wing aircraft available for this Location / Function.
9.	Helicopters	Indicate the number and type of helicopters available for this Location / Function.
10.	Time	Indicate when aircraft will be available for use and when operations commence (use 24 hour clock).
11.	Aircraft Assigned	Enter the designators of the aircraft assigned. Gather information from Resources Unit, helibases, and fixed-wing bases.
12.	Operating Base	Enter the base (helibase, helispot, fixed-wing base) from which each air resource is expected to initiate operations.
13.	Totals	Enter the total number of fixed-wing and helicopter aircraft assigned to the incident in the Number columns. Enter the total number of each type of aircraft assigned in the Type columns.
14.	Air Operations Support Equipment	List the designators and location of other support resources assigned to Air Operations.
15.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

DOT X Ref

EPA X Ref

<b>1. Incident Name</b>	<b>2. Operational Period (Date / Time)</b> From: _____ To: _____	<b>DEMOB. CHECK-OUT</b> <b>ICS 221-CG</b>
<b>3. Unit / Personnel Released</b>		<b>4. Release Date / Time</b>
<p><b>5. Unit / Personnel</b></p> <p>You and your resources have been released, subject to signoff from the following: (Demob. Unit Leader "X" appropriate box(es))</p> <p>Logistics Section</p> <p><input type="checkbox"/> Supply Unit _____</p> <p><input type="checkbox"/> Communications Unit _____</p> <p><input type="checkbox"/> Facilities Unit _____</p> <p><input type="checkbox"/> Ground Unit _____</p> <p>Planning Section</p> <p><input type="checkbox"/> Documentation Unit _____</p> <p>Finance / Admin. Section</p> <p><input type="checkbox"/> Time Unit _____</p> <p>Other</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>		
<b>6. Remarks</b> _____ _____ _____ _____		
<b>7. Prepared by:</b> _____		<b>Date / Time</b> _____
<b>DEMOB. CHECK-OUT</b>		<b>ICS 221-CG (Rev.07/04)</b>

DOT X Ref

EPA X Ref

**DEMOB. CHECK-OUT (ICS 221-CG)**

**Purpose.** This form provides the Planning Section information on resource releases from the incident.

**Preparation.** The Demobilization Unit Leader or the Planning Section initiates this form. The Demobilization Unit Leader completes the top portion of the form after the resource supervisor has given written notification that the resource is no longer needed.

**Distribution.** The individual resource will have the unit leader initial the appropriate box(es) in item 5 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Strike Team / Unit / Personnel Released	Enter name of Strike Team, Unit or personnel being released.
4.	Release Date/Time	Enter date (month, day, year) and time (24-hour clock) of anticipated release.
5.	Strike Team / Unit / Personnel	Demobilization Unit Leader will enter an "X" in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. NOTE: Blank boxes are provided for any additional unit requirements as needed, (e.g., Safety Officer, Agency Rep., etc.)
6.	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.).
7.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

DOT X Ref

EPA X Ref

1. Incident Name		2. Operational Period (Date/Time) From: _____ To: _____		DAILY MEETING SCHEDULE ICS 230-CG	
3. Meeting Schedule (Commonly-held meetings are included)					
Date/ Time	Meeting Name	Purpose	Attendees	Location	
	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members		
	Command & General Staff Meeting	IC/UC gives direction to Command & General staff including incident objectives and priorities	IC/UC, Command & General Staff		
	Tactics Meeting	Develop/Review primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OSC, LSC, RESL & SITL		
	Planning Meeting	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	Determined by the IC/UC		
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command & General Staff, Branch Directors, Div/Gru Sups., Task Force/Strike Team Leaders and Unit Leaders		
4. Prepared by: (Situation Unit Leader)			Date/Time		

DAILY MEETING SCHEDULE

ICS 230-CG (Rev.07/04)

DOT X Ref

EPA X Ref

**DAILY MEETING SCHEDULE (ICS 230-CG)**

**Purpose.** The Daily Meeting Schedule records information about the daily scheduled meeting activities.

**Preparation.** This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

**Distribution.** After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

<b>DOT X Ref</b>	<b>EPA X Ref</b>
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<b>1. Incident Name</b>		<b>2. Operational Period (Date/Time)</b> From: _____ To: _____		<b>RESOURCES AT RISK SUMMARY</b> <b>ICS 232-CG</b>
<b>3. Environmentally-Sensitive Areas and Wildlife Issues</b>				
Site #	Priority	Site Name and/or Physical Location	Site Issues	
Narrative				
<b>4. Archaeo-cultural and Socio-economic Issues</b>				
Site #	Priority	Site Name and/or Physical Location	Site Issues	
Narrative				
<b>5. Prepared by: (Environmental Unit Leader)</b>			<b>Date/Time</b>	
<b>RESOURCES AT RISK SUMMARY</b>			<b>ICS 232-CG (Rev.07/04)</b>	

DOT X Ref

EPA X Ref

**RESOURCES AT RISK SUMMARY (ICS 232-CG)**

**Purpose.** The Resources at Risk Summary provides information about sites in the incident area which are sensitive due to environmental, archaeo-cultural, or socio-economic resources at risk, and identifies incident-specific priorities and issues. The information recorded here may be transferred to ICS 232a-CG, which acts as a key to the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers shown on the Situation Map.

**Preparation.** The Environmental Unit Leader, with input from resource trustees, will complete this form for each operational period. It should be updated prior to the Planning Meeting.

**Distribution.** This form must be forwarded to the Planning Section Chief for possible inclusion in the IAP. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Env- Sensitive Area & Wildlife Issues	
	Site Number	Enter site number. Can come from Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident. Can come from an ACP/GRP or can be created during an incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Site Issues	Environmental concerns associated with this site and season.
	Narrative	Use the Narrative section to clarify any issues.
4.	Archaeo-cultural and Socio-economic Issues	
	Site Number	Enter site number. Can come from an ACP/GRP or can be created during an incident.
	Priority	Priority specific to this incident. Can come from an ACP/GRP or can be created during an incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Site Issues	Archaeo-cultural or socio-economic concerns associated with this site and season.
	Narrative	Use the Narrative section to clarify any issues.
5.	Prepared By	Enter name and title of the person preparing the form (normally the Environmental Unit Leader).
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



DOT X Ref

EPA X Ref

**ACP SITE INDEX (ICS 232a-CG)**

**Special Note.** This optional form is designed to be a key to the site numbers or site names shown on the Situation Map. The information on priorities for environmentally-sensitive areas and archaeo-cultural and socio-economic issues from the ICS 232-CG may be transferred to ICS 232a-CG, which provides more information on the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers or names shown on the Situation Map.

**Purpose.** If used, this form is posted next to the Situation Map, providing a key to the ACP/GRP sites shown on the map.

**Preparation.** The Situation Unit personnel responsible for the Situation Map prepare this form, using ICS 232-CG prepared by the Environmental Unit.

**Distribution.** This form is posted next to the Situation Map and copies of this form should accompany any distributed copies of the Situation Map. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Index to ACP/GRP sites	Enter site information from the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or other sources specific to this incident.
	Site Number	Can come from an Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Action	Actions to be taken for designated protection and collection strategies or for other sites identified specifically for this incident.
	Status	Status of site action implementation (e.g., scheduled, in progress, completed).
4.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

DOT X Ref

EPA X Ref

**INCIDENT OPEN ACTION TRACKER  
ICS 233-CG**

1. Incident Name								
2. No.	3. Item	4. For/POC	5. POC Briefed	6. Start Date	7. Status	8. Target Date	9. Actual Date	
1								
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DOT X Ref

EPA X Ref

**Open Actions Tracker (ICS 233-CG)**

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	No.	Enter number of task in sequential order (1, 2, 3, ...).
3.	Item	Enter short descriptive of the task.
4.	For/POC	Enter responsible section/person.
5.	Briefed to POC	When the tasker has been briefed to the POC after initially assigned, an "X" is placed in the brief column. This was to ensure that taskers identified outside of the POC's presence (during UC Meeting for example) were assigned the to identified POC.
6.	Start Date	Enter the date the tasker was initially assigned under "Start Date."
7.	Status	Enter status of item. This includes things like: "Awaiting LE Gear", "Update needed", "Awaiting Feedback". When the item is completed, the word "completed" is entered and if working in MS Excel, the task is cut and pasted into the worksheet labeled "COMPLETED."
8.	Target Date	Target date is another way of saying deadline. When the target date is one day away, the block turns yellow. When it is overdue it turns red. When it is yellow, it serves as a reminder to the UC that the target date needs to be changed or the responsible section needs to complete the task.
9.	Actual Date	The block to the right of the Target Date (Actual Date) will always have today's date. It is merely the formula "=today()" inserted into the cell.

NOTE: In order to ensure the red and yellow reminders work for new tasks, the user simply copies a task line, inserts it into the worksheet and overtypes the new task information.

<b>DOT X Ref</b>	<b>EPA X Ref</b>
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WORK ANALYSIS MATRIX ICS 234-CG		
1. Incident Name	2. Operational Period From: _____ To: _____	
3. Operation's Objectives DESIRED OUTCOME	4. Optional Strategies HOW	5. Tactics/Work Assignments WHO, WHAT, WHERE, WHEN
6. Prepared by: (Operations Section Chief)		7. Date/Time:

DOT X Ref

EPA X Ref

1. Incident Name	2. Operational Period (Date / Time) From:                      To:	<b>EXECUTIVE SUMMARY</b>
3. Operations		
4. Environmental		
5. Planning		
6. Other		
7. Prepared by	Date / Time	
<b>EXECUTIVE SUMMARY</b>		June 2000

**EXECUTIVE SUMMARY**

**Purpose.** 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.

**Preparation.** The Situation Unit Leader prepares this form with input from Section Chiefs. Final authorization is provided by the Unified Command prior to dissemination outside the ICS organization.

**Distribution.** After authorization by the Unified Command, the Documentation Unit Leader will duplicate and post a copy on the Situation Status Display Board in the Command Post. Single copies may then be distributed to the Unified Command, Command Staff, Joint Information Center, and Section Chiefs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Operations	Operations Section Chief will summarize the tactical accomplishments for the previous operational period.
4.	Environmental	Environmental Unit Leader will summarize any significant impacts identified or mitigated during the previous operational period.
5.	Planning	Planning Section Chief will summarize the critical actions to be carried out during the next operational period.
6.	Other	Situation Unit Leader will indicate any anomalies to previous Executive Summaries, special meetings, community impacts, or items of special interest.
7.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

DOT X Ref  
EPA X Ref

<b>1. Incident Name</b>		<b>GENERAL PLAN</b>													
<b>2. Prepared By</b>		<b>Date / Time Prepared</b>				<b>3. Operational Period (Date / Time)</b>									
						From:				To:					
<b>4. Notification (Date and time completed)</b>						<b>5. Response Initiation (Date and time completed)</b>									
<b>6. Plan Item</b>	<b>Timeframe ==&gt; (Enter days or weeks)</b>														
Site Characterization, Forecasts, and Analysis															
Site Safety															
Site Security															
Source Stabilization, Salvage, and Lightering															
Surveillance															
On Water Containment and Recovery															
Sensitive Areas / Resources at Risk															
Alternative Response Technology															
Shoreline Protection and Recovery															
Wildlife Protection and Rehabilitation															
Logistics Support															
Response Organization															
Communications															
Public Information															
Financial Management and Cost Documentation															
NRDA and Claims															
Training															
Information Management															
Restoration / Mitigation															
Waste Management															
Demobilization															
June 2000															GENERAL PLAN

DOT X Ref

EPA X Ref

**GENERAL PLAN-OS**

**Purpose.** The General Plan form displays the progress and planned start and end dates for various incident response activities. Some standard activities have been listed on the form and blank lines are provided at the bottom of the form for planning and tracking additional incident-specific activities.

**Preparation.** The Planning Section completes the General Plan form when requested by the Unified Command.

**Distribution.** The General Plan form will be given to the Unified Command and all General Staff as part of the incident summary. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Planning Section Chief completing the form.
3.	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.
4.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
5.	Notification	Enter the date and time that required notifications were completed.
6.	Response Initiation Plan Item and Timeframe	Enter the date and time that the Response Initiation is completed. Enter specific dates, or day number or week number in the top row to indicate the timeframe being covered by this form. Then enter either descriptive text or shading to the right of each activity to indicate the beginning and estimated end for that activity during this incident response.

DOT X Ref

EPA X Ref

INITIAL INCIDENT INFORMATION		INCIDENT NAME		Information as of:	
				Date	Time
NAME OF PERSON REPORTING THE INCIDENT					
Call-Back Number(s) of person reporting the incident:					
VESSEL/FACILITY INFORMATION AND POINTS OF CONTACT					
Vessel / Facility Name:			Number of people onboard/on site:		
Location:					
Type of Vessel / Facility:					
Contact / Agent:			Phone:		
Owner:			Phone:		
Operator / Charterer:			Phone:		
VESSEL SPECIFIC INFORMATION					
Last Port of Call:		Destination:		Flag:	
Particulars:	Length:	Ft.	Tonnage (Gross/Net/DWT):	Draft Fwd:	Aft:
Year Built:					
Type of Hull: <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double-Bottom <input type="checkbox"/> Double-Sided					
Hull Material:					
Type of Propulsion: <input type="checkbox"/> Diesel <input type="checkbox"/> Steam <input type="checkbox"/> Gas Turbine <input type="checkbox"/> Nuclear <input type="checkbox"/> Other					
Petroleum Products or Crude Oil <input type="checkbox"/> Yes <input type="checkbox"/> No					
Type of Cargo:			Total Number of Tanks on Vessel:		
Total Quantity:	Barrels x 42=	Gallons	Total Capacity:	Barrels	
Type of Fuel:			Quantity on Board:		Barrels
INCIDENT INFORMATION					
Location:			Lat/Long:		
Type of Casualty: <input type="checkbox"/> Grounding <input type="checkbox"/> Collision <input type="checkbox"/> Allision <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Other					
Number of Tanks Impacted:			Total Capacity of Affected Tanks:		
Material(s) Spilled:			Viscosity:		
Estimated Quantity Spilled: ( <input type="checkbox"/> Gallons / <input type="checkbox"/> Barrels )			Classification: <input type="checkbox"/> Minor <input type="checkbox"/> Medium <input type="checkbox"/> Major		
Source Secured?: <input type="checkbox"/> Yes <input type="checkbox"/> No			If Not, Estimated Spill Rate: <input type="checkbox"/> Barrels <input type="checkbox"/> Gallons / Hour		
Notes:					
INCIDENT STATUS					
Injuries/Casualties:					<input type="checkbox"/> SAR Underway
Vessel Status: <input type="checkbox"/> Sunk <input type="checkbox"/> Aground <input type="checkbox"/> Dead in Water			Set and Drift:		
<input type="checkbox"/> Anchored <input type="checkbox"/> Berthed <input type="checkbox"/> Under Tow			Estimated Time to Dock / Anchor:		
<input type="checkbox"/> Enroute to Anchorage / Berth Under Own Power			Estimated Time of Arrival:		
<input type="checkbox"/> Holed: <input type="checkbox"/> Above Waterline <input type="checkbox"/> Below Waterline <input type="checkbox"/> At Waterline			Approximate Size of Hole:		
<input type="checkbox"/> Fire: <input type="checkbox"/> Extinguished <input type="checkbox"/> Burning			<input type="checkbox"/> Assistance Enroute <input type="checkbox"/> Assistance On-Scene		
<input type="checkbox"/> Flooding: <input type="checkbox"/> Dewatering <input type="checkbox"/> Lightering			<input type="checkbox"/> Assistance Enroute <input type="checkbox"/> Assistance On-Scene		
<input type="checkbox"/> List: <input type="checkbox"/> Port <input type="checkbox"/> Starboard Degrees:			<input type="checkbox"/> Trim: <input type="checkbox"/> Bow <input type="checkbox"/> Stern Degrees:		
ENVIRONMENTAL INFORMATION					
Wind Speed:	Knots	Wind Direction:	Air Temperature:	F°	Water Temperature:
Wave Height:	Feet	Wave Direction:	Conditions:		Tide: <input type="checkbox"/> Slack <input type="checkbox"/> Flood <input type="checkbox"/> Ebb
Current:	Knots	Current Direction:			High Tide at: Hours
Swell Height:	Feet	Swell Direction:			Low Tide at: Hours
Prepared By:			Date / Time Prepared		
			June 2000		
<b>INITIAL INCIDENT INFORMATION</b>					

DOT X Ref

EPA X Ref

**INITIAL NOTIFICATION  
INCIDENT INFORMATION**

**Purpose.** The Incident Information form provides the Incident Commander (and the Command and General Staff assuming command of the incident) with basic information regarding the incident situation and conditions.

**Preparation.** The initial Incident Information form is prepared by the responder receiving the first call reporting the incident. Subsequent updates to the form would be made by the Situation Unit.

**Distribution.** The initial form will be given to the Incident Commander. When updated, the Planning Section Chief will duplicate the Incident Information form and post a copy at the Situation Display in the Command Post. Single copies may then be distributed to the Command Staff, Section Chiefs, and Joint Information Bureau. All completed original forms MUST be given to the Documentation Unit.

Item Title

Instructions

All items

Enter information appropriate for all relevant items.

**DOT X Ref**

**EPA X Ref**

**COMPANY CORE PLAN VOLUME 1**

**MATERIAL SAFETY DATA SHEETS  
SECTION 16**

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**MATERIAL SAFETY DATA SHEETS**

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DOT X Ref

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MATERIAL SAFETY DATA SHEETS

COMPANY CORE PLAN VOLUME 1

SECTION 16

**SECTION 16 MATERIAL SAFETY DATA SHEETS**

MATERIAL SAFETY DATA SHEETS ..... 1

**MATERIAL SAFETY DATA SHEETS**

MSDSs can be accessed on the Company website. MSDS's are also located at Company locations.

Some typical MSDSs that may be utilized during an emergency response include but are not limited to:

- Crude Oil
- Regular Unleaded Gasoline
- Mid-Grade Unleaded Gasoline
- Premium Gasoline
- Jet Fuels
- Turbine Fuel, Aviation JP-5
- LS Diesel 1
- LS Diesel 2
- HS Diesel 1
- HS Diesel 2
- Gasoline Generic
- Natural Gasoline
- Ethylene
- LPG
- Natural Gas
- Ethane
- Ethanol

DOT X Ref

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COMPANY CORE PLAN VOLUME 1

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GLOSSARY  
SECTION 17

## GLOSSARY

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**SECTION 17 GLOSSARY**

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## GLOSSARY

### Definitions

**AGENCY REPRESENTATIVE** - Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting his/her agency's participation at the incident. Agency Representatives report to the Liaison Officer.

**AIR OPERATIONS BRANCH DIRECTOR** - The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters assigned to the incident.

**ALLOCATED RESOURCES** - Resources dispatched to an incident.

**ASSIGNED RESOURCES** - Resources checked-in and assigned work tasks on an incident.

**ASSIGNMENTS** - Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

**ASSISTANT** - Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

**ASSISTING AGENCY** - An agency directly contributing tactical or service resources to another agency.

**AVAILABLE RESOURCES** - Incident-based resources that are immediately available for assignment.

**BASE** - The location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base") The Incident Command Post may be collocated with the base. There is only one base per incident.

**BRANCH** - The organizational level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

**CACHE** - A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, and available for incident use.

**CAMP** - A geographical site, within the general incident area, separate from the base, equipped and staffed to provide sleeping areas, food, water, and sanitary services to incident personnel.

**COMPANY CORE PLAN VOLUME 1**

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**CHECK-IN** - The process whereby resources first report to an incident response. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, and Division/Group Supervisors (for direct line assignments).

**CHIEF** - The ICS title of individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.

**CLEAR TEXT** - The use of plain English in radio communications transmissions. No Ten Codes nor agency specific codes are used when using Clear Text.

**COMMAND** - The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander/Unified Command.

**COMMAND POST** - See Incident Command Post.

**COMMAND STAFF** - The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**COMMUNICATIONS UNIT** - A vehicle (trailer or mobile van) used to provide the major part of an incident Communications Center.

**COOPERATING AGENCY** - An agency supplying assistance other than direct tactical, support, or service functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).

**COST UNIT** - Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**DECONTAMINATION** – The process of removing or neutralizing contaminants that have accumulated on personnel and equipment.

**DEPUTY** - A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior, and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**DEMOBILIZATION UNIT** - Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

**DIRECTOR** - The ICS title for individuals responsible for supervising a Branch.

**DISPATCH** - The implementation of a command decision to move resources from one place to another.

**DISPATCH CENTER** - A facility from which resources are directly assigned to an incident.

**DIVISION** - The organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force/Strike Team and the Branch. (See also "Group")

**DOCUMENTATION UNIT** - Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

**EMERGENCY MEDICAL TECHNICIAN (EMT)** - A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

**EMERGENCY OPERATIONS CENTER (EOC)** - A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response.

**FACILITIES UNIT** - Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**FEDERAL ON-SCENE COORDINATOR (FOSC)** - The pre-designated Federal On-Scene Coordinator operating under the authority of the National Contingency Plan (NCP).

**FIELD OPERATIONS GUIDE (FOG)** - A pocket-size manual of guidelines regarding application of the Incident Command System.

**FINANCE/ADMINISTRATION SECTION** - The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

**FOOD UNIT** - Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

**FUNCTION** - In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., "the planning function."

**GENERAL STAFF** - The group of incident management personnel comprised of: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**GEOGRAPHIC INFORMATION SYSTEM (GIS)** - An electronic information system which provides a geo-referenced database to support management decision-making.

**COMPANY CORE PLAN VOLUME 1**

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**GROUND SUPPORT UNIT** - Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining, and repairing vehicles, and the ground transportation of personnel and supplies.

**GROUP** - Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Single Resources in the Operations Section.

**HELIBASE** - A location within the general incident area for parking, fueling, maintaining, and loading helicopters.

**HELISPOT** - A location where a helicopter can take off and land. Some helispots may be used for temporary loading.

**INCIDENT ACTION PLAN (IAP)** - The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will include a number of attachments.

**INCIDENT AREA** - Legal geographical area of the incident including affected area(s) and traffic route(s) to corresponding storage and disposal sites.

**INCIDENT BASE** - See BASE.

**INCIDENT COMMANDER (IC)** - The individual responsible for managing all incident operations.

**INCIDENT COMMAND POST (ICP)** - The location at which the primary command functions are executed; may be collocated with the incident base.

**INCIDENT COMMAND SYSTEM (ICS)** - A standardized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**INCIDENT COMMUNICATION CENTER** - The location of the Communications Unit and the Message Center.

**INCIDENT OBJECTIVES** - Statements of guidance and direction necessary for the selection of appropriate strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**INCIDENT SITUATION DISPLAY** - The Situation Unit is responsible for maintaining a display of status boards which communicate critical incident information vital to establishing and maintaining an effective command and control environment.

**INFORMATION OFFICER (IO)** - A member of the Command Staff responsible for providing incident information to the public and news media or other agencies or organizations. There is only one Information Officer per incident. The Information Officer may have assistants.

**JOINT INFORMATION CENTER (JIC)** - A facility established within, or near, the Incident Command Post where the Information Officer and staff can coordinate and provide incident information to the public, news media, and other agencies or organizations. The JIC is normally staffed with representatives from the FOSC, SOSC and RP.

**JURISDICTION** - A range or sphere of authority. At an incident, public agencies have jurisdiction related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., city, county, state, or Federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multi-Jurisdiction).

**JURISDICTIONAL AGENCY** - The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**LANDING ZONE** - See Helispot.

**LEADER** - The ICS title for an individual responsible for a Task Force/Strike Team or functional Unit.

**LIAISON OFFICER (LO)** - A member of the Command Staff responsible for coordinating with stakeholder groups and representatives from assisting and cooperating agencies.

**LOGISTICS SECTION** - The Section responsible for providing facilities, services, and materials for the incident.

**MANAGERS** - Individuals within ICS organizational units who are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

**MEDICAL UNIT** - Functional unit within the Service Branch of the Logistics Section responsible for developing the Medical Plan, and for providing emergency medical treatment for incident response personnel.

**MESSAGE CENTER** - The message center is part of the Communications Center and collocated with or adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and handles administration and tactical traffic.

**MULTI-AGENCY COORDINATION (MAC)** – A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

**MULTI-AGENCY INCIDENT** - An incident where one or more agencies assists a jurisdictional agency or agencies. May be single or Unified Command.

**MULTI-JURISDICTION INCIDENT** - An incident requiring action from multiple agencies that have statutory responsibility for incident mitigation. In ICS, these incidents will normally be managed using a Unified Command.

**NATURAL RESOURCE DAMAGE ASSESSMENT (NRDA)** - The process of collecting and analyzing information to evaluate the nature and extent of injuries resulting from an incident, and determine the restoration actions needed to bring injured natural resources and services back to baseline and make the environment whole for interim losses. (15 CFR 990.30)

**OFFICER** - The ICS title for personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

**OPERATIONAL PERIOD** - The period of time scheduled for execution of a given set of operational actions specified in the Incident Action Plan. Operational Periods can be various lengths, usually not over 24 hours.

**OPERATIONS SECTION** - Responsible for all operations directly applicable to the primary mission. Directs unit operational plans preparation, requests or releases resources, makes expedient changes to the Incident Action Plan (as necessary), and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.

**OUT-OF-SERVICE RESOURCES** - Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

**PLANNING MEETING** - A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

**PLANNING SECTION** - Responsible for collecting, evaluating, and disseminating tactical information related to the incident, and for preparing and documenting Incident Action Plans. The section also maintains information on the current and forecast situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Environmental, Documentation, and Demobilization Units, and Technical Specialists.

**POLREP** - Pollution report.

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**PROCUREMENT UNIT** - Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**QUALIFIED INDIVIDUAL (Q.I.)** - The person authorized by the responsible party to expend funds and obligate resources.

**RADIO CACHE** - A cache may consist of a number of portable radios, a base station, and, in some cases, a repeater stored in a predetermined location for dispatch to incidents.

**RECORDERS** - Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration.

**REGIONAL RESPONSE TEAM (RRT)** - A Federal response organization, consisting of representatives from specific Federal and state agencies, responsible for regional planning and preparedness before an oil spill occurs and for providing advice to the FOSC in the event of a major or substantial spill.

**REPORTING LOCATION** - Any one of six facilities/locations where incident assigned resources may be checked in. The locations are: Incident Command Post-Resources Unit, Base, Camp, Staging Area, Helibase, or Division/Group Supervisors (for direct line assignments.) Check-in for each specific resource occurs at one location only.

**RESOURCES** - All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

**RESOURCES UNIT** - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

**RESPONSIBLE PARTY (RP)** – The owner/operator of the vessel or facility which is the spill source.

**RESPONSIBLE PARTY INCIDENT COMMANDER (RPIC)** - Responsible Party's designated incident commander.

**SAFETY OFFICER (SO)** - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**SECTION** - The organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics, Finance/Administration. The Section level is organizationally between Branch and Incident Commander.

**SERVICE BRANCH** - A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

**SINGLE RESOURCE** - An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

**SITE SAFETY AND HEALTH PLAN (SSHP)** – Site-specific document required by state and Federal OSHA regulations and specified in the Area Contingency Plan. The SSHP, at minimum, addresses, includes, or contains the following elements: health and safety hazard analysis for each site task or operation, comprehensive operations workplan, personnel training requirements, PPE selection criteria, site-specific occupational medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings (tailgate meetings, initial and as needed), pre-operations commencement health and safety briefing for all incident participants, and quality assurance of SSHP effectiveness.

**SITUATION UNIT** - Functional unit within the Planning Section responsible for collecting, organizing, and analyzing incident status information, and for analyzing the situation as it progresses. Reports to the Planning Section Chief.

**SOURCE CONTROL** - Actions necessary to control the spill source and prevent the continued release of oil or hazardous substance(s) into the environment.

**SPAN OF CONTROL** – Span of Control means how many organizational elements may be directly managed by one person. Span of Control may vary from three to seven, and a ratio of one to five reporting elements is recommended.

**STAGING AREA** - The location where incident personnel and equipment are staged awaiting tactical assignment.

**STAKEHOLDERS** - Any person, group, or organization affected by, and having a vested interest in, the incident and/or the response operation.

**STATE ON-SCENE COORDINATOR (SOSC)** - The pre-designated State On-Scene Coordinator.

**STRATEGY** - The general plan or direction selected to accomplish incident objectives.

**STRIKE TEAM** - Specified combinations of the same kinds and types of resources, with common communications and a leader.

**SUPERVISOR** - The ICS title for individuals responsible for directing the activities of a Division or Group.

**SUPPLY UNIT** - Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

**SUPPORT BRANCH** - A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, Ground Support, and Vessel Support Units.

**SUPPORTING MATERIALS** - Refers to the several attachments that may be included with an Incident Action Plan (e.g., communications plan, map, site safety and health plan, traffic plan, and medical plan).

**TACTICAL DIRECTION** - Directions given by the Operations Section Chief including: the tactics appropriate for the selected strategy; the selection and assignment of resources; tactics implementation; and performance monitoring for each operational period.

**TACTICS** – Deploying and directing resources during an incident to accomplish the desired objective.

**TASK FORCE** - A group of resources with common communications and a leader assembled for a specific mission.

**TECHNICAL SPECIALISTS** - Personnel with special skills who can be used anywhere within the ICS organization.

**TEMPORARY FLIGHT RESTRICTIONS (TFR)**- Temporary airspace restrictions for non-emergency aircraft in the incident area. TFRs are established by the FAA to ensure aircraft safety and are normally limited to a five-nautical-mile radius and 2000 feet in altitude.

**TIME UNIT** - Functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

**UNIFIED COMMAND (UC)** - A unified team which manages an incident by establishing a common set of incident objectives and strategies. This is accomplished without loss nor abdication of agency nor organizational authority, responsibility, nor accountability.

**UNIT** - The organizational element having functional responsibility for a specific incident planning, logistic, or finance/administration activity.

**VESSEL SUPPORT UNIT** - Functional unit within the Support Branch of the Logistics Section responsible for implementing the Vessel Routing Plan; for fueling, maintaining, and repairing vessels and other vessel support equipment; and coordinating transportation on the water and between or among shore resources.

**VOLUNTEER** - Any individual accepted to perform services by an agency which has the authority to accept volunteer services. A volunteer is subject to the provisions of the authorizing statute or regulations.

**DOT X Ref**

**EPA X Ref**

**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

**COMPANY CORE PLAN**

**SECTION 18**

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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

**SECTION 18 EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

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**PURPOSE**

The purpose of this procedure is to:

- A. Provide guidelines for design, execution and evaluation of release response exercises
- B. Check the accuracy and logic of information contained in the Emergency Response Plan (ERP)
- C. Familiarize Team members with their ERP's contents and their assigned roles
- D. Verify that resources required for a successful response can be obtained and integrated
- E. Comply with the National Preparedness Response Exercise Program (PREP)
- F. Comply with the following Federal and State regulations:
  - 33 CFR 154, USCG, Marine Transportation Related Facilities – Transfer To/From Vessels
  - 40 CFR 112, Non Transportation Related On Shore Facilities (SPCC Facilities)
  - 49 CFR 194, Response Plans for Onshore Oil Pipelines
  - 49 CFR 192, Emergency Response and Recordkeeping
  - 49 CFR 195, Transportation of Hazardous Liquid by Pipeline
  - 30 CFR 254, Offshore Facilities Including Associated Pipelines
  - In California only, CCR Title 14 (Division 1, Subdivision 4)
  - In Oregon only, OAR 340-47-200(3) and OAR 340-47-150-27
  - In Washington only, Chapter 173-182 WAC

**SCOPE****Personnel Covered by this Procedure**

This procedure applies to all personnel, Company or contractor, involved in planning, executing or evaluating emergency response exercises for the Company.

**Activities Covered by this Procedure**

This procedure covers Qualified Individual (QI) Notification, Tabletop Exercises and Equipment Deployment Exercises initiated and developed by Company personnel. Combinations of these three exercise types may also be conducted utilizing this procedure. This procedure is intended to be used as a guideline. Deviations from the instructions may be appropriate in some cases to more effectively exercise the ERP and the Team. These deviations should be discussed with HES.

This procedure may also be used when conducting exercises with other Company operating companies, other companies and government agencies.

### Exemptions from this Procedure

This procedure does not address the schedule of exercises that a facility must conduct in order to satisfy regulatory requirements.

This procedure is not adequate for conducting large complex exercises such as Area PREP exercises. Consult with HES if there is any doubt whether the exercise to be conducted is too large or complex to use this procedure.

### PREREQUISITES

#### Training/Personnel Requirements

Exercise participants must have completed the level of HAZWOPER training that is required for their specific role in the exercise. Participants must carry current HAZWOPER cards during the exercise. Formal training on this procedure is not required. HES will typically assist the Exercise Design Coordinator in use of this procedure.

#### Other Requirements

Obtain permission from property owners if the exercise could impact them.

Before conducting Tabletop and Equipment Deployment Exercises notify government agencies as described in this plan.

**In California Note:** For Office of Spill Prevention and Response (OSPR) regulated facilities: Notify and invite the OSPR Administrator of each exercise by letter according to the following minimum notification periods:

Annual Tabletop (In state)	30 days
Tabletop (out of state)	90 days
Semi-Annual Equipment Deployment	30 days
Full scale combination exercise	60 days
Triennial	60 days
Internal unannounced exercise	30 days

## EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)

## COMPANY CORE PLAN

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**Northwest Area Contingency Note:** For all facilities subject to the Northwest Area Contingency Plan (Washington, Oregon, Idaho), an annual exercise schedule must be submitted to the Washington Department of Ecology at [www.ecy.wa.gov/programs/spills/forms/drillform.htm](http://www.ecy.wa.gov/programs/spills/forms/drillform.htm). This schedule will then be distributed to State and Federal agencies, which have emergency preparedness responsibility. Changes to the schedule should be provided at least quarterly.

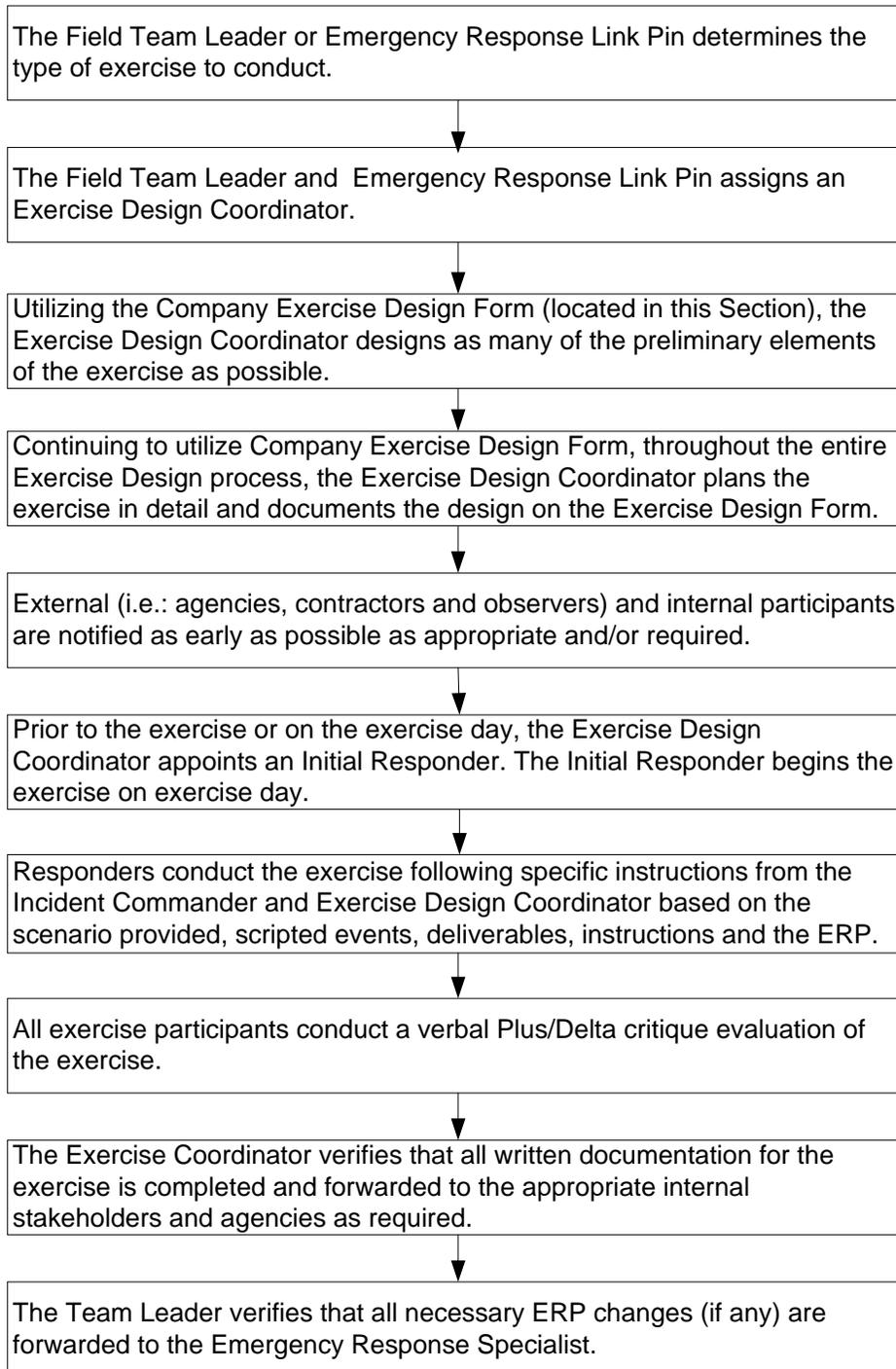
**In Oregon Note:** Notify the State Emergency Response Coordinator 90 days in advance of scheduled deployment exercises. During a three-year cycle, notify the State Emergency Response Coordinator 90 days in advance of at least one Tabletop Exercise, which involves a sustained or major incident. The State has the option of attending the exercise, providing a critique and/or accepting the exercise as complying with State requirements.

**In Washington Note:** Notify the Department of Ecology per the scheduling instructions below. The Department of Ecology should be involved in exercise design and deliverables and will provide an Observer and/or Evaluator during the exercise as well as a critique to determine whether the exercise meets State regulations.

<b>Washington Type of Drill</b>	<b>Scheduling Instructions</b>
Tabletop Drills (one in each year of the cycle)	Must be scheduled at least 60 days in advance, except the worst-case discharge scenario at least 90 days in advance.
Deployment Drill (two per year)	Scheduled at least 30 days in advance.
Ecology initiated Unannounced Drill	No notice.

## PROCESS OVERVIEW

## PROCESS OVERVIEW



02/08/05

## INSTRUCTIONS

### Select Type of Exercise

The Team Leader or Emergency Response Link Pin determines the type of exercise required. The Team's exercise schedule should be utilized to select a QI Notification Exercise, Tabletop Exercise or Equipment Deployment Exercise. See Section 12, Training and Drills of the Core Plan for a description of each exercise.

**Note:** Two or more types of exercises may be combined into a single exercise as long as adequate documentation is kept of the types of exercise incorporated.

If a QI Notification Exercise is selected, refer to the instructions located in this section. If a Tabletop or Equipment Deployment Exercise is selected, proceed to following step.

### Assign an Exercise Design Coordinator

The Team Leader or Emergency Response Link Pin designates an Exercise Design Coordinator to help design and arrange for facilitation of the exercise.

**Note:** If possible the Exercise Design Coordinator should not participate as a Response Team member, however from time to time participation may be necessary to fill a role in the Incident Command System.

### Preliminary Exercise Design

**Note:** Preliminary exercise design should be a fairly simple scoping.

- Work through the Exercise Design Form by hand or electronically completing as many design elements as possible based on your current knowledge.
- Attempt to check off as many of the Prep Objectives for each exercise as possible.
- Keep the Exercise Design Form in an accessible location (hard copy or electronic) since you will be utilizing this form to complete the remainder of the exercise design process.

**Note:** When designing the exercise, take into consideration the probability of the event, risk if the event were to occur, experience of the participants, and the required exercise schedule.

### Ongoing and Final Exercise Design

(Use the same Exercise Design Form to continue ongoing and final Exercise Design.)

As information becomes available, continue to work through the Exercise Design Form attempting to complete as many Exercise Design Elements as necessary.

## Scenario

Develop a scenario comprised of a paragraph or two, which will adequately describe the scenario and allow the selected objectives to be met and exercised. Some items to consider are:

1. Do you want a spill or gas release?
2. How will the spill or gas release occur?
3. Where does the release need to go to demonstrate response functions?
4. What control events need to be part of the exercise to obtain desired results? (i.e.: weather, media coverage, etc.)

**Caution:** All documents should include the words “This is an exercise.”

Additional items for consideration:

1. If possible, prepare some scripted inject cards to give to participants during the exercise that will help to keep the exercise flowing and allow the objectives to be accomplished.
2. For Equipment Deployment Exercises, consult with HES to determine the types and quantities of equipment that must be deployed to satisfy the minimum requirement.
3. When selecting the exercise participants, consider whether members of other Teams, regulatory agencies, HES, Public Affairs, Spill Removal Organizations (OSRO’s), CoOp’s, Company World Wide Spill Response Team members, community members, press members, other pipeline companies, railroad operators, utility companies, customers that tie into pipeline, etc. should act as participants, observers, facilitators, or evaluators. See this plan for required notification timeframes.

**Note:** Participation by local fire, police, DOT, State Fire Marshal, State Spill Agencies and other appropriate public officials satisfies the liaison requirements in 49 CFR 195.

4. When you finalize the location for the exercise verify that arrangements are made for necessary materials and accommodations (food, lodging, radios, maps, Emergency Response Plans, etc.).
5. Determine the ground rules for the exercise. You can record your ground rules on the last page of the Exercise Design Form. Some examples of ground rules are to consider:
  - All documents must state, “*This is an exercise.*”
  - All external exercise communications (i.e.: radio, phone) must begin and end with the phrase “*This is an exercise.*”
  - Will real time be used?
  - Will resources actually be mobilized?

## EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)

## COMPANY CORE PLAN

## SECTION 18

- Will notifications be actual or simulated?
  - Will controlling events be introduced during the exercise?
  - What types of safety instructions are required for participants?
6. Prepare the following information before conducting the exercise to provide instructions for the participants:
- Completed ICS organizational chart (optional)
  - Safety instructions and list of required safety equipment
7. If Controllers, Evaluators or Facilitators are utilized for the exercise, verify that the following information is passed on to the persons assigned to these functions (this information should not be issued to the Response Team):
- Sequence of events
  - Scripted events
  - Anticipated responses
  - How the exercise will be terminated
  - Review the checklist on the Exercise Design form
8. Notify agencies and outside entities as needed or appropriate, requesting that all parties maintain the confidentiality required for a realistic evaluation and testing of response elements.

**Execute the Exercise**

*Begin the exercise with a safety message, emphasize that no actions should be undertaken which will jeopardize the safety of any of the participants, and emphasize that any participants are empowered to cause an exercise timeout if an unsafe condition develops.*

- 1 The Exercise Design Coordinator should explain the process of the day (i.e.: exercise deliverables and the agenda/these items should be easy to access since they were part of the Exercise Design Form).
- 2 The Exercise Design Coordinator begins the event by turning over exercise play to the Initial Responder or the Incident Commander, depending on the scenario.
- 3 The Initial Responder begins by
  - Ensuring his or her own safety
  - Initiating role played assessment and mitigation of potential impacts of those in immediate danger
  - Initiating role played abnormal and emergency procedures per the System and Facility manuals
  - Recording events in the Incident Event Log

- 4 The Initial Responder notifies the Incident Commander. The Incident Commander should be someone who would normally fill the role during the type of incident being exercised. The Incident Commander documents the notification.
- 5 The Initial Responder performs an initial assessment of the size, scope, protection priorities, and, expected duration, and reports them to the Incident Commander. The Incident Commander and the Initial Responder conduct a resource evaluation that should consider the following needs for the first two days of the response:
  - Contract/CoOp equipment and manpower
  - Company resources including members of: other Teams, Support Groups, HES, and Procurement Services
  - Company resources including other OpCO's, Worldwide Spill Response Team, and Functional Teams
- 6 The Response Team establishes a Command Post and Staging Area. These may be pre-established.
- 7 The Incident Commander implements the Incident Command System (ICS). Using the Incident Command Organization Chart found on ICS Form 201, the Incident Commander or designated scribe writes down the names of the participants in their appointed ICS roles. At a minimum, the following positions should be filled:
  - Incident Commander
  - Safety Officer
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Public Information Officer

If agencies are participating in the exercise, appoint a Liaison Officer to integrate the agencies into the Incident Command System.

Continue to update the ICS organization chart and complete the ICS 201 Form throughout the initial period of the event. If pre-assigned roles have been designated in the Incident Command structure, then those individuals should fill their assigned roles.

- 8 The Incident Commander reviews the scenario with the Section/Unit Leaders. The Incident Commander establishes the objectives of the response (Incident Design Form objectives can be utilized). The Incident Commander verifies that the USCG Incident Management Handbook (IMH) Operational Planning Cycle P (Section 6 of this Core Plan) will serve as the exercise guide. The Incident Commander may also give specific directions to individual Response Team members. The Section/Unit Leaders in turn brief their groups.

## EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)

## COMPANY CORE PLAN

## SECTION 18

- 9 Before proceeding further with the exercise, each Response Team member with an assigned role in the Incident Command System should read their duties per the USCG IMH. Each Response Team member is responsible for understanding and following their roles as described in the USCG IMH and exercise instructions.
- 10 Following the Operational Planning Cycle P, the Incident Commander directs the Planning Section Chief to establish a schedule for meetings to be conducted during the day. The Incident Commander also:
  - Provides a description of how far into the Operational Planning Cycle P process the exercise will precede
  - Ensures the Safety Officer begins a Job Site Safety Plan
  - Ensures completion of notifications per the ERP
- 11 Each ICS Organizational Section then follows the specific instructions from the Incident Commander and the USCG IMH.
- 12 The Planning Section Chief verifies that a meeting schedule is developed and the Operational Planning Cycle P process remains on track for the duration of the exercise.
- 13 Continue to repeat the above cycle until the Exercise Design Coordinator terminates the event.

**Evaluate the Exercise**

- 1 Conduct a transparent Plus/Delta at the end of the exercise day. Capture lessons learned items during this process.
- 2 Evaluate the exercise design. Did the exercise, as designed, allow the objectives to be met? The evaluation may be done by the entire Response Team for small exercises or by the Exercise Design Team if applicable.
- 3 Ensure completion of a training roster, which includes each of the exercise participants.
- 4 Develop an action plan for items to be improved upon, e.g., ERP modifications, additional exercising, response equipment purchase, coaching Team members, etc.
- 5 Complete the required exercise documentation located in this section for each type of exercise and file copies per the current Company process.

## ROLES AND RESPONSIBILITIES

- 1 The Exercise Design Coordinator is responsible for:
  - Designing the exercise
  - Delegating specific exercise design tasks to other Team members and Support Team members
  - Facilitating the exercise including controlling the flow of the event
  - Appointing additional people to assist in facilitating the event, as needed
  - Inviting all exercise attendees
  - Facilitating the Plus/Delta at the end of the exercise and capture Lessons Learned
  
- 2 The Exercise Participants are responsible for:
  - The safety of all participants
  - Performing exercise deliverables and competing the ICS tasks identified in the USCG IMH as if the event were a real release
  - Documenting their activities during the event
  - Participating in the Plus/Delta and Lessons Learned verbal critique
  
- 3 The Team Leader is responsible for:
  - Ensuring that release response exercises are safely planned, executed, documented, and evaluated
  - Ensuring that all action items from the evaluation are completed
  - Designating an Exercise Design Coordinator
  - Maintaining facility and Team exercise files
  - Ensuring that all ERP modifications resulting from exercise findings are forwarded to the Emergency Response Specialist
  
- 4 HES is responsible for:
  - Providing regulatory guidance on exercise requirements
  - Providing guidance on the frequency and type of exercises required for each Team
  - Providing resources to assist in the design, execution and evaluation of exercises if requested
  - Making necessary changes to the Emergency Response Plan

## REPORTING REQUIREMENTS

In California, for OSPR regulated facilities: The Exercise Design Coordinator must submit a one-page form to the Administrator requesting credit for the exercise. The OSPR form is located on their web site at: [www.dfg.ca.gov/ospr](http://www.dfg.ca.gov/ospr).

In the event that the Tabletop Exercise is meant to satisfy the BSEE or Annual SMT Drill requirements under 30 CFR Part 254, the Exercise Design Coordinator must submit a formal notice to the BSEE 30 days prior to the commencement of the exercise in order to allow the BSEE the opportunity to attend.

## QI NOTIFICATION EXERCISE

### BSEE Only

The BSEE QI Notification Drill must be conducted on an annual basis. Furthermore, this exercise must be conducted outside of normal business hours. First, make contact (telephone, fax, pager, radio) with the following groups. All contacts must be acknowledged. Record contacts on the Incident Event Log.

- Team Leader or Immediate Spill Response Team Member as designated by Team Leader
- Control Center (optional)
- HES Hotline number (877-863-5196)

### Washington and Oregon Only

Make contact (telephone, fax, pager, radio) with the following groups. All contacts must be acknowledged. Record contacts on the Incident Event Log.

- Team Leader or Immediate Spill Response Team Member as designated by Team Leader
- Control Center (optional)
- HES Hotline number (877-863-5196)

### California OSPR Regulated Facilities Only

Make contact (telephone, fax, pager, radio) with the following groups. All contacts must be acknowledged. Record contacts on the Incident Event Log.

- Team Leader or Immediate Spill Response Team Member as designated by Team Leader
- Control Center (optional)
- Profit Center Manager (optional)
- HES Hotline number (877-863-5196)
- Primary response contractors (OSRO)

**All Others**

Make contact (telephone, fax, pager, radio) with the following groups. All contacts must be acknowledged. Record contacts on the Incident Event Log.

- Team Leader or Immediate Spill Response Team Member as designated by Team Leader
- Control Center (optional)
- Profit Center Manager (optional)
- HES Hotline number (877-863-5196)

**DOCUMENTATION AND RECORD RETENTION****Required Documentation**

- 1 The Notification Exercise and ERP Contact Verification Form located in this section is used to document the QI Notification Exercise.
- 2 Documentation for Tabletop and Equipment Deployment Exercises consists of the following items:
  - Training roster
  - Completed Exercise Design Form, which includes a written description of the scenario
  - Completed ICS Form 201
  - Required internal or external documentation listed in this ERP
  - Completed Job Site Safety Plan
  - Plus/Delta
  - Action item list
  - List of ERP changes, if any, forward to ER Specialists

**Documentation Storage and Retention Time**

- 1 The documentation package for each exercise must be retained at the Team office for a minimum of five years.
- 2 Copies of the following must be sent to the L&D coordinator. The L&D coordinator will enter the appropriate information in the Knowledge Plant, under Emergency Response Spill Exercises.
  - Training roster

## Description of Prep Objectives

### Exercise Elements and Objectives

#### 1. Notifications

The objective is to demonstrate the Field Team's ability to implement proper notification procedures.

#### 2. Staff Mobilization

The objective is to demonstrate the Field Team's ability to mobilize the Spill Response Organization.

#### 3. Unified Command

The objective is to demonstrate the Field Team's ability to implement Unified Command in cooperation with Federal, State and Local agencies.

#### 4. Incident Command System

The objective is to demonstrate the Field Team's ability to operate within the Incident Command System as described in the Emergency Response Plan.

#### 5. Discharge Control

The objective is to demonstrate the Field Team's ability to develop and implement a discharge control plan and utilize the guidelines established in the ERP, General Procedures and System/Facility Emergency Operating Procedures manuals.

#### 6. Assessment

The objective is to demonstrate the Field Team's ability to provide initial and continuing assessment of the release using the guidelines established in the Emergency Response Plan.

#### 7. Containment

The objective is to demonstrate the Field Team's ability to enter a contaminated area and stop the discharge at the source using guidelines established in the Emergency Response Plan and other Company procedures manuals. Either Equipment Deployment or Tabletop Exercises may be used to accomplish this objective.

## **8. Recovery of Spilled Material**

The objective is to demonstrate the Field Team's ability to recover the discharged volume using the guidelines established in the Emergency Response Plan. Either Deployment or Tabletop Exercises may be used to accomplish this objective.

## **9. Protection**

The objective is to demonstrate the Field Team's ability to protect people, property and the environment identified in the Emergency Response Plan and the Area Contingency Plan.

## **10. Disposal**

The objective is to demonstrate the Field Team's ability to properly manage wastewater and recoverable product as identified in the Emergency Response Plan.

## **11. Communications**

The objective is to demonstrate the Field Team's ability to establish effective communications as identified in the Emergency Response Plan.

## **12. Transportation**

The objective is to demonstrate the Field Team's ability to provide effective transportation for all aspects of a release response.

## **13. Personnel Support**

The objective is to demonstrate the Field Team's ability to provide the necessary personnel support during a release response.

## **14. Equipment and Maintenance Support**

The objective is to demonstrate the Field Team's ability to provide the necessary support of equipment used during a release response.

## **15. Procurement**

The objective is to demonstrate the Field Team's ability to establish an effective procurement system during a release response.

**16. Documentation**

The objective is to demonstrate the Field Team's ability to establish an effective documentation system within the release response organization.

**EXERCISE PLANNING CHECKLIST**

1. Have required agency notifications been completed?
2. Will the exercise achieve the desired results stated in your objectives?
3. Has your scenario been reviewed by an insider for realism/probability?
4. Has a contingency plan been developed for unexpected events such as bad weather, operational emergencies, radio transmissions picked up by others, etc?
5. Are a sufficient number of facilitators and equipment available to control and document the exercise?
6. If this is an Unannounced Exercise, has the element of surprise been maintained?
7. Have you visited the prospective hypothetical site?
8. Have you evaluated/eliminated actual hazards from the exercise?
9. Will the exercise cause a significant disruption to critical operations?
10. Are instructions clear and adequate so participants know exactly what is expected of them?
11. Has upper management of affected organization(s) been notified?
12. Have affected property owners, businesses and residents been notified?
13. Are props necessary to meet the objectives?
14. Has a location and time been established for the exercise evaluation?
15. Do you have an understanding of the correct procedures that should have been followed, so you can lead a discussion regarding lessons learned?
16. Has a historian been appointed for the evaluation meeting?

**GLOSSARY**

**ACP:** Area Contingency Plan. Response plan prepared by government agencies for a specific geographic region. These plans may include additional protection requirements.

**Announced:** An exercise where the participants know the scenario in addition to the date, time and location in advance of the exercise.

**DOT:** Department of Transportation

**Equipment Deployment Exercises:** Equipment Deployment Exercises involve mobilization and deployment of resources to a release scenario. Representative types and amounts of equipment are deployed and operated in their normal operating medium. Only reusable release response equipment (such as booms, skimmers, pumps, vacuum trucks, boats, etc.) need be deployed. These exercises are intended to give Response Team members practice with response equipment.

Additionally, this exercise will present an opportunity to inspect deployment equipment and record inspection findings on the Equipment Deployment/Inspection Form provided in this section.

**IC:** Incident Commander

**ICS:** Incident Command System

**IMH:** U.S. Coast Guard Incident Management Handbook

**NIMS:** National Incident Management System

**Notification Drills:** Drills designed to verify that contact can be made between facility personnel and the QI listed in the Response Plan.

**OPA 90:** Pollution Act of 1990

**OSPR:** Office of Spill Prevention and Response, California Department of Fish and Game

**OSRO:** Spill Removal organization

**PREP:** National Preparedness for Response Exercise Program Guidelines

**QI:** Qualified Individual is the person who has authority to activate OSRO's, act as liaison with On Scene Coordinator(s), and obligate funds required to effectuate response activities. This person is typically the same as the Incident Commander and is often the Team Leader.

**Qualified Individual Notification Drills:** Qualified Individual Notification exercises verify that contact can be made with a QI.

**Tabletop Exercise:** A Tabletop Exercise is an activity where a response team gathers together to play out and discuss response actions to be taken to a given scenario using their emergency response plan. Tabletop Exercises are typically conducted in a conference room, although they may also be conducted off-site in a field location.

**Unannounced Exercise:** An exercise where the participants do not know the scenario in advance of the exercise, but may know the date, time and location.

**EXERCISE DESIGN FORM**

Exercise Design Coordinator(s)																	
Scheduled Date(s) of Exercise																	
Location of Exercise																	
Type of Exercise	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> QI Notification</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Equipment Deployment</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Tabletop</td> <td style="border: none;"><input type="checkbox"/> Area Exercise</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Unannounced</td> <td style="border: none;"><input type="checkbox"/> Government-led PREP Exercise</td> </tr> </table>	<input type="checkbox"/> QI Notification	<input type="checkbox"/> Equipment Deployment	<input type="checkbox"/> Tabletop	<input type="checkbox"/> Area Exercise	<input type="checkbox"/> Unannounced	<input type="checkbox"/> Government-led PREP Exercise										
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<input type="checkbox"/> Other _____																	
<input type="checkbox"/> Other _____																	

List Local, State and Federal Agencies and OSRO's you wish to invite:

<input type="checkbox"/>	Fire Department(s):	Name of Agency	Contact	Telephone Number
--------------------------	---------------------	----------------	---------	------------------


<input type="checkbox"/>	State Spill Response Agency:
--------------------------	------------------------------


<input type="checkbox"/>	Federal Response Agency(s):
--------------------------	-----------------------------


<input type="checkbox"/>	Additional agencies you wish to invite:
--------------------------	---


<input type="checkbox"/>	Oil Spill Removal Organizations (OSRO's):
--------------------------	---


Brief paragraph(s) describing the Exercise scenario:



Initial Response Team ICS Organization

">	Position	Name	Telephone Number
<input type="checkbox"/>	Incident Commander	_____	_____
<input type="checkbox"/>	Deputy IC	_____	_____
<input type="checkbox"/>	Safety Officer	_____	_____
<input type="checkbox"/>	Liaison Officer	_____	_____
<input type="checkbox"/>	Operations Section Chief	_____	_____
<input type="checkbox"/>	Logistics Section Chief	_____	_____
<input type="checkbox"/>	Planning Section Chief	_____	_____
<input type="checkbox"/>	Finance Section Chief	_____	_____
<input type="checkbox"/>	Public Information Officer	_____	_____
<input type="checkbox"/>	Documentation Unit Leader	_____	_____
<input type="checkbox"/>	Resources Unit Leader	_____	_____
<input type="checkbox"/>	Environmental Unit Leader	_____	_____
<input type="checkbox"/>	_____	_____	_____
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<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

Controllers, Evaluators, Facilitators, Observers you wish to invite:

Name	Agency or Company	Role (Controller, Evaluator, Facilitator and so forth)	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Suggested lodging or other logistical notes for Exercise attendees:

	Lodging _____
	Nearest Airport _____
	_____
	_____
	_____
	_____
	_____
	_____

Anticipated Exercise planning meetings:

When	Where	Meeting or Teleconference
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will additional Exercise Design persons be needed?       Yes       No

Name	Company	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attachments as necessary:

<input type="checkbox"/> Command Post Floor Plan	<input type="checkbox"/> Trajectories
<input type="checkbox"/> Scenario Map Sketch	<input type="checkbox"/> ACP's

Scenario map sketch:



Command Post floor plan sketch:

Additional notes or comments and supplies needed:



DOT X Ref

EPA X Ref

## EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)

COMPANY CORE PLAN

SECTION 18

**Spill Management Team Tabletop Exercise**

Location: \_\_\_\_\_ Date(s) performed: \_\_\_\_\_

Team(s): \_\_\_\_\_

Exercise or actual response? \_\_\_\_\_

If an exercise, announced or unannounced? \_\_\_\_\_

Location of tabletop: \_\_\_\_\_

Time started: \_\_\_\_\_ Time completed: \_\_\_\_\_

**Response plan scenario used (check one):**

- Average most probable discharge
- Maximum most probable discharge
- Worst case discharge

Size of (simulated) release (bbls): \_\_\_\_\_

**Describe how the following objectives were exercised:**

Spill Management Team's knowledge of release response plan:

--

Proper notifications:

--

**Communications system:**

Spill Management Team's ability to access contracted release removal organized:

- Yes       No

The following OSRO's were successfully contacted and utilized during the response:

--

Additional non-OSRO contract resources were contacted and utilized from the following organizations:

--

**Spill Management Team's ability to coordinate release response with On-Scene Coordinator, State and applicable agencies:**

Unified Command was established with (Names of participating agencies):

Attach Unified Command Organization Chart

Were Unified Command meetings held?  Yes  No

Were Incident Action Plans developed and approved by the Unified Command?

Yes  No

Additional agencies that participated on-scene included:

**Spill Management Team's ability to access sensitive site and resource information in the ERP or Area Contingency Plan:**

List sensitive areas or GRP's accessed:

**Identify which of the objective(s) of your response plan were exercised during this particular exercise:**

- |  |  |
|--|--|
| <input type="checkbox"/> Notifications           | <input type="checkbox"/> Protection                        |
| <input type="checkbox"/> Staff Mobilization      | <input type="checkbox"/> Disposal                          |
| <input type="checkbox"/> Incident Command System | <input type="checkbox"/> Communications                    |
| <input type="checkbox"/> Unified Command System  | <input type="checkbox"/> Transportation                    |
| <input type="checkbox"/> Discharge Control       | <input type="checkbox"/> Personnel Support                 |
| <input type="checkbox"/> Assessment              | <input type="checkbox"/> Equipment maintenance and support |
| <input type="checkbox"/> Containment             | <input type="checkbox"/> Procurement                       |
| <input type="checkbox"/> Recovery                | <input type="checkbox"/> Documentation                     |

(Certifying signature on next page)

DOT X Ref

EPA X Ref

**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)****COMPANY CORE PLAN****SECTION 18**

I hereby certify that this response/exercise has been conducted in a manner sufficient to satisfy The National Preparedness for Response Exercise Program (PREP) Guidelines in order to satisfy the requirements of 30 CFR 254, 33 CFR 154, 40 CFR 112, and 49 CFR Parts 192 and 194.

---

 Certifying Signature

Title

Date

Retain completed forms for a minimum of 3 years (for USCG/PHMSA/BSEE) or 5 years (for EPA).

Response Equipment Deployment Exercise/Testing/Inspection

Location: \_\_\_\_\_ Date(s) performed: \_\_\_\_\_

Team(s): \_\_\_\_\_

Exercise or actual response? \_\_\_\_\_

If an exercise, announced or unannounced? \_\_\_\_\_

Deployment location(s): (list or attach sketch)

[Empty box for deployment location details]

Time started: \_\_\_\_\_ Time completed: \_\_\_\_\_

Equipment deployed was:

- Facility-owned
OSRO-owned. If so, which OSRO? \_\_\_\_\_

List type and amount of all equipment (e.g., boom and skimmers) deployed and inspected and number of support personnel employed:

[Large empty box for equipment and personnel details]

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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)****COMPANY CORE PLAN****SECTION 18**

Describe goals of the equipment deployment and list any Area Contingency Plan strategies tested. (Attach a sketch of equipment deployments and booming strategies):

Attach description of lesson(s) learned and person(s) responsible for follow up of corrective measures.

---

 Certifying Signature

Title

Date

Retain completed forms for a minimum of 3 years (for USCG/PHMSA/BSEE) or 5 years (for EPA).

**CHEVRON FUNCTIONAL & WORLDWIDE TEAM  
RESOURCES**

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## CHEVRON FUNCTIONAL &amp; WORLDWIDE TEAM RESOURCES

## COMPANY CORE PLAN

## SECTION 19

**SECTION 19 CHEVRON FUNCTIONAL & WORLDWIDE TEAM RESOURCES**

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**EMERGENCY RESPONSE RESOURCE SHEET****ADVISORY & RESOURCE TEAM - INTERNAL**

**DESCRIPTION:** The Advisory & Resource Team can provide expert advice during the initial stages of an incident and assist in marshalling a wide variety of internal and external resources as needed. The team is composed of a management representative from the impacted operating company and experts in emergency response, ecology, law, public affairs, safety and health, and if needed, marine transportation.

Once activated, Members are prepared to arrive at their local commercial airport within two hours of notification. The Team will report to the Incident Commander upon arrival at the incident.

**HOW TO ACCESS:** To activate the team, call the Chevron Emergency Information Center at 1-800-231-0623 or 1-510-231-0623 and ask to speak to the Corporate Emergency Response Staff Duty Contact.

**ADDITIONAL INFORMATION:** The Advisory & Resource Team is organized to function only during the initial stage of an incident. As the response progresses, the responding organization may request individual members to become part of the local response team.

Team members who may respond to foreign incidents are prepared to travel internationally on short notice. They have passports and inoculations recommended by the Medical Staff.

The emergency response, safety and health, and ecology team members have received the required level of HAZWOPER training for their expected duties.

**EMERGENCY RESPONSE RESOURCE SHEET****INTERNAL****AIR DISPERSION MODELING (ETC)**

**DESCRIPTION:** During a fire, gaseous release or explosion, the Loss Prevention Unit can provide technical consulting services and interface with agencies conducting “real-time” air dispersion modeling. “Real-time” modeling is recommended only during incidents that are expected to continue for several hours or days such as a sour gas/crude well blow-out an extended flaring event, or a large tank fire. Air dispersion modeling can help estimate the potential impacts of such incidents on the facility and surrounding community.

**HOW TO ACCESS:**

During regular work hours contact the team directly:

<b>Name</b>	<b>Office</b>
<b>W. W. (Wilbert) Lee</b>	<b>510/CTN 242-9330</b>
<b>R. (Rick) Welty</b>	<b>510/CTN 200-7192</b>

After hours call Chevron Emergency Information Center (CEIC) at 1-**800-231-0623** or 1-**510-231-0623**. They will be able to place you in contact with a Loss Prevention Unit member.

Alternatively, contact the Emergency Response Staff (see Emergency Response Staff Resource Sheet) which will in turn notify the Loss Prevention Unit personnel.

**ADDITIONAL INFORMATION:**

The Team is available for conducting studies during pre-planning. Various hypothetical scenarios can be evaluated, potential hazard zone information developed and response actions planned in advance. For most short-term incidents, this is the preferred option. Procedures are developed and refined in well-designed studies as opposed to during an emergency when incorrect information can produce flawed and potentially unsafe recommendations.

The Process Risk Team expertise includes predicting the extent of flammable vapors, dispersion of toxic vapors/gases, radiant heat from jet/pool fires, radiant heat from a BLEVE, and the extent of blast over-pressure impacts from an explosion.

The Team can also provide support services in post-incident investigation (re-creation and simulation), litigation, and reporting.

**EMERGENCY RESPONSE RESOURCE SHEET****CHEMNET - EXTERNAL**

---

**DESCRIPTION:** CHEMNET is a mutual aid network intended to provide technical expertise and assistance at the scene of a Chemical Distribution Incident (CDI) in the USA when the shipper cannot respond promptly. A CDI can involve any material including petrochemical intermediates, products and wastes. CHEMNET may also be used to identify companies capable of supplying HAZWOPER trained personnel for oil spill response.

Once at the scene, as directed by Chevron, the CHEMNET responder will provide technical advice and assistance to reduce the severity of the incident and/or determine the status of the incident and report back to Chevron.

Response will be by "For-Hire Contractors" meeting criteria set by the American Chemistry Council (formerly CMA). The initial commitment is for the first 24-hours. Chevron is obligated to send its own qualified representatives to the scene as soon as practicable or make other arrangements for a continued response.

**HOW TO ACCESS:**

Call CHEMTREC at its 24-hour number:  
**800-424-9300**

Provide your name, company, phone number, details of the incident and indicate that you wish to activate CHEMNET. The CHEMTREC Communicator will then discuss possible response contractors with you and set up a 3-way teleconference to get the response underway.

A Chevron representative must be available for contact by the response contractor and provide advice on the properties of the material(s) involved and other assistance requested. After establishing themselves at the scene of the incident, the responders will try to contact and maintain periodic communications with Chevron.

**ADDITIONAL INFORMATION:**

The American Chemistry Council (formerly CMA) via their CHEMTREC network operates CHEMNET. It was organized because of the realization that the consequences of a spill or potential release may be made less serious if a knowledgeable representative is at the scene to give advice and assistance.

If the incident cannot be resolved within 24 hours, the operating company involved must decide whether to: 1) contract with the CHEMNET Responder to continue its work, 2) bring in other third-party contractors to handle the incident, or 3) request mutual aid from other Chevron companies.

Costs for the response services will be in accordance with the current schedule of charges in effect under the CHEMNET For Hire Response Company Contract.

**EMERGENCY RESPONSE RESOURCE SHEET****CHEMTREC - EXTERNAL**

---

**DESCRIPTION:** CHEMTREC (Chemical Transportation Emergency Center) can provide emergency response information such as: chemical hazards: initial response actions to take, or medical advice for chemical and hazardous material release emergencies. The information generally is taken from MSDSs supplied by shippers. CHEMTREC will also notify the material shipper and in some cases, the manufacturer so that they can take appropriate action.

**HOW TO ACCESS:**

**Chemical Emergency:** In the United States, Puerto Rico, American Virgin Islands, Canada, and parts of Northern Mexico call CHEMTREC at their 24-hour number **800-424-9300**. Outside of these areas and ships at sea dial the International/Maritime number **703-527-3887**.

Identify yourself (name, company, and phone number), state that you have a chemical emergency and give the chemical, product or trade name of the released material. Request the desired information regarding the material or advise CHEMTREC you are reporting a chemical transportation incident. If you are reporting a chemical transportation incident, the CHEMTREC communicator will ask specific questions to initially identify the chemical involved in the incident, the location of the incident, and the shipper of the chemical.

**ADDITIONAL INFORMATION:**

CHEMTREC was established and is operated by the American Chemistry Council (formerly CMA) at its Washington, D.C. headquarters. Through Chevron Oronite Company's membership in ACC, all Chevron facilities are entitled to use CHEMTREC to provide initial emergency response information on its products and are authorized to place the CHEMTREC telephone number on its shipping papers and MSDSs.

CHEMTREC maintains a state-of-the-art computer database with more than one-million product-specific MSDSs, including MSDSs for all of Chevron Oronite's products. CHEMTREC communicators can access an MSDS in seconds, view it on-screen and immediately FAX it to the incident scene if desired.

**CHEMTREC has contracted with the San Francisco Bay Area Regional Poison Control Center for 24-hour medical emergency response assistance and support. The contract enables CHEMTREC to more promptly respond to emergency requests for medical advice.**

CHEMTREC has interpretation services for over 140 languages and can bring a skilled interpreter into the call within seconds, 24 hours a day.

**EMERGENCY RESPONSE RESOURCE SHEET****CHEVRON EMERGENCY INFORMATION CENTER (CEIC) - INTERNAL**

**DESCRIPTION:** The Chevron Emergency Information Center (CEIC) is Chevron's 24-hour single point of contact for accessing information and resources to address incidents involving ChevronTexaco and our affiliate's products and facilities. CEIC determines the appropriate expert personnel to contact within Chevron using information provided by the caller, following the "Immediate Notifications Procedure for HES Incidents" procedure, and a flowchart. CEIC immediately contacts and passes on the information about the incident to the Chevron personnel who are then responsible for further handling of the incident.

**HOW TO ACCESS:** Phone:

Inside United States and Canada	<b>1-800-231-0623</b>
Inside Area Code	<b>1-510-231-0623</b>
Outside United States	<b>1-510-231-0623</b>
Fax:	<b>1-510-242-3787</b>

**ADDITIONAL INFORMATION:** CEIC's contacts within Chevron include designated representatives from each Operating Company, the Corporate Emergency Response Staff, ETC toxicologists (HERO Team) and Corporate support staffs including Public Affairs and Law.

CEIC is operated by Chevron Business and Real Estate Services (BRES) personnel. The Center is located at the Chevron Energy Research and Technology Company's Facility in Richmond, CA.

CEIC maintains written records of each call received and summarizes these annually.

**EMERGENCY RESPONSE RESOURCE SHEET****CHEVRON FUNCTIONAL TEAMS – INTERNAL**

---

**DESCRIPTION:** Thirteen Functional Teams are available to provide expert, specialized services that are essential to support a response organization. Each team has developed a ready organization to assist an operating company in responding to incidents worldwide. Functional Teams may assemble at the incident site and/or at the operating company's headquarters or other facility. Functional Teams are augmented by contract personnel or consultants when necessary to assure worldwide coverage expertise.

The 13 Functional Teams are:

Communications	Law
Comptroller's	Public Affairs
Documentation	Purchasing
Environmental	Safety, Fire & Health
Facilities	Security
Human Resources	Transportation
Insurance/Claims	

Operating companies may activate one or as many people they feel they need for the response. When activated, team members will report to and, work directly for the organization handling the incident.

**HOW TO ACCESS:** To activate the Functional Teams, contact the Corporate Emergency Response On-Duty Person by calling CEIC at 1-510-231-0623 or 1-800-231-0623.

Team members are preauthorized to respond to a call from any operating company and are prepared to arrive at their local commercial airport within 24 hours of notification.

**ADDITIONAL INFORMATION:** Team Services. The emergency response support services which the Functional Teams can provide are summarized below.

**Communications:** Set-up and operation of an integrated communications network using radios, telecommunications, and other technology.

**Comptroller's (Finance):** Accounting, cost control, office support functions.

**Documentation:** Responsible for maintenance of accurate up-to-date incident files, (IAP) Record keeping, situation status report documentation, and administrative support. Ensures each section provides and maintains appropriate documents.

**Environmental:** Environmental impact assessment, permitting, modeling, environmental monitoring, wildlife rescue and rehabilitation, response and remediation technology (dispersants, solidifiers, bioremediation), waste management.

**Human Resources:** Staffing of the response team, direct human resources services to response team members, emergency relief assistance to affected parties.

**Insurance/Claims:** Receive and resolve third-party injury and property damage claims, management of insurance-related matters.

**Law:** Advice on actual and potential legal and liability actions from governmental agencies and third parties, verify compliance with legal requirements, and other legal support.

**Public Affairs:** Media relations, press releases, government agency and community leaders interface, advice on communication to the public, volunteer referrals.

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**EMERGENCY RESPONSE RESOURCE SHEET**

**Purchasing:** Procurement and storage of equipment and material management.

**Safety, Fire & Health:** Technical advice and direct field support on safety, industrial hygiene, fire protection, toxicology, medical support to response personnel and medical liaison with community public health authorities. Also includes three regional "Fire Strike Task Forces" that can respond to a fire or similar incident in their geographical area.

**Security:** Liaison with local law enforcement, site security, guard services, site access control, theft prevention, personal security.

**Transportation:** Transportation for personnel, equipment and supplies.

**EMERGENCY RESPONSE RESOURCE SHEET****COMMUNICATIONS EQUIPMENT - INTERNAL**

---

**DESCRIPTION:** The Communications Functional Team maintains (in Bakersfield, California) a cache of communications equipment emergency response anywhere in the world. The equipment includes a complete data network, phone systems, satellite terminals and support equipment in addition to a land/sea/air transportable communications trailer.

**HOW TO ACCESS:** Contact the [Communications Functional Team](#) directly or contact the Emergency Response Staff by contacting CEIC at (800) 231-0623.

**ADDITIONAL**

**INFORMATION:** Half the equipment is mounted in the trailer, which may be driven, loaded aboard a ship, or flown (on C-130 aircraft) to an incident. The other half is packaged in weatherproof shipping cases ready for quick transport. Each half includes a VSAT Satellite Terminal, Telephone system (75 digital and 25 analog lines), Data System with 56 LAN drops, Shared file servers for files, video, and web applications, UHF and VHF radio base stations, marine and aviation radio scanners. Trained personnel will accompany, set-up and operate the equipment.

Estimated costs for calling out the communications equipment with support personnel are: \$5,000 to air deploy the portable equipment within the United States or \$2,000 per day to drive the communications trailer on-site. On-site costs will be \$2,000 per day for the equipment and two support personnel.

To gain familiarity with the equipment and services of the Communications Functional Team, operating companies are encouraged to use this resource during drills. For a complete listing of the equipment, contact the Communications Functional Team.

**EMERGENCY RESPONSE RESOURCE SHEET****CORPORATE EMERGENCY RESPONSE STAFF - INTERNAL**

---

**DESCRIPTION:** The Corporate Emergency Response Staff is responsible for providing guidance and subject matter expertise for emergency response, crises management and business continuity. This group establishes and maintains mutual aid relationships with internal and external organizations, trains and supports emergency response teams and conducts drills to assess and improve readiness.

A member of the Corporate Emergency Response Staff will also function as the Team Leader when an Advisory and Resource Team is dispatched (see [Advisory and Resource Team Resource Sheet](#)).

**HOW TO ACCESS:** The Corporate Emergency Response Staff Duty Contact can be accessed during an emergency by calling the Chevron Emergency Information Center (CEIC - See Chevron Emergency Information Center Resource Sheet) at 1-800-231-0623 or 1-510-231-0623. During business hours, one can directly call any of the Staff members at their respective offices. The Staff members are identified in the Corporate Emergency Response Staff Intranet website (see Additional Information Section).

**ADDITIONAL INFORMATION:** Corporate Emergency Response has a website on the company's Intranet. The website can provide valuable information about the Emergency Response Staff and the internal and external resources available. The website provides information on business continuity and crises management, also. The location is:  
<http://operationalexcellence.chevron.com/ER/>

The Emergency Response Staff is part of the Corporate Health, Environment and Safety Department.

**EMERGENCY RESPONSE RESOURCE SHEET****CRAWFORD AND COMPANY - EXTERNAL**

---

**DESCRIPTION:** Crawford & Company can handle third party injury and damage claims resulting from explosions, fires, chemical releases and oil spills. They also offer a cost containment program which uses bar-coders to identify and track cleanup resources. This database is used to provide logistics reports, cost estimation reports and reconcile contractor billings through invoice review.

Crawford adjusters work under the supervision and guidance of Chevron's Insurance Division, Liability Claims group (the Insurance/Claim Functional team).

**HOW TO ACCESS:**

Crawford & Company can be activated by contacting the 24-hour emergency number **404-705-3540**. Be prepared to provide the following information:

- your name, company name
- telephone and fax number
- nature and location of the emergency
- nearest airport
- if the public has been evacuated or threatened and if so how many
- if would you like to establish an "800" claims number.

Your call will be returned within 20 min. by a Crawford Claims Specialist who will act as the point of contact and coordinator of Crawford & Company's response.

Upon activation immediately contact the Insurance/Claims Functional Team (see call-out list). The team will immediately appoint a representative to provide supervision and guidance for Crawford & Company operations.

Alternatively contact the Emergency Response Staff (see Emergency Response Staff resource sheet) or the Insurance/Claims Functional Team (see call out list), which will in turn contact Crawford & Company.

**ADDITIONAL**

**INFORMATION:** For large incidents Chevron employs Crawford & Company's "PROACT" unit which is staffed with more than 200 adjusters specially trained to handle injury and property damage claims. The adjusters will process all claims that result from the incident. Adjusters work for a representative of Chevron's Insurance Division. The Insurance Division working with the impacted OpCo will establish the claims strategy, settlement authority, data collection and reporting requirements.

Crawford's cost containment services are limited to controlling the cost of an operation as opposed to directing the actual cleanup. They do not select contractors, determine appropriate cleanup methods, or authorize work to be performed.

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**EMERGENCY RESPONSE RESOURCE SHEET****CHEVRON PARK CRISIS MANAGEMENT CENTER - INTERNAL**

**DESCRIPTION:** The Chevron Crisis Management Center (CMC) is available to the Corporate Crisis Management Team and to any operating company or corporate department crisis or emergency management team. The CMC is in Building H at Chevron Park and is available 24 hours per day and 365 days per year. By pre-arrangement, it can be used for training and exercises. The CMC is a dedicated facility that includes a central open area designed to serve as a traditional incident command post. The open area is surrounded by three conference rooms and six private offices, copy/printer and storage rooms, and a break room to support catering.

**HOW TO ACCESS:**

(b) (7)(F), (b) (3)

Any member of the Corporate Crisis Management Team can request the CMC be activated.

- Call **CEIC (510-231-0623)** and ask for someone from the Emergency Response Staff to be paged. Leave a call-back number.
- When ERS Duty Person calls back, tell them to activate the CMC.
- The CMC will normally be available for use within two hours.
- Anyone else can request the CMC be activated by following the same procedure. In such cases, someone from the Emergency Response staff will need to approve the activation.

**ADDITIONAL INFORMATION:**

**For routine inquiries about the CMC, call Michele Linton at (925-842-7407)**

**EMERGENCY RESPONSE RESOURCE SHEET****CSI AVIATION SERVICES, INC. - EXTERNAL**

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**DESCRIPTION:** CSI Aviation Services, Inc. (d.b.a. Charter Services) arranges for and coordinates air charter flights to transport Chevron's personnel or cargo worldwide in emergency response situations. CSI has representatives on call 24 hours a day who are capable of initiating a priority response and taking the actions necessary to provide aircraft charters for an emergency response operation.

**CONTACT**

**INFORMATION:** Call CSI at their 24-hour telephone number **505-761-9000**. Identify yourself (name, company, and phone number) and describe the desired services and charter requirements needed. Reference the Master Professional Service Agreement dated January 31, 1992 in your service or work order.

Main Number: (505)-761-9000  
 Fax: (505)-342-7377  
 Email: csi@csiaviation.com (non-emergency info only)  
 emergency@csiaviation.com (emergency info only)

After standard business hours (8 am to 5 pm MST) please leave a message in option #3 "Emergency Service" for an immediate call back.

**ADDITIONAL INFORMATION:**

The Master Professional Service Agreement allows any Chevron operating company, subsidiary, or affiliate to retain CSI for arrangement of air charters for oil spill preparedness and response and for routine business. Charges will be invoiced directly to the organization which uses their services.

CSI is currently the nation's largest and oldest air charter management company of its kind. Established in 1979, CSI has grown to its present position as a diversified and uniquely specialized aviation services company. Capabilities range from individual, ad hoc passenger and cargo charters to comprehensive air charter management for multiple aircraft programs to aircraft leased on an Aircraft, Crew, Insurance, and Maintenance (ACIM) and Aircraft, Insurance, and Maintenance (AIM) basis. CSI provides on-demand air charters for corporations, incentives and meetings, athletics, and government agencies. It also provides technical services under contract to twelve (12) U.S. airlines for various government contracts. Charters vary from small, executive aircraft missions, to large wide-body aircraft movements of thousands of passengers, to on-demand freighter aircraft. CSI has similar agreements in place with several oil companies and corporations worldwide.

**EMERGENCY RESPONSE RESOURCE SHEET****CULTURAL RESOURCES (HISTORIC PROPERTIES) - INTERNAL**

---

**DESCRIPTION:** Cultural Resources (Historic Properties) may be adversely affected during a spill or release and the ensuing response. Laws exist in many jurisdictions around the world protecting these sites and establishing a protocol for their preservation and treatment.

Expertise in the identification, location and conservation of these sites is available through Chevron's Environmental Functional Team and retained external consultants.

**HOW TO  
ACCESS:**

During regular work hours contact Tina Toriello of the Environmental Functional Team (EFT) directly:

**Tina Toriello**

**510/CTN 242-4036**

**or**

**External Consultant Network: URS Greiner Woodward Clyde  
Vance Bente: 510-874-3274 or 510-874-3013**

Alternatively contact the [Environmental Functional Team](#) or a member of the Emergency Response Staff (see appropriate Resource Sheets).

**ADDITIONAL  
INFORMATION:**

Tina Toriello is available for consulting to draft studies and other projects during pre-planning for potential incidents. Vance Bente and his staff of archeologists and historians have an international network of experts available to carryout studies, remediation, identification, and evaluation of cultural resources. Training for spill responders in identification and preservation of sites is also available. All are HAZMAT qualified.

**EMERGENCY RESPONSE RESOURCE SHEET****ENTRIX, INC. - EXTERNAL**

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**DESCRIPTION:** ENTRIX can provide environmental expertise during oil and hazardous material emergencies worldwide. The services can include: environmental monitoring during and after response; Natural Resource Damage Assessment (NRDA) work; ephemeral data collection; Shoreline Cleanup Assessment Teams (SCAT); habitat protection and restoration; bioremediation; training programs; and other spill remedial actions.

**HOW TO ACCESS:** ENTRIX can be activated by contacting their 24-hour emergency number **800-476-5886** or through the Emergency Response Staff (see Emergency Staff Resource Sheet). Identify yourself (name, company, and phone number), state that there has been a spill, and request that ENTRIX respond to the incident. Supply as much information as possible about the incident, where ENTRIX should respond, and the name and phone number(s) of the on-scene contact person. Reference the Chevron Corporation Master Professional Service Agreement dated October 1, 1991 in your service or work order. Alternatively, contact the Emergency Response Staff, which will in turn contact ENTRIX.

**ADDITIONAL INFORMATION:** The contract allows for any Chevron operating company, subsidiary, or affiliate to retain ENTRIX, Inc. for oil and hazardous material spill preparedness and response consulting. The Chevron Environmental Functional Team has used ENTRIX's services in company spill exercises as well as several actual oil spills.

Cost of services performed by ENTRIX will be charged to the organization requesting the services. Contact Dr. P. Y. O'Brien, Mr. M. Ammann, or Dr. P. Samuels for a copy of ENTRIX's current fees schedule. The ETC-HES Group handles all invoices.

**Non-emergency Services:** Contact or send a written request to P. Y. O'Brien, M. Ammann, or P. Samuels. Allow at least two weeks for handling of the request.

Specify:

- services requested, dates or length of time for which services are desired
- work location, organization making the request, and name and phone number of contact person
- charge number

Alternatively, any Chevron organization can contact ENTRIX directly for immediate response to non-emergency services through:

Dr. Gordon Robilliard, ENTRIX Vice President  
 grobilliard@entrix.com  
 253-858-2114 (office)  
 1-800-316-1683 (pager)  
 web site: www.entrix.com

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**EMERGENCY RESPONSE RESOURCE SHEET****RETC HERO SQUAD - INTERNAL**

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**DESCRIPTION:** The Hazmat Emergency Response Officer (HERO) squad at ETC is available to advise on chemical properties, reactivity and decontamination issues associated with Chevron products.

The HERO team provides advice to Operating Companies or on-scene Chevron responders when requested. They are available by phone 24/7. They would not normally participate at the scene of an incident.

**HOW TO****ACCESS:**

To access the squad, call the Chevron Emergency Information Center (CEIC) at (800) 231-0623 or (510) 231-0623. Tell the technician you need to talk to someone from the HERO squad. Leave your name, location, and phone number. The technician will locate the on-call HERO or a back up and that person will call you back.

**ADDITIONAL****INFORMATION:**

The team members are experienced chemists and chemical engineers. All are certified as Level 3 and Level 5 (Incident Commander) Emergency Phase and Management/Supervisor level HAZWOPER post-ER training.

**EMERGENCY RESPONSE RESOURCE SHEET****INTERNATIONAL BIRD RESCUE RESEARCH CENTER (IBRRC) - EXTERNAL**

**DESCRIPTION:** IBRRC provides consultation and on-site management, training, development and direction for oiled bird and animal rescue and rehabilitation during oil spill response. IBRRC is recognized worldwide as the expert organization for oiled bird rehabilitation.

Upon notification, IBRRC will activate the necessary trained emergency response personnel who manage all aspects of an oiled wildlife response.

**HOW TO ACCESS:**

Contact IBRRC by calling the (707) 207-0380, dial operator, fax: (707) 207-0395. Identify yourself (name, company and phone number) and specify the type of service desired. Reference the Chevron U.S.A. Inc. Retainer Agreement in your service or work order. Or, contact the Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact IBRRC headquarters. During non-business hours the answering service will take a message and contact an IBRRC employee who will call you back for more details in order to assemble a team to respond to the incident.

**ADDITIONAL INFORMATION:**

Founded in 1971, IBRRC is a nonprofit organization in the field of rescue, rehabilitation, research and release of oiled wildlife. In addition to providing oil spill response services, IBRRC operates two facilities, the San Francisco Bay Area headquarters located at Fairfield, and the Los Angeles bay area facility at San Pedro for the treatment of oiled and non-oiled wildlife, with a specialty in aquatic birds.

Regional representatives are available for oil spills, exercises, training and consultations. For more information contact the following representatives:

**International Bird Rescue Research Center (IBRRC)**

4369 Cordelia Road  
Fairfield, CA 94534

Main line: (707) 207-0380  
Fax: (707) 207-0395

**Pacific Northwest**

Curt Clumpner  
1526 Franklin Avenue  
Astoria, OR 97103

Cell: (b) (6)  
Home: [REDACTED]  
E-mail: curtc351@aol.com

Federal Express:  
1526 Franklin Avenue  
Astoria, OR 97103

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**EMERGENCY RESPONSE RESOURCE SHEET****Hawaii/Pacific****Linda Elliot**

PO Box 506

Hawaii, HI 96719

Home: (b) (6)

E-Mail: [ibrichi@aol.com](mailto:ibrichi@aol.com)

Federal Express:

55-3435 Puu Mamo Drive

Hawaii, HI 96719

**Alaska****Barbara Callahan**

1142 H St.

Anchorage, AK 99501

Home: (b) (6)

Work: 907-562-1326

Nextel use outside of Alaska:

707-249-4871

Cell use for Alaska Calls:

(b) (6)

Fax: 907-562-2441

E-Mail: [bcallahan.ibrrc@ifaw.org](mailto:bcallahan.ibrrc@ifaw.org)

Federal Express:

Alaska Wildlife Response Center

6132 Nielson Way

Anchorage, AK 99518

**EMERGENCY RESPONSE RESOURCE SHEET****TOM MCCLOSKEY / THE MCCLOSKEY GROUP, INC. - EXTERNAL**

**DESCRIPTION:** Tom McCloskey is an expert in the organization and management of emergency response and crisis management operations. Mr. McCloskey has worked extensively for every Operating Company in Chevron. His services are invaluable in helping an organization move quickly from an emergency to a project phase.

**HOW TO ACCESS:**

Contact The McCloskey Group at:

**Phone** 206-780-2282  
**FAX** 206-780-2383  
**Pager** 800-SKY-PAGE (Pin # 577-2668)  
**E-mail** mccloskeys@bainbridge.net

or contact the Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact Mr. McCloskey. Reference the Master Professional Service Agreement dated March 28, 1991 in your service or work order.

**ADDITIONAL INFORMATION:**

The McCloskey Group also provides other services, such as Incident Command System (ICS)-based Response Management System training, assisting with or conducting emergency exercises and drills, and contingency planning.

Tom McCloskey is considered a leading provider of emergency response and crisis management services not only for Chevron, but for dozens of other companies with operations in more than 30 countries.

The Master Professional Service Agreement allows for any Chevron Operating Company, subsidiary, or affiliate to retain The McCloskey Group's services for response activities, training, participation in exercises and drills, and contingency planning. Charges will be invoiced directly to the organizations which use their services.

**EMERGENCY RESPONSE RESOURCE SHEET****MARINE SPILL RESPONSE CORPORATION (MSRC) - EXTERNAL**

**DESCRIPTION:** MSRC provides equipment and personnel to respond to oil spills in the coastal and tidal waters of the USA except Alaska using its own extensive dedicated resources, as well as contractors. MSRC can provide traditional equipment such as boom and skimmers, dispersant application services, communications equipment, in situ burning equipment and, through a contractor network, inland spill response services, lightering and shoreline cleanup services. MSRC can also provide a significant amount of equipment and personnel for international deployment. See REACT Package under Additional Information. MSRC can assist in identifying contractors to provide services such as salvage and firefighting.

**HOW TO ACCESS:** MSRC will respond to call-out calls from an "Authorized Representative" (see Additional Information). To activate, call one of the following 24-hour numbers:

**1-800-259-6772 or 1-800-645-7745 or 1-732-417-0175**

and provide the following information (to extent known):

- Caller's name, position, phone, fax
- **CHEVRON/MSRC CONTRACT NUMBER - 6CHUSA01**
- Covered entity name (facility or vessel)
- Size and location of incident (nearest coastline)
- Spilled material and if it is classified as hazardous
- Specific resources wanted

The answering service will then quickly arrange a conference call between Chevron's Authorized Representative and/or Incident Commander and the appropriate MSRC personnel. The purpose is to review incident details and assist Chevron in deciding on the best initial response resources to mobilize.

**ADDITIONAL INFORMATION:** Authorized Representative  
In lieu of designating specific persons from each facility, which change frequently, MSRC has agreed to respond to calls from Chevron employees which appear to be legitimate. The likelihood is increased if the caller can cite the MSRC/Chevron Contract Number and/or if the caller has made previous contact with local MSRC personnel. In case of doubt, MSRC will still initiate the response but may call a member of the Corporate Emergency Response Staff for verification.

**EMERGENCY RESPONSE RESOURCE SHEET**MSRC Letters

Upon activation, MSRC will fax the Incident Commander a confirmation of call-out. This confirmation lists the resources requested by Chevron. If the Confirmation is inaccurate, please notify MSRC immediately. Depending on the situation, MSRC may also fax Chevron other letters requesting information and/or requiring action, such as:

- *Authorization for Discharge of Excess Water Associated with Mechanical Recovery Operations.* This letter asks Chevron to obtain the signature of the State and/or Federal on scene Coordinator to permit the discharge/decant of excess water back into the sea.
- *Hazardous Waste Generator Numbers for the Oil Spill.* This letter requests that MSRC be provided with Chevron's hazardous waste identification number as required by the EPA. In addition, the letter reminds the spiller that MSRC does not manage or dispose of hazardous waste.
- *Spill Response Activities Associated with the Spill.* This letter reminds Chevron of its responsibilities under the MSRC Service Agreement and highlights other related matters that MSRC believes should be addressed such as decanting, designation of the response area, etc.

Alert Status

MSRC has an "alert status" under which MSRC will undertake an internal readiness review but not mobilize resources.

24-Hour Rule

Chevron may activate MSRC resources under the 24-hour rule. Under this rule MSRC will only bill Chevron for out-of-pocket expenses, including fuel and overtime labor charges, if any, provided the resources are not used and turned around within 24-hours from the initial call-out.

REACT Package

The standard Package includes approximately 60,000 bbl of derated effective daily recovery capacity, 13,000 feet of boom and 7,000 bbl of temporary storage. The Package has been designed to fill out the cubic capacity and weight restrictions of a Boeing 747 aircraft. If 747 aircraft are not available, or the destination airport cannot accommodate one, smaller aircraft may be sourced. MSRC can also customize the Package. The REACT Package can also include handheld radios, base stations, and repeaters.

Communications Equipment

MSRC's Communications Suites, located throughout the continental U.S., have been designed for immediate transport. Each Suite can provide up to 100 Direct-in-Dial phones and dedicated fax circuits and equipment; radio service in the petroleum, marine and aviation bands; t; and LAN services. A Comms Suite is fully self-supporting and can be towed to a location and set up for full operation within 4-6 hours of arrival. MSRC provides the necessary personnel to operate the Comms Suite. The Communications Functional Team is very familiar with this equipment and can help supervise MSRC's personnel.

**EMERGENCY RESPONSE RESOURCE SHEET**Requirements for Access to MSRC Response Resource

In order for MSRC to provide response personnel and equipment the following criteria must be satisfied: (1) In U.S. jurisdictional waters the FOSC must be in a monitor or direct role, and (2) appropriate responder immunity or other suitable liability protection must be in place.

Response Management

Chevron will maintain responsibility for overall management and control of the response activity. MSRC will operate under Chevron's operation and control. If government directions are issued directly to MSRC, they will refer the directions to Chevron prior to taking action.

Operational Area

MSRC's Operational Area is the coastal and tidal waters, including the Exclusive Economic Zone and territorial seas of the U.S. (except Alaska and the Great Lakes), Hawaii, Puerto Rico, and the U.S. Virgin Islands, and inland on waterways with a navigable depth of 30 feet. On the Mississippi River, this area is limited inland to Baton Rouge.

Dues Credit

Chevron and other Marine Preservation Association (MPA) members receive a Dues Credit in the event they call out MSRC for a response. The dues credit equals the typical non-response mode cost of the equipment for the days it is used in the response. This credit reflects the fact that MPA's members have already funded the non-response mode cost of the equipment.

MSRC OSRO Classification

Within its operating area, MSRC is classified at the MM, W1, W2, W3 level for rivers/canals, inland and all 3 Ocean environments for vessels and MM, W1, W2 and W3 level for rivers/canals and inland environments for facilities. MSRC meets OSRO classification shoreline protection requirements throughout its Operational Area.

Contract

The Corporate Emergency Response Staff and Law Functional Team maintain ready access to the complete Service Agreement including the rate schedule.

Website - <http://www.msrc.org>

The following information is required for "Customer Access" to the MSRC website:

User: skimmer  
Password: transrec

**EMERGENCY RESPONSE RESOURCE SHEET****OIL TRAJECTORY MODELING - (OILMAP) - INTERNAL**

**DESCRIPTION:** OILMAP is a windows-based state-of-the-art oil spill trajectory and weathering model that runs on an IBM PC. It can be used both for contingency planning and spill response. Spill trajectories can be produced rapidly using basic coastline maps and ocean current data contained in the system and further enhanced for any location worldwide by the addition of more detailed data. OILMAP is replacing WOSM (Worldwide Oil Spill Model), our DOS-based spill response tool which is being phased out. WOSM is still available and in use in several operating companies, but will no longer be maintained.

**HOW TO ACCESS:** Modeling can be obtained through the Emergency Response Staff.

**ADDITIONAL INFORMATION:** The program operates in any of four modes:

- stochastic mode to identify probable impacts for contingency planning,
- trajectory mode without weathering,
- trajectory and fates including weathering by evaporation, emulsification, etc, or
- source identification mode (retracing to a probable source based location of impacts).

Detailed maps (NOAA BSB & NOS Charts, Map Tech Charts, etc.) water currents, wind data and oil properties (using NOAA's ADIOS database or nearly 1,000 oils) can be easily imported to improve modeling accuracy and usefulness. Users may add features such as facility maps, roads, shoreline types, and sensitive area locations. Data for these enhancements can be developed either using Chevron resources or outside contractors.

OILMAP runs on a Pentium PC, GIL compatible and Y2Kcompliant. OILMAP output can be viewed on-screen, printed directly in monochrome, gray-scale or color, or stored for further annotation. An OILMAP viewer is available (free) to review all model output, including animations.

For additional information on the model, training opportunities, or customizing it to a specific location, or ADIOS contact:

**Tim Finnigan ( CPTC) at 925 CTN 842 8006**

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EPA X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****OILED WILDLIFE CARE NETWORK (OWCN) - CALIFORNIA - EXTERNAL**

**DESCRIPTION:** The OWCN provides rescue and rehabilitation for sea birds, sea otters, other marine mammals, and sea turtles in the event of an oil spill in California's marine waters.

**HOW TO ACCESS:**

**Emergency Response:** Contact Dr. Mike Ziccardi, Director of OWCN, who will then contact the nearest facility or organization to begin a rescue and rehabilitation operation. (OSPR may also activate the OWCN directly.)

Dr. Mike Ziccardi            Pager - 530 792-7803  
Wildlife Health Center    530 752-4167

Initial Notification: Identify yourself (name, company, and phone number), and provide the approximate spill volume, location, and product type.

Follow Up: As soon as the potential impact to wildlife is better known, have the Environmental Unit or the on scene Department of Fish and Game Biologist contact Dr. Mazet with this information and the number and locations of oiled wildlife (species) already found.

**ADDITIONAL INFORMATION:**

The OWCN was developed in response to California's Oil Spill Legislation. The primary focus of the Network is to provide wildlife care and rehabilitation facilities and highly qualified personnel to staff those facilities. When maximum caseloads are approached, those personnel available for search and rescue may decline and additional volunteers will be identified through OSPR's Volunteer Coordinator under the direction of the Unified Command. In most situations, the OWCN activities will be incorporated into the Wildlife Branch of an ICS.

The OWCN is made up of the following participating organizations:

North Coast Marine Mammal Center	Crescent City
Humboldt State University Marine Wildlife Care Center	Arcata
Santa Rosa Bird Rescue Center	Santa Rosa
Marine Mammal Center	Marin Headlands
International Birds Rescue & Research Center	Berkeley
UC Davis Wildlife Health Center	Davis
The Alexander Lindsey Jr., Museum	Walnut Creek
Peninsula Humane Society Wildlife Care Center	San Mateo
UC Santa Cruz Oiled Wildlife Care & Research Center	Santa Cruz
Monterey SPCA	Monterey
Monterey Bay Aquarium	Monterey
Pacific Wildlife Care	San Luis Obispo
Marine Mammal Center of Santa Barbara	Santa Barbara
Santa Barbara Wildlife Care Network	Santa Barbara
Ft. McArther Marine Mammal Center	San Pedro
Wetlands & Wildlife Care Center of Orange County	Huntington Beach
Friends of the Sea Lion Marine Mammal Center	Laguna Beach
Project Wildlife	San Diego
Seaworld of California	San Diego

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**EMERGENCY RESPONSE RESOURCE SHEET****OK'S CASCADE COMPANY - EXTERNAL**

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**DESCRIPTION:** OK's Cascade Company provides emergency feeding, laundry and housing throughout the US. Services are available 24 hours, 365 days a year. Consulting services are available for feeding operations outside of the US or Canada.

**HOW TO  
ACCESS:**

Call OK's Cascade at **1-800-458-8061** or **509-997-8072** for 24-hour service. Contact Jason Stuvland, Jake Conley or Howard Sonnichsen and identify yourself as Chevron.

Alternatively contact the Emergency Response Staff or the Facilities Functional Team (see call out list), which will in turn contact OK's Cascade.

**ADDITIONAL  
INFORMATION:**

Founded in 1970, OK's Cascade is experienced in providing catering and support services to wildland firefighters and to other emergency responders during disaster operations. They have participated in numerous major disasters through their contract with FEMA and have responded to over 500 emergency dispatches for the National Forest Service. With equipment stationed throughout the US, they have the capacity to provide thousands of high quality meals per day and set up a self-supported city in a few hours after arrival.

OK's Cascade can also provide mobile shower facilities, staffing of mobile equipment, logistics coordination & consulting, dispatching and coordinating client's equipment needs, mobile laundry facilities and food service consulting.

Additional Information available at <http://www.oks.com>

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**EMERGENCY RESPONSE RESOURCE SHEET****OSRL/EARL GLOBAL ALLIANCE - EXTERNAL**

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**DESCRIPTION:** Oil Spill Response Ltd, the world's largest international oil spill response company in alliance with East Asia Response Ltd, the largest oil spill response company in the Asia Pacific region provides expertise and resources for responding to oil spills worldwide.

OSRL, located in Southampton, England, and EARL, located in Singapore, have one of the world's largest equipment stockpiles. The Alliance maintains two large, dedicated cargo aircraft to guarantee quick response or dispersant application anywhere in the world.

**HOW TO ACCESS:**

Call the Duty Manager at OSRL or at EARL. The Duty Manager will take your details and ask for a faxed confirmation of authority to mobilize resources.

Alternatively call the Chevron Emergency Information Center and ask to speak to the Corporate Emergency Response Staff Duty Contact. The Duty Contact can assist in providing confirmation of authorization to mobilize resources.

<p><b>OSRL</b>  Telephone: +44 (0) 23 8033 1551  Fax: +44 (0) 23 8033 1972  Pager: +44 (0) 20 8345 6789  Ask for Pager "OIL39" and provide telephone number and message</p>	<p><b>EARL</b>  Telephone: +65 6266 1566  Fax: +65 6266 2312</p>
<p><b>Chevron Emergency Information Center (CEIC)</b>  Telephone: +1 800 231 0623 (calls within the United States)  +1 510 231 0623 (calls outside the United States)  Fax: +1 510 242 3787  E-mail <a href="mailto:ceichl@chevron.com">ceichl@chevron.com</a></p>	

**ADDITIONAL INFORMATION:**

The Alliance is available for the response to spills of oil (broadly defined as "crude petroleum oil and any fraction thereof or any petroleum product") for which Chevron or an affiliate (50% or more ownership) has any interest.

Chevron has access to 50% of each type of equipment and response personnel not otherwise allocated. Thus, if another spill response is in progress for which 50% of the equipment was allocated, Chevron will have access to only 25% of each type of equipment (50% of what is currently available at the center).

For information on response services, oil spill response training courses, and consulting services provided by the Alliance, contact the Corporate Emergency Response Staff, or see the following websites:

[www.oilspillresponse.com](http://www.oilspillresponse.com)

[www.earl.com.sg](http://www.earl.com.sg)

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**EMERGENCY RESPONSE RESOURCE SHEET****POLARIS APPLIED SCIENCES, INC. (PAS) – EXTERNAL**

**DESCRIPTION:** Polaris Applied Sciences, Inc. (Polaris) is a full-service integrated emergency response, scientific support, Natural Resource Damage Assessment, restoration, spill planning and training organization providing worldwide support for clients in the oil industry. Ed Owens of Polaris is one of the foremost experts on emergency response operations related to oiled shorelines, including shoreline assessment, protection, and clean-up. Gary Mauseth has been the principal investigator in over seventy spills, groundings, and natural resource damage assessment cases nationally and internationally. Elliott Taylor and Greg Challenger also provide primary response and investigation capabilities with expertise in ecology, geology, data management, Shoreline Clean-up Assessment or Advisory Team (SCAT) and NRDA support services. Polaris has worldwide experience including mangrove, coral and arctic environments. Polaris can also access other experienced personnel in a wide range of specialty fields as the need arises.

**HOW TO ACCESS:**

To request emergency services, contact:

	<b>Office</b>	<b>Cell</b>	<b>Home</b>
Ed Owens / Principal	<b>206 842-2951</b>	(b) (6)	
Gary Mauseth / President	<b>425 823-4841</b>		
Elliott Taylor / Associate	<b>206 780-0860</b>		
Greg Challenger / Associate	<b>425 823-4841</b>		
Polaris Fax:	<b>425 823-3805</b>	Kirkland	
	<b>206 842-2861</b>	Bainbridge Island	

For the Emergency Response Staff (see Emergency Response Staff resource sheet). Reference the Chevron Master Service Agreement in your work order.

**ADDITIONAL INFORMATION:**Planning

Polaris has a staff of 8 full-time employees that provide pre-spill planning including classification of shorelines, identification of protection strategies and suggestions for response priorities and clean-up methods.

Scientific Support for Spill Response

Polaris has expertise in shoreline protection and cleanup operations and has considerable field experience worldwide in arctic, tropical and temperate environments. Polaris has prepared spill response field guides and training manuals for Environment Canada, API, MSRC, and other industry clients.

Following the EXXON Valdez spill, Ed Owens established the shoreline assessment field program, aerial VTR surveys, and a long-term fate and persistence monitoring study for Exxon.

**EMERGENCY RESPONSE RESOURCE SHEET**SCAT

Polaris also provides training in SCAT (Shoreline Cleanup Advisory Team) methods and procedures. The pre-established agreements Polaris has in place define the terms and scope of services and pre-agreed rates, which range between \$75 and \$100 US/hour. These SCAT support personnel can be contacted through Polaris and can be contracted and managed directly by Chevron or Polaris.

NRDA

Implementation of scientific support during an oil spill response provides the client with a critical head start to Natural Resource Damage Assessment. Polaris personnel have provided scientific representation for damage claims ranging from simple to highly complex that require several years to settle. These natural resource damage claims have been based in marine, estuarine, freshwater and terrestrial environments and have included natural resources such as fisheries, birds, marine mammals, wetlands, coral reefs, aquatic and terrestrial vegetation, sand dunes, water, sediment, invertebrates, recreational use, and threatened and endangered species.

Restoration

Federal and many state regulations require restoration of services provided by injured resources in a spill either directly, by creation of similar services such as habitat, or by enhancing the quality of available habitats. Polaris personnel have acted as the technical representative for responsible parties on many restoration projects. Our services include: trustee liaison, development and assessment of alternative restoration/ compensation options, innovative conceptual project designs, project design coordination, permitting, contractor selection, and monitoring of construction and performance criteria.

Technical Training and Exercises

Polaris offers 1, 2 and 3-day Shorelines and Oil Spill Response training courses that provide a basic introduction to coastal processes, shoreline character, and the fate and behavior of spilled and stranded oil. Polaris personnel have also been key members of design, preparation, and control teams for a number of spill response exercises.

Training/Exercise Development

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**EMERGENCY RESPONSE RESOURCE SHEET****PRECISION PLANNING & SIMULATIONS, INC. - EXTERNAL**

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**DESCRIPTION:** Precision Planning & Simulations, Inc. (PPS) assists the oil industry in the conduct of oil spill response training and Preparedness for Response Exercise Program (PREP) exercises. In addition, PPS can assist with the establishment of a Situation Unit in the Planning Section for an actual oil spill or emergency response.

**HOW TO ACCESS:**

Contact Tom Marquette directly at:

Office: (252) 330-4254

Cell: (b) (6)

E-Mail [tmarquette@ppscorp.com](mailto:tmarquette@ppscorp.com)

Alternate Contact is Paul Gebert at:

Office: (610) 469-1810

Cell: (b) (6)

E-mail: [paulgebert@ppscorp.com](mailto:paulgebert@ppscorp.com)

Web-Site address: [www.ppscorp.com](http://www.ppscorp.com)

**ADDITIONAL INFORMATION:**

PPS is available to assist with the design; development, execution and evaluation of oil spill response training, and oil spill and security type exercises. In addition, PPS can provide assistance with actual oil spill emergencies. PPS personnel have in-depth knowledge of the federal government's PREP exercise program, and can assist with any type of exercise ranging from Spill Management Team (SMT) Tabletop exercises to large scale, multi agency Industry-Led Area exercises.

Rates for PPS' services:

**Training and Exercises**

Personnel:

In-Office: \$850.00 per day

On Site: \$1200.00 per day

**Response**

Personnel deployed: \$900.00 per day

Standard Equipment package: \$615.00 per day

3 – computers 2 - color printers

1 - poster printer 1 – LSD projector

1 – Digital camera Admin Kit

Response software (ICS forms, mapping, etc.)

Hubs & wireless networking equipment

All charges will be directly invoiced to the organization using PPS' services. The daily rates listed are effective for the period of 1/1/03 to 1/1/04. These daily rates do not reflect actual expenses, or material costs associated with the conduct of training, exercises, or actual response.

**EMERGENCY RESPONSE RESOURCE SHEET****RESEARCH PLANNING, INC. (RPI) - EXTERNAL**

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**DESCRIPTION:** Research Planning, Inc. (RPI) provides emergency spill response expertise in four areas: 1) identifying and prioritizing sensitive resources for protection; 2) selecting and obtaining approval for oil-spill treating agents (e.g., dispersants, burning, shoreline cleaning agents); 3) optimizing shoreline cleanup methods; and 4) assessment of impacts or damages to natural resources

**HOW TO ACCESS:** Contact Jacqueline Michel, Research Planning, Inc. at: Phone **803-256-7322** (24-hour answering service) FAX 803-254-6445, email = jmichel@researchplanning.com, or contact the Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact RPI. Reference the Master Professional Service Agreement dated January 1996 in your service or work order.

**ADDITIONAL INFORMATION:** RPI also provides a range of non-emergency services associated with oil spill planning, environmental impact studies, environmental assessments, risk assessments, and training.

RPI is the world leader in developing sensitivity maps and digital databases on sensitive natural resources for oil spill planning. They can develop simple to complex databases using Geographic Information Systems (GIS) technology for managing and presenting data.

RPI can prepare ecological risk assessments and environmental impact studies of oil exploration, development, and transportation operations overseas. They have expertise in marine and terrestrial ecology, fisheries, geology, coastal geomorphology, water quality, and socio-economics. They integrate Global Positioning Systems (GPS) methods into field studies to improve data quality and use in spatial databases. They have the ability for collection of nearly any type of complex field data that requires a spatial location, including ecological surveys, environmental or chemical sampling, ground-truthing of aerial or satellite imagery, or natural resource inventories. The system is also ideal for situations where the rapid collection and analysis of spatial data are essential, such as emergency spill response. They can integrate instruments with a digital output–barcode scanners, water quality instruments, thermometers, or digital cameras—with GPS units to simultaneously collect and store multiple types of data.

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**EMERGENCY RESPONSE RESOURCE SHEET**

RPI offers a range of training courses on spill planning and response. The courses emphasis technical and environmental aspects of spills, such as decision-making for dispersant use, and conditions where burning of oiled wetlands is recommended.

The Master Professional Service Agreement allows for a Chevron operating company, subsidiary, or affiliate to retain RPI's services for oil and hazardous material spill preparedness and response consulting. Charge will be invoiced directly to the organizations that use their services.

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**EMERGENCY RESPONSE RESOURCE SHEET****SECURITY FUNCTIONAL TEAM - INTERNAL**

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**DESCRIPTION:** The Security Functional Team can provide security services to Chevron Companies during and emergency. Functional Team members can assume the role of Security Unit Leader (or other security roles) in the Incident Command System (ICS).

The Security FT can provide specific assistance, as needed to:

- Protect senior management personnel who may be present
- Protect response personnel
- Establish and maintain liaison with public law enforcement authorities
- Conduct or manage investigations as requested
- Manage contract security personnel as required
- Advise the Incident Commander, Sr. Management and others on security issues.
- Counsel the Facilities FT with regard to the operation of security guard and access control of the Incident Command Center and operations in the field
- Counsel other FT members on any security related matters

**HOW TO ACCESS:**

In the event of an incident or crisis, which results in the activation of Security staff personnel, notification should be made to the Manager, Global Security, and to the Security FT Coordinator. When a person is notified to respond to the incident location, the request shall be given top priority.

**ADDITIONAL INFORMATION:**

[Global Security Website](#), [Security FT Plan](#)

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**EMERGENCY RESPONSE RESOURCE SHEET****THE MARINE MAMMAL CENTER (TMMC) - EXTERNAL**

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**DESCRIPTION:** The Marine Mammal Center (TMMC) is a world renowned private, non-profit institution (located in Marin County, California) licensed by the National Marine Fisheries Service to rescue and rehabilitate injured or oiled marine mammals. The Marine Mammal Center can dispatch a team of professionals worldwide for the capture and care of injured animals.

**HOW TO ACCESS:**

To activate call their 24-hour number: **415-289-7325**. The incident will be referred to TMMC's **On-Call** Stranding Coordinator. They will contact the spiller to confirm activation of center personnel.

Upon arrival at the scene, TMMC will immediately consult with Chevron and government officials to determine priorities, identify problem areas, and establish a response plan.

TMMC will also enlist our aid to identify an appropriate rehabilitation facility. Options include transporting all affected animals to TMMC's facility or establishing and equipping an on-scene emergency facility. TMMC will also provide medical and rehabilitative care for all oiled marine mammals delivered to the facility, and **will** provide training for volunteers in safety, animal handling and care.

**ADDITIONAL INFORMATION:**

For spills in Northern California (San Luis Obispo to the Oregon border) the Center **may be able to** mobilize 1-2 veterinarians and 50-100 volunteers within 2 to 4 hours of the incident. TMMC is permitted to operate as far north as the Oregon border, however, The North Coast Marine Mammal Center actually covers Humboldt and Del Norte Counties.

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**EMERGENCY RESPONSE RESOURCE SHEET****THE O'BRIEN'S GROUP - EXTERNAL**

**DESCRIPTION:** The O'Brien's Group offers a broad array of consulting services that include ICS training, exercise facilitation and evaluation, client-specific oil spill schools, 8-hour and 24-hour HAZWOPER refresher training, plan writing, plan review and plan management, and client-specific specialized emergency response training. The O'Brien's Group also is available 24/7 to respond to virtually any emergency worldwide – including oil spills, fires, industrial accidents, hazardous material releases or natural disasters. The Master Consulting Services Agreement allows for any Chevron operating company, subsidiary, or affiliate to retain “Services” by executing a Statement of Work found in the link below.

**HOW TO ACCESS:**

For emergencies, contact The O’Brien’s Group directly at:

24-hour telephone number: **(985)-781-0804**

FAX: **(985)-781-0580**

or contact the Corporate Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact The O’Brien’s Group. Identify yourself (name, company, and phone number), state that you have an emergency. Provide the details of the emergency and request assistance. Also provide the location where assistance is needed and the name and phone number of the Chevron contact person at the scene. Reference Master Consulting Services Agreement number 99016309 dated August 1, 2004.

For non-emergency consulting “Services”, contact The O’Brien’s Group at:

**(714) 577-2110 Office**                      **(714) 577 2118 Fax**

**ADDITIONAL INFORMATION:**

Use the following link for a copy of the Master Consulting Services Agreement and the Statement of Work used for obtaining “Services” under the Agreement.

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**EMERGENCY RESPONSE RESOURCE SHEET****THE RESPONSE GROUP - EXTERNAL**

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**DESCRIPTION:** The Response Group offers emergency response pre-planning and support solutions to the domestic and international petroleum industry. They currently service over thirty major oil and gas companies. Their goal is to provide the finest service to their clients utilizing skilled personnel and the latest innovations in technology. Through close personal relations, attention to detail, and capitalizing on years of experience and leadership in the industry, the Response Group can provide you with effective emergency response solutions.

**HOW TO ACCESS:**

Call Roy Barrett – Project Manager:  
 Email: rbarrett@responsegroupinc.com  
 Mobile Phone: (b) (6)

**ADDITIONAL INFORMATION:****Services:****Pre-Planning, Response & Mapping**

- Inland & Shoreline Tactical Response Guides
- Emergency Response & Drill Trajectory Analysis
- Inland & Shoreline Tactical Response Guides
- Incident Management Team Support regarding trajectories, mapping & IAP software support
- Onshore & Offshore Mapping Support including Facility Maps, Pipeline Maps, Platform Maps, Spill Response Maps, etc.
- Offshore & Onshore Worst Case Discharge Response Guides
- Inland & Offshore DOT IMP Plan Mapping Support

**Software Support**

- IAP Software 3.X Crisis Management Support & Software Upgrades
- IAP Software 3.X Response Equipment Quarterly Updates
- Fact Sheet 1.0 Software
- Custom Database & Software Application Development

**Other Services**

- Custom Company Specific ICS Guides
- Pipeline GPS Services

**EMERGENCY RESPONSE RESOURCE SHEET****TRI-STATE BIRD RESCUE & RESEARCH, INC. - EXTERNAL**

**DESCRIPTION:** Tri-State Bird Rescue & Research specializes in the rescue and rehabilitation of oiled wildlife. During an oil spill response Tri-State can establish and operate rehabilitative facilities, provide medical and rehabilitative care for affected animals, train volunteers, and establish field protocols. Tri-State will respond to oil spills worldwide.

**HOW TO ACCESS:**

Call Tri-State Bird Rescue & Research, Inc. at their 24-hour telephone pager numbers:

Eileen Gilbert	800-710-0695 (pager)
Dr. Heidi Stout	800-710-0696 (pager)

If your call is not returned try the Main Office number:  
302-737-7241 (Tri-State Bird Rescue & Research, Inc.)

Be prepared to provide the following information: name, affiliation, position, responsibility regarding spill, telephone number during spill response, product spilled, time/date, amount, spilled if known, location, habitat, wildlife involvement, government agencies notified/involved and current wildlife rescue and rehabilitation plans. Caller will also need to initiate contract negotiations.

Alternatively contact the Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact Tri-State.

**ADDITIONAL INFORMATION:**

Charges for their services are generally "at cost" with no mark-up for overhead or profit.

Tri-State requests that they be contracted within the minimum amount of time possible to prepare for an on-scene bird rescue, usually 12-48 hours following the spill. Tri-State will immediately send a Response Team to assess the spill situation and if necessary mobilize a full Response team.

Tri-State offers pre-spill training and contingency planning services. They also maintain a full-time bird hospital/research facility in Newark, Delaware.

**EMERGENCY RESPONSE RESOURCE SHEET****UNEP WORLD CONSERVATION MONITORING CENTRE (UNEP-WCMC) - EXTERNAL**

---

**DESCRIPTION:** The UNEP World Conservation Monitoring Centre is the biodiversity assessment and policy implementation arm of the United Nations Environment Program (UNEP), the world's foremost intergovernmental environmental organization. UNEP-WCMC aims to help decision-makers recognize the value of biodiversity to people everywhere, and to apply this knowledge to all that they do. The Center's challenge is to transform complex data into policy-relevant information, to build tools and systems for analysis and integration, and to support the needs of nations and the international community as they engage in joint program of action.

**HOW TO ACCESS:****UNEP-WCMC:**

Information Enquires Tel: + 44 (0) 1223 277722

Main Switchboard Tel: + 44 (0) 1223 277314

Fax: + 44 (0) 1223 277136

E-Mail: [info@unep-wcmc.org](mailto:info@unep-wcmc.org)Internet: <http://www.unep-wcmc.org>

Information Office

UNEP World Conservation Monitoring Center (UNEP-WCMC)

219 Huntington Road

Cambridge, CB3 0DL, UK

**The Centre is open Monday** – Friday from 8.30 AM – 5.30 PM (GMT & BST). To reach WCMC outside of regular business hours, contact the Emergency Response Staff (see Emergency Response Staff resource information required in as much detail as possible) for assistance. Identify the area of interest and the type of

**ADDITIONAL INFORMATION:**

UNEP-WCMC, based in Cambridge, UK Became an integral part of the UN Family in July 2000. UNEP-WCMC maintains a worldwide GIS database, the Bio-diversity Map Library relating to marine and coastal environments and their conservation.

Maps, databases and reports are available for most areas of the world, documenting important local features. The Bio Diversity Map Library is digital information, including maps as graphics files that can be produced within minutes of incident notification and dispatched via communications networks showing the important features of biodiversity that are under threat.

Information is of varying detail depending on the geographical area requested, with the tropical climates containing a higher degree. WCMC can also assist in locating information on international conservation agreements and programs.

DOT X Ref

EPA X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****WORLDWIDE EMERGENCY RESPONSE TEAM - INTERNAL**

---

**DESCRIPTION:** Worldwide Emergency Response Team (WWERT) members are on-call to fill and provide backup for key spill response and cleanup management positions. The team is a select group of about 30 experienced and highly trained individuals from the spill response organizations of the various operating companies.

Operating companies may activate one or as many people they feel they need for the response. When activated, team members will report to and work directly for the operating company handling the incident.

**HOW TO  
ACCESS:**

To activate WWERT members, contact the Corporate Emergency Response Staff On-Duty Person by calling CEIC at 1-510-231-0623 or 1-800-231-0623.

Team members are preauthorized to respond to a call from any operating company and are prepared to arrive at their local commercial airport within six hours of notification.

**ADDITIONAL  
INFORMATION:**

All team members are prepared to travel internationally on short notice. They have passports and inoculations recommended by the Medical Staff.

The team members are also certified as having at least received Level 5 (Incident Commander), Low Hazard Worker, and Management/Supervisor level HAZWOPER training.

## **GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**

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General portions of this Plan will be considered part of the Emergency Operating Plan for all gas pipelines and company gas facilities.

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## **GENERAL REQUIREMENTS**

### **Emergency Operating Plan**

#### **Purpose**

The purpose of this Plan is to provide emergency operating plan procedural guidelines for gas pipelines and facilities and shall be known as the Company Gas Pipelines & Facilities North America Emergency Operating Plan. These emergency procedures are intended to place the primary emphasis on the protection of life.

This Plan is not intended to stand alone, but should be utilized in conjunction with other applicable sections of this Core Plan and relevant State Appendices.

#### **Scope**

The scope of this Plan is limited to those emergency situations, as hereinafter are more fully defined, affecting or relating to Company gas pipelines and gas facilities.

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## **GENERAL INFORMATION**

This Emergency Operating Plan provides guidelines to:

- Handle situations to minimize personal injury and property damage
- Handle initial responses to incidents
- Identify and define when an emergency exists
- Evacuate a facility as required
- Establish an Incident Command System
- Notify appropriate personnel and authorities
- Conduct emergency and post emergency operations
- Provide procedures for prompt reporting and investigation of incidents
- Outline procedures to evaluate risk for a facility and surrounding area
- Provide guidelines for integrating this plan with those of the surrounding community
- Operate during severe weather
- Handle bomb threats and other disturbances
- Maintain a trained organization that can mobilize quickly in response to incidents

### **Lines of Authority**

The plan has been developed so that it complies with the spirit and letter of all applicable local, state and federal regulations pertaining to emergency situations, including 29 CFR 1910 Occupational Safety and Health Standards, Department of Transportation 49 CFR 192 Transportation of Natural Gas and Other Gas by Pipeline, Department of Transportation 49 CFR 195 Transportation of Hazardous Liquids by Pipeline, and SARA Title III, Emergency Planning and Community Right-To-Know Act of 1986.

OSHA Standard 29 CFR 1910.120 mandates the use of an incident command system (ICS) during times of emergency defined as “a release of a hazardous substance which cannot be absorbed, neutralized, or otherwise controlled.” This act also mandates that “the Senior Emergency Response Official responding to an emergency shall become the individual in charge of a site-specific Incident Command System (ICS). All emergency responders and their communications shall be coordinated and controlled through the individual in charge of the ICS assisted by the Senior Official present for each employer. There is an Incident Commander in any declared emergency. If an emergency is not declared, it is assumed no hazard to the public or company personnel exists and normal chain-of-command prevails.

During a declared emergency, the Incident Commander carries the designation of “Command” and is in control of the immediate areas of the emergency scene. The boundaries of the immediate area would be dictated by the emergency. Simply defined, it would be all of the area in which a hazard exists to humans.

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The Incident Commander controls all activities directed at response to the emergency. All subordinate positions established under the ICS report to the Incident Commander. Per 29 CFR 1910.120(q), a Safety Officer must be appointed along with an Incident Commander. Initially the Incident Commander may also be the Safety Officer.

### **Emergency Operations Center**

In addition to the Unified Command Post, an Emergency Operations Center may be activated. This is where incident support activities are performed and may be located in two (2) locations:

- Primary Emergency Operations Center located at the Team Office; and
- Secondary Emergency Operations Center- Pipeline Systems Control Center or other location as determined.

The Emergency Operations Center will coordinate all equipment and personnel support needs except for emergency response equipment requests, which are normally handled by the Incident Command Post.

### **Unified Command**

When other agencies with jurisdiction are involved due to the nature of the incident or the kinds of resources required (e.g., a natural gas release, natural gas liquids release, hazardous material spill, fire, etc.), the Incident Commander will ensure that those organizations are involved in developing incident objectives and strategy and kept informed of the Action Plan and its implementation.

### **Concept of Operations**

There are four basic elements of the Emergency Operation Plan to follow. These four elements are prevention, preparedness, response and recovery.

**Prevention** incorporates all those activities that eliminate or reduce the probability for a disaster occurring onsite;

**Preparedness** includes all activities necessary to ensure a high degree of readiness so that response to an incident will be swift and effective;

**Response** includes all measures taken during an incident to prevent the loss of life and to minimize damage to the facility and surrounding areas.

**Recovery** includes those short and long-term activities that return all systems to a normal state of operation.

Primary responsibility for emergency response involving a facility has been assigned collectively to Company and facility personnel with the local offsite response agencies agreeing to act in a support role. The authority for responding to minor emergency situations has been assigned to the lowest levels of the response organization possible.

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Following an incident, an investigation will take place to formulate new or modify existing prevention activities.

### **Plan Assumptions and Situations**

This plan makes the following assumptions:

- The fire department, police department, civil defense, and other public emergency response organizations will be available to respond to an emergency occurrence and will be able to provide support
- The required training and drills will be conducted and facilities and equipment obtained
- Facility employees will recognize and carry out their roles in an emergency

The situations for which this plan is designed are emergency incidents with a potential for severe consequences. This includes, but may not be limited to, the following:

- Technological hazards, fire, explosion, utility failure, a hazardous materials accident, and onsite materials that might adversely impact the surrounding public under specific conditions
- Natural hazards such as hurricanes, floods, windstorms, tornadoes, winter storm
- Social emergencies such as bomb threats, riots, and sabotage

### **Job Site Safety Plan**

A Company Job Site Safety Plan (Section 7, Core Plan) must be completed as part of the emergency response process.

The Incident Commander will ensure completion of the Company Job Site Safety Plan. The Incident Commander may delegate the task of completion of the Job site Safety Plan to the Safety Officer. The Safety Officer will administer the Job Site Safety Plan.

## NOTIFICATION PROCEDURES

### Response

#### General

Notifications will be per Section 2 of this Core Plan and per additional notification listed in each State Appendix.

This Section outlines the various concerned departments and individuals that personnel should notify in the event of an emergency. An emergency is any situation demanding immediate corrective action, which involves company facilities or operations and may endanger human life or cause significant loss of property.

#### Notification of Emergencies

It is imperative to respond quickly to any actual emergency. It is also important to contact the Local Emergency Planning Committees (LEPCs) and Federal, State and Local emergency response organizations (police, fire, ambulance, etc.) as necessary. Contact with the appropriate Local, State, and Federal regulatory agencies is also important.

Follow the Notification Flowchart that is found in Section 2 of this Core Plan.

Do not wait to collect all the information concerning the incident but provide this information to agencies and Company resources as it becomes available.

**Note:** Notifications must begin immediately after the realization of an incident.

#### Initial Observation Responsibilities of Company Personnel During an Emergency

Any employee including the Pipeline Systems Control Center Dispatcher receiving a report of or discovering an emergency should attempt to gather and record the following information:

- Any injuries or potential hazards to the public or Company personnel
- Location of the observed phenomenon in relation to recognizable landmarks (both natural and man-made, such as rivers, highways, railroads, etc.)
- Description and time of the observed phenomenon

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- Proximity to public, residential, storage and vacant buildings and the density thereof
  - ◆ If applicable name of the informant, their address, time and phone number where they can be contacted
  - ◆ Direction of prevailing winds from the accident location with respect to residential houses, commercial buildings or public roadways
  - ◆ Indications of any other pipelines and/or other utilities belonging to the area and the name of the operator, if available
  - ◆ Estimate of resources needed to control the Emergency / Incident

### **First Responder (Company Employee) Initial Notification Responsibilities**

Any employee who receives a notification of an incident from an outside party or is the first person to witness an incident will notify:

- Control Center and as applicable, the area control room impacted by the incident
- His/Her supervisor
- Follow the Notification Flowchart in Section 2 of this Core Plan

**Note:** A record of the time each call was made and the name of the individual notified must be maintained.

### **Pipeline Systems Control Center - Initial Notifications Responsibilities**

#### **Dispatcher Initial Notification Responsibilities**

- Upon receiving notification of an incident from an outside party/general public, the Pipeline Systems Control Center Dispatcher and if applicable the impacted area Control Room Operator should follow the Notification Flowchart found in Section 2 of this Core Plan.
- Upon receiving notification of an incident from Company employee, the Pipeline Systems Control Center Operator should follow the Notification Flowchart found in Section 2 of this Core Plan.

**Note:** A record of the time each call was made and the individual notified must be maintained.

### **Federal DOT and State Pipeline Safety Incidents**

#### **General**

Gather all information concerning an emergency incident, and then determine whether that incident should be reported to the Local, State, or Federal Agencies having jurisdiction over the pipelines. Immediate telephonic notifications of incidents shall be made to the Local, State and Federal Agencies (when applicable). Telephonic notifications must be made at the earliest practical moment following the discovery of an incident but within the time limits set by the different agencies.

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### **Local Emergency Planning Committee (LEPC)**

Along with other Local, State and Federal Agencies, the appropriate LEPC should be informed of any incident that could involve the community or attract attention of the community or news media. If an affect will be felt in any of the surrounding communities, be prepared to advise of the need for evacuation when making the report. Notification to LEPCs should be made for any incident of smoking that lasts for more than five minutes, or any odor or noise that could be detected outside the facility. Informing the LEPC should be considered if the wind and weather conditions are such that hazardous exposure could occur.

### **State Emergency Response Commission (SERC)**

Notification is required if the release is either in excess of the reportable quantities (RQ) of materials on the CERCLA list or the list of extremely hazardous substances or if the roadway is blocked. The LEPC, SERC & National Response Center (NRC), requests verbal notification within 1 hour of the incident. Written follow-up should be made within 5 working days.

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## **Emergency Communication**

### **General**

Effective communications is one of the keys to effective emergency response. The ability of the various emergency organizations to adequately respond, coordinate, report, and make requests depends on effective communication with other groups.

Land line telephones, mobile telephones, two-way radios and pagers will also be used during all emergencies except for bomb threats (also see Incident Response). Key people can be reached by mobile telephones and pagers at all times. For actual phone numbers, see Emergency Notifications and Communications Rosters contained in the Site Specific Sections of this Plan.

### **Requirements**

When a telephone system is designated as an emergency communication system, the following are required:

- At least one designated telephone instrument must be capable of continuous dial access directly to the telephone network or to the public telephone network or to another similarly manned location (station manned at least five hours a day, five days a week);
- A designated telephone must be in a continuously accessible location considered to be safe during a potential emergency situation;
- The designated telephone or telephone system must have a power source, with at least eight hours reserve, which will not become inoperable during a localized emergency situation. A large percentage of telephone systems furnished by local telephone companies do not require local power except for external bells, horns, or indicator lamps; and
- At locations where telephone systems do not remain fully operational during power loss situations, a separate telephone instrument, powered by telephone line voltage, must be installed.

### **Procedure**

Company owned and operated facilities have provided for communication among the following groups:

- Emergency Operations and Incident Command Post;
- Emergency Operations Center and response teams;
- Emergency Operations Center and all off-site agencies;
- Emergency Operations Center and support personnel, including press/public relations and technical support; and
- On-site emergency response teams and off-site emergency response teams.

In an emergency situation, Personnel use landline telephones, mobile telephones, pagers and/or 2-way radios.

## **Responsibility for Procedure**

The responsibility for administration belongs to the Team Leader.

A record of scheduled and documented tests of the communications facilities using the Company computer maintenance scheduling system.

## **Emergency Communications Training Program**

All new employees should be made aware of the emergency phone lists and the emergency operations center. These lists should be posted in manned stations, and tests of the emergency management should be regularly conducted as well as documented and recorded.

## **Emergency Equipment**

### **General**

Responders should be careful to protect personnel, vehicles, and other equipment during an incident. Protection of personnel from toxic exposures to hazardous substances involves wearing proper chemical protective clothing and respiratory equipment. Responders should stay away from potential fires or explosions. A rest and rehabilitation area where responders can cool off should be established. Heat stress can be a major problem. In situations where decontamination of protective clothing is required, the rest and rehabilitation area can be incorporated in the decontamination line.

Protection of personnel, equipment, and vehicles also involves approaching the danger area from upwind or an angle other than downwind. If response personnel can only approach the danger area from downwind, they will be at a tremendous disadvantage and will have to place themselves and their vehicles much further back. Generally, vehicles should be parked at a safe distance away from the danger area with the engines shut off.

### **Fire-Fighting Equipment**

Hand portable fire extinguishers are located in all operator vehicles and in designated facility areas.

All company owned fire equipment will be maintained and tested in accordance with established company procedures so that it will be ready for service at all times. All personnel will be trained in the use of personal protective equipment and fire fighting procedures in order to control any fires to the maximum extent possible with the equipment available.

Local fire departments may be called in when the emergency requires. Outside fire organizations should always be aided by Company personnel who have expertise in the location and probable cause and effect of the fire. It is essential to provide guidance to ensure that non-Company people do not enter an area where they may be trapped by fire or where a pipe rupture could occur.

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**Personal Protective Equipment**

All employees working in and around hazardous operations must be instructed in the hazards of their respective jobs and in the personal protective equipment (PPE) designed to protect against these hazards. Employees are to train in the selection, use, and limitations of PPE.

The Company must provide necessary personal protective equipment for eyes, face, head, and extremities. This equipment includes protective clothing, respiratory devices, and protective shields and barriers. These devices will be used and maintained in a sanitary and reliable condition. Hazards of process or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact will be mitigated by using personal protective equipment.

All personal protective equipment used by employees must be of safe design and construction for the work to be performed and must be properly maintained to retain its original effectiveness provided for their use.

**Using Personal Protective Equipment**

Proper use of personal protective equipment by all employees is defined in the Company Procedures which covers equipment such as hard hats, safety glasses, footwear, clothing and respiratory protection pertinent to specific jobs or tasks. This equipment is specific in preventing personnel from exposures through absorption, inhalation, and physical contact. Also see Training and Drills in this Plan.

**Reusable and Disposable Personal Equipment**

As required, safety equipment for the protection of employees is available. This equipment includes but is not limited to:

- Protective Clothing (including Nomex coveralls);
- Respiratory Protection (SCBA, AP);
- Splash goggles;
- Safety Glasses;
- Full-face shields;
- Hard hats;
- Chemical resistant gloves; and
- Hearing Protection.

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### General Non-Personal Emergency Equipment List

The following list of equipment is not intended to be inclusive of all equipment that might be needed to deal with any emergency, nor is it intended to be the minimum acceptable list. It may be impractical for some facility to supply large or specialized items (e.g., bulldozers or hot-tapping equipment).

<b>Equipment</b>	<b>Amount</b>	<b>Location</b>
Portable Gas Detectors		
Pipeline Locator		
Rope, Signs, Cones, etc. (To mark hot zones)		
Rescue Lines		
Potable Water		
Shovels and Rakes		
Ladders		
Miscellaneous Hand Tools		
Windsock		
Communication Devices (Two-way Radios, Walkie-Talkies, Cellular Phones, CB Radios, etc.)		
Sorbent Materials		
Disposal Bags and Containers for used Sorbent Materials		
Boat(s)		
Fire Extinguishing Systems (Foam, Dry Chemical, etc.)		

DOT X Ref

EPA X Ref

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**Security**

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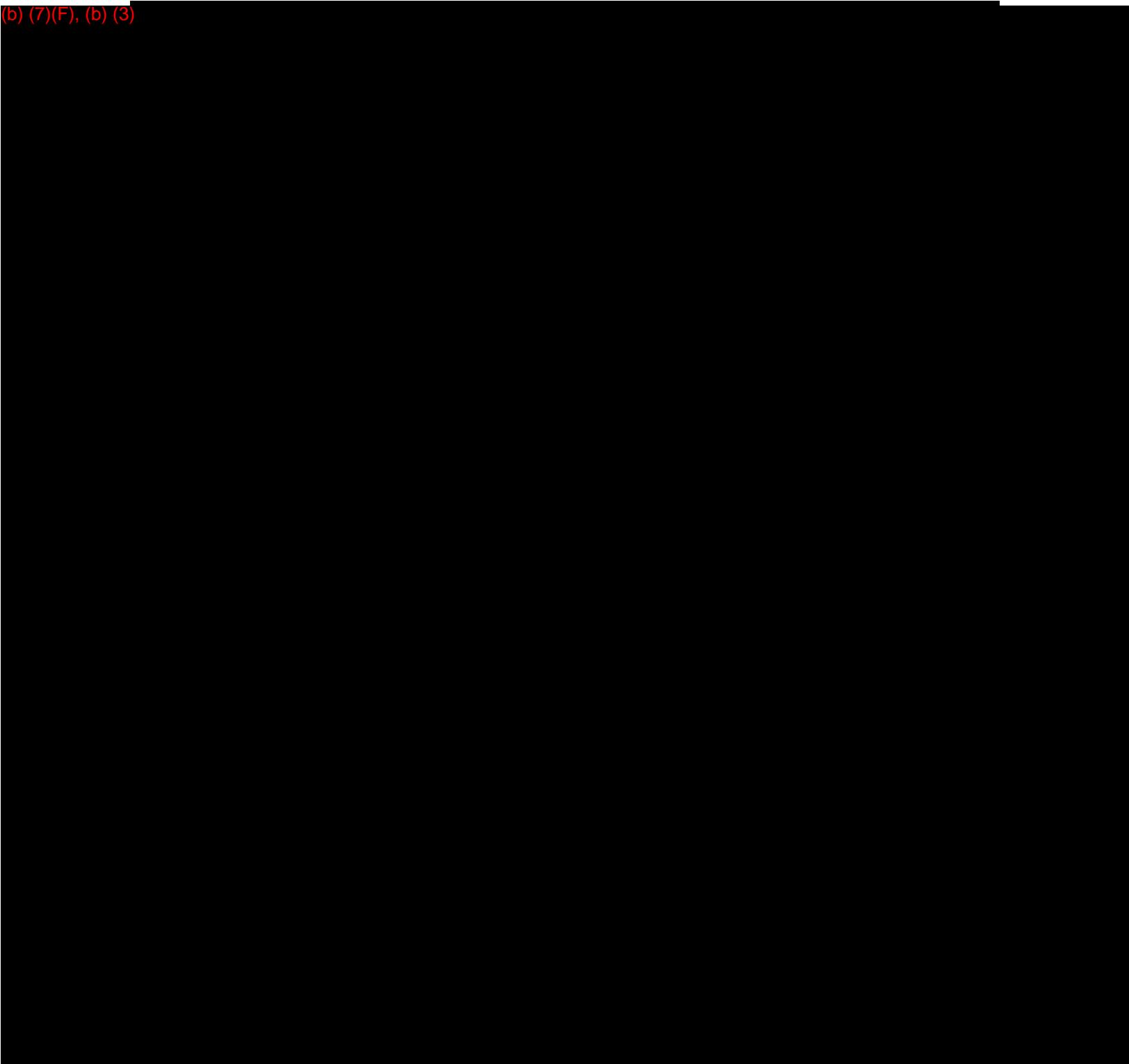


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### **How to Identify Zones**

The Safety Officer should assist in defining the zones based on results of sampling, monitoring, and evaluation of the incident. As conditions change, it may be necessary to re-establish zones. Therefore, zone boundary monitoring must be ongoing.

The criteria for re-establishing zone boundaries will depend upon:

- Visual survey;
- Locations of other hazardous substances, drainage, etc;
- Data on combustible gases and toxic materials;
- Hazardous Liquids vapor clouds;
- The ability to access the contaminated area;
- Areas necessary for site operations; and
- Meteorological conditions.

### **Securing the Zones**

Once the necessary zones have been determined, they must be clearly marked. This may be done using hazard tape, rope, warning cones, etc. Personnel must then be placed around the contamination reduction zone and within sight of the exclusion zone. These persons shall be designated by the Incident Commander. The Incident Commander may delegate this function to the Safety Officer. It shall be their responsibility to deny access into the restricted areas. Access into these areas must be through the decontamination zone only. The Incident Commander may request assistance from trained contractor personnel.

**Remember:** In the event of an emergency, securing the area must be done quickly and efficiently. Prevention of injury to employees and the public is imperative.

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## **Evacuation**

### **General**

If evacuation is determined to be the best way to protect the health and safety of affected persons, responders must be sure that entry into the evacuated area is restricted. The Evacuation Designee is responsible for getting people out of the danger area and maintaining security from outside the perimeter. To a large degree, successful evacuations are based upon having pre-planned evacuation methods.

If evacuation is needed, it should be implemented as quickly as possible to allow for expected delays associated with people attempting to leave an area. The Evacuation Designee must be certain that the persons to be evacuated are not sent from an area of lesser danger to an area of greater danger.

### **Employee and Contractor Assembly Areas**

- Due to changing wind conditions and the possibility of a product release, it is not possible to designate a single assembly point. However, moving upwind of the problem source should be satisfactory for most situations.
- At the designated assembly point the Contractor Evacuation Designee and Company Evacuation Designee shall take a head count of their personnel and report to the Evacuation Designee.
- The Evacuation Designee is to report the total head count to the Command Post by radio, telephone, or in person.

### **Contractor Personnel Actions**

- All contractor personnel shall stop work, shut off all spark-producing tools and equipment, and exit the work area.
- Observe the wind direction and exit the area cross wind to the nearest evacuation route.
- Look around as you exit to see if there are people acting as if they are not aware of the evacuation. Do not go towards them, unless your exit path takes you there. Do not attempt to assist anyone who may be down, unless they are in your exit path. Make note of these conditions and report them to your supervisor in the assembly area.
- Follow evacuation routes determined in the pre-job meeting or those listed in this Plan and make your way upwind of the problem area to the designated assembly point.
- The appointed Contractor Evacuation Designee shall conduct an evacuation head count using the contractor evacuation checklist provided in this Section and also contained under the Forms and Checklist Section of this Plan. The Contractor Evacuation Designee shall be appointed by the Company Evacuation Designee.

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### **Safe Havens - Places of Refuge**

If a product release or other Incident occurs in an area where buildings exist and personnel are unable to proceed away from the site to the assembly area, get inside, shut off heating and air-conditioning systems, and wait for instructions from the Incident Command Post and follow the instructions listed below.

An alternative to evacuation in certain situations is staying inside, or sheltering-in-place. Sheltering-in-place is generally a good action to take if there is a one-time release, short duration release, or a very small release of hazardous materials in the air. Sheltering-in-place sometimes involves moving people to an area of lesser danger within a building. Generally, determining whether sheltering-in-place is an appropriate alternative depends on the type of incident and the material involved. When responders determine that shelter-in-place is appropriate, people inside buildings should be advised to:

- Close all doors and windows;
- Turn off heating, cooling or ventilation systems; and
- Try to establish communication with the control room.
- Minimize the opening of doors to minimize the amount of contaminants entering the building.

**Note:** Only open doors to allow entry of individuals seeking refuge.

### **Responsibilities for Evacuation**

The Evacuation Designee is responsible for evacuating and accounting for all personnel under their direction.

The Evacuation Designee will ensure all personnel have evacuated.

Each Company Employee and Contractor Employee is responsible for knowing their assembly area and evacuation route.

Visitors and guests are the responsibility of their Company host. Visitors and guests will remain with their host until either the “all clear” signal or until their host has instructed them either to go to an assembly area or leave the facility. In case of the Company host being required to respond to the emergency scene or emergency command center, the host will quickly designate another Company Employee to be responsible for the visitor or guest. See the evacuation route maps contained in the Site Specific Sections of this Plan.

## **Evacuation and Transportation of Injured Persons**

Injured personnel should be transported to the hospital, if necessary, by ambulance.

## **Rescue**

Rescue operations may be necessary due to the severity of an incident. Use the following guidelines for rescue operations:

- **“Endangered persons”** are those individuals directly involved in the incident who are in immediate jeopardy and who because of injury may not be able to leave the area of danger. These people will require rescue.
- **“Affected persons”** are those whose health and safety are threatened. They include people adjacent to the incident as well as those that are subject to potential exposure to materials released in the air or surface water. It may be necessary for responders to evacuate or rescue those people who may be affected.
- **“Trapped or injured persons”** are those individuals who are unable to evacuate without the aid of a rescuer.

If rescue of trapped or injured persons is attempted, responders must be certain that they do not take any undue risks. Responders should always determine and evaluate the risk to themselves before a rescue of a victim is attempted.

After determining that a rescue is appropriate, responders should be certain that no first aid is given in the danger area. Rather, the rescued victim should be removed from the danger area as quickly as possible. This will ensure that the rescuers and the victim are not subjected further to the hazards associated with hazardous materials.

**Note:** Rescues shall be conducted by trained personnel only!



**Facility Shutdown - General****Purpose**

The objective of shutdown procedures is to shut down the facility as quickly as possible and not expose personnel to danger. Any of the following constitutes an emergency shutdown:

- Fire or explosion;
- Major equipment failure;
- Hurricane, tornado, floods, or other natural disaster; and
- Civil disorder involving facility intrusion by outsiders.

**Emergency Shutdown Procedure**

- Make sure to turn off all instrument detectors. This will prevent a strong current surge when the main breakers are re-energized;
- Turn off all electrical equipment individually;
- Shut off the compressed gas cylinder block valves;
- Shut off each compressed gas cylinder in the gas rack and disconnect it from the manifold system. Replace the safety caps on each cylinder;
- Inspect the Compressed Gas Cylinder area to be sure that all cylinders are secured by safety chains;
- Shut off all utilities at the service entrance to the building; and
- De-energize the electrical circuits by disconnecting the main circuit breaker for each switch panel.

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## **Gas Detected Inside or Near a Building**

### **General**

In the case of gas detected or suspected inside or near a building, all Company personnel shall take such action as necessary to protect the public first and then the facilities. On-site judgment is required in order to react properly to each individual situation.

Consideration should be immediately given to getting all people out of any building involved if gas is detected inside the building.

When approaching any building that contains natural gas facilities or that may contain escaped gas, an employee should always look and listen for any signs of escaped gas. Under no circumstances should an employee immediately open a building door, if escaped gas is detected.

### **Procedure**

If gas is detected near a building, then all people inside should be asked to extinguish all open flames, to open windows and doors and then get outside immediately. A determination should immediately be made as to severity of the leak and the potential and immediate danger involved.

If leaking gas is detected in a building, assess the nature of the problem, the potential danger to life or property and the actions required to bring the situation under control. Under no circumstances should an employee enter a building with audible leaking gas, until backup assistance arrives, and the environment has been tested and determined to be safe for entry. Actions taken will depend on the employee's assessment of the situation. General guidelines for responding to this type of emergency are as follows.

- Do not open any doors until explosion limits have been determined.
- Return to vehicle and reposition upwind, preferably blocking access to the location by others.
- If you need assistance with requesting local emergency/public safety agencies then contact the Team office or your supervisor and request assistance. The Team office or your supervisor should contact public safety agencies and utilities as applicable. Otherwise, contact local emergency/public safety agencies, as you deem necessary.
  - ◆ Describe the condition;
  - ◆ Give the location;
  - ◆ Give the wind direction;
  - ◆ Have them bring a portable combustible gas indicator/detector;
- Evacuate people from adjacent buildings if they are close enough to be injured in an explosion or fire;
- Shut off electrical power to building and eliminate other potential ignition sources;

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- Isolate the building from gas sources if possible. Close service line valves on buildings receiving domestic gas service. On measurement buildings, close inlet and outlet block valves and open blowdown valves. As in any suspected or actual emergency, the Control Center Dispatcher and Team Leader should be notified just as soon as notice is received or the condition detected. Corrective actions and valve movement required should be done in consultation with the Pipeline Systems Control Center Dispatcher in all cases except where immediate action is required by the Incident Commander due to a dangerous or hazardous situation.
  
- After gas sources are shut off, proceed to the building with a portable combustible gas indicator/detector, and check door seams for an explosive mixture. If an explosive mixture is not found, open the door and insert gas detector in building. If the gas concentration is within safe limits, enter and ventilate the building and determine the cause of the detected gas.
  
- Once the cause of the detected gas has been determined, contact the appropriate personnel to investigate, repair, and return everything to service.

**Natural Gas or Natural Gas Liquids Escaping From a Pipeline Facility**

Gas or liquids escaping from a pipeline facility must be brought under control as quickly as possible. Leaks, ruptures, overflow of tanks, etc may cause these conditions. Such conditions must be reported to the Dispatcher or the Impacted Area Control Room Operator as well as the Team Leader. The Incident Commander will appraise the situation and direct such corrective action as necessary to bring the conditions under control. Any valve movements will be in consultation with the Control Center or Impacted Area Control Room Operator, in all cases except where immediate action is required by the Incident Commander due to a dangerous or hazardous situation.

Caution should be exercised as flammable vapors may accumulate in enclosed spaces and volatile liquids in mist form may accumulate on clothing or other objects. In either case ignition can cause secondary accidents. Even if there is not fire present, water spray can be useful in mitigating the hazards encountered during rescue and containment.

In the event liquids have migrated beyond dikes or Company Property, and immediate effort must be made to contain, retrieve or otherwise avoid contamination of the adjacent lands or waterways. Some spills may require immediate notification to regulatory agencies whose jurisdiction is involved.

## **Explosion Near or Directly Involving a Pipeline Facility**

### **General**

If an explosion has occurred, particularly where no fire has resulted, be especially alert to the possibility that additional explosions could occur. Keep at a safe distance. Secure the area and restrict access to trained personnel only.

### **Procedure**

Immediately upon the realization of an explosion involving a pipeline facility, the First Responder shall notify the Control Center Dispatcher or Impacted Area Control Room Operator and Team Leader. Once said notifications are made, the Incident Commander shall proceed to the incident scene and evaluate the situation. The action required depends upon whether the explosion actually involved a Company pipeline facility or was near or adjacent to pipeline facilities and the seriousness of the situation. Should there be a serious explosion on a pipeline facility, the Incident Commander will direct work crews as needed to the incident location. Appropriate outside Emergency Response organizations such as fire and ambulance should be dispatched to the location as quickly as possible.

Notifications will be made per the Notification Flowchart in Section 2 of this Core Plan.

The Incident Commander will evaluate the situation and inform the Control Center Dispatcher or Impacted Area Control Room Operator accordingly. Corrective actions and valve movements required should be in consultation with the Dispatcher or Control Room Operator in all cases except where immediate action is deemed necessary by the Incident Commander due to a dangerous or hazardous situation.

Where warranted, the Incident Commander will then cause the isolation of the section of pipeline by way of valves on either side of the explosion and open the proper blow down valves, if required for gas blow down or liquid flaring (this will depend on how close the blow down valves are to the actual site). In the event the explosion was too close to a blow down valve for safe operation, then a blow down valve farther away from the actual explosion would be used. In the event of a fire, following the explosion then in addition, the procedure, Fire Located Near or Directly Involving a Pipeline Facility, should be followed. Local fire and police officials should be contacted as determined by the Incident Commander.

In the event that there is a potential or actual fire spread to areas adjacent to Company Facilities, or people are injured and/or spectators are gathering or evacuation of people is needed, the appropriate local ambulance, hospital, fire and police officials should be immediately notified. Company employees should be assigned, if available, to assist local police and fire officials in evacuating personnel from the area by means of barricades or roping off the area or by other means as directed by the officials.

## **Fire Located Near or Directly Involving a Pipeline Facility**

### **General**

To help ensure public safety, on fires near or involving natural gas or natural gas liquids pipeline facilities, Company personnel will need to continue to practice Unified Decision making and control of the area even though outside fire fighting personnel are en-route or present.

### **Procedure**

Immediately upon the realization of fire near or involving a Company pipeline facility, the First Responder should notify Control Center Dispatcher or the Impacted Area Control Room; and the Team Leader. Once said notifications are made, the Incident Commander shall proceed to the incident scene and evaluate the situation. The seriousness of the fire, whether it be a major or of a minor nature, dictates the actions to be taken. Actions to be taken also depend on whether the fire actually involves our pipeline facilities or is located near or adjacent to Company pipeline facilities. The local fire and police officials should be notified as determined by the Incident Commander. The fire department, police and general public should be instructed to make no attempt to close or open any valves. The operation of Company pipeline facility equipment, including all valves, should be done only by Company personnel or Company authorized contractors.

Notifications will be made per the Notification Flowchart located in Section 2 of this Site Appendix.

All employees who are appropriately trained are allowed to fight incipient stage fires. An incipient stage fire is a fire that is in the initial or beginning stage and can be controlled or extinguished by portable fire extinguisher, Class II standpipe, or small hose systems without the need for protective clothing or a breathing apparatus.

The Incident Commander will direct work crews to the designated location, as he/she deems necessary. Local fire departments should be dispatched to the location as quickly as possible.

The Incident Commander will evaluate the situation and inform the Control Center Dispatcher or Impacted Area Control Room Operator immediately. Corrective actions and valve movements required should be done in consultation with the Control Center Dispatcher or Impacted Area Control Room in all cases except where immediate action is deemed necessary by the Incident Commander due to a dangerous or hazardous situation. Further action might involve the isolation of the section of pipeline where the fire occurred by closing main line valves on either side of the fire and opening the appropriate blow down valves for gas blow down or liquid flaring (this would depend on how close the blow down valves are to the actual fires). In case the fire is too close to a blow down valve for safe operation, a blow down valve further away from the actual fire should be opened.

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In the event that fire spreads to areas adjacent to Company pipeline facilities and/or spectators are gathering or evacuation of people is necessary, then the appropriate fire/rescue and law enforcement officials should be immediately notified. Company employees should be assigned if available to assist law enforcement and fire officials in evacuating personnel around the fire by means of barricade or by roping off the area or by other means as directed by outside emergency response officials. If people are injured, appropriate ambulance, hospital, and other emergency services should be notified.

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## **Fire, General**

### **Outside Assistance**

If, in the opinion of the Incident Commander outside assistance is necessary, then outside aid shall be requested. The following procedures shall be adhered to when calling for assistance:

#### **All Clear Call**

If the fire has been controlled after a stand-by or call for assistance has been placed, the Incident Commander should contact the fire department and inform them of the controlled situation. The fire department shall be provided with the following information:

- The name of the person reporting the controlled event;
- An assurance that the fire is under control; and
- A repeated request for clarification that the facility is reporting the situation as "all clear".

### **Employee Consideration**

The following considerations must be taken into account by all employees:

- All actions should be defensive in nature and conducted from outside any danger area;
- At no time will any employee place themselves, or allow themselves to be placed, into a life threatening situation;
- Employees are expected to act only in accordance with their training. It is not the Company's intent to place any employee into a hazardous situation when the employee has not been trained to safely respond to the possible hazards present; and
- The safety of employees and the public takes precedence over all other considerations. Protecting a facility from damage or destruction will always be a secondary consideration.

### **Extinguishing Fires**

All employees who are appropriately trained are allowed to fight incipient stage fires. An incipient stage fire is a fire that is in the initial or beginning stage and can be controlled or extinguished by portable fire extinguishers, Class II standpipe, or small hose systems without the need for protective clothing or a breathing apparatus.

To extinguish burning hazardous materials, the proper extinguishing agent must be used. Although straight water streams are effective for extinguishing high flash point liquids such as kerosene and diesel fuel, water is generally ineffective for extinguishing low flash point liquids such as gasoline. Low flash point liquids may be extinguished with foam or dry chemicals.

When selecting the proper extinguishing agent, response personnel must be sure not to mix incompatible agents. For example, foam and water are incompatible. In some situations, water should be shut off prior to using any foam. If foam and water are used at the same time, the fire may not be extinguished. Moreover, the water may wash the foam away.

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Another example of incompatible agents is foam and some dry chemical extinguishing agents. These agents are effective only when used separately. If response personnel are required to extinguish water reactive materials, dry powder should be used. Generally, a dry powder agent is shoveled onto the material to extinguish the fire. If an extinguisher containing this agent is used, the responder must be careful not to spread the burning material.

**Note:** Extreme caution should always be taken when using water for fire control. If water reactive chemicals are present, extreme reactions can occur which can escalate the severity of the incident.

**Receiving Outside Aid**

The Incident Commander shall direct responding outside aid to the emergency scene.

The Evacuation Designee shall be responsible for logging in the fire department name, type of emergency equipment, and the number and names of persons responding who are directed to the fire scene. The Evacuation Designee will also be responsible for signing out responding equipment and personnel as they leave the emergency site.

**Removing Ignition Sources**

Remove all potential ignition sources to prevent ignition of flammable (explosive) vapors and gases. Removing all ignition sources is usually a very difficult tactic to accomplish. If responders attempt this tactic, they should start downwind and remove all sources of flame, heat, or spark. To protect themselves, responders should continually monitor the area to determine the flammability hazard present. Also, to ensure that all ignition sources are removed, responders will require additional assistance from public utility personnel from the electric and gas companies.

**Removing Oxygen Source /Letting Substance Burn**

A second tactic that may be used to extinguish ignited materials is to remove the fuel supply. To decrease the hazard, responders should consider closing valves and plugging leaks, and where appropriate, removing the fuel supply from the danger area. This is an appropriate tactic for flammable liquids or gas. Another tactic that may be used to extinguish ignited materials is the removal of the oxygen supply (i.e., smothering the hazardous material). For certain hazardous materials, a fire may be effectively extinguished by smothering the material with foam, sand, or dirt. Finally, responders may extinguish ignited material by letting the substance burn itself out. For example, for fires involving pesticides or poisonous gases, a tactic is to let the substances burn themselves out, making certain that people are evacuated from the area which may be effected by the "smoke" produced by the fire.

**Unauthorized Excavation Near or Exposure of a Buried Pipeline**

Any excavation near a Company pipeline facility may pose a serious threat to the facilities. Except for foreign construction being done with our knowledge, permission and authorized representative present, all such activities should be brought to the Team Leaders attention without delay. If such encroachment is approaching a buried pipeline, the excavator should be warned and the location of the pipeline pointed out to him/her. In no case is the excavation allowed to continue within Company rights-of-way without approval from Team Leader. Should such approval be granted, any further excavation must meet Company requirements in order to protect the facilities and a Company representative must be present during the excavation.

In the event of an unexpected exposure or contact with a buried pipeline, all work should cease until the Team Leader or designee can make a thorough examination of the pipeline. Hand digging should be employed to thoroughly expose the suspect area. Scratches, dents and coating damage or pipe should be appraised thoroughly. In cases where the wall thickness has been diminished, the Team Leader will coordinate with Control Center Dispatcher or Impacted Area Control Room Operator a reduction in pressure on that segment of pipeline until an accurate determination of damage can be made. HES should be contacted and given details concerning the damage to the pipeline in order to determine if a “Safety Related Condition” might exist.

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## **Spills**

### **General**

The majority of hazardous substance spills encountered by Company facilities are reasonably easy to contain and clean up. Company employees are instructed to accommodate these spills through their operations and maintenance training programs.

### **Spill Response**

In the event of a spill or release, the following notification procedure should be followed:

- Contact the Control Center and Team Leader;
- Follow the Notification Flowchart located in Section 2 of this Core Plan;
- Outside assistance can be obtained, if necessary, by calling contractors listed in this Core Plan;
- For more information on spill prevention, control, and counter measures (SPCC), see Company Environmental Procedures Manual and Site Specific SPCC Plans not contained in this plan.

### **Confinement and Containment**

The normal strategy for handling small spills and releases can be located in the Core Plan.

### **Responsibilities**

Trained employees must identify the types of hazardous substances present and the hazards associated with a spill, and designate the type of response (normal or emergency) that will be used for control of a specific incident and report findings to the Incident Commander.

According to 29 CFR 1910.12 the Incident Commander must assess all hazardous substances and conditions present before taking action.

## **Containing the Hazard**

### **Stopping the Leak**

Often, a leaking hazardous substance may be contained by trained personnel by stopping the leak in a pipeline drum, tank, or other container. This can be accomplished by safely closing valves, plugging openings, or uprighting containers.

When dealing with a pressurized storage tank, trained responders should approach the tank from the sides. Most pressurized tanks have hemispherical heads that are welded to the body, or sides, of the tank. There is a higher probability of a failure in the heads, or ends, of the tank versus the side. Approaching a tank from the sides, however, does not provide a guarantee that response personnel will be protected. Extreme caution should be exercised in these situations.

### **Constructing a Barrier**

Another tactic that may be useful is to confine a substance by the construction of barriers (dams, dikes, or channels) to control run-off and to keep the material from being spread over a larger physical area. If a great deal of dirt or sand is used for constructing a containment dam, dike or channel, responders should consider the problems associated with the disposal of the now contaminated dirt and sand.

### **Handling Spills**

Liquids spilled at a facility can be difficult to handle. In most cases, containment may already be in place. For example, most tanks have a berm around their periphery, if required, for confining major leaks. If a transfer line breaks or an accident occurs in transporting or loading a liquid, there will be no “automatic” containment. On concrete, blacktop, or other hard surfaces, berms can be constructed with dirt, sand, absorbents, or urethane foam packs specifically designed for this purpose. If the spill is on the ground, berms can be constructed by simply mounding the soil itself. In many cases, though, it may be more advantageous to “herd” the liquids by ditches, swales, and berms to an existing low point or construct a catch basin. This allows the material to pool and may make cleanup easier.

### **Primary Tool Kit For Spills**

Often a leak may be controlled by simply tightening fittings such as bungs, caps, pipes or flange bolts. A variety of tools may be necessary to accomplish this. A basic tool kit shall be located in the command post or area office. The tool kit should contain, at a minimum, the following items:

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### Suggested Primary Tool Kit for Spills

Tool / Material
Brass mallet
18" and 36" pipe wrench
Open end wrench set
Box end wrench set
Slip joint pliers (2 pair)
Common pliers
18" or 24" Flat blade screwdriver with plastic handle
Medium weight ball peen hammer
Pocket knife for carving wooden plugs
8" Vise grip pliers
6" Pry bar or pinch bar
Lock back knife
Portable explosion proof hand light
18" to 36" bolt cutters
Bung wrenches
Diagonal side cutting pliers
Needle nose pliers
Screwdriver set – common
Screwdriver set - cross point
Tin snips
Wire brush with long handle
Hacksaw with quick disconnect for blades
Hacksaw blades
Teflon tape - available in a wide variety of widths and used for wrapping threads on fittings and connections.
Duct tape – used to slow leakage from pipes, fittings, etc. by wrapping tightly around the affected area - also can be used as a gasket with wedges or plugs.
Rubber sheeting (old inner tubes work well) – useful as a gasket material for any type of patch or plug
Assorted sheet metal screws - when backed by flat washers and rubber gaskets, useful for small holes, pinholes and some cracks
Assorted pipe caps – can be used on threaded pipe ends
Bungs – used to secure drums
Assorted automotive clamps - used to secure rubber sheeting over pipe ends, etc.
Assorted threaded pipe plugs – used on internally threaded pipe ends
Flat washers for sheet metal screws

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## **Hazardous Materials (HAZMAT)**

### **Characteristics of Hazardous Materials**

The process of size-up involves both identifying the materials involved and evaluating all of their hazardous characteristics. These hazardous characteristics include:

- Toxicity (whether the material is a poison);
- Corrosiveness (whether the material will eat away or gradually destroy another material);
- Radiation hazards (whether the material emits radiation);
- Etiological hazards (whether the material may potentially cause some type of disease in exposed humans);
- Asphyxiating hazards (whether the material may potentially kill or make unconscious humans or animals by replacing or depleting oxygen);
- Flammable hazards (whether the material may ignite and burn);
- Oxidizing capabilities (whether the material may change after combining with oxygen and become more dangerous);
- Reactive hazards (whether the material may interact with other chemicals yielding an undesired change or reaction);
- Instability (whether the material has a lack of resistance to chemical change - may undergo unwanted and dangerous alterations);
- Explosive hazards (whether the material may explode); and
- Cryogenic hazards (whether the material is very cold).

### **Type, Condition, and Behavior of Containers**

During size-up, response personnel should always consider the type, size, condition and possible behavior of any containers used to store or ship hazardous materials. Behavior of the container involves the manner in which a container may rupture, leak or explode.

Drums and bulk containers in the same general area may contain different or incompatible materials. During an incident that does not initially involve container failure, there may be a potential for container failure. For example, during size-up it may be determined that a container may fail because:

- It is under stress from heat or fire; and/or
- It is under stress from mechanical damage; and/or
- It is under stress from chemical reactions.

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**Cooling Containers**

One way to reduce the probability of container failure because it is on fire, or near a fire, is cooling the container. This is done by applying large quantities of water to the container. Generally, a minimum of 500 gallons per minute must be applied at the point of flame impingement. If there are several points of flame impingement, large quantities of water are needed in order to apply 500 gallons per minute at each point of flame impingement. Maintaining an adequate water supply may be difficult in areas that do not have a domestic water supply for fighting fires. In such a case the local fire department will be called for assistance.

If an adequate supply of water is available, heavy streams should be applied to the vapor space (the space in the container above the liquid), as well as the point of flame impingement. When the flames are thick and heavy and the relief valve is operating, it is likely that more and more of the product is being released into the environment. As the level of the product in the container goes down, greater vapor space is exposed. This vapor space, a critical area in the tank, is generally the point at which failure of the container will occur. Heavy streams of water must be applied to the vapor space in order to prevent the container from failing.

When a container holding a hazardous product is on fire, or near a fire, responders should also consider whether it may present an undue risk to response personnel manning the cooling streams. If it is determined that the risk is high, unmanned monitors shall be used. The equipment should be set up and then all response personnel shall leave the danger area. If unmanned monitors are used, it may only be necessary to enter the danger area occasionally to check the equipment to ensure that it is operating properly.

**Using Stress Barriers**

Stress barriers between the fire and containers must be used to prevent container failure. Stress barriers absorb the radiant heat or prevent the container from coming into contact with the flame.

**Removing Uninvolved Materials**

Another tactic is to remove containers (assuming they are mobile) that have not been affected or are not involved in the fire. This tactic shall be used with extreme caution. For example, in some cases, individual containers, having been exposed to fire, may have stabilizers that are driven away by the heat. In other cases, the chemical in the product itself, once heated, may cause the container to fail. Finally, it may be necessary to cool a container after it is moved. For example, if a hazardous material product remains in a container after it is moved, and the container is moved out of the danger area, but into the sun, pressure inside the container may continue to build up and a catastrophic failure may occur.

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**Modifying Conditions**

During the process of gathering information, response personnel must consider conditions such as the location, time factors and weather. The conditions must be evaluated in order to determine the most effective and appropriate response tactics. Consider complex street patterns, limited access, lack of water, whether the location of an incident is near a waterway and if so, what spill control measures must be used to prevent a release into the body of water.

**Time**

As much as possible, response personnel must determine what is the probable or expected condition of the incident that will be encountered on their arrival at the scene. If response time is long, response personnel may have to expedite a preliminary size-up of the incident. If the response time is quick, response personnel may have more time to gather information about the incident and plan the response.

**Weather Conditions**

The temperature on the outside as well as in the inside of a structure containing materials should be considered because the materials involved in the incident may have differing vapor pressures that are affected by temperatures. Also, wind direction and speed may yield information about possible plume location and/or dispersion rate.

Furthermore, if an air inversion occurs, this may cause vapors from materials to be concentrated or held near the ground, thus potentially exposing the public to a hazardous condition. Air inversions may also inhibit dispersion of vapors. Finally, because some chemicals react adversely with water, precipitation can have an effect on response operations.

**Resources and Control Measures**

The number of individuals available to respond to a hazardous materials incident will affect the time and extent of the response operation. The fatigue of the response personnel and potential replacements must be factored into the number of available individuals for response. The level of training of the response personnel is important. Response personnel should determine the number of individuals that are prepared through proper training to handle a hazardous materials incident.

**Note:** Hazardous materials guides published by such groups as the Department Of Transportation (DOT) and National Institute of Occupational Safety and Health (NIOSH) yield information about hazardous materials.

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### **Strategy**

The concept of incident control includes suppressing the source, instituting appropriate and effective measures to limit the various hazards associated with materials from happening; isolating the materials and hazards to the smallest possible physical area, and removing people from harm's way.

### **Strategy - Priority Factors**

The factors that need to be considered in establishing priorities are:

- Immediate rescue or life-saving activities;
- Protection of affected persons;
- Responders' safety;
- Protection of property;
- Protection of the environment;
- Fire or explosions (or potential for);
- Potential for container failure;
- Availability of necessary resources;
- Need for time; and
- Weather conditions.

### **Strategy – Prevention and Minimizing**

A strategy must be developed to prevent, or if the incident has already occurred, minimize the effects of:

- Explosions;
- Fires;
- Releases of chemicals from their containers;
- Toxic hazards from liquids, solids, vapors, or gases;
- Corrosive and reactive hazards;
- Radiation hazards; and
- Biological hazards.

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### **Strategy - Tactics**

In general, the tactics that are employed to prevent or reduce the hazards associated with chemicals are:

- Extinguishing fires and wetting areas;
- Controlled burning or detonation;
- Cooling containers (that heat may cause to explode or ignite);
- Removing materials;
- Plugging, patching, and other methods (containment) to keep materials in their original containers;
- Using dikes, berms, dams, and other techniques to confine spilled materials to the smallest possible physical area; and
- Using various chemical and physical methods, for example, neutralization, absorption, dilution, transfer, dispersion, solidification, and others to minimize hazards.

### **Rescue**

Endangered Persons are those individuals directly involved in the incident who are in immediate jeopardy and who, because of injury, may not be able to leave the area of danger. These people will require rescue.

**Note:** Only individuals trained in emergency rescue techniques shall conduct emergency rescues.

Affected Persons are those whose health and safety are threatened. They include people adjacent to the incident as well as those that are subject to potential exposure to materials released in the air or surface water. It may be necessary for responders to evacuate those people who may be affected.

If rescue of trapped or injured persons is attempted, responders must be certain that they do not take any undue risks. Responders should always determine and evaluate the risk to themselves before a rescue of a victim is attempted.

After determining that a rescue is appropriate, responders shall be certain that no first aid is given in the danger area. Rather, the rescued victim should be removed from the danger area as quickly as possible. This will ensure that the rescuers and the victim are not subjected further to the hazards associated with hazardous materials.

### **Tactical Withdrawal**

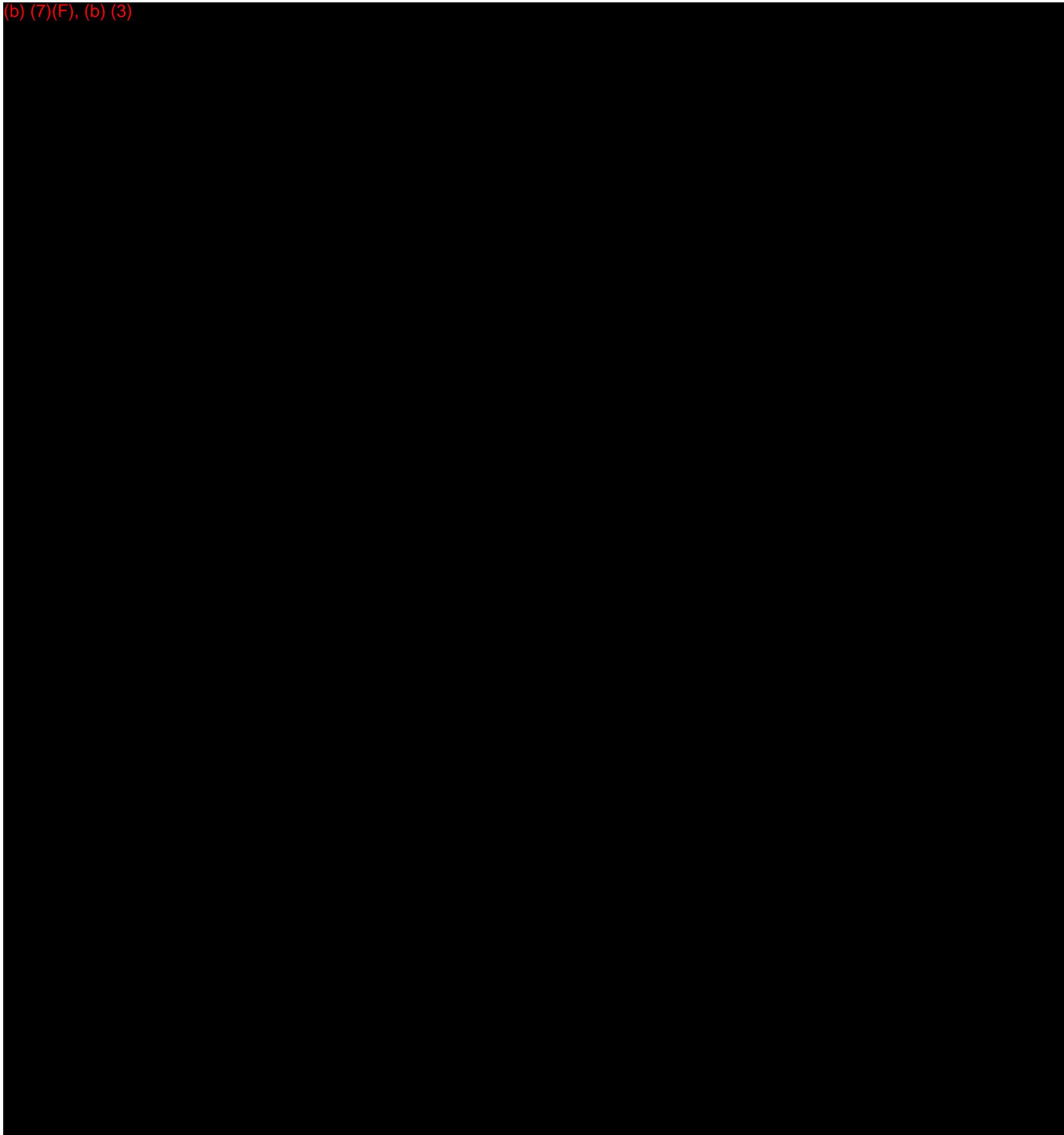
Sometimes, responders may have to withdraw from an area to protect personnel, equipment and vehicles. Withdrawal from a danger area must always be considered a possibility and withdrawal plans should be prepared. Response personnel should never be placed in a situation where they can get trapped. Before entering an area, responders should plan withdrawal routes to ensure a quick and safe exit in case the situation becomes dangerous and requires withdrawal.

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**Bomb Threats**

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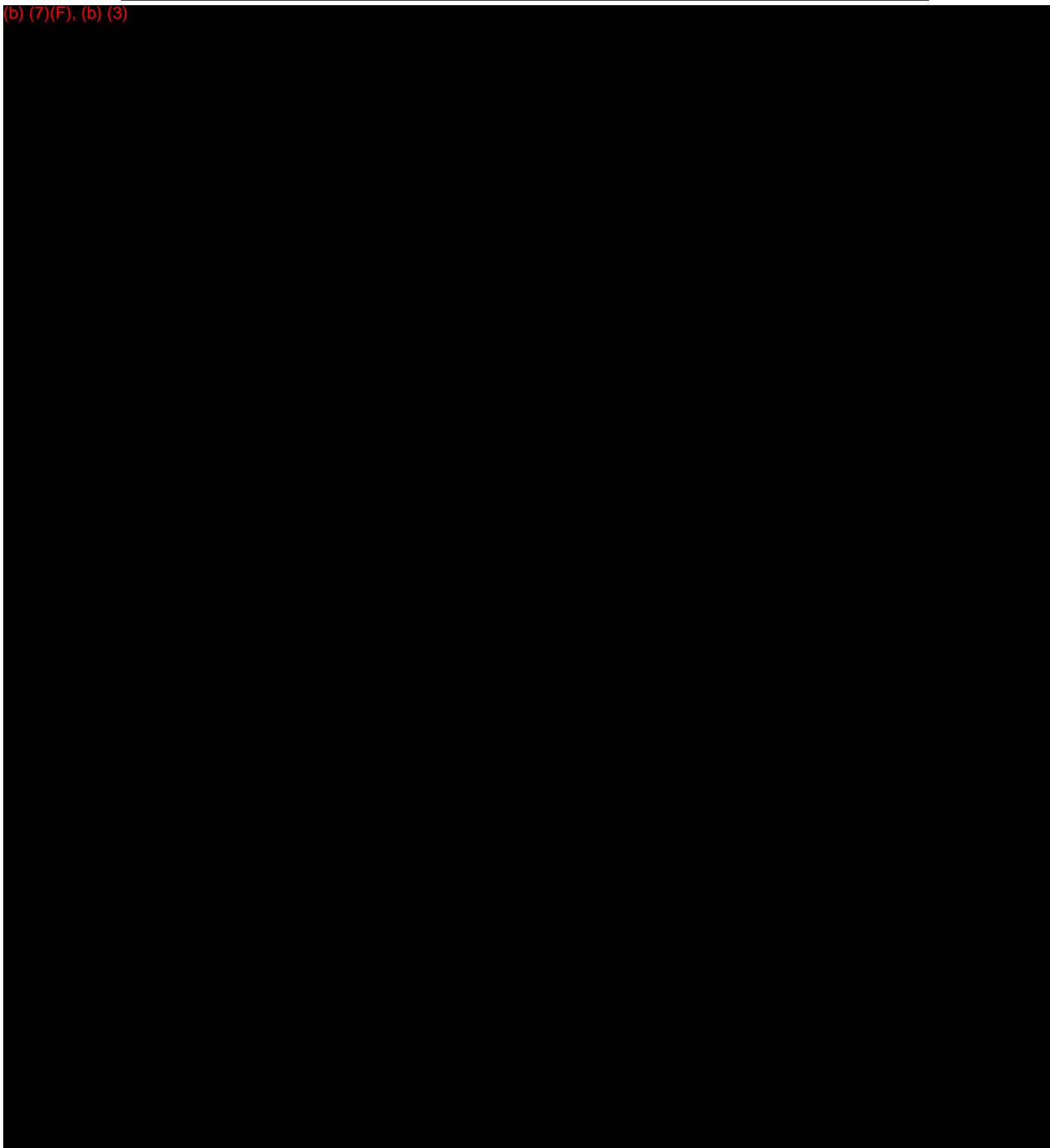
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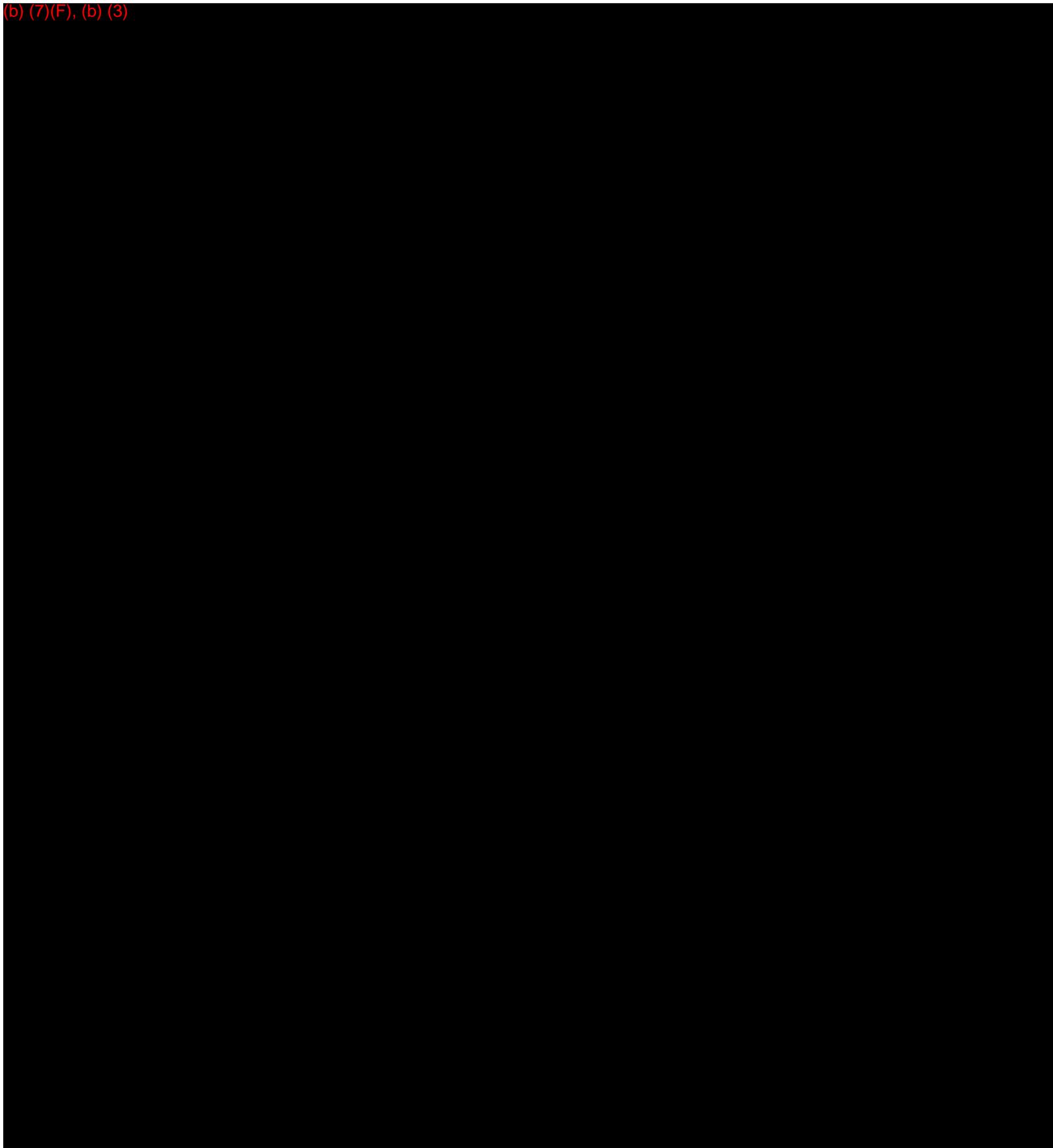
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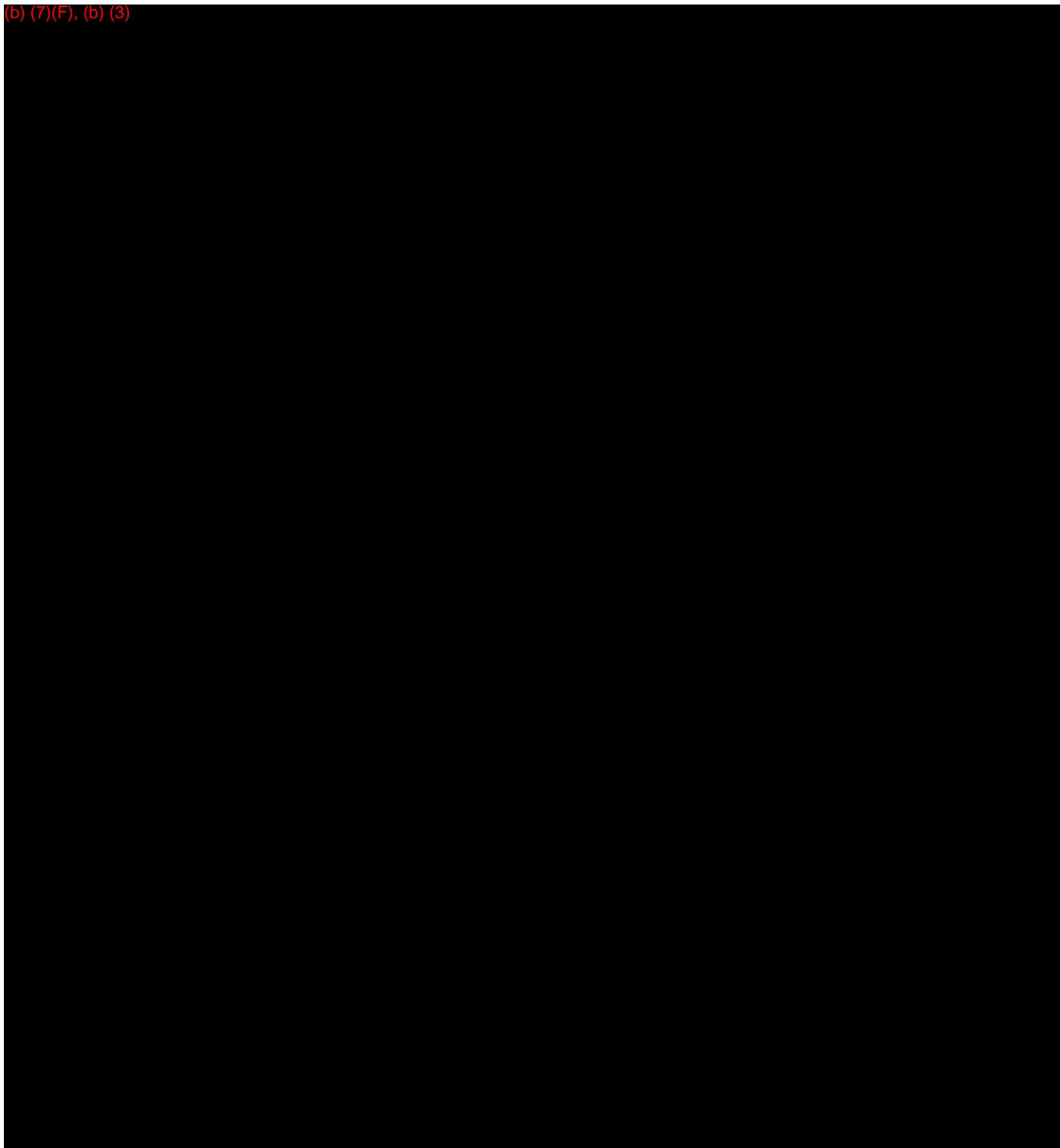
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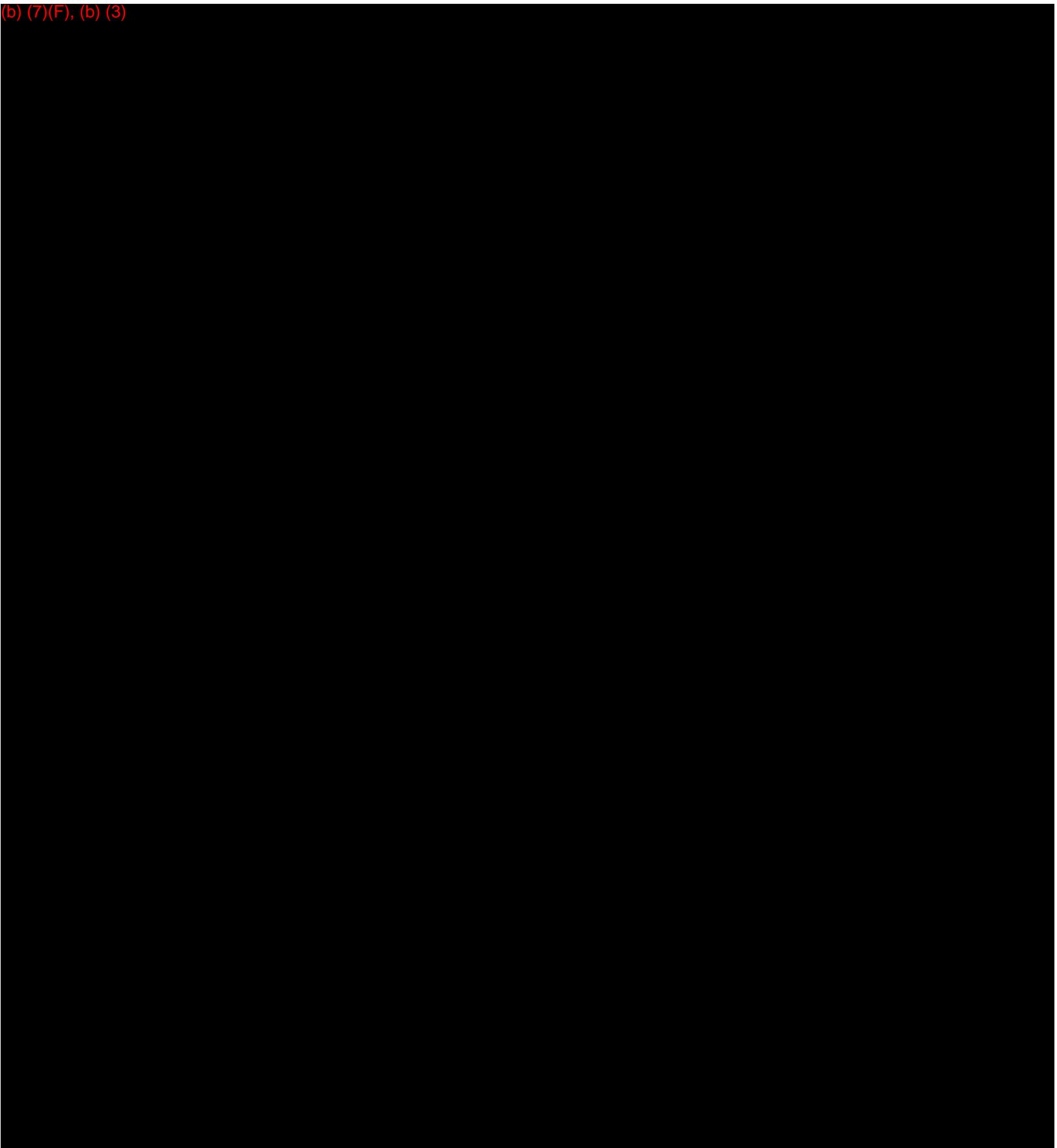
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## **Severe Weather Plan**

### **Purpose**

This Severe Weather Plan provides a coordinated, teamwork-based program intended to reduce the potential for personnel injury, damage to Company facilities and/or curtailment of production due to severe weather.

Since weather conditions are unpredictable, this plan cannot provide for all possible events. It is therefore, the intent of this plan to deal with threatening severe weather conditions. The Team Leader will be responsibility for implementing the applicable parts of this plan as needed.

### **Scope**

For purposes of this plan "Severe Weather" is defined as:

- Hurricanes;
- Sub-freezing temperature;
- High winds, severe thunderstorms, lightning or tornadoes; and
- Flooding (from other than hurricane-related rainfall or tides).

### **Hurricanes**

For specific information on hurricanes, please see Natural Disaster-Hurricane Preparedness Plan under the Incident Response Section contained in this Plan.

### **Freezing Temperatures**

A hard freeze is defined as the condition existing when temperatures remain below freezing for a period of six (6) hours or more. If the possibilities of a hard freeze is predicted, preventive measures must be taken to prevent damage to piping and equipment.

All lines subject to freezing must be protected. The cost of repair of even small water lines due to freeze damage can be a major expense, both in terms of direct maintenance costs and production loss. Freeze damage, especially to smaller water lines, is virtually always preventable.

When freezing conditions threaten, the area around any dripping water line (whether the drip is intentional or not) must be properly barricaded and marked as a hazardous area. The puddle formed by the drip will freeze and make the area too slick for the safe passage of personnel or vehicles.

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### **High Winds, Severe Thunderstorms, Lightning, and Tornadoes**

This category of severe weather usually occurs on short notice and organized preparation is not usually possible. To the extent that preparation is possible, the applicable checklist items in mentioned Hurricane Preparedness Plan can be used as a guide.

If sustained high winds are predicted, then as a minimum, a general clean up of the facility should be ordered with special attention given to removing or securing loose items, trash, construction materials, and small equipment which could be damaged or become airborne. Winds above 40 mph can make dangerous projectiles out of otherwise harmless materials such as boards, buckets, cans, bottles, and even small stones.

Loose sheet metal in a high wind is especially dangerous to personnel and to electrical equipment. Flying sheet metal coming in contact with power lines or substation equipment can cause a power outage with serious consequences to facility operations.

### **Flooding**

Flooding from non-hurricane related causes usually happen with little advance warning. In the event such flooding is predicted, the applicable parts of the checklists in the mentioned Hurricane Preparedness Plan should be used as a guide in Flood Preparation Actions. Since advance warning may be limited to only a few hours, each individual with severe weather responsibilities should quickly prioritize the actions to be taken and ensure that the most critical of those actions are carried out first.

If a facility curtailment or shutdown is ordered and sufficient time is available before arrival of the flood, then the Site Specific Shut Down Procedures will be followed. If sufficient time is not available for a planned shutdown, then facility personnel will follow instructions from management and secure the equipment for which they are responsible in the best manner possible.

### **Severe Weather Checklist**

The following checklist should be reviewed during the approach of severe weather:

- Conduct severe weather planning meetings;
- Initiate a severe weather alert to all functional teams;
- Call alert meetings and issue instructions;
- Review weather information from Weather Service and make decisions to formulate action plan;
- Review plan with Supervisors;
- Conduct facility inspection to identify and correct potential hazards;
- Provide support for operations on securing and tying down of all necessary equipment;
- Ensure all trash bins are empty and removed from facility if not needed;

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- Ensure all portable buildings and trailers are secured;
- Review electrical department procedures and make appropriate recommendations;
- De-energize all electrical equipment including switch gear, transformers, and motors that are in danger of flooding;
- Maintain liaison with contractors to ensure compliance with company procedures;
- Fill fuel tanks on equipment, including all vehicles;
- Locate supplies needed upon request from operations and maintenance;
- Ensure land line telephones, mobile telephones, pagers and two-way radio systems are operating properly;
- Coordinate repairs to defective radio equipment as needed;
- Coordinate installation of temporary phone lines;
- Provide environmental coordination with outside agencies;
- Establish and maintain communication with Emergency Operations Center;
- Coordinate meetings to assemble up-to-date information;
- Release all non-essential personnel from facility site;
- Review facility-wide shutdown plan;
- Review employee work schedule to ensure adequate coverage;
- Review procedures for loss of electrical power, pipeline, and/or marine movements;
- Ensure that all tanks and vessels are filled to normal operating levels;
- Coordinate operations activities to ensure minimal risk to employees and facility equipment;
- and
- Coordinate orderly shutdowns, clearing equipment, and securing process equipment, as needed.

**Natural Disaster – General**

In the event of a natural disaster affecting the operation of our facilities, Company employees should be prepared to provide for a prompt and effective response. The type and extent of the response required, depends upon the type of disaster involved and how our facilities are affected.

A natural disaster in our area could consist of the following: hurricane, earthquake, tornado, severe electrical or hailstorm, flood, wind combinations of one or more of these and others. Any of these disasters may or may not cause damage to our facilities or seriously interfere with our operations.

Possible company responses or actions required would be covered by one or more written procedures contained in this Emergency Operating Plan and Procedures, such as: rupture or line break, fire, explosion or leak. Therefore, references should be made to the appropriate section covering the situation.

For specific procedures covering each of the above said natural disaster please see the specific natural disaster procedures immediately following this Natural Disaster- General procedure.

## Natural Disaster – Hurricane Procedure

### Hurricane Emergency Procedure

This procedure is intended to cover the preparation and “weathering” of a hurricane without out-of-the-ordinary emergency conditions for a hurricane. If conditions during the storm develop that present hazards other than weather hazards to personnel, the Incident Command System (ICS) and appropriate emergency procedures will be utilized.

The National Weather Service (NWS) and NOAA are the official sources of hurricane weather information for the site. The following warning system is broadcast by the NWS on NOAA radio:

### Hurricane Watch

A hurricane watch is issued for a coastal area when there is a threat of hurricane conditions within 24-36 hours.

### Hurricane Warning

A hurricane warning is issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 miles per hour (64 knots) and/or dangerously high tides and waves. Actions for protection of life and property should begin immediately when the warning is issued.

### Hurricane Categories

- **Category One: 74-95 mph.** Primary damage to shrubbery, signs, and unanchored mobile homes. Tide level is 4 to 5 feet above normal.
- **Category Two: 96-110 mph.** Major damage to poorly structured signs and exposed mobile homes; some damage to roofs, windows, and doors. Tide level is 6 to 8 feet above normal and 2 to 4 hours before hurricane arrival. Immediate evacuation of shoreline homes and low-lying flood prone areas.
- **Category Three: 111-130 mph.** Large trees downed, serious roof, window and door damage. Tide level is 9 to 12 feet above normal. Serious flooding along the coast. Evacuation of low-lying residences within several blocks of the shoreline may be required.
- **Category Four: 131-155 mph.** Extensive roof damage on small homes, destruction of mobile homes, some wall damage. Tide level is 13 to 18 feet above normal. Terrain lower than 10 feet may be flooded inland as far as six miles.
- **Category Five: Over 155 mph.** Considerable roof and structure damage. Some complete building failure. Tide level greater than 18 feet above normal. Major damage to all structures less than 15 feet above sea level within 500 yards of shore. Massive evacuation of residential areas within 5 to 10 miles of the shore may be required.

## **Hurricane Preparation Stages**

### **Stage One - Ongoing Preparations**

The hurricane season extends from June 1 through November 30. On June 1 of each calendar year, or the first workday thereafter, the Team Leader will convene a meeting of appropriate personnel to initiate hurricane season preparations. At this meeting, the following steps should be initiated by the Team Leader.

- The Emergency Response Team Members shall inspect guy wires and portable building ties downs and assess the need for additional securing.
- The Emergency Response Team Members shall check facility drainage system for good drainage, and check all sheet metal insulation covering and building roofs.
- The Team Leader will review, revise if necessary, and issue detailed checklists for the shutdown and securing of the Company facilities (including material handling areas) in preparation for weathering any hurricane.

### **Stage Two (2)**

Stage two (2) goes into effect as soon as a hurricane watch is issued by the NWS radio. The major items for preparation should have been completed in stage one (1). The following steps will be taken immediately:

- The Team Leader will cause a facility-wide inspection listing conditions that must be corrected and monitor weather reports and keep his/her supervisor informed of any change in hurricane status.
- The Team Leader will remind all employees to prepare their family and homes for possible hurricane conditions and will hold a team meeting to establish the emergency team and discuss procedures in the event of stage three (3).
- The Team Leader will make arrangements with a local motel to reserve rooms for the families of the hurricane Emergency Response Team and will notify his/her supervisor as soon as arrangements are complete.

### **Stage Three (3)**

Stage three (3) will begin after a hurricane warning is issued for the area by NWS. The timing of the steps below will depend to some degree on the storm's position, direction, speed, and probability of affecting the coast.

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The Team Leader will release the Emergency Response Team volunteers on an as-needed basis to take care of responsibilities outside the facility. This decision is strictly at the Team Leaders discretion; however, the goal should be to have the Emergency Response Team in place twelve (12) hours before hurricane force winds (74 miles per hour) are expected at the facility.

This action will allow the release of non-essential personnel in advance of development of hazardous conditions in the area. A careful staffing of the hurricane Emergency Response Team with personnel who can operate or shut down the facility will allow the delaying of the decision to shut down, should the storm change directions at the last minute, or just come close.

#### **Stage Four (4)**

Stage four (4) will begin four (4) to six (6) hours before hurricane force winds are expected to reach the facility.

The Incident Commander will coordinate an orderly shutdown of the Pipeline facilities (see stage one, above) and notify his/her supervisor or representative, of the shutdown.

**Storm Effects** - Hurricanes have four damaging effects: tides, heavy rains, high winds, and tornadoes. Approximately 90% of the damage and injury result from flooding. Persons in facilities in locations subject to flooding should seek shelter elsewhere before the storm. There should be no travel during the storm due to the danger of flying debris, falling trees, and power lines.

**Storm Surge** - In most hurricanes, “storm surge” caused most loss of life and property damage. Storm surge is different than regular tides. Together, regular tides and storm surge form the “hurricane tide”.

Storm surge development takes place over deep water, where the drop in barometric pressures in the storm center causes the sea to bulge. A second action develops as hurricane winds sweep across the sea surface. This causes a swirling movement of the surface water that gradually goes down to a depth of about 300 feet.

The maximum swirl moves to the right of the hurricane’s eye (track) where wind speeds are highest. There is no change in sea level due to the swirling motion so long as the water remains deeper than 300 feet.

As the hurricane approaches land, the swirling water mass scrapes bottom, tries to spread in all directions, and begins to pile up. Peak surge heights are seen at the shoreline about the time the hurricane center reaches land.

The maximum water swirl occurs 10-20 miles to the right of the storm track, near the point of maximum wind speeds. Thus, the greatest danger from both winds and surge usually is about 15 miles right of that track.

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The surge may lift the ocean 15 feet or more at the coastline. Carla in 1961, produced a 21 foot surge at Matogorda Bay. Camille, which hit Mississippi in 1969, caused a 25 foot surge, the highest ever recorded in the Western Hemisphere.

Among the storms' worst killers and destroyers of property. Tornadoes always pose a threat in the hurricane area. The greatest outbreak of tornadoes on record was associated with Hurricane Beulah when 115 tornadoes were spawned during a five-day period. Sixty-seven of these occurred on one day, setting a national record.

### **Stage Five (5)**

Stage five (5) will begin as soon as storm conditions have subsided.

The Emergency Response Team is to survey the facility to assess the damage, availability of utilities (water, electricity, etc.), and the needs for facility re-start as soon as possible. The post storm assessment survey team should take the following precautions:

- Do not touch or go near fallen utility lines;
- Make sure to see where you are walking. If it's dark stay inside; or if water remains, take no chances wading unless absolutely necessary;
- Drive with extreme caution especially where roads are still under water;
- Poisonous snakes or insects are always a threat in this area during the post-storm clean-up; and
- Guard against spoiled food, contaminated water and fires.

All personnel are to contact the facility (by phone or in person) as soon as possible and advise their availability for returning to work. A list is to be maintained by and for the Incident Commander.

The Incident Commander is to organize a relief for the emergency team as soon as possible so they can take care of out-of-facility responsibilities.

During severe thunderstorm warnings monitor local radio stations for tornado warnings. Follow all National Weather Service instructions. If flooding occurs follow the above procedures.

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## **Natural Disaster – Tornado Procedure**

### **General**

Certain weather conditions are conducive to the formation of tornadoes. When such weather conditions exist, personnel should be alert and on the lookout for an actual occurrence.

### **Procedure**

When weather conditions are such that a tornado could be formed, alert personnel to the fact and:

- Have personnel with conventional radios tune them to monitor weather information. On weather alerts:
  - ◆ Tornado watch means atmospheric conditions are favorable.
  - ◆ Tornado warning means a tornado has been sighted.
- During extreme weather conditions, or if a warning affecting your location is issued, assign an observer to watch storm conditions for a possible tornado.

If a tornado is sighted, notify all affected personnel. Take the following actions as time allows. Remember to protect life first.

- Notify the Control Center if it becomes necessary to seek shelter. Advise them that the location will probably be out of radio communication.
- Extinguish all unnecessary fires and lights.
- Switch over to auxiliary power.
- Do not trip the ESD system. It will function automatically if a fault occurs. Leave facilities in operation and seek shelter.

Personnel in a vehicle when a tornado approaches should:

- Drive at right angles, away from the tornado if possible.
- If the tornado cannot be avoided, seek shelter in a ditch or other low-lying area if below ground shelter is not available.
- Avoid locations under electric power lines.

After the storm has passed and if damage has occurred:

- Survey damage.
- Trip ESD shutdowns, if necessary.
- Isolate those portions of facilities that have been damaged.

Notify the Control Center that the storm has passed. Tell them the amount of damage that has occurred. Proceed with any repairs or other actions that are required.

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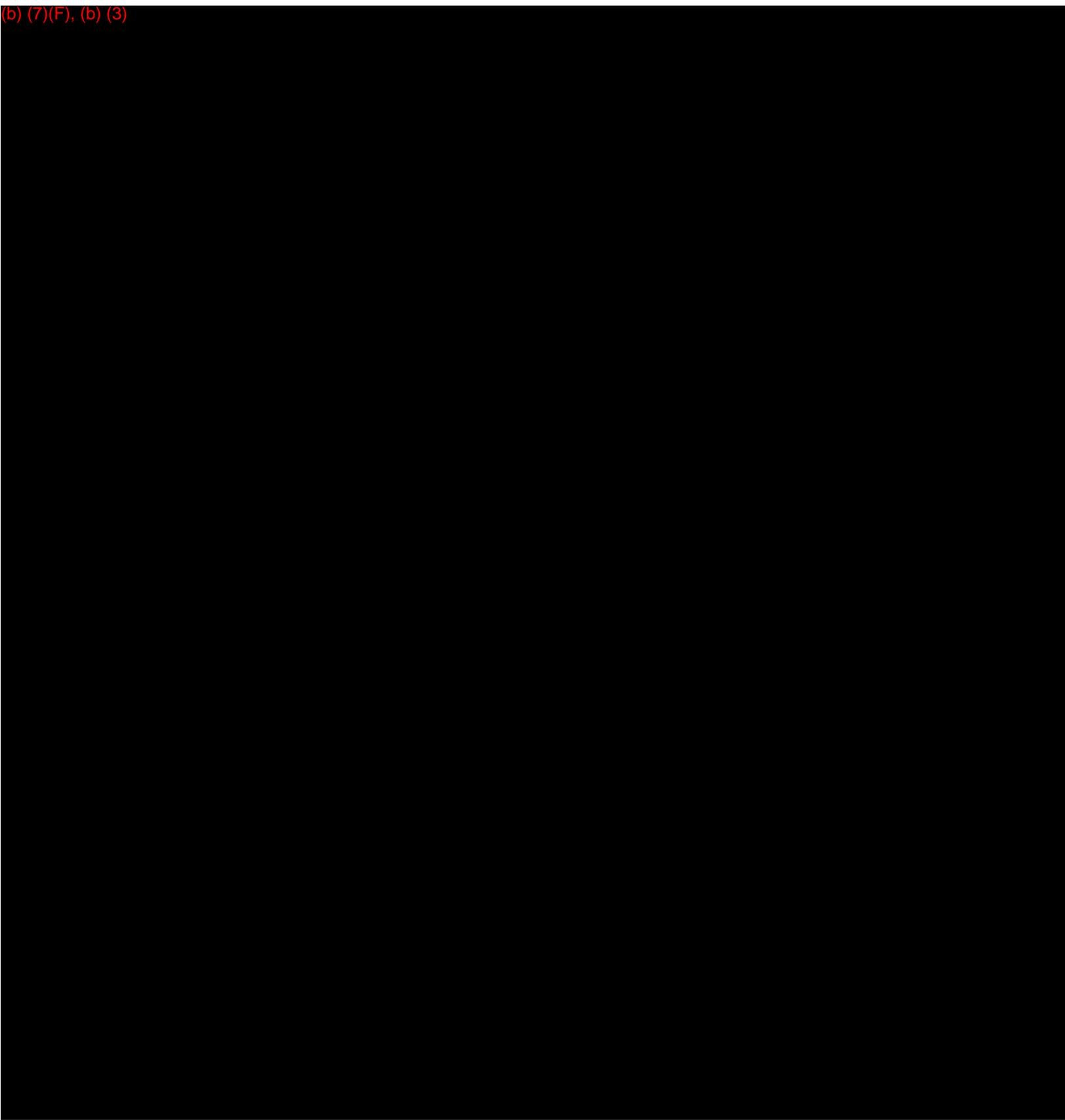
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**Civil Disturbance**

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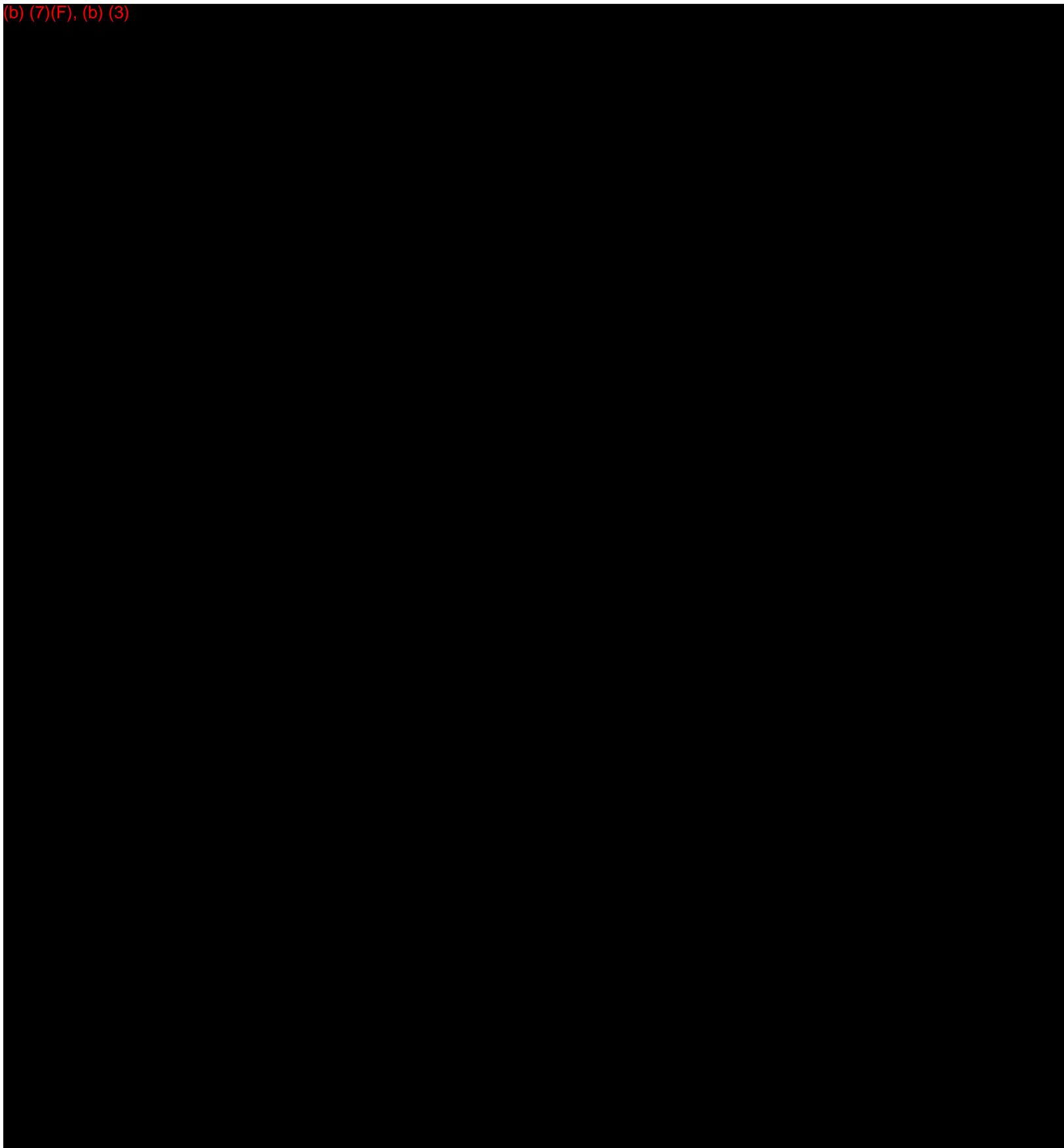
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**COMPANY ASSISTANCE – REGION/DIVISION LEVEL****Pipeline Systems Control Center****Notifications**

Follow the Notification Flowchart located in Section 2 of this Core Plan and contact the Pipeline Systems Control Center for all incidents meeting any one of the criteria as defined below:

- A release of flammable, toxic, or corrosive gas or liquid that causes death or injury requiring in-patient hospitalization
- Any incident that may result in regulatory or media attention, even though no release of gas or liquid occurred
- Any incident that requires reporting to an outside agency
- Any event that causes an intentional but unplanned shutdown of a pipeline facility
- A pipeline rupture that requires isolation and blowdown of gas pipeline facility or flaring of a liquids pipeline facility.

The Control Center will then promptly notify customers that may be impacted.

**Pipeline Systems Control Center Responsibilities**

The duties of the Pipeline Systems Control Center are to:

- Receive telephone calls on incidents. Immediately after receiving an outside party call, follow the Notification Flowchart located in Section 2 of this Sate Appendix.
- Notify all customers that may be impacted in the event of service disruption. Reference Emergency Shut-In Contact Roster contained in the Site Specific Sections of this Plan.

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## **COMPANY ASSISTANCE – DIVISION LEVEL**

### **Records**

Company will maintain the official files on all incidents occurring on or impacting Company Facilities that are reported to outside regulatory agencies. Each file will be kept at least five years from the date of the incident. Legal department will be contacted prior to destroying a file.

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**COMPANY ASSISTANCE - CORPORATE**

Follow the Notification Flowchart in Section 2 of this Core Plan.

## **OUTSIDE ASSISTANCE**

### **Medical**

It is up to the Team Leader in consultation with HES to determine non-emergency medical assistance needs.

### **Medical Surveillance Program**

Under Federal requirements, those persons who are members of a hazardous materials emergency response team or who are hazardous materials specialists are required to participate in medical surveillance program. The federal definition for employees who are members of hazardous material response teams is as follows:

“An organized group of employees, designated by the employer, who are expected to perform work to handle and control actual leaks or spills of hazardous substances requiring possible close approach the substance. The team members perform responses to releases or potential release of hazardous substances for the purpose of control or stabilization of the incident.”

The above definition covers, for the most part, the duties of the majority of the Emergency Response Team members who are part of a designated hazardous materials Emergency Response Team. In addition, the Company will make medical examination or consultations available to all employees who may have been exposed in an emergency situation to hazardous substances and/or who exhibit signs and symptoms from such exposure. These exposure occur at concentrations above the Permissible Exposure Limits (PEL)

- Medical examinations are to be scheduled before members are assigned to a hazardous material team or any Emergency Response Team.
- For those personnel currently members of a hazardous materials Emergency Response Team, examinations are to be scheduled at least once every twelve months.
- Examination are to be scheduled at the termination or reassignment of a team member to a position or classification where that employee will not be covered by the annual medical examination requirement, if that employee has not had an examination within the last six months.
- Examination are to be scheduled as soon as possible, upon notification by an employee (whether or not that employee is a member of the hazardous materials Emergency Response Team) that signs or symptoms indicating possible overexposure to hazardous substances or health hazards have developed, or that an employee has been injured in an emergency.
- Examination are to be scheduled at more frequent intervals, if the examining physician determines that an increased frequency of examination is medically necessary.

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There is no standard medical examination suitable for all hazardous materials response team personnel. Under Federal requirements, the examining physician is to make the determinations as to the content and requirements of the medical examination. To assist the physician in making the proper determinations as to the content of the examination, the Facility is to provide the following documents to the examining physician:

- A copy of OSHA Standard 1910.120 and its appendices.
- A description of the employee's duties as they relate to chemical exposure.
- The employee's exposure levels or anticipated exposure levels.
- Information from previous medical examinations that the examining physician may not have readily available.

**Note:** OSHA also recommends that a copy of Chapter 5 from Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, which deals with the establishment of a medical surveillance program, be supplied to the physician. This publication is available through the National Institute for Occupational Safety and Health (NIOSH).

The physician, upon reviewing the information provided, will then develop a comprehensive medical examination for the type of activities for which the hazardous material Emergency Response Team will be responsible and the types of chemical that may be encountered. It is very important that hazardous materials Emergency Response Teams keep detailed records dealing with chemical exposure of their personnel

This information should be supplied to the examining physician at each employee's physical examination. Addition tests may be necessary based on the chemical exposure history of the employees.

Employee exposure reports are to be maintained for at least thirty (30) years, and are to be kept as part of the employee's medical records described below.

After the physician has examined the employee and reviewed the necessary test data, the following will then be proved to the Company Facility.

- Results of the medical examination and tests.
- The physician's opinion as to whether the employee has any detected medical conditions that would place him/her at an increased risk.
- The physician's recommended limitations upon the employee's work assignment (if any).
- A statement that the employee has been informed, by the physician, of the results or the medical examinations and any medical conditions requiring further examination or treatment.
- The written opinion given to the facility representative shall not reveal specific findings or diagnoses not related to occupational exposures.

A copy of the above written statements will be provided to the employees at the Company Facility.

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Records of the results of the employee's medical information are to be retained according to established regulations. These records shall include at least the following information

- The name and social security number of the employee
- Physician's written opinions, recommended limitations and results of examinations and tests.
- Any employee medical complaints related to exposure to hazardous materials or substances.
- A copy of the information proved to the physician, which the physician used in determining the requirements of the physical, with the exception of the Federal standard and appendices.

## Local Emergency Planning Committee

### General

The Superfund Amendments and Reauthorization Act of 1986 requires that states established State Emergency Response Commissions (SERC) and communities establish Local Emergency Planning Committee (LEPC). Industrial facilities are required to assist the LEPC in establishing emergency plans to deal with chemical emergencies. In addition, industrial facilities are required to report certain incidents or release to the LEPC and SERC immediately by phone (within 15 minutes) or radio with a written follow-up report.

### Incidents to be Reported

- Any material in the Facility which appears on the EPA extremely hazardous substance list or on the EPA CERCLA list which is released and crosses the fence or property line in an amount equal to or greater than the reportable quantity (RQ) must be reported. Substance found in the Company Natural Gas Facilities which meet this criteria include:
- Visible smoke which lasts more than five minutes.
- Any unusual odor on site that might extend beyond facility boundaries.
- Any unusual noise which might be heard beyond facility boundaries (or anything that might attract the attention of the community).
- A rash of calls from concerned citizens or the news media.

**Note:** For further information regarding these substances see Notification Procedure Section of this Core Plan.

### Level One (1)

There is no community impact, but possible community awareness. This alert is for informational purposes only. The incident is internal to the facility, but heard, seen or smelled outside the facility. There is smoke, fumes or leaks inside the facility but with no impact outside the facility. No assistance from outside the facility is required.

### Level Two (2)

This is a standby alert. There is possible community impact as well as community awareness. An incident is in progress in the facility that can most likely be handled within the boundaries of the facility. However, outside areas could be affected and assistance from community personnel might be required. Community emergency response systems are asked to assume a standby position and wait for further information.

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### Level Three (3)

This is a full emergency condition. There is definite community impact and action is required. The incident will not be contained within facility boundaries. Outside assistance will be required and evacuation or indoor protection may be advised. Communities are asked to activate their emergency response systems.

All Clear – Indicates this is the end of an incident; it is safe to return home or go outside. The situation has returned to normal.

### Local Emergency Planning Committee (LEPC) Call Procedure

In the event of an incident that falls into one of the categories described above, the LEPC must be notified within 15 minutes!

**Note:** See specific Local Emergency Planning Committee phone numbers listed in each Site-Specific Section of this Plan.

Call the number listed under the appropriate Parish Emergency Notification Roster contained in the Site Specific Sections of this Plan.

In all incident levels immediate notification must be made by HES Specialist or their Designee. DO NOT WAIT until all information is available. Make the initial call as soon possible and make follow-up calls to provide additional information and keep LEPC informed. Be prepared to provide the following information:

- Your name.
- The name of your company.
- Level of the incident: one (1), two (2) or three (3).
- Nature of the incident.
- Name of the chemicals released (if appropriate).
- Approximate quantity released (if appropriate).
- Wind direction (if appropriate)
- Precautions to be taken such as evacuation or sheltering in place
- Location of advisable evacuations (if appropriate).
- Location of advisable road blocks (if appropriate).

The LEPC requires that the facility be prepared to send a representative to the Emergency Operations Center for any emergency that affects the area.

After an “all clear”, the LEPC must be notified.

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### **Law Enforcement**

Law enforcement must be called during emergencies. During certain emergencies law enforcement must be contacted within the first fifteen (15) minutes to allow for notification and protection of the community.

**Note:** For further information on law enforcement bomb squads see incident response for bomb threats under the Incident Response Section contained in the General Section of this Plan.

## **RESTORATION OF SERVICE**

### **Isolation, Repair, Restoration**

#### **General**

Service will be restored as quickly as practical following isolation, control and repair of any emergency situation that interrupts service. When the need for control tactics has passed, there remains the task of termination for all parties. Termination includes the return of evacuees, removal of debris and maintenance of traffic. Company personnel with aid of contractors will attend to repairs of the pipeline facility and restoration of service.

#### **Procedure**

General procedures for responding to any service outage are as follows:

Contact the Control Center and the local Emergency Operations Center (primary) as soon as possible with the following information:

- A description of the situation;
- The location of the service outage and your relative location;
- An assessment of whether Company Personnel can handle the situation; and
- A request for type of assistance is needed.

Assign or call out the required personnel to complete any required repairs.

Follow the Notification Flowchart, as applicable, located in Section 2 of this Core Plan.

Emergency procedures to accomplish repair will be formulated as dictated by the situation but should approximate the following outline:

- Isolation of the affected pipeline facility by valving;
- Shut-in of all supply sources connected to the section;
- Extinguishing of any fire involved;
- Final depressurizing of the section;
- Repair (according to Company specification and procedure); and
- Repressurizing and equalization of the affected section with adjacent sections after proper purging.

Notify any affected customers and/or interconnected companies of service interruption. See Emergency Shut-In Contact Roster contained in Site Specific Sections of this Plan and coordinate any joint service restoration efforts with them.

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Where service is provided directly to an end user (e.g., an industrial plant). Notify the affected customer and give them the following information:

- Why the service has been interrupted;
- Their service shall be restored as soon as possible;
- That if the outage is going persist they will be notified; and
- They will be notified when service is to be restored.

After necessary repairs have been completed and Company Facilities are back in service, restore service to all customers. All repair actions shall be in compliance with Company Operating Procedures and the General Engineering Standards. Restoration of service to interrupted customer will be coordinated with a responsible person(s) representing the customer should be in agreement with the procedure used to restore service.

Many restorations will require reference to but are not necessarily limited to the following Company operating and other procedures:

- Examination of Buried Pipelines;
- Repair Procedures;
- Operating Pressures - Limit Criteria; and
- Pipeline Defects and Repairs General Requirements.

In situations where service cannot be restored in a reasonable amount of time, consider the following alternatives:

- Supply the customers with volume bottles;
- Switch small numbers of users to alternate fuels such as propane; or
- Arrange for shelters or other temporary housing.

## **POST INCIDENT**

### **Clean Up and Disposal**

#### **General**

Clean-up operations can be either emergency response or post emergency operations depending on the personnel conducting the clean up. There are two possible groups that can conduct clean-up operations, Company employees and outside assistance contract personnel. All equipment to be used in the performance of clean-up work will be in serviceable condition and will have been inspected prior to use.

#### **Company Personnel**

If the clean up is done using Company employees who initially responded to the emergency, then the emergency response training requirements are still in effect. Once the clean ups phase begins, the Incident Commander will ensure that clean-up personnel responding during the Post Emergency Phase comply with 29 CFR 1910.120 paragraph (b) through (o).

#### **Contract Personnel**

If contract personnel from outside the Company facility are brought in to complete the cleanup of the facility, the contractor clean up is considered to be post emergency operations. The Incident Commander will ensure that the clean-up personnel comply with 29 CFR 1910.120 paragraph (b) through (o). An alternative would be a generic plan that addresses the appropriate elements listed in 29 CFR 1910.120 (b) through (o). It is possible that some of these elements would not be necessary at a particular site and others would have limited applicability. This determination should be made by Unified Command if State and Federal Agencies are on the scene. These elements include:

- Safety and health program;
- Site characterization and analysis;
- Site control;
- Training;
- Medical surveillance;
- Engineering controls, work practices, and personal protective equipment for employee protection;
- Monitoring;
- Informational programs;
- Handling drums and containers;
- Decontamination;
- Emergency response by employees at uncontrolled hazardous waste sites;
- Illumination;
- Sanitation at temporary work places; and
- New technology programs.

### All Clear Designation

For the purposes of this Plan, post response procedures are activities that follow the approval of the all-clear signal by the Incident Commander. If Local, State and Federal Agencies are on the scene and are participating in the response, this determination should be made in a Unified manner. The Site Safety Officer should also be consulted regarding this determination. There is a clear distinction between emergency operations and post response procedures. While the Emergency Response Team controls the site or a safety/health hazard exists, the emergency situation continues to be in effect. When the Emergency Response Team declares the response activity complete and leaves the site, any remaining activities, such as clean-up, are considered to be post emergency response procedures.

The Incident Commander will designate the site all clear only after the following:

- Ensuring that the safety/health hazard no longer poses a threat to Company or contract employees;
- Consulting with the Site Safety Officer regarding the all clear;
- Site security is maintained until clean-up operations are complete;
- Appropriate Controlled Response Procedures have been followed by all personnel;
- The appropriate Company management officials have been notified;
- The proper government agencies have been notified; and
- Termination procedures are in place and being followed.

## **Critique and Follow Up**

### **Purpose**

A review of an emergency response (critique) will allow involved parties to check the effectiveness of their response capabilities and the Emergency Response Plan as a whole. The ultimate goal of such an exercise is to review each aspect of the response, evaluate response actions, and to revise the existing plan where necessary. As many personnel as possible who served in key roles during the response and cleanup should take part in the critique.

### **Procedure**

A Plus/Delta critique shall take place as soon as possible after the incident.

The Incident Commander should facilitate the Plus/Delta critique and all Lessons Learned should be recorded and acted upon appropriately.

A written record of the Plus/Delta critique and Lessons Learned may become part of the Incident Documentation.

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## **Investigation**

### **Purpose**

The Company Incident Investigation Procedure is intended to provide consistent and formal accident and incident reporting and investigating procedure for use by all operational entities within the Company. These procedures are intended to help prevent loss of life, injuries, property and environmental damage and other losses as well as provide a safer workplace for Company employees and contractors

Follow internal Company Incident Investigation Procedures that are separate from this Plan. Contact HES directly for assistance as necessary.



DOT X Ref

EPA X Ref

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**Pipeline Information Report**

<b>COMPANY NATURAL GAS - NORTH</b>		<small>TNG-NA FORM EOP003</small>
COMPANY: _____		
SYSTEM: _____		
<b>PIPELINE INFORMATION REPORT</b>		
Received By: _____	Time: _____	AM/PM
	Date: _____	
Reported By: Name: _____	Telephone: _____	
Address: _____	Employed By: _____	
Type Of Event: Encroachment On Right of Way _____		
Other (New Structure, Construction Activity, Etc. _____		
_____		
_____		
When Observed- Date: _____	Time: _____	
Location: _____		
_____		
Description of Reported Condition or Event: _____		
_____		
_____		
_____		
<b>NOTE: IF DRAWING NEEDS TO BE MADE, USE BACK SIDE OF THIS SHEET.</b>		
Investigation of Report: _____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
Signed: _____	Date: _____	
Disposition: _____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
Signed: _____	Date: _____	



DOT X Ref

EPA X Ref

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**Buried Pipeline Inspection Report**

<b>COMPANY NATURAL GAS - NORTH</b>		TNG-NA FORM EOP005
COMPANY: _____		
SYSTEM: _____		
<b>BURIED PIPE INSPECTION REPORT</b>		
Location _____		Date _____
Line No. _____	Parish / County _____	
Landowner Name _____		
Address _____	City _____	State _____ Zip _____
Reason for Excavation _____		
Pipe Size _____	Depth _____	Length Exposed _____ Type Coating _____
Condition of Coating _____		Site Pipe-Soil Potential _____
Scale or Moisture Under Coating _____	Is Coating Bonded to Pipe ? _____	
Visible Damage _____		
Evidence of Corrosion on Pipe (Describe Fully) _____		
_____		
_____		
Depth of Pit _____	Approximate Number of Pits _____	
Length of Contiguous Corroded Area _____		
Distance to Nearest Foreign Line Crossing _____	Name of Company _____	
Nature of Repairs _____		
_____		
Type of Recoating Material Used _____		
<b>Attach Photographs of Exposed Pipe Before and After Repairs are Made, If Possible</b>		
Remarks _____		
_____		
_____		
_____		
_____		
_____		
Prepared By: _____		Date: _____
Reviewed By: _____		Date: _____

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**Emergency Occurrences and/or Upset Notification**

- I. Company Name \_\_\_\_\_  
 Physical Location \_\_\_\_\_  
 St. or P.O. Box \_\_\_\_\_  
 Telephone Number \_\_\_\_\_
- II. Date and time of verbal notification \_\_\_\_\_  
 DEQ official contacted \_\_\_\_\_  
 Company official who made the call \_\_\_\_\_
- III. Emission point source(s) involved? (including the process unit and EIQ numbers, if applicable) \_\_\_\_\_
- IV. Applicable permit # and the current permitted limit (lbs./hr) for the pollutant(s) Released from the emission point source involved? \_\_\_\_\_  
 \_\_\_\_\_
- V. Which applicable Air Quality regulation limits were exceeded? (so limit, Mass Emission limit, opacity limit, etc) \_\_\_\_\_
- VI. Give the **date** and **time** the release began and duration of release. \_\_\_\_\_  
 \_\_\_\_\_
- VII. Which specific pollutants were emitted and how much of each compound was released? [total amount of each compound expressed in pounds (**attach emission calculations**)]  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- VIII. Upset description, cause, and what off-site impact resulted? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- IX. Was the release preventable? Yes / No (circle one).  
 If no, explain why the release was not preventable: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- X. What other agencies were notified? \_\_\_\_\_  
 \_\_\_\_\_

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**Emergency Occurrences and/or Upset Notification – Continued**

XI. Immediate corrective action taken? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

XII. Specific remedial action taken and / or planned to prevent recurrence? (Include timetable for completion of project, if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

XIII. Regulation notification requirement(s)? (check appropriate)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**XIV. Company Official:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**Incident Report**

<b>COMPANY NATURAL GAS - NORTH AMERICA</b>				TNG-NA FORM EOP008
COMPANY:	_____			
SYSTEM:	_____			
<b>INCIDENT REPORT</b>				
<input type="checkbox"/> Test Failure	<input type="checkbox"/> Damage			<input type="checkbox"/> Preliminary
<input type="checkbox"/> Leak	<input type="checkbox"/> Other			<input type="checkbox"/> Final
Incident No _____	Line Number/Name _____	Date Suspect _____	Date Confirmed _____	Date Repaired _____
District No _____	Mile Number _____	City, State _____	County/Parish _____	Rechain Station _____
Sec _____	Twp _____	Rnge _____	Time of Incident _____	Texas:Block _____ Survey _____
Estimated Pressure at Point and Time of Incident (PSIG) _____	Maximum Allowable Operating Pressure (PSIG) _____	Elapsed Time Until Area Was Made Safe _____		
Nature and Size of Incident _____				
Cause of Incident _____				
<b>Incident Data</b>				
1 System: _____	<input type="checkbox"/> Transmission System	<input type="checkbox"/> Gathering System	9 Material Involved	
<input type="checkbox"/> Transmission Line of Distribution System	<input type="checkbox"/> Fitting, _____	<input type="checkbox"/> Mechanical Joing	<input type="checkbox"/> Other, _____	<input type="checkbox"/> Steel
<input type="checkbox"/> Valve	<input type="checkbox"/> Weld, _____	10 Part of System Involved in Incident		<input type="checkbox"/> Other, _____
2 Occurred on:	<input type="checkbox"/> Body of Pipe	<input type="checkbox"/> Fitting, _____	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Regulator / Meter Sta
<input type="checkbox"/> Mechanical Joing	<input type="checkbox"/> Other, _____	<input type="checkbox"/> Valve	<input type="checkbox"/> Compr Sta	<input type="checkbox"/> Other, _____
<input type="checkbox"/> Valve	<input type="checkbox"/> Weld, _____	b Year Installed _____		
3 Nominal Pipe Size (In): _____	4 Wall Thickness (In ): _____	5 Specification: _____ SMYS:	11 Area of Incident	
6 Seam Type: _____	7 Valve Type: _____	8 Manufactured by: _____ Year _____	<input type="checkbox"/> Under Pavement	<input type="checkbox"/> Above Ground
			<input type="checkbox"/> Under Ground	<input type="checkbox"/> Under Water
			<input type="checkbox"/> Other, _____	
			12 Class Location: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
<b>Repair Data</b>				
Repair Type: <input type="checkbox"/> Pipe Replacement	<input type="checkbox"/> Pressure Vessel Sleeve	<input type="checkbox"/> Other: _____		
Details of Repair:				
Pipe Replacement or Sleeve Location:	Beg Sta # _____	End Sta # _____	Specification: _____	
	Manufacturer: _____	Test Rpt No _____	P O # _____	
<b>Cost Data</b>				
Gas Lost (Also Report on GS-95): _____ MCF	Office \$ _____	Field \$ _____		
R/W Damages (Estimate - Actual): (total) _____ (rate) _____	xxxxx	\$ _____		
Field Hourly Labor: _____	xxxxx	\$ _____		
Supervision (Name - Classification - Hours) _____	\$ _____	xxxxx		
<b>Material Used:</b> _____				
	\$ _____	xxxxx		
Include Reference - Stock Nos , Purchase Order Nos , Etc				
Equipment Cost (Company and Rental): _____	xxxxx	\$ _____		
Other (Contractors, Etc ): _____	xxxxx	\$ _____		
	<b>TOTAL:</b>	\$ _____		
(Prepared by) _____	(Date) _____	(Signed by) _____	Supervisor _____	(Date) _____

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EPA X Ref

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**Safety Related Condition Report**

COMPANY NATURAL GAS - NORTH AMERICA		TNG-NA FORM EOP009
<u>COMPANY:</u> _____		
<u>SYSTEM:</u> _____		
<b>SAFETY RELATED CONDITION REPORT</b>		
<u>Company</u> _____	<u>Date of Report</u> _____	
<u>Address</u> _____		
<u>City</u> _____	<u>State</u> _____	<u>Zip</u> _____
<u>Person Filing Report</u> _____	<u>Title</u> _____	
<u>Address</u> _____	<u>Tel No.</u> _____	
<u>Name of Informant</u> _____		
<u>Address</u> _____	<u>Tel No.</u> _____	
<u>Supervisor Determining</u>	<u>Condition Exists</u> _____	
<u>Condition Exists</u> _____	<u>Title</u> _____	
<u>Address</u> _____	<u>Tel No.</u> _____	
<u>Date Condition</u>	<u>Date Condition</u>	
<u>Discovered</u> _____	<u>Determined to Exist</u> _____	
<u>Location of Safety</u>		
<u>Related Condition</u>		
<u>Description of Condition</u>		
_____		
_____		
_____		
<u>Safety Effect on</u>		
<u>Pipeline and/or Public</u>		
_____		
<u>Corrective Action Taken</u>		
<u>to this Time</u>		
_____		
<u>Corrective Action</u>		
<u>Contemplated</u>		
_____		
<u>Expected Completion</u>		
_____		
<u>SIGNATURE</u> _____		
		<u>DATE</u> _____

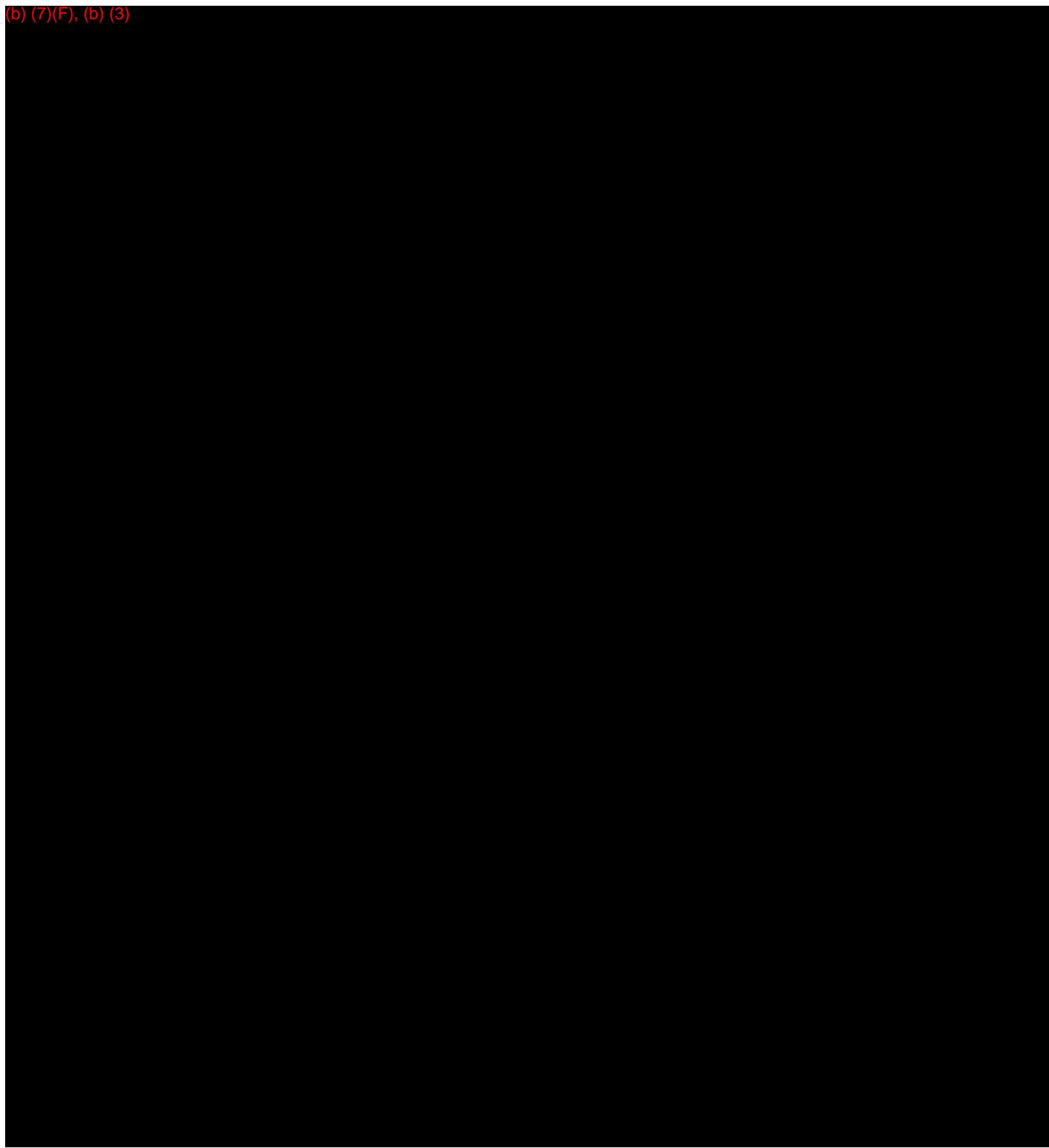
DOT X Ref

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(b) (7)(F), (b) (3)



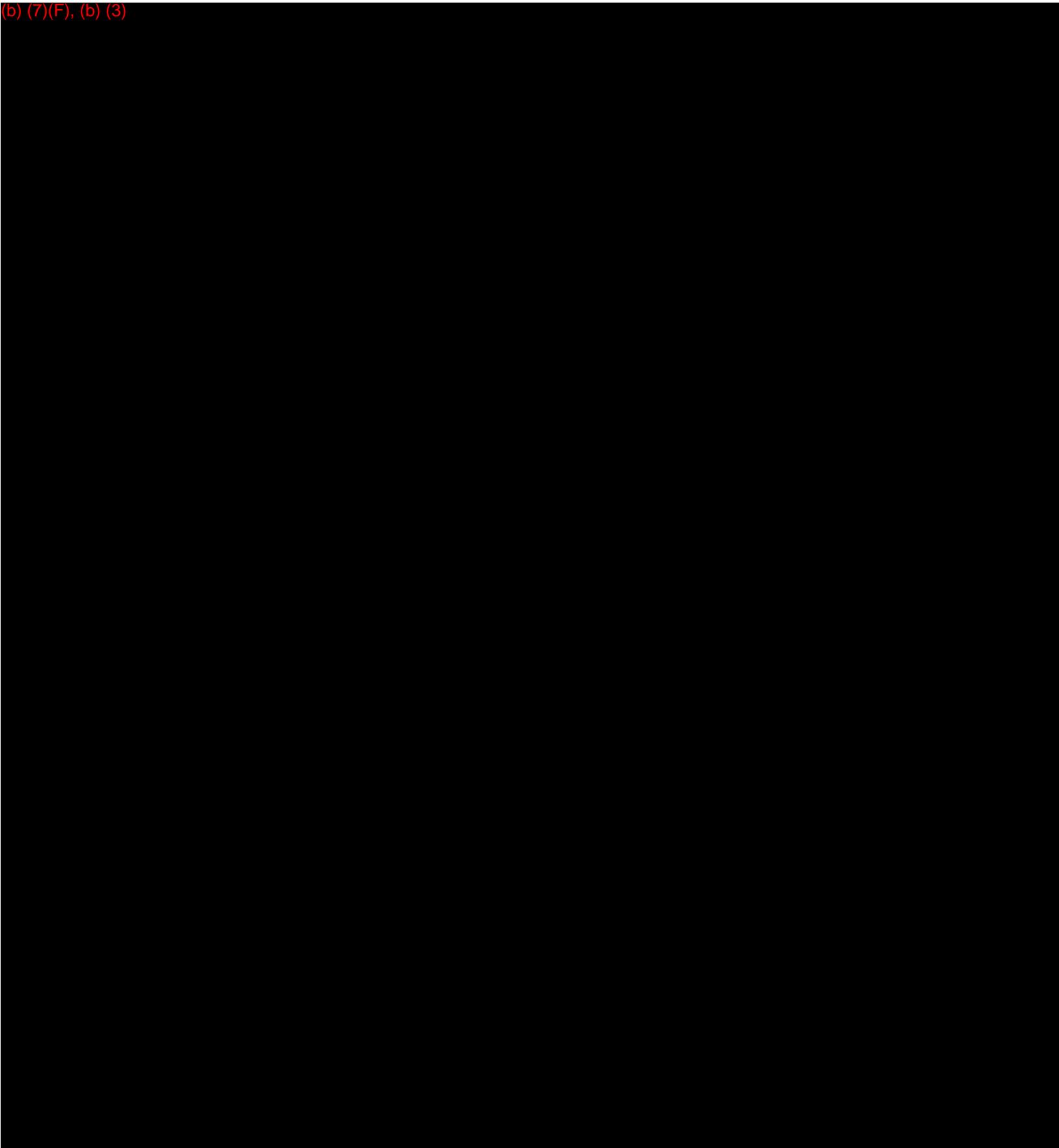
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(b) (7)(F), (b) (3)





## **PUBLIC EDUCATION**

### **Public Education Program**

#### **General**

This procedure outlines the Company Public education program. The public education program shall provide customers, the public, appropriate government organizations, and individuals engaged in excavation activities information on how to learn the location of underground pipelines, and how to recognize and report gas pipeline emergencies. The purpose of the public education program is to protect the general public, Company employees, and the environment. The public education program must also satisfy the requirements of the Department of Transportation regulations 192.614 (b) (2), and 192.615 (d) and 195.440.

#### **Responsibility for Administration**

The responsibility for administration of the public education program shall be with the Team Leader.

#### **General**

Each area and/or locations shall carry out a public education program which meets the requirement procedure.

The Team Leader is responsible for monitoring the effectiveness of the education programs and advising his/her supervisor if changes are necessary or could be made to improve the effectiveness of the program(s).

The Team Leader should determine if a significant number and concentration of non-English speaking population exists along the pipeline and determine if communications media are needed other than English.

#### **Procedure**

Identify customers, appropriate government organizations, and individuals or organizations who excavate, contract projects that require excavation, or those individuals or organizations involved in the planning of excavation activities, or those individuals or groups that live in the vicinity of Company pipelines.

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Communicate the following with the applicable individuals or organizations at least annually, but more often if necessary:

- The purpose and existence of the Damage Prevention Program.
- How to learn the existence of underground pipelines prior to excavation.
- How to recognize a pipeline emergency so that it may be reported to the Company or appropriate public officials.
- Applicable details of this emergency plan.

To assist in identifying individuals, persons, organizations listed above, use the following criteria:

- Include the owner, manager, or tenant actively involved with use of property where the pipeline is located.

Include occupants of dwellings (single or duplex) and managers or operators of other buildings, public use areas, multifamily (three or more units) dwellings, and are not included above. The intent is to indicate the persons who would be most likely to hear, see, or otherwise identify a pipeline problem(s) so they can notify the Company or appropriate public officials.

Identification by mailing address is adequate for individuals and business locations where turnover is frequent. Identification of excavators, public use areas, organizations, other buildings and similar “persons” should normally include the name of the organization or facility (e.g. ABC Excavators, Inc.)

On non-jurisdictional gathering pipelines, it is not necessary to identify individual owners, managers, tenants or occupants addressed immediately above. Consider informing these “persons” through the use of mass media such as newspapers.

Communications media for use in the program may consist of calendars, letters, newspaper notices, maps, advertisements, brochures and other materials (pens, key chains, etc.) Communications may be via a one (1) call organization.

Communications Information shall include the following:

- Company name and telephone numbers.
- Facts about gas being distributed or transported.
- Importance of recognizing and reporting a gas emergency.
- What actions to take in an emergency or if gas leaks are detected or suspected.
- How to identify a pipeline marker.

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### **Records**

The identity of each of the individuals or organizations included in this procedure shall be maintained in tabulation form or other type of listing. Where mailings are involved the mailing addresses shall be included.

Update the listings at least once each calendar year.

Document the transmittal of information or the participation in activities publicizing the Companies Damage Prevention Program and Public Education Program. Retain documentation for at least three (3) years.

## **INCIDENT RECOGNITION AND PREVENTION**

### **Loss Prevention**

#### **General**

A loss prevention program is fundamentally an investigation of processes and systems to identify hazardous conditions or failures of the design, and then to make alterations to adequately protect people and property. The Company's facility loss prevention/loss control program (separate from this Plan) deals with areas of concern such as potential releases and their consequences.

Loss control personnel look for proactive engineering methodologies to control the occurrence of losses rather than incorporating countermeasures in a reactive response to a loss. A vital part of this is timely recognition of emergency conditions that allow prevention and control measures to be enacted prior to an incident.

The emergency recognition and prevention plan consists of continuous employee training, industrial hygiene, fire protection practices, the Process Safety Management Plan, and a reliable system of computerized and mechanical process control parameters.

Early warning is crucial to a loss prevention program.

## **Incident Recognition**

### **General**

Incident recognition is a major focus in an emergency plan, since personnel can only take appropriate response measures when they know with reasonable certainty what they are dealing with. Routine training is critical for employees who have responsibilities under the Emergency Operating Plan. It is impossible to over-estimate the beneficial effects of simulation exercises, though all forms of rehearsing the Plan are helpful.

Some of the major elements already covered in the Plan that relate to incident recognition will be listed here:

- Alarms, evacuation, monitoring devices, etc. are covered in various Sections in this Plan and in the Company Operating and Maintenance Procedural Manual for Company Pipelines
- General training requirements are covered in Training/Drills, Incident Response contained in this Plan and elsewhere
- Training employees in recognizing potential emergencies is covered in incident response, contained in this Plan, this Section immediately below, and elsewhere

### **Process Hazard Analysis**

Process safety management requirements (29 CFR 1910.119) have established that facilities maintain a source of information that will be useful in preparing for and preventing an emergency. For instance, process safety information is available at the facility and includes a process hazard analysis.

The basic components of a process hazard analysis include:

- An evaluation of processes that might be hazardous
- An analysis of the process area and its hazards
- An analysis of engineering and administrative controls and the consequences of their failing
- An analysis of the possibility of human error and any previous incidents

See previous hazard analyses for more information.

### **Characteristics of Hazardous Materials**

The characteristics of hazardous materials are described in material data safety sheets. The characteristics that must be recognized in an incident are:

- Toxicity (whether the material is a poison)
- Corrosiveness (whether the material will eat away or gradually destroy another material)
- Radiation hazards (whether the material emits radiation)
- Etiologic hazards (whether the material may potentially cause some type of disease in exposed humans)
- Asphyxiating hazards (whether the material may potentially kill or make unconscious humans or animals by replacing or depleting oxygen)
- Flammable hazards (whether the material may ignite and burn)
- Oxidizing capabilities (whether the material may change after combining with oxygen and become more dangerous)
- Reactive hazards (whether the material may interact with other chemicals yielding an undesired change or reaction)
- Instability (whether the material has a lack of resistance to chemical change, and whether it may undergo unwanted and dangerous alterations)
- Explosive hazards (whether the material may explode)
- Cryogenic hazards (whether the material is very cold)

For more information on material safety data sheets and the location of the material safety data sheet book(s) contact the HES Specialist.

### **Comprehensive Characterization**

Although it may not be needed in all responses, comprehensive characterization is a more methodical investigation than the initial steps of characterization, for which see “Incident Recognition.” A comprehensive characterization serves to enhance, refine, and enlarge the information base obtained during the preliminary inspection. This phase provides more complete information for characterizing the hazards associated with an incident. As a continuously operating program, the second phase also reflects environmental changes resulting from response activities.

Available information and information obtained through initial site entries may be sufficient to thoroughly identify and assess the human and environmental effects of an incident. If not, an environmental surveillance program needs to be implemented. Much of the same type of information as collected during the preliminary inspection is needed. However, it may be much more extensive. Instead of one or two groundwater samples being collected, an extensive ground-water survey may be needed over a long period of time. Results from the preliminary inspection provide a screening mechanism for a more complete environmental surveillance program to determine the extent of contamination. Also, since mitigation and remedial measures may cause changes in the original conditions, a continual surveillance program must be maintained to identify any changes.

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Evaluating the hazards associated with an incident involves various degrees of complexity. The release of a single, known chemical compound may represent a relatively simple problem. It becomes progressively more difficult to determine harmful effects as the number of compounds increase. Evaluation of the imminent or potential hazards associated with an abandoned waste site, storage tanks, or lagoons holding vast amounts of known or unknown chemical substances is far more complex than a single release of an identifiable substance.

**Incident Control**

The concept of incident control includes suppressing the source, instituting appropriate and effective measures to limit the hazards, isolating the materials and hazards to the smallest possible physical area, and removing people from harm's way.

The procedures to prevent or reduce the hazards associated with chemical incidents are:

- Extinguishing fires and wetting areas
- Removing materials
- Plugging, patching, and other methods (containment) to keep materials in their original containers
- Using dikes, berms, dams, and other techniques to confine spilled materials to the smallest possible physical area
- Using various chemical and physical methods such as neutralization, absorption, dilution, transfer, dispersion, solidification, and others to minimize hazards
- Cooling containers that heat may cause to explode or ignite

During an incident that does not initially involve container failure, there may be a potential for container failure. For example, it may be determined that a container may fail because it is under stress from heat or fire, from mechanical damage, from chemical reactions, etc.

**Control of Chemical Hazards**

This Section identifies the some of the principal hazardous substances present at the Company pipeline facilities and the primary characteristics including some health effects resulting from a potential release or reaction. For more information on characterizing chemical hazards, see "Incident Response." Also consult your material safety data sheets and/or contact your safety coordinator.

For these and any other substances, see the material safety data sheets (MSDS). The *NIOSH Pocket Guide to Chemical Hazards*, latest edition, may be used as an additional reference.

## **Preplanning**

### **General**

Preplanning for an incident will greatly assist response personnel during an actual emergency. Indeed, all the topics in this Section should be rehearsed before any incident occurs.

Personnel who have response duties shall be trained in this Plan and in its procedures. These procedures shall provide for:

- Activation of the center, including notifying the staff
- Onsite communications
- Offsite communications
- Use of equipment and technical support
- Press information and public information
- Accident assessment capabilities

Security and access control provision should also be developed to prevent unauthorized individuals from interfering with emergency operations center staff. Procedures should be established and individuals assigned responsibility by the Team Leader for maintaining emergency operations center equipment in a state of readiness. All of these functions shall be rehearsed in exercises, simulations, etc.

### **Reviewing the Emergency Chain of Command**

The Team Leader is designated the Incident Commander and is ultimately in charge of all emergencies. However, until that individual arrives on location, other Company employees may be responsible for taking charge of an emergency until someone of higher sequence number arrives on site and assumes command:

### **Assembly and Accounting for Personnel**

Once outside the evacuated location, a role call will be taken to determine if any employees are missing.

If an employee is missing, a check will be made with other employees from the area to determine where the missing employee might be.

If a Company pipeline facility office is evacuated, the Company employee on duty/on call will be responsible for taking the visitors log book.

Personnel who are responsible for visitors will escort their guest(s) to the assembly point and wait with them. Facility hosts are responsible for accounting to the Emergency Evacuation Designee for their guests and visitors. If a guest or visitor is missing after checking the Visitors Log Book and visually counting each guest and visitor, the Incident Commander will be notified.

DOT X Ref

EPA X Ref

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

---

### Control Center Emergency Recovery Plans

This Section contains detailed recovery procedures for defined emergencies.

#### Loss of Electrical Power

<b>Roof-Mounted Standby Generator</b> Roof-mounted generator automatically supplies power. Determine reason for failure.	
Evaluate any damage to facility. Estimate time for repairs.	
Is time for repairs greater than 24 hours?	
No	Yes
Plan any required measures for personnel	Contract for repairs; maintain Control Center
Resumption of electrical service; generator automatically shuts down.	
<b>Return To Normal Operations</b>	

#### Outside Communications Failures

(b) (7)(F), (b) (3)

DOT X Ref

EPA X Ref

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

(b) (7)(F), (b) (3)

**Radio System Failure – Henry Area Only**

Identify channels or towers not working; notify operators of service.	
Check truck to truck communications.	
If Nothing Works:	If Only Truck To Truck Works:
Contact operators of repeater towers in affected area.	Contact Equilion for microwave operation; confirm base stations are operating; replace defective base station if necessary.
Consider using cellular phones or beepers for temporary communications.	Use telephone for access to repeater towers in affected area.
Monitor radio system for return of service.	
<b>Return To Normal Operations</b>	

**Minor Damage**

<b>Minor Damage To Control Center? – Yes</b>
Advise personnel and customers of status.
Monitor system and make necessary adjustments.
Monitor condition of Control Center; begin necessary repairs.
When repairs completed, resume normal operations.
Advise personnel and customers of normal operations.
<b>Return To Normal Operations</b>

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

---

**Major Damage**

<b>Major damage to Control Center? – Yes</b>
Advise personnel and customers of status.
Monitor system and make necessary adjustments.
Monitor condition of Facility; begin necessary repairs.
When repairs completed, resume normal operations.
Advise personnel and customers of normal operations.
<b>Return To Normal Operations</b>

**Catastrophic Damage**

<b>Catastrophic Damage To Control Center? – Yes</b>
Monitor system and make necessary adjustments to the extent possible.
Advise personnel and customers of status.
Request telephone company to relocate critical telephone numbers.
Advise office personnel to relocate offsite.
Operate offsite as "call center" and use telephone / radio / cellular telephone / beeper to coordinate operational activities with field personnel.
Assess damage to computers and/or communications and begin necessary repairs.
Monitor repairs; begin any additional repairs that may be necessary.
When repairs are completed, notify personnel and customers of the reestablishment of the Control Center as the off-site location.
Reestablish the Control Center at the offsite location.
Advise personnel and customers of normal operations.
<b>Return To Normal Operations</b>

**Computer Failure**

Emergency Response Team should review length of outage; use telephone list to advise personnel.
Information Systems to assess damage to computers and begin necessary repairs.
Monitor repairs to computers; begin any additional repairs that may be necessary.
Workers revert to pre-computer "manual" mode and work using alternate methods.
When service is repaired, advise personnel and customers that service has been restored.
Advise customers and telephone company to return to normal operations.
<b>Return To Normal Operations</b>

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

---

### Evacuation

Control Center evacuated due to an impending tropical storm or hurricane incident? – YES
Monitor system and make necessary adjustments to the extent possible.
Advise personnel and customers of status.
Advise office personnel to relocate to offsite location.
Operate offsite location and use telephone / radio / cellular telephone / beeper to coordinate operational activities with field personnel.
When possible, notify personnel and customers of the reestablishment of the Control Center as the offsite location.
When possible, notify personnel and customers of the reestablishment of the Control Center as the offsite location.
Reestablish the Control Center as the offsite location.
Advise personnel and customers of normal operations.
<b>Return To Normal Operations</b>

### Control Center Hurricane Plan

The purpose of this Section is to provide preparedness and response activities specific to an impending tropical storm or hurricane incident. These activities supplement those detailed in other sections of this Plan.

Each year at the beginning of hurricane season, the Emergency Response Team Coordinator will assure that a supply of non-perishable food items will be purchased and stored at the Control Center. This food will be available if the Control Center is operational during a hurricane. At the end of hurricane season, the food items may be donated to a local food bank.

When weather conditions predicted by the National Weather Service Hurricane Center indicate that the Control Center area may be affected, the following actions are authorized.

### General

In the event that employees based at the Control Center are released because of hurricane conditions, the following telephone numbers will be "manned" to provide information to employees.

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

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**Condition 1**

Situation - Tropical Disturbance

The National Weather Service has advised that a tropical disturbance has developed in the Gulf of Mexico or will enter the Gulf of Mexico.

Action - The Emergency Response Team Coordinator will monitor weather reports to ensure preparedness and will keep the Emergency Response Team Manager advised of conditions.

**Condition 2**

Situation - Tropical Storm

A tropical disturbance has been upgraded in the Gulf of Mexico to a tropical storm or a tropical storm will enter the Gulf of Mexico, and may be upgraded to a hurricane within 72 hours.

Action - The Emergency Response Team Coordinator will contact the Emergency Response Team Manager to schedule a staff meeting at the Control Center to review the following:

- Emergency Preparedness and Recovery Plan.
- Personnel schedules.
- General pipeline system conditions.

The following additional actions will be taken:

- Assemble cellular telephones for possible use at the Control Center.
- Ensure that extra backup tapes or CD's are available.

**Condition 3**

Situation - Hurricane Watch

The National Weather Service has issued a Hurricane Watch that may include the Control Center within 24 hours.

Action - The Emergency Response Team Coordinator will begin to secure arrangements for the following:

- Food items.
- Sleeping facilities for employees who will be stationed at the Control Center.
- Bottled drinking water.
- Ice and ice chest.
- Key personnel schedules.
- List of Operations personnel that will be stationed at the Control Center for Conditions 4 and 5.

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

---

The following additional actions will be taken:

- Confirm availability of charged batteries for GFMCs.
- Secure availability of contract personnel.
- Confirm readiness of roof-mounted standby generator (primary) and trailer-mounted stand by generator (secondary).
- Confirm readiness of backup systems.
- Survey employees required to work at the Control Center to determine if anyone wants his/her house boarded. Material and boarding plan provided to employee prior to Condition 3.
- Notify customers of transportable telephone numbers and instructions for use in the event of a phone system outage.

#### **Condition 4**

Situation - Hurricane Warning

The National Weather Service has issued a Hurricane Warning that includes the Control Center.

Action - The Emergency Response Team Manager, or his/her designee, will communicate to the Executive Contacts that the Plan is in effect and will notify all Team members and begin the following:

- With input from the Executive Contacts, the Emergency Response Team Manager, or his/her designee, may decide to evacuate the Control Center and establish the offsite Control Center at a remote location.
- Move aluminum shutters from the closet in the Control Center.
- Decide which personnel will remain at the Control Center.
- Have truck transportation available.
- If personnel are available, move all office PC's away from windows.

#### **Condition 5**

Situation - Hurricane Conditions

Action - The following actions will be taken:

- Secure Control Center.
- Secure computer room if conditions appear extremely severe.
- Monitor pipeline system.
- Maintain operations.

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

## LEAK CLASSIFICATION AND ACTION CRITERIA

### Grade 1

DEFINITION	ACTION CRITERIA	EXAMPLES
<p>A leak that represents an existing or probable hazard to persons or property and requires immediate repair or continuous action until conditions are no longer hazardous.</p>	<p>Requires prompt action to protect life and property. Continuous action until conditions are no longer hazardous.</p> <p>Prompt action may require one or more of the following:</p> <ul style="list-style-type: none"> <li>A. Implementation of company emergency plan</li> <li>B. Evacuating premises</li> <li>C. Blocking off area</li> <li>D. Re-routing traffic</li> <li>E. Eliminating ignition sources</li> <li>F. Venting the area</li> <li>G. Stopping gas flow by closing valves or by other means</li> <li>H. Notification of police and fire departments</li> </ul>	<ol style="list-style-type: none"> <li>1. A leak judged by operating personnel at the scene to be an immediate hazard</li> <li>2. Escaping gas that has ignited</li> <li>3. Gas migration: into or under building, tunnel</li> <li>4. Indication of gas at outside wall of building</li> <li>5. Reading of 80% l<sub>el</sub> in confined space</li> <li>6. Leak that can be seen, heard or felt. Leak which may endanger general public or property</li> </ol>

**Grade 2 on next page**

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

**LEAK CLASSIFICATION AND ACTION CRITERIA – CONTINUED**

**Grade 2**

DEFINITION	ACTION CRITERIA	EXAMPLES
<p>A leak that is recognized as being non-hazardous at the time of detection, but justifies repair based on probable future hazard.</p>	<p>Leaks shall be repaired within one calendar year.</p> <p>Repair priority criteria should include the following:</p> <ul style="list-style-type: none"> <li>A. Volume and migration of gas</li> <li>B. Proximity of gas leak to buildings and sub-surface structures</li> <li>C. Extent of pavement</li> <li>D. Soil type and soil conditions including moisture content and natural venting</li> </ul> <p>Grade 2 leaks should be re-evaluated at least monthly. The frequency of reevaluation should be determined by the location and magnitude of the leak</p> <p>Grade 2 leaks may vary significantly in degree of potential hazard. Some leaks will require scheduled repair within 5 working days, others will allow repair within 30 days</p> <p>The Team Leader shall be notified on the day in which any leak is discovered</p>	<ul style="list-style-type: none"> <li>A. Leaks which require action ahead of any change in venting conditions: A leak which, due to rain-soaked soil conditions, may migrate to the outside of a building</li> <li>B. Leaks requiring action within six months: <ul style="list-style-type: none"> <li>1. A reading of 40% lel or greater under a sidewalk or in a wall-to-wall paved area</li> <li>2. A reading of 80% lel under a street or in a wall-to-wall paved area that has significant gas migration potential</li> <li>3. A reading less than 80% lel in small sub-structures from which gas would migrate</li> <li>4. A reading between 1% and 5% lel in a confined space</li> <li>5. A reading of 80% lel in gas-associated sub-structures</li> <li>6. A leak judged by operating personnel to warrant scheduled repair</li> </ul> </li> </ul>

**Grade 3 on next page**

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

**LEAK CLASSIFICATION AND ACTION CRITERIA – CONTINUED**

**Grade 3**

<b>DEFINITION</b>	<b>ACTION CRITERIA</b>	<b>EXAMPLES</b>
<p>A leak that is recognized as being non-hazardous at the time of detection and can reasonably be expected to remain non-hazardous</p>	<p>Leaks should be re-evaluated during the next scheduled pipeline survey or within 15 months of the date of its report.</p>	<p>Leaks which require re-evaluation at periodic intervals:</p> <ol style="list-style-type: none"> <li>1. A reading of less than 20% lel in gas-associated sub-structures</li> <li>2. An lel reading below 80% under a street without wall-to-wall paved area where it is unlikely that gas could migrate to the outside wall of a building</li> <li>3. A reading less than 1% lel in a confined space</li> </ol>

## RANGELY TERMINAL EMERGENCY RESPONSE ACTION PLAN

The purpose of this Emergency Response Action Plan (ERAP) is to provide quick access to key types of information that are often required in the initial stage of a spill response. The information provided in this ERAP is typically presented in greater detail in other sections of the plan, at locations shown in parentheses. The information provided in this section includes:

- **Qualified Individual/Incident Commander Information–Page 1** provides a summary of roles, responsibilities and authority of the QI/IC.
- **Emergency Notification Phone Lists–Pages 7 through 12** provide phone numbers for response personnel, regulatory agencies, response contractors and environmentally sensitive/ economically important area managers.
- **Spill Response Notification Form–Page 4** lists the information that should be provided when making internal and external notifications.
- **Immediate Response Actions–Page 15** provides a decision guide for determining the appropriate immediate response strategy and a checklist summarizing typical specific immediate response actions, respectively.
- **Response Equipment List–Pages 16 through 17** identifies the owned/onsite equipment available to respond to oil spills at the terminal.
- **On-Site Response Team–Page 10 and 11** depicts the Primary Qualified Individual/ Incident Commander and QI/IC Alternate. Organization responsibilities are provided on page 8.
- **Facility Evacuation Plan–Pages 19 and 20** identifies evacuation routes and assembly points. The associated text provides a summary of evacuation procedures.
- **Facility Diagram–Page 21 and 22** shows the general layout and drainage patterns for the terminal.



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**FRONT POCKET INFORMATION & RANGELY TERMINAL  
EMERGENCY RESPONSE ACTION PLAN**

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## INCIDENT COMMANDER DUTIES

The duties of the Incident Commander may be delegated as appropriate to members of the Response Team, however, ultimately the IC is responsible to ensure that these items have been carried out.

1. Carry out QI duties below.
2. Activate internal alarms and hazard communication systems to notify all facility personnel.
3. Notify all response personnel, as needed.
4. Identify character, exact source, amount and extent of release.
5. Ensure notification of and provide necessary information to the appropriate authorities with designated response roles (NRC, State Emergency Response Commission and LEPC).
6. Assess the interaction of the spilled substance with water and/or other substances stored at the facility and notify response personnel at the scene of that assessment.
7. Assess the possible hazards of the release (direct and indirect) to human health and the environment.
8. Assess the implementation of prompt removal actions to contain and remove the substance released.
9. Coordinate rescue and response actions as previously arranged with all response personnel.
10. Use authority to immediately access company funding to initiate cleanup activities.
11. Direct cleanup activities until properly relieved of this responsibility.

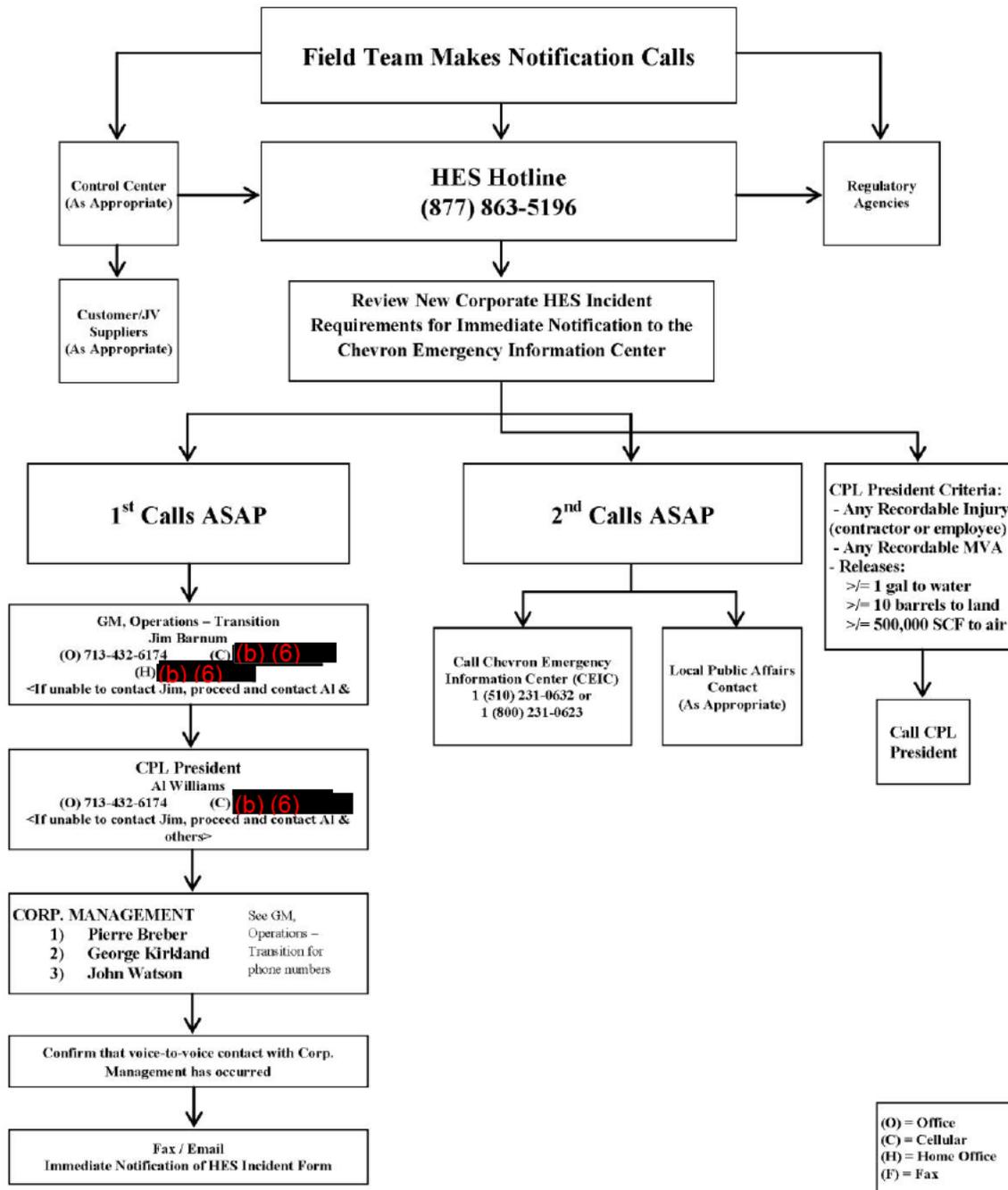
## QUALIFIED INDIVIDUAL (QI)

The Qualified Individual (QI) is the Incident Commander. Requirements state that a QI must be located in the United States and meet the requirements identified in the respective Federal regulations (EPA, PHMSA), and who is authorized to:

1. Activate and engage in contracting with oil spill removal organizations.
2. Act as a liaison with the pre-designated Federal On-Scene Coordinator.
3. Obligate funds required to carry out response activities. The QI will be the individual or a designee, as identified in the response plan.

INTERNAL HES NOTIFICATION FLOWCHART

CHEVRON PIPE LINE CORPORATION MANAGEMENT  
INTERNAL HES NOTIFICATION FLOWCHART



HES Hotline Staff Member contacted will become the Incident Contact who will perform the initial and update communications during the emergency unless relieved

- The Incident Contact has the responsibility to contact a person in each applicable box of the next level of the notification chain
- Fax and/or Email Emergency Notification to A. Williams, J. Patry, P. Breber, G. Kirkland and Local Public Affairs

Revised 05/2014

**INCIDENTS REQUIRING IMMEDIATE INTERNAL CORPORATE MANAGEMENT NOTIFICATION**

**Note:** Internal Corporate Notification information only, not synonymous with Federal or State spill reporting Notifications Criteria located elsewhere in this Plan.

**Incidents Requiring Immediate Notification to Corporate Management**

Highlighted Fields Indicate Reporting Requirements of a More Stringent Nature Within and Through the Chevron Gas & Midstream Organization

Incident Type	CG&M SBU* President or VP	CG&M President	Corp Emergency Response Staff and VP, HES	Reporting Officer and Chairman
Work-related fatality of employee, contractor, or third party	M	M	M	M
Work-related recordable injuries of employee, contractor, or third party	M	M		
Incidents resulting in multiple employee, contractor, or third party overnight hospitalization; (except for observation only)	M	M	M	M
Petroleum or petroleum product spills equal to or greater than 1 gallon and less than 1 barrels to water	M			
Petroleum or petroleum product spills equal to or greater than 1 barrels and less than 50 barrels to water	M	M		
Petroleum or petroleum product spills greater than 50 barrels to water	M	M	M	M
Petroleum or petroleum product spills greater than 10 barrels and less than 500 barrels to land	M	M		
Petroleum or petroleum product spills greater than 500 barrels to land	M	M	M	M
Any incident that attracts international or broad USA media coverage	M	M	M	M
Any incident that attracts significant local media coverage	M	M	M	R
Natural disaster, political unrest, civil disturbance, or other situations that threatens safety, health, or welfare of employees or contractors	M	M	M	R
Incidents resulting in the need for employees or public to shelter-in-place or evacuate	M	M	M	R
Release of Produced Gas, Natural Gas, or LPG greater than 500,000 SCF and less than 10 MMSCF or that presents fire/explosion hazard to populated area	M			
Release of Produced Gas, Natural Gas, or LPG greater than 10 MMSCF or that presents fire, explosion hazard to populated area	M	M	M	R
Any release of LNG that is reported to government agencies, or attracts, or is expected to attract media attention, or involves a vessel incident.	M	M	R	R
Chemical release to land, water, or air greater than 8000 Kg or that threatens human safety or health or adverse impact to environment.	M	M	M	R
Fire, explosion, well blowout or other incident damaging Company and/or third party assets with costs likely to exceed \$500,000 for physical damage, loss of product or production, and incident response	M	M	M	R
<b>Note: kidnapping and ransom</b>				

See CVX Corporate Security Guidelines

Note:  
M = Mandatory (Phone call via operating chain preferred for initial notification Details can follow via email or fax)  
R = Recommended  
20110530Upward Notification Require doc

\*SBUs may have requirements that differ for what is reportable to their management

**COLORADO STATE APPENDIX**

**FRONT POCKET INFORMATION & RANGELY ERAP**

**IMMEDIATE NOTIFICATION OF HES INCIDENT FORM**

To be used when Upward Notification by telephonic and e-mail communication methods are either unable to be performed or prove unsuccessful.

Business Unit/Facility Lat/Long:		Location (nearest city, state, county, zip):	
Person Making Notification:	Local Date and Time of Notification:	Contact Number:	
Type of Incident: <input type="checkbox"/> Fatality <input type="checkbox"/> Spill/Release <input type="checkbox"/> Injuries <input type="checkbox"/> National/Significant Local News Coverage <input type="checkbox"/> Other Significant HES Incident _____		Container Type:	Oil Storage Capacity:
Local Date and Time of Incident:			
Description of Incident/Name of Oil Involved/Estimated Volume of Oil Spilled/Impact:			
Injuries:			
Actions Taken or Planned:			
Assistance Required:			
Media Attention:			
Other Information, Including Weather Conditions (Distance from City/Town):			
Corp ERS Team Member Taking Report:			

Fax: 1-510-242-3787  
 E-mail: ceichl@chevron.com

EMERGENCY NOTIFICATION TO MANAGEMENT FAX

EMERGENCY NOTIFICATION TO MANAGEMENT FAX

From: Chevron Pipe Line Company
4800 Fournace Place
Bellaire, TX 77401
Phone: ( ) -
Fax: (713) 432-3477
Date:

Pages 2



Mr. Al Williams (CPL President)
Mr. George Kirkland (Vice Chairman)
Mr. Pierre Breber (Chevron President)

At: (AWilliams@Chevron.com)
(GLKirkland@Chevron.com)
(PBreber@Chevron.com)

CEICHL

(800) 231-0623 (CEICHL)

Remarks: [ ] Urgent [ ] Please Confirm Receipt [ ] Reply ASAP

CPL Emergency Incident Contact is: \_\_\_\_\_

Phone Number: \_\_\_\_\_

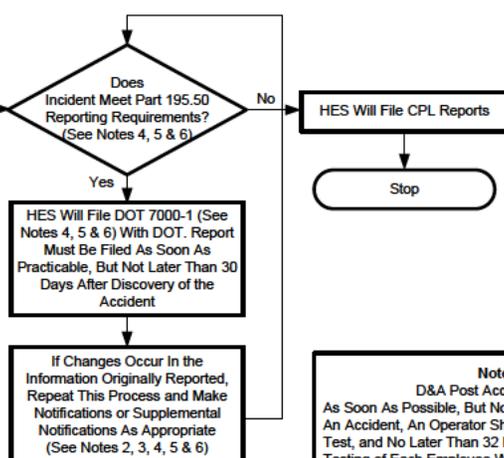
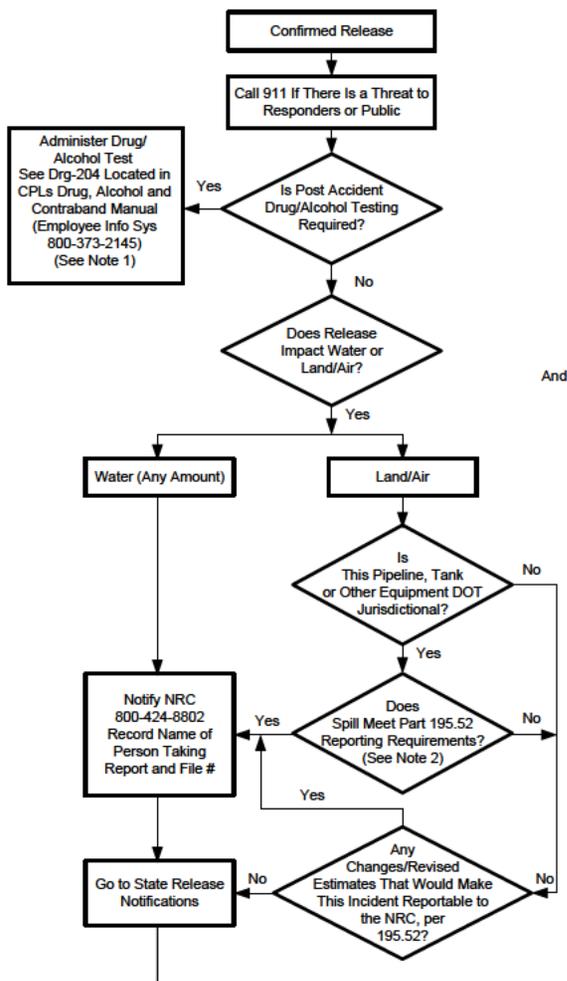
Revised: 05/14

COLORADO STATE APPENDIX

FRONT POCKET INFORMATION & RANGELY ERAP

AGENCY NOTIFICATION CHART

Agency Notification Chart



**Note 2:**  
 Dot Telephonic Reporting Requirements Part 195.52

1. Caused a Death or Personal Injury Requiring Hospitalization.
2. Resulted in a Fire or Explosion Not Intentionally Set By the Operator.
3. Caused Estimated Property Damage Including Cost of Clean-Up and Recovery, Value of Lost Product, and Damage to the Property of the Operator or Others, or Both Exceeding \$50,000;
4. Resulted in Pollution of Any Stream, River, Lake Reservoir or Other Similar Body of Water That Violated Applicable Water Quality Standards or Caused a Discoloration of the Surface of the Water or Upon Adjoining Shorelines; or
5. Was Otherwise Significant in the Operators Judgment Even Though It Did Not Meet the Criteria of Any Other Part of 195. (\* See CPL Comment Below.)

Telephonic Report Must Include the Following Information:

- (1) Name and Address of the Operator
- (2) Name and Telephone Number of the Reporter
- (3) The Location of the Failure
- (4) The Time of the Failure
- (5) The Fatalities and Personal Injuries, If Any
- (6) All Other Significant Facts Known By the Operator That Are Relevant to the Cause of the Failure or Extent of the Damages

\* CPL Comment: An Otherwise Significant Event in the Operators Judgment is Defined as:

- If the news media reports the incident
- Major evacuation (a school, hospital or health care facility, multiple dwellings, ect.)
- Rerouting of traffic or closing a highway by public emergency responders

**Note 1:**  
 D&A Post Accident Testing As Soon As Possible, But No Later Than 3 Hours After An Accident, An Operator Shall Perform An Alcohol Test, and No Later Than 32 Hours Perform Drug Testing of Each Employee Whose Performance Contributed to the Incident or Cannot Be Completely Discounted As a Contributing Factor to the Accident.

**Note 3:**  
 Additional Responder/Agency Telephone Numbers Can Be Found Under Site Specific Tabs and In the Front Pocket Information.

**Note 4:**  
 DOT Written Reporting Requirements §195.50

An Accident Report Is Required For Each Failure In a Pipeline System Subject to This Part In Which There Is a Release of the Hazardous Liquid or Carbon Dioxide Transported Resulting In Any of the Following:

- (a) Explosion or Fire Not Intentionally Set By Operator
- (b) Release of 5 gallons (19 liters) or More of Hazardous Liquid or Carbon Dioxide, Except That No Report is Required for a Release of Less Than 5 barrels (0.8 cubic meters) Resulting From a Pipeline Maintenance Activity if the Release is:
  - (1) Not Otherwise Reportable Under This Section
  - (2) Not One Described in Sec 195.52(a)(4) (Pollution to Water)
  - (3) Confined to Company Property or ROW, and
  - (4) Cleaned Up Promptly
- (c) Death of Any Person
- (d) Personal Injury Necessitating In-Patient Hospitalization
- (e) Estimated Property Damage, Including Cost of Cleanup and Recovery Value of Lost Product, and Damage to the Property of the Operator or Others, or Both, Exceeding \$50,000

Send Information Regarding the Incident to the Appropriate DOT Specialist Who Will Submit the Written Report DOT 7000-1.

**Note 5:**  
 195.54 Accident Reports

(b) Whenever An Operator Receives Any Changes In the Information Reported or Additions to the Original Report on DOT Form 7000-1, It Shall File a Supplemental Report Within 30 Days

**Note 6:**  
 For Spills 5 Gals to 5 BBLs Not Otherwise Reportable Under 195.50 (Note 4) Nor Resulting In Water Pollution. Complete Only Page 1 of DOT 7000-1.

For All Other Reportable Spills 5 Gals or 5 or More BBLs or Reportable By Other Criteria Under 195.50 (Note 4), Complete As Much As Possible of the Long Form Within the 30 day Filing Period.

2009-01-20 Agency/HEIF edition

## COLORADO STATE APPENDIX

## FRONT POCKET INFORMATION &amp; RANGELY ERAP

## COLORADO STATE RELEASE NOTIFICATIONS

COLORADO RELEASE NOTIFICATIONS			
RELEASE To LAND (PRIMARY)		RELEASE OR POTENTIAL RELEASE TO WATER (PRIMARY)	
Colorado Oil and Public Safety (Report spills of 25 gallons or more liquid petroleum product from leaky pipes and tanks and relative to operation of liquid petroleum containment structures) (Pipelines > 5 gallons of hazardous liquids or carbon dioxide / tanks 25 gallons or more)	(303) 318-8547	Colorado Department of Natural Resources Director (Report any spill or release of any size that impacts or threatens to impact any water of the state, residence or public byway as soon as practicable after discovery)	24 hr (877) 518-5608
Oil & Gas Conservation Commission (Spill exceeding 5 bbls or impacting water)	8a – 5p (303) 894-2100	Oil & Gas Conservation Commission (Spill which may or does impact water. A sheen is a reportable spill.)	8a – 5p (303) 894-2100
Colorado Department of Public Health	24 hr Emergency Spill Hotline (877) 518-5608	Colorado Dept. of Public Health (Report spills that do or may reach "State Waters". A sheen is a reportable spill.)	24 hr Emergency Spill Hotline (877) 518-5608
Denver Air Pollution Control Division (report excess air emissions as soon as possible, but no later than 2 hrs. after the start of next working day)	8a – 5p (303) 692-3100	Water Quality Control Division (Report spills which do or may reach 'State waters'. State waters include surface or subsurface waters)	8a – 5p (303) 692-3500  24hr (877) 518-5608
Local Emergency Planning Committee (Sheriff Office)	(970) 878-9620	Colorado Oil Inspection Section (Report spills of liquid petroleum product from leaky pipes and tanks and relative to operation of liquid petroleum containment structures)	Denver (303) 318-8547
Bureau of Land Management (If on BLM land and 10 gallons or more)	Meeker, CO: (970) 878-3800	Denver Air Pollution Control Division (report excess air emissions as soon as possible, but no later than 2 hrs. after the start of next working day)	8a – 5p (303) 692-3100
		Local Emergency Planning Committee (Sheriff Office)	(970) 878-9620

## DOT SPECIALIST NOTIFICATIONS

## DOT Specialist Notifications

Note: In addition to following the HES Notifications Flowchart and making the required agency notifications above and below, notify the appropriate DOT Specialist when any of the following occurs: Spill, Releases, MVC's involving company operated commercial vehicles and any incident involving an OQ covered task. DOT Specialists geographic area and telephone numbers are listed below:

Name	Phone #	Area of Responsibility
Randy Burke	281-451-7537	Texas – Shares the responsibility for Colorado, Utah.
Henry Leger	337-654-8915	Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Garrett Parker	713-598-0613	Shares responsibilities for Utah, and Texas, Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Gary Saenz	281-450-5523	California – Shares the responsibility for Colorado, Utah.
Jeff Richardson	713-628-6319	California – Shares the responsibility for Colorado, Utah, Texas, and Louisiana.

**NATIONAL RESPONSE CENTER (NRC)**  
800-424-8802

Notify the NRC for any release to water.  
Refer to additional NRC requirements in the NRC Reporting Section of this document.

**NATIONAL RESPONSE CENTER****National Response Center (NRC)****800-424-8802**

For oil spills, liquid pipeline releases, gas pipeline releases, other releases as defined below:

**All Spills**

- Any release to water

**Liquid Pipeline Releases**

At the earliest practicable moment following discovery of a release of the hazardous liquid or carbon dioxide transported resulting in an event described in Sec. 195.50, the operator of the system shall give notice, in accordance with this section, of any failure that:

- Caused a death or a personal injury requiring hospitalization;
- Resulted in either a fire or explosion not intentionally set by the operator;
- Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;
- Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or
- In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

Reports made under this paragraph must be made by telephone to the National Response Center at 800-424-8802 or 202-267-2180 and must include the following information:

- Name and address of the operator.
- Name and telephone number of the reporter.
- The location of the failure.
- The time of the failure.
- The fatalities and personal injuries, if any.
- All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

**Telephonic Notification to NRC – Continued****Gas Pipeline Releases**

Per DOT, Gas means natural gas, flammable gas, or gas which is toxic or corrosive;

Incident means any of the following events:

- An event that involves a release of gas from a pipeline or of liquefied natural gas, liquefied petroleum gas, refrigerant gas, or gas from an LNG facility and that results in one or more of the following consequences:
  - (i) A death, or personal injury necessitating in-patient hospitalization;
  - (ii) Estimated property damage of \$50,000 or more, of the operator or others, or both, but excluding cost of gas lost;
  - (iii) Unintentional estimated gas loss of three million cubic feet or more;
- (2) An event that results in an emergency shutdown of an LNG facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.
- (3) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

At the earliest practicable moment following discovery, each operator shall give notice of each incident as defined above.

Each notice shall be made by telephone to 800-424-8802 and shall include the following information:

- Names of operator and person making report and their telephone numbers.
- The location of the incident.
- The time of the incident.
- The number of fatalities and personal injuries, if any.
- All other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damages.

**Chemical Spills to Land or Air**

- Chemical release that exceeds the RQ.

**COLORADO STATE APPENDIX**

**FRONT POCKET INFORMATION & RANGELY ERAP**

**COLORADO NOTIFICATIONS**

Agency	Telephone Number
Colorado Emergency Planning Commission	303-293-1788 (24 Hrs) 720-852-6600 Northwest Region – 970-846-3912
Colorado State Patrol	970-824-6501
Fire	911
State Fire Marshal	303-239-4600
Hospital (Rangely District Hospital)	911
Hospital (St. Mary’s Regional)	970-244-2273
Sheriff’s Office / LEPC	911
Wastewater Treatment Facility	970-675-8312 970-675-8466 Emergency Number
Local Water Supply System	970-675-2221
Weather Report	Local weather not available. Use best source available
Local Radio/TV Stations	435-789-0920 KVEL

**COLORADO QUALIFIED INDIVIDUALS/INCIDENT COMMANDERS**

**24 Hour Contacts**

Qualified Individual / Incident Commander	Office Phone	24 Hr Cell Phone	Resp. Time
Rod Ficken – <b>Team Leader</b>	970-675-3777	(b) (6)	30 min
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			
<b>Alternate QI / IC</b>			
JC Kenney – Maintenance Coordinator	970-675-3774	(b) (6)	1 hr
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			
<b>Alternate QI / IC</b>			
Roberto Gomez – Operator	970- 675-3779	(b) (6)	1 hr
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			

## COLORADO STATE APPENDIX

## FRONT POCKET INFORMATION &amp; RANGELY ERAP

## RANGELY TERMINAL SPILL RESPONSE TEAM

<b>Facility Name:</b>	Rangely	<b>Facility Address:</b>	2750 County Rd 102, Rangely, CO 81648			
<b>Phone Number:</b>	970-675-3773 or 970-675-2133		<b>Fax Number:</b>	970-675-5742		
<b>Facility Name:</b>	Myton	<b>Facility Address:</b>	9900 South 4500 West, Myton, UT 84052			
		<b>Mailing Address:</b>	P.O. Box 160, Myton, UT 84052			
<b>Phone Number:</b>	435-646-3109 or 435-646-3940		<b>Fax Number:</b>	435-646-3433		
<b>Facility Name:</b>	Hanna	<b>Facility Address:</b>	40700 West 7000 North, Hanna, UT 84031			
		<b>Mailing Address:</b>	HC63 Box 21, Hanna, UT 84031			
<b>Phone Number:</b>	435-848-5621		<b>Fax Number:</b>	435-848-5704		
Last Name	Last Name	Title	Station	Office Number (CTN available for Rangely office only 675-XXXX)	Cell Phone	Email Address (CAI)
Ficken	Rod	Team Leader	Rangely	970-675-3708	(b) (6)	<a href="mailto:FICK@chevron.com">FICK@chevron.com</a>
Gomez	Roberto	Pipeliner	Rangely	970-675-3779		<a href="mailto:RZGD@chevron.com">RZGD@chevron.com</a>
Griffin	Matt	Mechanic	Rangely	970-675-3776		<a href="mailto:NWQG@chevron.com">NWQG@chevron.com</a>
Herrera	Matt	Pipeline Operator	Rangely	970-675-3771		<a href="mailto:OFDQ@chevron.com">OFDQ@chevron.com</a>
Jenkins	Travis	Pipeline Operator	Myton	435-646-3943		<a href="mailto:RJBD@chevron.com">RJBD@chevron.com</a>
Kenney	JC	Maintenance Coordinator	Rangely	970-675-3774		<a href="mailto:JKID@chevron.com">JKID@chevron.com</a>
Kettle	Nick	Pipeliner	Rangely	970-675-3780		<a href="mailto:NRQM@chevron.com">NRQM@chevron.com</a>
Nielsen	Joe	Facility Inspector	Rangely	970-675-3778		<a href="mailto:JNOD@chevron.com">JNOD@chevron.com</a>
Peterson	Jared	Pipeline Operator	Hanna	435-848-5621		<a href="mailto:JQOJ@chevron.com">JQOJ@chevron.com</a>
Pflieger	Dennis	I&E Specialist	Myton	435-646-3942		<a href="mailto:DPFF@chevron.com">DPFF@chevron.com</a>
Richens	Ron (Charles)	CP Specialist	Myton	435-646-3941		<a href="mailto:RonRichens@chevron.com">RonRichens@chevron.com</a>
Sanford	Anita	Office Assistant	Rangely	970-675-3773		<a href="mailto:ATLX@chevron.com">ATLX@chevron.com</a>
Zager	Brent	Sr. Pipeline Mechanic	Myton	435-646-3944		<a href="mailto:BrentZager@chevron.com">BrentZager@chevron.com</a>
Vacant		I&E Specialist	Rangely			
Conference Room			Rangely	970-675-3781		

**Note:** The response time for the Rangely Spill Response Team individuals is <1 to 2 hours.  
Salt Lake responders' response times are <3 hours. Houston personnel response times are <6 hours.

See previous page for Qualified Individual 24 hour contact information.

## COLORADO STATE APPENDIX

## FRONT POCKET INFORMATION &amp; RANGELY ERAP

## SATELLITE PHONES

Control Center					
ESN Dec	MSN	Ph #	Data #	Ph # 800	Location
8988169414000657518	300224010033530	(b) (6)	881693473431	(b) (6)	Phone 1 NGAS
8988169414000657526	300224010038500		881693473424		Phone 2 NWCP
8988169414000657534	300224010132330		881693473425		Phone 3 BPCC
8988169414000657542	300224010133330		881693473427		Phone 4 LALC
8988169414000657559	300224010036960		881693473426		Phone 5 GLFC
8988169414000657567	300224010032800		881693473428		Phone 6 CHEM
8988169414000657575	300224010034950		881693473429		Phone 7 LPG
8988169414000657583	300224010032510		881693473430		Phone 8 TSCP

Rangely, Colorado			
Location			Satellite Phone
Houston CSC	Northwest Console	Houston	254-241-8456
Rangely IC	Incident Command	Rangely	(b) (6)
Rangely Station	Rangely, CO	Rangely	
Myton Station	Myton, UT	Myton	
Hanna Station	Hanna, UT	Hanna	
Iridium to Iridium: 00 then number / Iridium to Public phone: 00-1-970-675-2133 / Public ph. to Iridium: use toll free number on side of phone.			

## CHEVRON USA PRODUCTION COMPANY, RANGELY, COLORADO

Contact List and Telephone Numbers (Listed in order to be contacted)

CO <sub>2</sub> Plant/ SCADA Room	970-675-3832 / Cell: (b) (6)
Luke Allred	Cell: (b) (6)
Kelly Brown	Cell: (b) (6)

## COLORADO STATE APPENDIX

## FRONT POCKET INFORMATION &amp; RANGELY ERAP

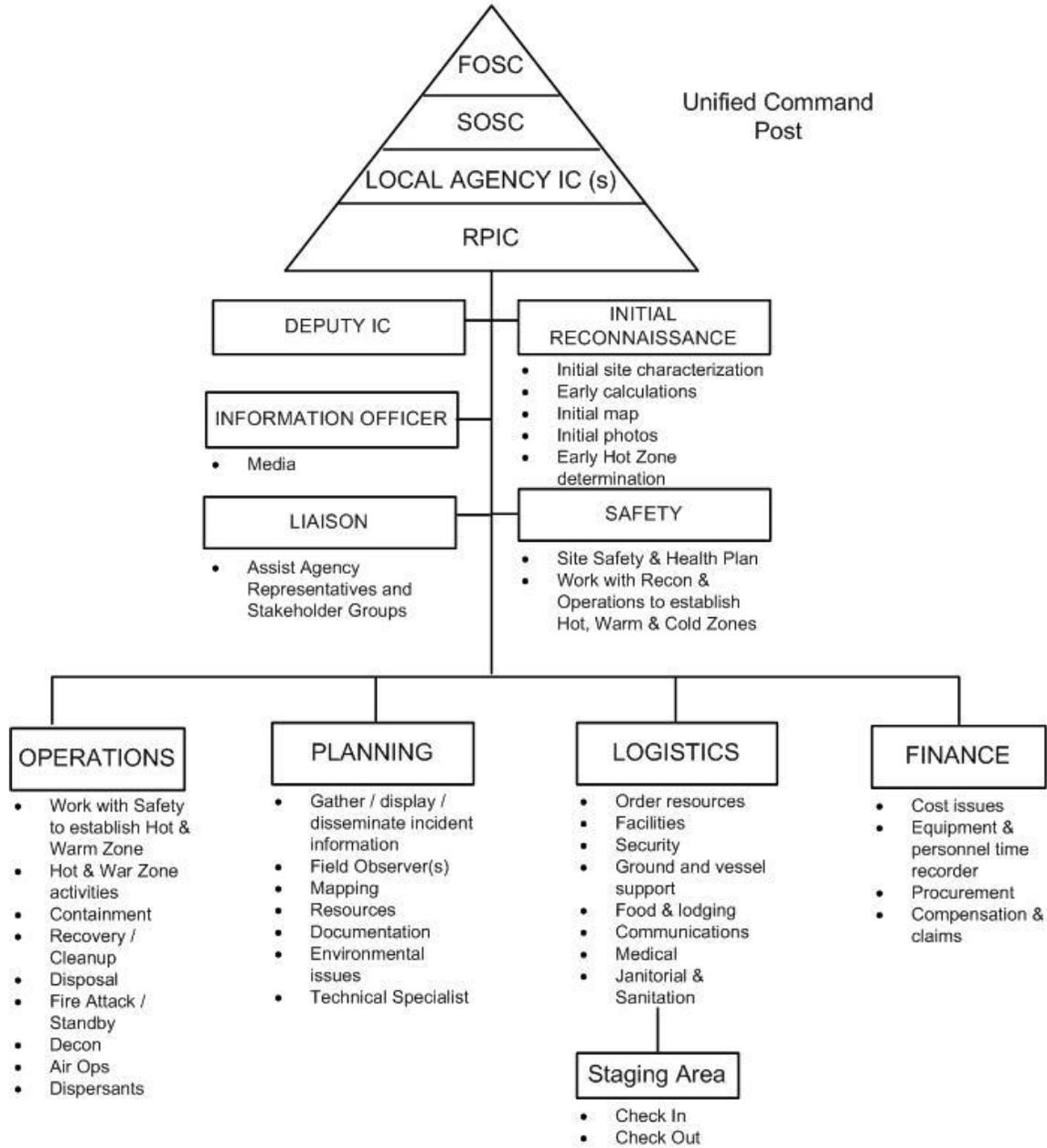
**THIRD PARTY UTILITY OR PIPELINES**

<b>Field Team Area</b>	<b>Third Party Utility or Pipeline Company Name</b>	<b>Emergency Contact Number</b>
Rangely	Blue Mountain Energy/Deserato Mine Rail Road	801-842-1021
Rangely	Century Link Telephone	970-675-2158
Rangely	Colorado Interstate Gas/ElPaso	307-352-3822
Rangely	Enterprise/Mapco	800-546-3482
Rangely	Merritt Energy	972-628-1540
Rangely	Moon Lake Electric	970-220-2006
Rangely	Plains Pipeline	432-687-9315
Rangely	Questar	800-300-2025
Rangely	Williams Pipeline	800-584-6948

OVERVIEW OF COMMON ICS/UNIFIED ORGANIZATION

FIRST RESPONDER  
UNIFIED COMMAND ORGANIZATIONAL  
GUIDE

To assist with management of sustained responses the US Coast Guard Incident Management Handbook is available at: <http://homeport.uscg.mil>



EMERGENCY RESPONSE GUIDE FIRST RESPONDER – OIL SPILL

## Emergency Response Guide First Responder

Oil Spill

**SAFETY** ▲ 1

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

**ISOLATE AND DENY ENTRY**

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

**NOTIFICATIONS**

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan

**COMMAND MANAGEMENT** ▲ 2

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

**IDENTIFICATION AND ASSESSMENT**

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

**ACTION PLANNING**

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan

**FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION**

**PROTECTIVE EQUIPMENT** ▲ 3

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

**CONTAINMENT & CONTROL**

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

**PROTECTIVE ACTIONS**

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan

**DECONTAMINATION / CLEANUP** ▲ 4

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

**DISPOSAL**

- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

**DOCUMENTATION**

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned

**TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM**

\* Typical Guide  
No Scale Suggested

**INITIAL ICS FORMS THAT MAY BE UTILIZED**

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- CS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

**DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES**

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P

**ERP QUICK REFERENCE TABLE OF CONTENTS**

Company Core Plan	
Sec 1 Information Summary	Sec 11 Communications
Sec 2 Immediate Notifications	Sec 12 Training & Drills
Sec 3 Spill Detection/Mitigation	Sec 13 Plan Review & Updates
Sec 4 OSRO Information	Sec 14 Public Relations
Sec 5 Response Activities	Sec 15 Documentation
Sec 6 ICS	Sec 16 MSDS
Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

**GENERAL PROTECTION STRATEGIES**

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

Chevron Pipe Line Company

05/11

Company Emergency Response Plan

15

Revised 05/11

## COLORADO STATE APPENDIX

## FRONT POCKET INFORMATION &amp; RANGELY ERAP

**CHEVRON USA MUTUAL AID EQUIPMENT LIST**

Company Equipment List Mutual Agreement by and between Chevron Pipe Line Company and Chevron USA, Inc. Response equipment will be maintained by the individual owners.

<b>Equipment</b>		<b>Month: December 14, 2010</b>
<b>Qty</b>	<b>Equipment</b>	<b>Location</b>
2	Chest Wader, Boot size 9, w / suspenders	Van Spill Trailer
3	Chest Wader, Boot size 10 w / suspenders	Van Spill Trailer
1	Chest Wader, Boot size 11, w / suspenders	Van Spill Trailer
13	Life Vest - Adult	Van Spill Trailer
7	Steel Toe pull-on PVC boot size 9	Van Spill Trailer
5	Steel Toe pull-on PVC boot size 10	Van Spill Trailer
2 pr	Steel Toe pull-on PVC boot size 11	Van Spill Trailer
4 pr	Steel Toe pull-on PVC boot size 12	Van Spill Trailer
2 pr	Leather palm canvas glove, size L	Van Spill Trailer
6	Leather palm canvas glove, size XL	Van Spill Trailer
17	Safety glasses, clear lens	Van Spill Trailer
6 pr	Rain Suit - 2 piece - size L	Van Spill Trailer
6 pr	Rain Suit - 2 piece - size XL	Van Spill Trailer
5 pr	Rain Suit - 2 piece - size XXXL	Van Spill Trailer
38	Carabiner, locking aluminum	Van Spill Trailer
3 pr	Double pulley set	Van Spill Trailer
8	Rope Ascenders - (Rope grab handles)	Van Spill Trailer
11	Prussick Cord - tied	Van Spill Trailer
1	Polypropylene Rope, twisted yellow - 600 ft spool x 3/8", 2500 lb tensile	Van Spill Trailer
22	Single pulleys	Van Spill Trailer
6	Cut Polypropylene Rope Lengths - 300'	Van Spill Trailer
9	Cut Polypropylene Rope Lengths - 200'	Van Spill Trailer
6	Cut Polypropylene Rope Lengths - 150'	Van Spill Trailer
4	Cut Polypropylene Rope Lengths - 100'	Van Spill Trailer
5	Cut Polypropylene Rope Lengths - 50'	Van Spill Trailer
27	Cut Polypropylene Rope Lengths - 18' - 20'	Van Spill Trailer
25	Steel fence stake with spade removed	Van Spill Trailer
1	Shovel, steel flathead	Van Spill Trailer
2	Shovel, steel roundhead	Van Spill Trailer
2	Post driver - steel	Van Spill Trailer
8	Tow Bridles	Van Spill Trailer
12	XL P.E. Tyvek suits	Van Spill Trailer
12	2XL P.E. Tyvek suits	Van Spill Trailer
12	L.P.E. Tyvek suits	Van Spill Trailer

## COLORADO STATE APPENDIX

## FRONT POCKET INFORMATION &amp; RANGELY ERAP

<b>Equipment</b>		<b>Month: December 14, 2010</b>
<b>Qty</b>	<b>Equipment</b>	<b>Location</b>
1	Chest wader, boot size 8 w/suspenders	Van Spill Trailer
34 pr	Rubber canvas glove	Van Spill Trailer
15	Packages type 156 18"X18" absorbent sheets	Van Spill Trailer
6	12" Buoys	Van Spill Trailer
6 pr	PVC Gloves	Van Spill Trailer
2	Come-a-longs 2000#	Van Spill Trailer
500'	River boom	Van Spill Trailer
2 pr	Over Shoes size 12-13	Van Spill Trailer
8	Over Shoes size 10-11	Van Spill Trailer
1	Fencing Stretcher	Van Spill Trailer
3	DOT BARRELS	Smart Ash Building
1	Packages type 156 18"X18" absorbent sheets	Stinking Wash near CPL
1	Packages type 156 36"X36" absorbent sheets	Stinking Wash near CPL
100'	Thompson River Boom Set up for Deployment	Stinking Wash near CPL
2	Kappler level B suits (Size L) Fully encapsulated	Emergency Response Trailer
3	Kappler Level B Suit (Size XL)	Emergency Response Trailer
3	25' river boom	Emergency Response Trailer
1	16' flat bottom boat with 28 HP jet motor	Safety Shop
4	Life vests	Safety Shop
1	Fire extinguisher	Safety Shop
1	Fuel tank	Safety Shop
1	Rope	Safety Shop
1	Throw cushion	Safety Shop
2	Oars	Safety Shop
<b>Decon Equipment</b>		
5	Kappler Level B - Fully encapsulating suits	Emergency Cascade Trailer
1 roll	Duct Tape	Emergency Cascade Trailer
6 rolls	Assorted emergency barricade tape	Emergency Cascade Trailer
12 prs	Polyvinyl chloride gloves	Emergency Cascade Trailer

## COLORADO STATE APPENDIX

## FRONT POCKET INFORMATION &amp; RANGELY ERAP

**OSRO CONTACT INFORMATION**

Name & Address		24 Hour Phone No.	Response Time
Target Trucking	2960 North 500 Street Vernal, UT 84078	435-789-5756	< 1 hour
Marine Spill Response Corporation (MSRC)	1330 Industry Street Everett, WA 98203	888-242-2007	24 hours
RNI Trucking	PO Box 98 Roosevelt, UT 84066	435-823-6196	1 hr
Enviro Care Inc.	505 N. Main N. Salt Lake, UT 84054	801-299-1900	> 5 hr
Western Pipe Fabrications	267 West 1200 North Centerville, UT 84014	801-598-7988	> 5 hr

**Note:** Local resources including mutual aid resources from Chevron Pipeline and Chevron USA will provide initial response resources. Additional Company resources, local contractor and other Company-contracted OSRO's will be requested as necessary.

## RANGELY TERMINAL EVACUATION PLAN

In the event of an emergency i.e. uncontrolled fire, pipeline or pump rupture, any team member will,

1. Initiate facility emergency shut down.
2. Notify Control Center of the situation.
3. Alert all other people within the facility.
4. Follow the Evacuation & Meeting Place Plan by proceeding out the North gate traveling West over to the vacant area near the old Butane Truck Off loading area.

Secondary muster point will be the Production Office Facilities via safest route.

5. Upon arrival at the designated meeting place west of the facility the Operator on duty will take role call to assure all individuals within the facility at the given time are accounted for.
6. Start the Incident Command process to initiate plan of action.

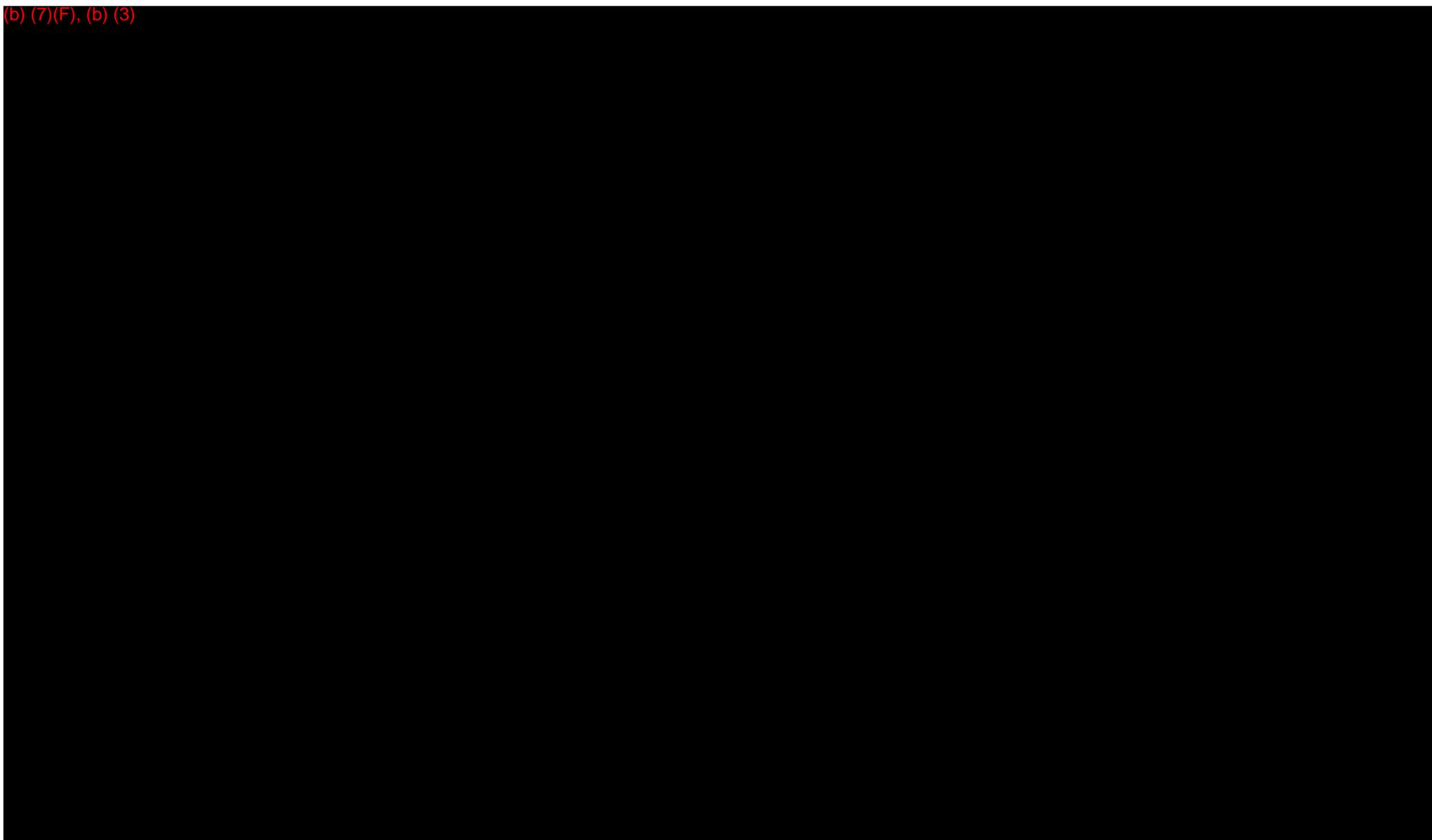
**Note:** While the facility office may be considered the primary location for the initial Incident Command Post, the Incident Commander will determine the Command Post location during an actual spill. The Incident Commander should consider the following when making a decision on where to locate the Command Post and Staging Area:

- Location of stored materials
- Hazard imposed by discharged materials
- Discharge flow direction
- Prevailing wind direction and speed
- Arrival routes of emergency response personnel and equipment
- Evacuation routes
- Alternative routes of evacuation
- Transportation of injured to nearest medical facility
- Location of alarm/notifications systems
- The need for centralized check-in
- The alternative to shelter in place at the facility

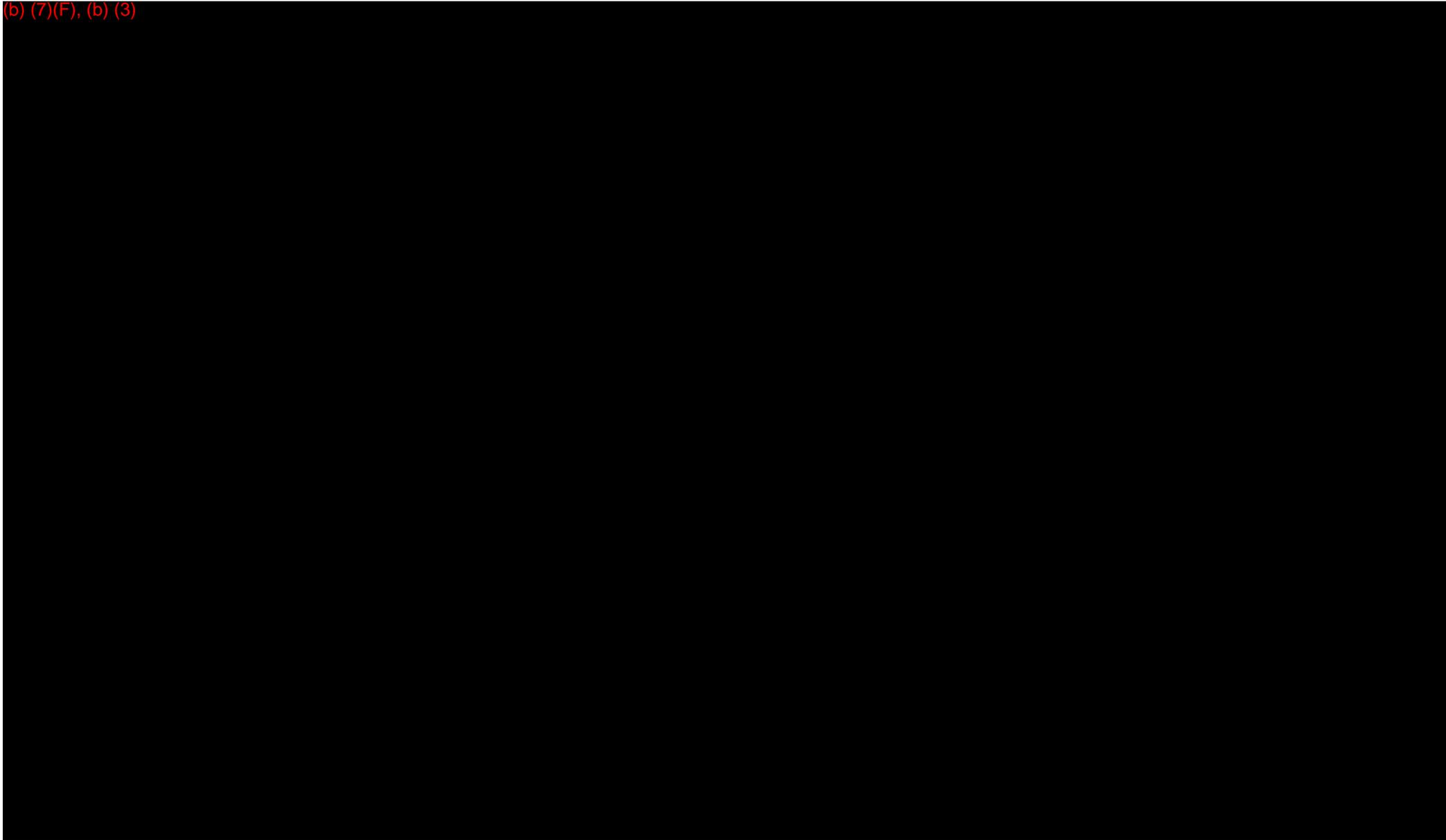
Company QI/Incident Commander will form Unified Command with local emergency responders when possible and safe to do so. Agency First Responders will be responsible for activating Community Evacuation Plans, if such plans are in place.

**RANGELY TERMINAL EVACUATION DIAGRAM**

(b) (7)(F), (b) (3)



**RANGELY TERMINAL DRAINAGE AND CONTOUR DIAGRAM**



RANGELY TERMINAL SECONDARY CONTAINMENT DIAGRAM



## COMPANY PLAN DEFINITION



**COMPANY  
EMERGENCY RESPONSE PLAN**

**COLORADO STATE APPENDIX  
NORTHWEST RESPONSE ZONE**

DOT/PHMSA Sequence Number 211

EPA FRP08A0036

**THIS STATE APPENDIX ALONG WITH THE CORE PLAN  
ESTABLISHES EMERGENCY RESPONSE PLANNING CRITERIA FOR:  
CHEVRON PIPE LINE COMPANY  
CHEVRON MIDSTREAM PIPELINES, LLC (FORMERLY TEXACO PIPELINES LLC)  
BOTH OF WHICH ARE WHOLLY OWNED SUBSIDIARIES OF  
CHEVRON CORPORATION  
(HEREIN REFERRED TO AS "COMPANY")**

Prepared by:  
Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401  
(800) 762-3404 or (877) 596-2800

## REGULATORY COMPLIANCE

This Plan combined with the Core Plan in addition to implementing Company policy, addresses the following Federal requirements:

- Oil Pollution Act of 1990: 49 CFR 194 Response Plans for Onshore Oil Pipelines (Department of Transportation).
- Oil Pollution Act of 1990: Bureau of Safety and Environmental Enforcement - Spill Response Plans for Offshore Facilities including State Submerged Lands and Pipelines.
- Oil Pollution Act of 1990: 33 CFR Parts 150 and 154 Response Plans for Marine Transportation Related Facilities (USCG).
- Oil Pollution Act of 1990: 40 CFR Parts 9 and 112 Oil Pollution Prevention; Non-Transportation Related Onshore Facilities (USEPA).
- Bureau of Safety and Environmental Enforcement – Notice to Leases (NTL) 92-04.
- Department of Transportation 49 CFR 192.615 Emergency Plans.

A cross reference between the format of this Plan and applicable regulations is provided in the State Appendix.

## DOT/PHMSA APPROVAL LETTER



U.S. Department  
of Transportation

**Pipeline and  
Hazardous Materials Safety  
Administration**

May 10, 2005

400 Seventh Street, S.W.  
Washington, D.C. 20590

**Certified Mail -7003 3110 0003 2602 9832-Return Receipt Requested**

Mr. Tracy Long  
ChevronTexaco Pipeline Company  
2811 Hayes Road  
Houston, TX 77082

**Re: OPS Plan Sequence Numbers**

<b>210</b>	<b>Core Plan</b>
<b>189</b>	<b>Louisiana Response Zone</b>
<b>206</b>	<b>California Response Zone</b>
<b>211</b>	<b>Northwest Response Zone</b>
<b>217</b>	<b>Texas Response Zone</b>

Dear Mr. Long,

Your Facility Response Plan (FRP) is approved in accordance with 49 CFR Part 194, *Response Plans for Onshore Transportation-Related Oil Pipelines*. The Pipeline and Hazardous Materials Safety Administration (PHMSA) commends you for developing a plan that reflects the characteristics of your company, the facility it operates, and the environment it strives to protect. In approving your plan, we have determined that your January and March 2005 revisions have adequately addressed the findings in our letter dated 25 January 2005. On the basis of the information we reviewed, your response plan now satisfies the minimum response planning standards established by 49 CFR Part 194.

We accept as true all information in the plan but reserve the right to verify its validity and accuracy. We will advise you of any deficiencies discovered during our ongoing quality control activities and you will have the opportunity to correct such deficiencies.

Response planning is an ongoing process. The preparation, submission, review, and approval of a response plan are only the first steps in the process of developing an effective national response planning program. We will continue to help you refine and improve your plan. We trust that you will continue to improve your plan as you gain new knowledge and discover better practices, whether through responses to actual spills or through evaluations of drills and exercises.

Note that this approval will expire on May 10, 2010, which is five years from the date of this letter. Although we have approved the plan, we expect you to maintain your plan's compliance with 49 CFR 194, including making and submitting any required revisions to the plan as specified in 49 CFR 194.121(a) and (b).

Ext. # 9301

File # 2355, 2406

Act. # 9063

Please refer to the "OPS Plan Sequence Numbers" listed above in all plan-related correspondence, including e-mails. E-mail is the preferred method for submitting inquiries, questions and comments to me at le.herrick@dot.gov. You can also telephone me at (202) 366-5523 or fax me at (202) 366-4566. Thank you for your cooperation.

Sincerely,



L. E. Herrick  
Response Plans Officer

Enclosure

cc: EPA IV, EPA VI, EPA VIII, EPA IX, EPA X, MSO Morgan City, MSO New Orleans, MSO Port Arthur, MSO Galveston/Houston and MSO LA/LB.

Ext. # 9301

File # 2358, 2406

Act. # 9068





**UPDATE/REVISION NOTICE****Revision # 0002****To All Holders of the Colorado State Appendix****Revision Date: July 2003****Important – please read before you begin this update process:**

- Please have your hard copy of the Colorado State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for switching out pages in your Colorado State Appendix Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.
- If you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail at [ptsdoug@hazassist.com](mailto:ptsdoug@hazassist.com).

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Delete all previous electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove entire document</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print the Front Pocket Table of Contents single sided</li> <li>• Print pages 1 through 16 double sided (back to back)</li> <li>• Print page 17 single sided</li> <li>• Staple the complete set and insert into the front pocket of the Plan</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• This section will need to be completely replaced since Section 1 has an additional page added to its table of contents. Remove the complete Table of Contents pages.</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Front Pocket Information and Section 1 Information Summary Table of Contents page starting with page 1 and ending with page 19 print double sided (back to back)</li> <li>• Section 1 Information Summary Table of Contents page starting with page 19 and ending with page 21 and Section 2 Notifications Table of Contents print double sided (back to back)</li> <li>• Section 3 Resources and Section 4 Waste Management Table of Contents page starting with page 1 and ending with page 12 print double sided (back to back)</li> </ul>

**UPDATE/REVISION NOTICE****Revision # 0002****To All Holders of the Colorado State Appendix****Revision Date: July 2003**

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
	<ul style="list-style-type: none"> <li>• Section 4 Waste Management Table of Contents page stating with page 12 and ending with page 21 and Section 5 Sampling Table of Contents page print double sided (back to back)</li> <li>• Section 6 Spill Impact Table of Contents and Rangely Terminal Table of Contents print double sided (back to back)</li> </ul>
<p><b>Section 1 Information Summary</b></p> <ul style="list-style-type: none"> <li>• Table of Contents page</li> <li>• Remove 11 X 17 color Team Map on page 1</li> <li>• Remove pages <ul style="list-style-type: none"> <li>• 2 and 3</li> </ul> </li> <li>• New to add</li> </ul>	<p><b>Section 1 Information Summary</b></p> <ul style="list-style-type: none"> <li>• Table of Contents 2 pages and print double sided (back to back)</li> <li>• Replace with new 11 X 17 color Team Map on page 1</li> </ul> <p>You can extract this page, write it to a CD and take it to a printer to print in 11 X 17 color. Or print the map 11 X 17 black and white Or print the map 8 ½ X 11 color or black and white.</p> <ul style="list-style-type: none"> <li>• Print pages 2 and 3 double sided (back to back)</li> <li>• New to add – Print pages 12 to page 21 double sided (back to back)</li> </ul>
	<p><b>Front of Book</b></p> <p>Once your update process is completed, print this Update/Revision Notice double sided and add this update notice to your Colorado State Appendix Front of Book.</p>

**UPDATE/REVISION NOTICE****Revision # 0003****To All Holders of the Colorado State Appendix****Revision Date: August 2003****Important – please read before you begin this update process:**

- Please have your hard copy of the Colorado State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for switching out pages in your Colorado State Appendix Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.
- If you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail at [ptsdoug@hazassist.com](mailto:ptsdoug@hazassist.com).

<b>Remove Existing Pages</b>	<b>Replace With or Add New Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Delete all previous electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this State Appendix CD provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove entire document</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print the Front Pocket Table of Contents single sided</li> <li>• Print pages 1 through 16 double sided (back to back)</li> <li>• Print page 17 single sided</li> <li>• Staple the complete set and insert into the front pocket of the State Appendix</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Remove Section 6 Spill Impact Table of Contents with back page Rangely Terminal Table of Contents</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Print Section 6 Spill Impact Table of Contents with back page Rangely Terminal Table of Contents double sided (back to back)</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove 11 X 17 Color Team Map on page 1</li> <li>• Remove pages 2 and 3</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• A replacement copy of the 11 X 17 color map has been provided for your convenience - insert as page 1</li> <li>• Print pages 2 and 3 double sided (back to back)</li> </ul>

DOT X Ref

EPA X Ref

**UPDATE/REVISION NOTICE****Revision # 0003****To All Holders of the Colorado State Appendix****Revision Date: August 2003**

<b>Remove Existing Pages</b>	<b>Replace With or Add New Pages</b>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages 3 and 4</li> <li>• Remove page 6</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 3 and 4 double sided (back to back)</li> <li>• Print page 6 single sided</li> </ul>
<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Remove page 3</li> </ul>	<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Print page 3 single sided</li> </ul>
<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Remove table of contents page</li> <li>• Remove pages 9 and 10</li> </ul>	<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Print table of contents page single sided</li> <li>• Print page 9 and 10 double sided (back to back)</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice double sided and add this update notice to your State Appendix Front of Book.	
Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP	

## UPDATE NOTICE

<p><b>Revision # 0004</b></p> <p><b>To All Holders of the Colorado State Appendix</b></p> <p><b>Revision Date: February 2004</b></p>	
<p><b>Important – please read before you begin this update process:</b></p> <ul style="list-style-type: none"> <li>• Please have your hard copy of the Colorado State Appendix available for reference to assist you in processing this update.</li> <li>• All pages for your update are included in this file.</li> <li>• This sheet contains instructions for updating your Colorado State Appendix Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: ptsdoug@hazassist.com.</li> </ul>	
<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<p><b>Colorado State Appendix CD</b></p> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this State Appendix</li> </ul>	<p><b>Colorado State Appendix CD</b></p> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this State Appendix provided</li> </ul>
<p><b>Front Pocket Information</b></p> <ul style="list-style-type: none"> <li>• Remove entire document</li> </ul>	<p><b>Front Pocket Information</b></p> <ul style="list-style-type: none"> <li>• Print title page and table of contents page single sided</li> <li>• Print pages 1 through 16 double sided</li> <li>• Print page 17 single sided</li> </ul>
<p><b>Front of Book</b></p>	<p><b>Front of Book</b></p> <ul style="list-style-type: none"> <li>• Print the Archive Plan Approval Letter (3 pages) single sided and insert after the Regulatory Compliance page</li> </ul>
<p><b>Table of Contents</b></p> <ul style="list-style-type: none"> <li>• Remove Section 1 (2<sup>nd</sup> page of contents) and Section 2 (double sided)</li> </ul>	<p><b>Table of Contents</b></p> <ul style="list-style-type: none"> <li>• Print new Section 1 (2<sup>nd</sup> page of contents) and Section 2 (double sided)</li> </ul>
<p><b>Section 2, Notifications</b></p> <ul style="list-style-type: none"> <li>• Remove title page and table of contents page (single sided)</li> <li>• Remove page 3/4 (double sided)</li> <li>• Remove pages 9 through 10 (end)</li> </ul>	<p><b>Section 2, Notifications</b></p> <ul style="list-style-type: none"> <li>• Print title page and table of contents page single sided</li> <li>• Print page 3/4 double sided</li> <li>• Print page 9/10 double sided</li> <li>• Print page 11 single sided</li> <li>• Print page 12 single sided in color</li> </ul>
<p><b>Section 3, Resources</b></p> <ul style="list-style-type: none"> <li>• Remove page 3 (single sided)</li> </ul>	<p><b>Section 3, Resources</b></p> <ul style="list-style-type: none"> <li>• Print page 3 single sided</li> </ul>

DOT X Ref

EPA X Ref

**Revision # 0004****To All Holders of the Colorado State Appendix****Revision Date: February 2004****Front of Book**

Once your update process is completed, print this Update/Revision Notice single sided and insert this update notice into your State Appendix Front of Book behind any previous update notices.

Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.

**UPDATE/REVISION NOTICE****Revision # 0005****To All Holders of the Colorado State Appendix****Revision Date: May 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Colorado State Appendix available for reference to assist you in processing this update.
- All pages for your update are included.
- This sheet contains instructions for updating your Colorado State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Colorado State Appendix</li> </ul>	<b>New Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Colorado State Appendix provided</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Section 1 table of contents page (beginning with page 19 ending with page 21) and back page Section 2 Table of Contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Section 1 table of contents page (beginning with page 19 ending with page 21) and back page Section 2 Table of Contents (1 double sided page)</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents (1 single sided page)</li> <li>• Pages 9 through 12 (double sided)</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents (1 single sided page)</li> <li>• Pages 9 through 14 (double sided)</li> </ul>

**Front of Book**

Once your update process is completed, insert this Update/Revision Notice in your Colorado State Appendix Front of Book following any previous update notices.

Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.

**UPDATE/REVISION NOTICE****Revision # 0006****To All Holders of the Colorado State Appendix****Revision Date: September 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Colorado State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for updating your Colorado State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Colorado State Appendix</li> </ul>	<b>New Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Colorado State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire stapled document</li> </ul>	<b>Front Pocket Information &amp; Emergency Response Action Plan for Rangely Terminal (Complete new document, inserted into blue folder)</b> <ul style="list-style-type: none"> <li>• Print cover sheet single sided, color (8.5 x 11)</li> <li>• Print title page &amp; table of contents single sided</li> <li>• Print pages 1 through 8 double sided</li> <li>• Print page 9 single sided, color (11 x 17)</li> <li>• Print pages 10 through 29 double sided</li> <li>• Print page 30 single sided</li> <li>• Insert the complete set into the blue folder and place in front pocket of the binder</li> </ul>

DOT X Ref

EPA X Ref

**Revision # 0006****To All Holders of the Colorado State Appendix****Revision Date: September 2004**

<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire Section</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Print Section 1 Table of Contents double sided</li> <li>• Print Sections 2 and 3 Table of Contents double sided</li> <li>• Print Section 4 Table of Content double sided</li> <li>• Print Sections 5 and 6 Table of Contents double sided</li> <li>• Print Rangely Terminal Table of Contents double sided</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents (1 single sided page)</li> <li>• Page 14 (color, single sided)</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print table of contents 1 single sided page</li> <li>• Print page 14 single sided (black &amp; white)</li> </ul>
<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Entire Section</li> </ul>	<b>Rangely Terminal (Complete new section)</b> <ul style="list-style-type: none"> <li>• Print title page single sided</li> <li>• Print table of contents double sided</li> <li>• Print pages 1 through 50 double sided</li> <li>• Print page 51 single sided</li> <li>• Print page 52 single sided color, 8.5 x 11</li> <li>• Print pages 53 through 56 double sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Colorado State Appendix Front of Book following previous update notices.	
Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0007****To All Holders of the ChevronTexaco Pipeline Company Colorado State Appendix****RSPA Plan Sequence #211 Northwest Response Zone / EPA FRP08A0036****Revision Date: March 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Colorado State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for updating your Colorado State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Colorado State Appendix</li> </ul>	<b>New Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Colorado State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire contents, retain blue folder</li> </ul>	<b>Front Pocket Information &amp; Emergency Response Action Plan for Rangely Terminal (Complete new document, inserted into blue folder)</b> <ul style="list-style-type: none"> <li>• Print cover sheet single sided, color</li> <li>• Print title page &amp; table of contents single sided</li> <li>• Print pages 1 through 8 double sided</li> <li>• Print page 9 single sided, 11 x 17 color</li> <li>• Print pages 10 through 29 double sided</li> <li>• Print page 30 single sided</li> <li>• Insert the complete set into the blue folder and place in front pocket of the binder</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove pages 4/5</li> </ul>	<b>Section 1 Information Summary</b> <ul style="list-style-type: none"> <li>• Print pages 4/5 double sided</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> <li>• Pages 5/6</li> <li>• Page 14</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> <li>• Print pages 5/6 double sided</li> <li>• Print pages 14/15 double sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Colorado State Appendix Front of Book following previous update notices.	
Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0008****To All Holders of the ChevronTexaco Pipeline Company Colorado State Appendix****RSPA Plan Sequence #211 Northwest Response Zone / EPA FRP08A0036****Revision Date: August 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Colorado State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Colorado State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

**NOTE: This is an electronic update only; no CD will be issued at this time.**

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove pages 3 through 6</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Print pages 3 through 6 double sided</li> <li>• Staple the complete set and insert into the front pocket of the Plan</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages 3 through 6</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 3 through 6 double sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Colorado State Appendix Front of Book following any previous update notices.	
Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a> , when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0009****To All Holders of the ChevronTexaco Pipeline Company Colorado State Appendix****OPS Plan Sequence #211 Northwest Response Zone / EPA FRP08A0036****Revision Date: September 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Colorado State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Colorado State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at willie.eldridge@ptseps.com, when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Colorado State Appendix</li> </ul>	<b>New Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Colorado State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire contents, retain blue folder</li> </ul>	<b>Front Pocket Information &amp; Emergency Response Action Plan for Rangely Terminal (Complete new document, inserted into blue folder)</b> <ul style="list-style-type: none"> <li>• Print cover sheet single sided, color</li> <li>• Print title page &amp; table of contents single sided</li> <li>• Print pages 1 through 8 double sided</li> <li>• Print page 9 single sided, 11 x 17 color</li> <li>• Print pages 10 through 29 double sided</li> <li>• Insert the complete set into the blue folder and place in front pocket of the binder</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> <li>• Remove Archive Plan Approval Letter, 3 single sided pages</li> <li>• Remove Archive Distribution List</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> <li>• No replacement page</li> <li>• No replacement page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Remove Sections 2 and 3 Table of Contents, 1 double sided page</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Print Sections 2 and 3 Table of Contents double sided</li> </ul>

DOT X Ref

EPA X Ref

**Revision # 0009****To All Holders of the ChevronTexaco Pipeline Company Colorado State Appendix****OPS Plan Sequence #211 Northwest Response Zone / EPA FRP08A0036****Revision Date: September 2005**

<b>Section 1, Information Summary</b> • Remove pages 2/3	<b>Section 1 Information Summary</b> • Print pages 2/3 double sided
<b>Section 2, Notifications</b> • Remove Table of Contents • Remove pages 11 through 15	<b>Section 2, Notifications</b> • Print the Table of Contents single sided • Print pages 11 through 14 double sided
<b>Section 3, Resources</b> • Remove page 3	<b>Section 3, Resources</b> • Print page 3 single sided
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Colorado State Appendix Front of Book following previous update notices.	
Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a> , when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0010****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: July 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Please have your hard copy of the State Appendix available for reference to assist you in processing this update. All pages for your update are included in this file for printing.
- **Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Colorado State Appendix</li> </ul>	<b>New Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Colorado State Appendix provided</li> </ul>
<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Remove current manual cover and spine</li> </ul>	<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Insert new manual cover and spine provided</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Entire contents, retain blue folder</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan (Complete new document, inserted into blue folder)</b> <ul style="list-style-type: none"> <li>• Print cover sheet single sided</li> <li>• Print title page &amp; table of contents single sided</li> <li>• Print pages 1 through 6 double sided</li> <li>• Print page 7 single sided</li> <li>• Page 8, 11 x 17 color copy provided</li> <li>• Print pages 9 through 26 double sided</li> <li>• Print page 27 single sided</li> <li>• Insert the complete set into the blue folder and place in front pocket of the binder</li> </ul>

**Revision # 0010****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: July 2006**

<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> <li>• Remove Record of Revision Record/Log Prior to Creation of State Appendix, 3 double sided pages</li> <li>• RSPA Tracking Sequences Numbers Before Creation of Core Plan Volume 1 and State Appendix</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> <li>• New to add – DOT/PHMSA Approval Letter dated May 10, 2005, 2 pages behind Regulatory Compliance</li> <li>• No replacement page</li> <li>• No replacement page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Remove Sections 2 and 3 Table of Contents, 1 double sided page</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Print Sections 2 and 3 Table of Contents double sided</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove pages 4/5</li> <li>• Remove pages 12/13</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print pages 4/5 double sided</li> <li>• Print pages 12/13 double sided</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Remove entire section</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print the Table of Contents single sided</li> <li>• Print pages 1 through 6 double sided</li> <li>• Print page 7 single sided, 11 x 17</li> <li>• Print pages 8 through 13 double sided</li> </ul>
<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Remove page 3</li> </ul>	<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Print page 3 single sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Colorado State Appendix Front of Book following previous update notices.	
Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at willie.eldridge@ptseps.com, when you have completed updating your ERP. <b>This update must be completed within 14 working days of receipt of this document</b>	

**UPDATE/REVISION NOTICE****Revision # 0011****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: September 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- **Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

<b>Remove Pages</b>	<b>Insert Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new CD provided</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Entire document, retain blue folder</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Entire document, insert into the blue folder and place in front pocket of the binder</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 2 and 3 table of contents</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 2 and 3 table of contents</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire Section</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire Section</li> </ul>
<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Page 51</li> </ul>	<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Page 51</li> </ul>

**Front of Book**

Once your update process is completed, print this Update/Revision Notice single sided and insert in your Colorado State Appendix Front of Book following previous update notices.

**Notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**

**This update must be completed within 14 working days of receipt of this document.**

**UPDATE/REVISION NOTICE****Revision # 0012****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: November 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new CD provided</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Entire document, retain blue folder (Notification/Actions Summary Field Document flowchart on page 2 is being removed from this section)</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Entire document, insert into the blue folder and place in front pocket of the binder</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 2 and 3 table of contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 2 and 3 table of contents (1 double sided page)</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire Section (Notification/Actions Summary Field Document flowchart on page 3 is being removed from this section)</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire Section</li> </ul>

**Front of Book**

Once your update process is completed, insert this Update/Revision Notice your Colorado State Appendix Front of Book following any previous update notices.

**This update must be completed within 14 working days of receipt of this document.**

**UPDATE/REVISION NOTICE****Revision # 0013****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: June 2007****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new CD provided</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Cover page through page 13</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Cover page through page 13, insert into the blue folder and place in front pocket of the binder</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Rangely Terminal and Agency Cross Reference table of contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Rangely Terminal and Agency Cross Reference table of contents (1 double sided page)</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 2/3</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 2/3</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> <li>• Pages 7/8</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Page 3 single sided page</li> <li>• Page 4 single sided page</li> <li>• Pages 7/8</li> </ul>
<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 53 through 56</li> </ul>	<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• No replacement pages</li> </ul>
<b>Agency Cross Reference</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Agency Cross Reference</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice your Colorado State Appendix Front of Book following any previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

DOT X Ref

EPA X Ref

**UPDATE/REVISION NOTICE****Revision # 0014****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: January 2008****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new CD provided</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Page 1 through 11</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Page 1 through 11</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>

**Front of Book**

Once your update process is completed, insert this Update/Revision Notice your Colorado State Appendix Front of Book following any previous update notices.

**This update must be completed within 14 working days of receipt of this document.**

**UPDATE/REVISION NOTICE****Revision # 0015****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: July 2008****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new CD provided</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan (ERAP)</b> <ul style="list-style-type: none"> <li>• Entire document, retain blue folder</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Entire document, insert into the blue folder and place in front pocket of the binder</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 2/3</li> <li>• Pages 6/7</li> <li>• Pages 12/13</li> <li>• Pages 18/19</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 2/3</li> <li>• Pages 6/7</li> <li>• Pages 12/13</li> <li>• Pages 18/19</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 1 through 9</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 1 through 9</li> </ul>
<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice in your Colorado State Appendix behind the Front of Book index tab following any previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

**UPDATE/REVISION NOTICE****Revision # 0016****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: October 2008****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new CD provided</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan (ERAP)</b> <ul style="list-style-type: none"> <li>• Pages 9 through 12</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan</b> <ul style="list-style-type: none"> <li>• Pages 9 through 12</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 2/3</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 2/3</li> </ul>
<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> </ul>	<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> </ul>

**Front of Book**

Once your update process is completed, insert this Update/Revision Notice in your Colorado State Appendix behind the Front of Book index tab following any previous update notices.

**This update must be completed within 14 working days of receipt of this document.**

**UPDATE/REVISION NOTICE****Revision # 0017****To All Holders of the Chevron Pipe Line Company Colorado State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****EPA FRP08A0036****Revision Date: July 2009****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new CD provided that contains the State Appendix and Core Plan electronic files.</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan (ERAP)</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> <li>• Page 6</li> <li>• Pages 21/22</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan (ERAP)</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> <li>• Page 6</li> <li>• Pages 21/22</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> <li>• Page 7</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> <li>• Page 7</li> </ul>
<b>Front of Book Index Tab</b> Once the update process is completed, insert this Update/Revision Notice behind the Front of Book index tab following previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

## UPDATE/REVISION NOTICE

**To All Holders of the Chevron Pipe Line Company Colorado State Appendix****Revision # 018****Revision Date: May 2010****PHMSA Plan Sequence #211 Northwest Response Zone  
EPA FRP08A0036****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>Colorado State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new CD provided that contains the State Appendix and Core Plan electronic files.</li> </ul>
<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan (ERAP)</b> <ul style="list-style-type: none"> <li>• Entire Contents</li> </ul>	<b>Front Pocket Information &amp; Rangely Emergency Response Action Plan (ERAP)</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Rangely Terminal</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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## UPDATE/REVISION NOTICE

**To All Holders of the Chevron Pipe Line Company Colorado State Appendix****Revision # 019****Revision Date: May 2011****PHMSA Plan Sequence #211 Northwest Response Zone  
EPA FRP08A0036****Important – please read before you begin this update process:**

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## UPDATE/REVISION NOTICE

**To All Holders of the Chevron Pipe Line Company Colorado State Appendix****Revision # 20****Revision Date: November 2011****PHMSA Plan Sequence #211 Northwest Response Zone  
EPA FRP08A0036****Important – please read before you begin this update process:**

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## UPDATE/REVISION NOTICE

**To All Holders of the Chevron Pipe Line Company Colorado State Appendix****Revision # 21****Revision Date: May 2012****PHMSA Plan Sequence #211 Northwest Response Zone  
EPA FRP08A0036****Important – please read before you begin this update process:**

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**To All Holders of the Chevron Pipe Line Company Colorado State Appendix****Revision # 22****Revision Date: June 2014****PHMSA Plan Sequence #211 Northwest Response Zone  
EPA FRP08A0036****Important – please read before you begin this update process:**

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SECTION 1**

**COLORADO STATE APPENDIX**

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**INFORMATION SUMMARY**

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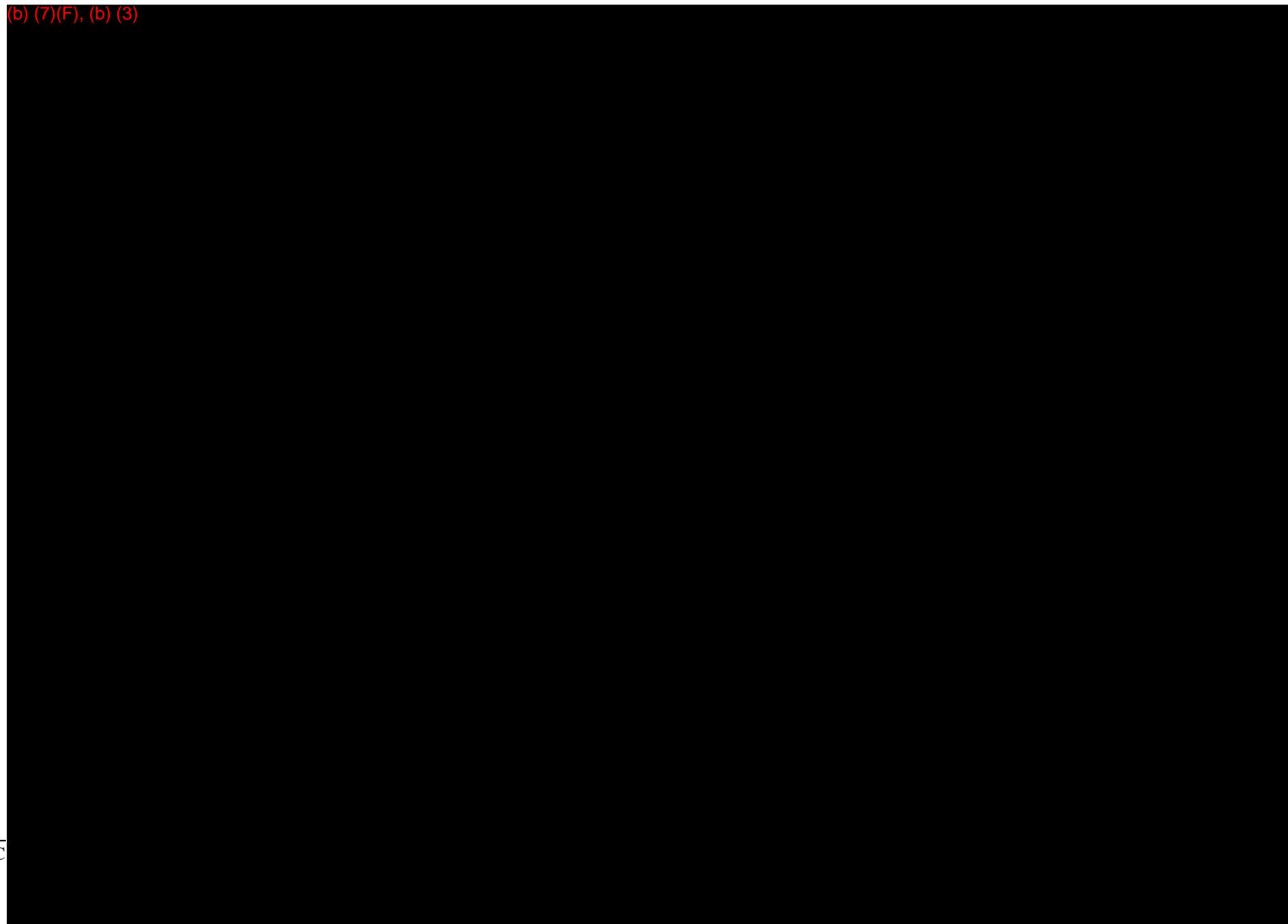
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COLORADO STATE APPENDIX

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NORTHWEST RESPONSE ZONE MAP SHOWING COLORADO RESPONSE AREA

(b) (7)(F), (b) (3)



**QI / CERTIFICATION OF RESOURCES STATEMENT****CERTIFICATIONS****Qualified Individual**

Chevron Pipe Line Company (Company) is authorizing all of its employees who are trained in Incident Command and who are functioning as the Incident Commander (IC) to be the Qualified Individual (QI). This financial authority is unique to spills and emergency releases and is not a part of the Company's routine delegation of authority guidelines.

In the event of an oil spill or emergency release, Company employees who will be responding as Incident Commanders (IC/QIs) have the authority to:

1. Activate the Emergency Response Plan.
2. Activate and engage in contracting with oil spill removal organizations. Commit resources from within the Company, through the Corporate Oil Spill Coordinator/Staff, outside contractors, MSRC, cooperatives, and as directed by the Federal or State On-Scene Coordinator.
3. Act as liaison with Federal or State On-Scene Coordinator and other Federal and State officials.
4. Obligate funds required to carry out all necessary or directed response activities.

The response organization is critical to the management of an emergency response because of the large geographic areas covered by the Company. Immediate response in remote areas is managed by local personnel who may be replaced by additional personnel if the magnitude of the spill warrants. The response of the additional personnel may take some time due to geography. It is impossible to name the specific individual who will be IC in advance. It will depend on the location of the spill, the size of the spill, and whether it is the initial response or a later phase in the clean up process.

Various federal and state agencies have recognized the need for owners/operators who use a tiered response to allow for the transfer of authority upward as the extent of a spill is assessed. Agencies also acknowledge that response efforts often involve 24- hour efforts, and authorities must be transferred in this "shift" works situation.

**National Contingency Plan / Area Contingency Plan Consistency**

Company (Operator) certifies that it has reviewed the National Contingency Plan (NCP) and each applicable Area Contingency Plan, and that this Emergency Response Plan is consistent with the existing NCP and each existing applicable ACP.

Per applicable geographical areas, the following Area Contingency Plans have been reviewed for consistency with Company's Emergency Response Plan:

- US EPA Region 6 Integrated ACP (Facilities in Texas and New Mexico)
- South Louisiana/Acadia Region ACP (Morgan City)
- New Orleans/Baton Rouge ACP
- US EPA Region 8 ACP (Facilities in Utah and Colorado)
- US EPA Region 9 Regional Contingency Plan (Facilities in California)
- US EPA Region 10 ACP (Facilities in Idaho, Oregon and Washington)
- San Francisco Oil Spill Contingency Plan (N. California Bay Area Facility)
- Los Angeles/Long Beach ACP (S. California Los Angeles Facility)

**CERTIFICATION OF RESOURCES**

The Company hereby certifies to the Pipeline Hazardous Materials Safety Administration (PHMSA) of the Department of Transportation that we have identified and ensured by contract or other means to be approved by the PHMSA, the availability of private personnel and equipment to respond, to the maximum extent practicable, up to and including a worst case discharge or a substantial threat of such a discharge.

**STATEMENT OF SIGNIFICANT AND SUBSTANTIAL HARM**

The Company hereby submits to the Pipeline Hazardous Materials Safety Administration of the Department of Transportation that we have identified, as required by 49 CFR, Part 194.107 and Part 194.103, the pipeline sections in each Response Zone that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil or products into or on navigable waters, adjoining shorelines, public drinking water intakes, or other environmentally sensitive areas. Each pipeline segment meeting the significant harm definition is identified, as required, in the applicable State Appendices.

Signature: Lonnie Evans Date: 15 Mar 2010

Printed Name and Title: Lonnie Evans, CEM, Emergency Response Specialist  
4800 Fourmace Place, Rm. E320B, Bellaire, TX 77401-2324  
Tel 713-432-3406, LonnieJEvans@chevron.com

## UTAH RESPONSE AREA INFORMATION SUMMARY

### Qualified Individual/Incident Commander

In the event of a sustained or major spill or incident see the Front Pocket Information for Qualified Individual/Incident Commander contact information.

### Response Area Description

#### Rangely - Salt Lake Crude System

The Salt Lake Crude System consists of 2 - 10" lines originating in Rangely, CO and terminating in Salt Lake City, UT. Currently the #1 line has been purged and is under a nitrogen blanket. The # 2 line is used to transport crude oil from Rangely to Salt Lake. The #1 line is purged from MP 6 to Salt Lake.

The Crude System originates in the Rangely Oil Field in northwestern Colorado. Approximately 22,000 BPD of 34.5 API gravity crude is received from the gathering system and truck unloading.

The crude is pumped from the Rangely Station in a westerly direction through a single 10" line.

The line crosses in Utah at Mile Post 10.8, then through the Gilsonite Field at Bonanza, Utah.

The trunk line then proceeds through the desert to the Wonsit Valley Field, where an average of 1,900 BPD is injected into both lines at Mile Post 38.

The trunk line crosses the Green River and goes to the Myton Pump Station at Mile Post 68.

At Myton Station, an average of 2,000 BPD of trucked-in high pour crude is injected into the line. The trunk line then takes a northwesterly direction to the Hanna Pump Station at Mile Post 108. From there, the crude is pumped over the highest point on the system, Wolf Creek Pass, at an elevation of 9,500 ft. The trunk line then heads down the mountain, crossing the South Fork of the Provo River in the Kamas, Utah area and on to Kimball's Junction. The trunk lines then cross over Parley Canyon Summit and head down Emigration Canyon, emerging into the Salt Lake Valley. From this point, they go through bench areas of the city until they enter the Pipe Line Terminal at the Chevron Refinery in North Salt Lake and the crude is then distributed to Chevron, Flying J, Tesoro and Holly Frontier refineries.

Within this Response Zone all facilities except the Rangely gathering system are subject to 49 CFR 149 planning requirements. Portions of the Rangely, Colorado, and Myton, Utah, facilities are also subject to the provisions of 40 CFR 112.

## Crude System Segments Line Number 1 (Out of Service From Mile Post 6)

Line No 1 (Out of Service From Mile Post 6 *)							
Segments		Miles	Active	Significant Harm	County	State	Comments
From	To						
(b) (7)(F), (b) (3)		7.8	No	Yes	Rio Blanco	CO	(b) (7)(F), (b) (3)
		17.4	No	Yes	Rio Blanco Uintah	CO UT	
		16.0	Yes	Yes	Uintah	UT	
		2.0	Yes	Yes	Uintah	UT	
		5.0	Yes	Yes	Uintah	UT	
		0.8	Yes	Yes	Uintah	UT	
		9.3	Yes	Yes	Uintah	UT	
		8.5	Yes	No	Uintah Duchesne	UT	
		4.1	Yes	Yes	Duchesne	UT	
		3.3	Yes	Yes	Duchesne	UT	
		12.0	Yes	Yes	Duchesne	UT	
		6.0	Yes	Yes	Duchesne	UT	
		5.0	Yes	Yes	Duchesne	UT	
		9.3	Yes	Yes	Duchesne	UT	
		7.9	Yes	Yes	Duchesne	UT	
		17.6	Yes	Yes	Duchesne Wasatch	UT	
		1.7	Yes	Yes	Wasatch Summit	UT	
		6.3	Yes	Yes	Wasatch Summit	UT	
		10.4	Yes	Yes	Summit	UT	
		5.1	Yes	Yes	Summit	UT	
		11.1	Yes	Yes	Summit Salt Lake	UT	
		5.1	Yes	Yes	Salt Lake	UT	
		6.8	Yes	Yes	Salt Lake	UT	
		1.0	Yes	Yes	Salt Lake	UT	

**\*Note:**

- From Rangely to Myton it has been purged out and is under a Nitrogen purge from Mile Post 6
- From Myton to Hanna it has been purged out and is under a Nitrogen purge
- From Hanna to Salt Lake it has been purged out and is under a Nitrogen purge
- The Redwash Lateral is drained down and disconnected from the main line has been purged with Nitrogen
- The Tesoro Pipeline has been disconnected from CPL at Kimball Jct.

## Crude System Segments Line Number 2

Line No 2							Comments
Segments		Miles	Active	Significant Harm	County	State	
From	To						
(b) (7)(F), (b) (3)							(b) (7)(F), (b) (3)
		25.2	Yes	Yes	Rio Blanco Uintah	CO UT	
		15.3	Yes	Yes	Uintah	UT	
		2.7	Yes	Yes	Uintah	UT	
		5.0	Yes	Yes	Uintah	UT	
		0.8	Yes	Yes	Uintah	UT	
		9.3	Yes	Yes	Uintah	UT	
		8.5	Yes	No	Uintah Duchesne	UT	
		7.4	Yes	Yes	Duchesne	UT	
		12.0	Yes	Yes	Duchesne	UT	
		6.0	Yes	Yes	Duchesne	UT	
		14.3	Yes	Yes	Duchesne	UT	
		7.9	Yes	Yes	Duchesne	UT	
		17.6	Yes	Yes	Duchesne Wasatch	UT	
		1.7	Yes	Yes	Wasatch Summit	UT	
		6.3	Yes	Yes	Wasatch Summit	UT	
		10.4	Yes	Yes	Summit	UT	
		5.1	Yes	Yes	Summit	UT	
		9.9	Yes	Yes	Summit Salt Lake	UT	
		6.3	Yes	Yes	Salt Lake	UT	
		6.8	Yes	Yes	Salt Lake	UT	
		1.0	Yes	Yes	Salt Lake	UT	

**Salt Lake Pasco Product System**

As of June 19, 2013, Company no longer operates the Salt Lake to Pasco Product System.

The Company does operate the Salt Lake Low Sulfur Diesel Line (which is Purged with nitrogen blanket/Idled).

This 4" pipeline is approximately 2.7 miles long and extends from the Chevron's Salt Lake City Refinery along Warm Spring Road within the Union Pacific Railroad yard into the Tesoro's Salt Lake City Refinery. Chevron Pipe Line Company is the operator of this pipeline.

DOT X Ref

EPA X Ref

INFORMATION SUMMARY

COLORADO STATE APPENDIX

SECTION 1

**WORST CASE CRUDE OIL DISCHARGE/NORTHWEST RESPONSE ZONE**

The historical worst case discharge from the crude system pipeline is (b) (7)(F).

There is only one pipeline operating in this crude system.

**Worst Case Discharge Calculation Pipeline:**

- Current Volume is estimated at (b) (7)(F), (b) (3)
- Pipe OD Inches 10.75
- Max detection time: 15 min (planning calculation purposes only)
- 2 Hours max response time
- Volume lost before detection time: 275 bbls

(b) (7)(F), (b) (3)

= (b) (7)(F),

es = (b) (7)(F),

Total WCD for Northwest Response Zone = (b) (7)(F),

**Worst Case Discharge amount from Largest Tank**

(b) (7)(F), (b) (3)

**NOTE:**

(b) (7)(F), (b) (3)

## **SPILL DETECTION**

### **General**

Control of pipeline integrity is primarily a function of the Control Center. This 24-hour, manned facility monitors critical pipeline conditions such as flow and pressure, on a continuous basis.

Adverse conditions such as severe weather do not affect remote detection of a spill unless all communications are disrupted, at which time contingency plans will be implemented. Conditions such as severe weather reduce or curtail spill detection by visible means, through factors such as reduced visibility and/or access.

Leaks are detected either by the methods described above, or by third party notification. Third party notification often results from third party discovery, followed by notification as a result of the numerous pipeline marker signs which show the Control Center emergency telephone number.

1. The entire system can be pressured and the rate of pressure decrease monitored. The rate of decrease, coupled with an analysis of the system hydraulics, can often pinpoint the general leak location;
2. After pressurization of the entire system, intermediate block valves can be closed and smaller individual sections can be monitored for pressure loss;
3. Special internal pipeline scrapers are utilized to measure pipeline wall thickness anomalies.

### **General**

As defined in the Company Core Plan, the Immediate Response Team (Field Team) will normally handle initial response, the Sustained Response Team (more than a single Field Team) will normally handle more significant discharges and the Major Incident Team will respond to significant spills.

For any spill occurrence, the Incident Commander will be responsible to determine the level of response required to initiate the mitigation requirements. See each State Appendix for additional emergency planning information as applicable.

## **Procedures for Removing the Threat of a Worst Case Discharge**

Certain events that may occur during the operation of the facilities could cause a worst case discharge. Such events would include abnormal operations as defined in 49 CFR Part 195.402 (d). Operating procedures, including procedures for dealing with abnormal operations, are covered in the Operations & Maintenance Manual for each pipeline system. These procedures address the requirements of 49 CFR Part 195.402 (d).

## **Pipeline Surveillance**

All pipelines are patrolled at intervals not exceeding three weeks but at least 26 times per calendar year. The detailed pipeline patrol procedures are listed in Company Maintenance and Inspection Procedures Manual (Company MIPM). Other right-of-way maintenance procedures including water crossing inspections and encroachment control are listed in Company MIPM.

## **Pipeline Cathodic Protection**

All pipeline segments are coated and cathodically protected. Cathodic protection inspections are performed in accordance with Company MIPM.

## **Valve Maintenance**

All valves are inspected for proper operation at least twice per calendar year but at intervals not exceeding 7.5 months. The valve inspections are performed in accordance with Company MIPM.

## **Anti-Drug Policy**

Company maintains an anti-drug plan that complies with 49 CFR Part 199. The anti-drug plan is maintained and administered by Company's Human Resources Group.

## **Above Ground Storage Tanks**

Above ground storage tanks are inspected and maintained in accordance with the procedures listed in Company MIPM.

## **Spill Detection**

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**COLORADO STATE APPENDIX**

**SECTION 1  
INFORMATION SUMMARY**

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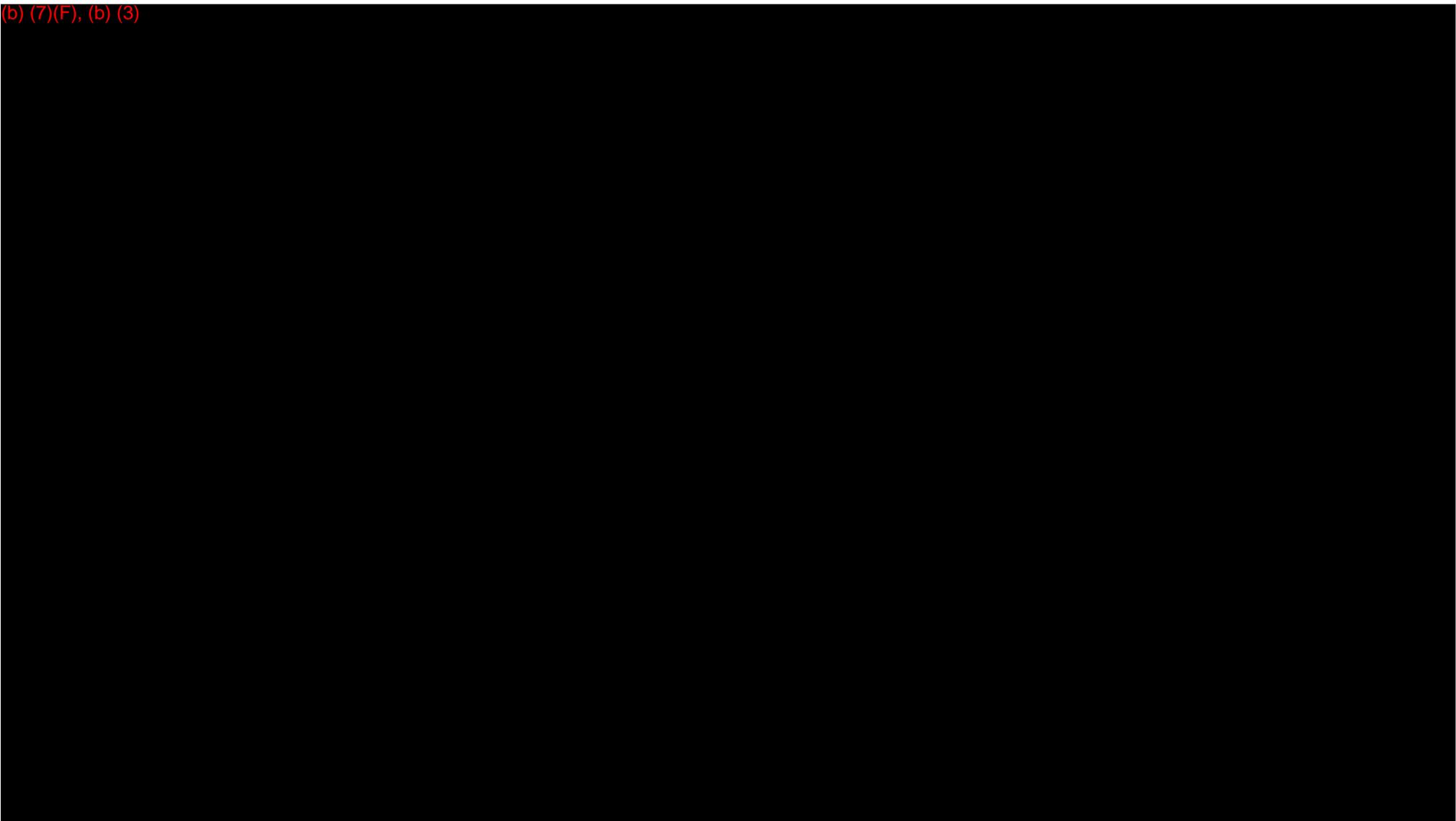
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**COLORADO STATE APPENDIX**

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**COLORADO AND UTAH CRUDE SYSTEM MAP**



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SECTION 1

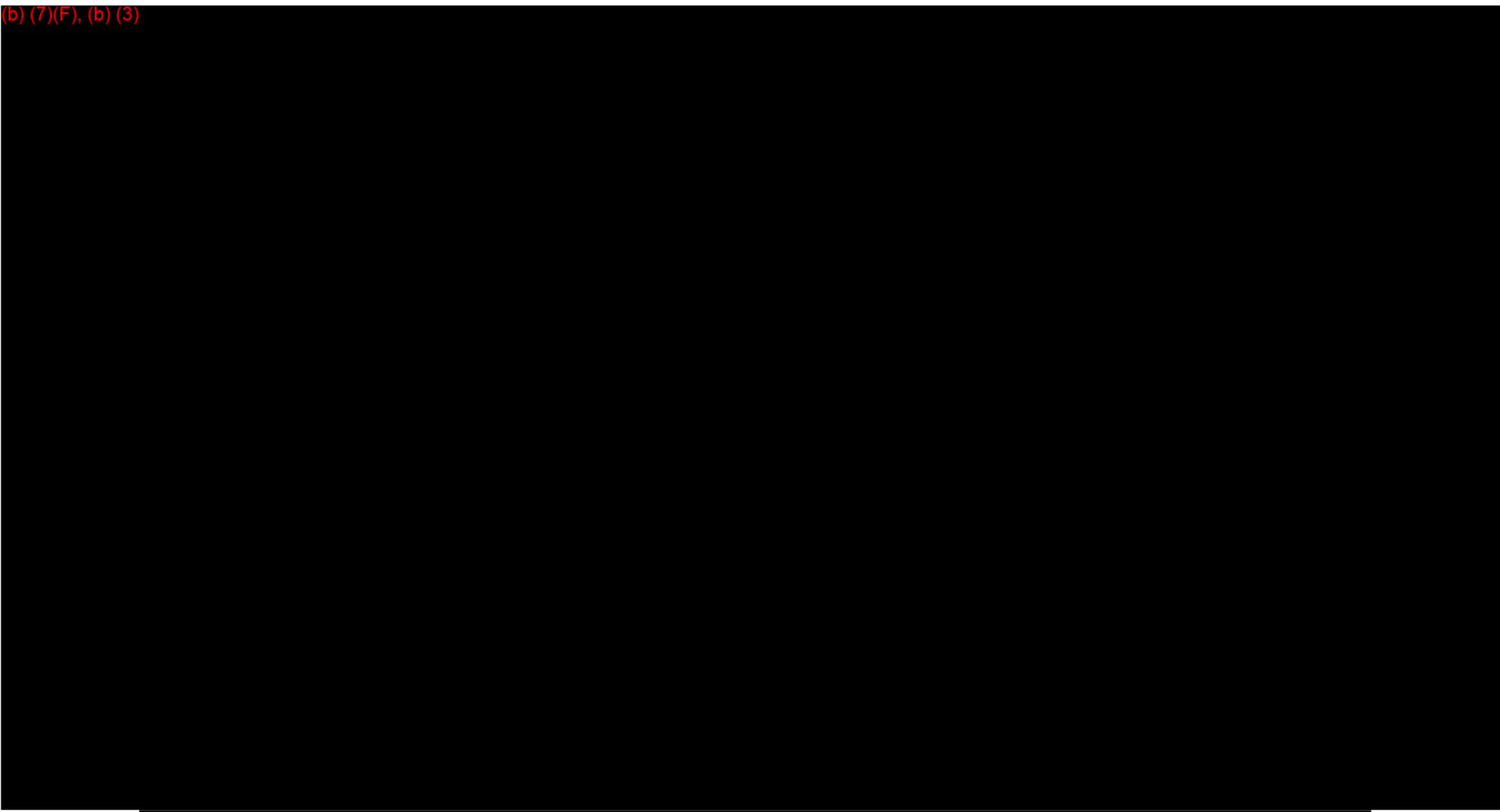
COLORADO STATE APPENDIX

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UTAH CRUDE SYSTEM MAPS

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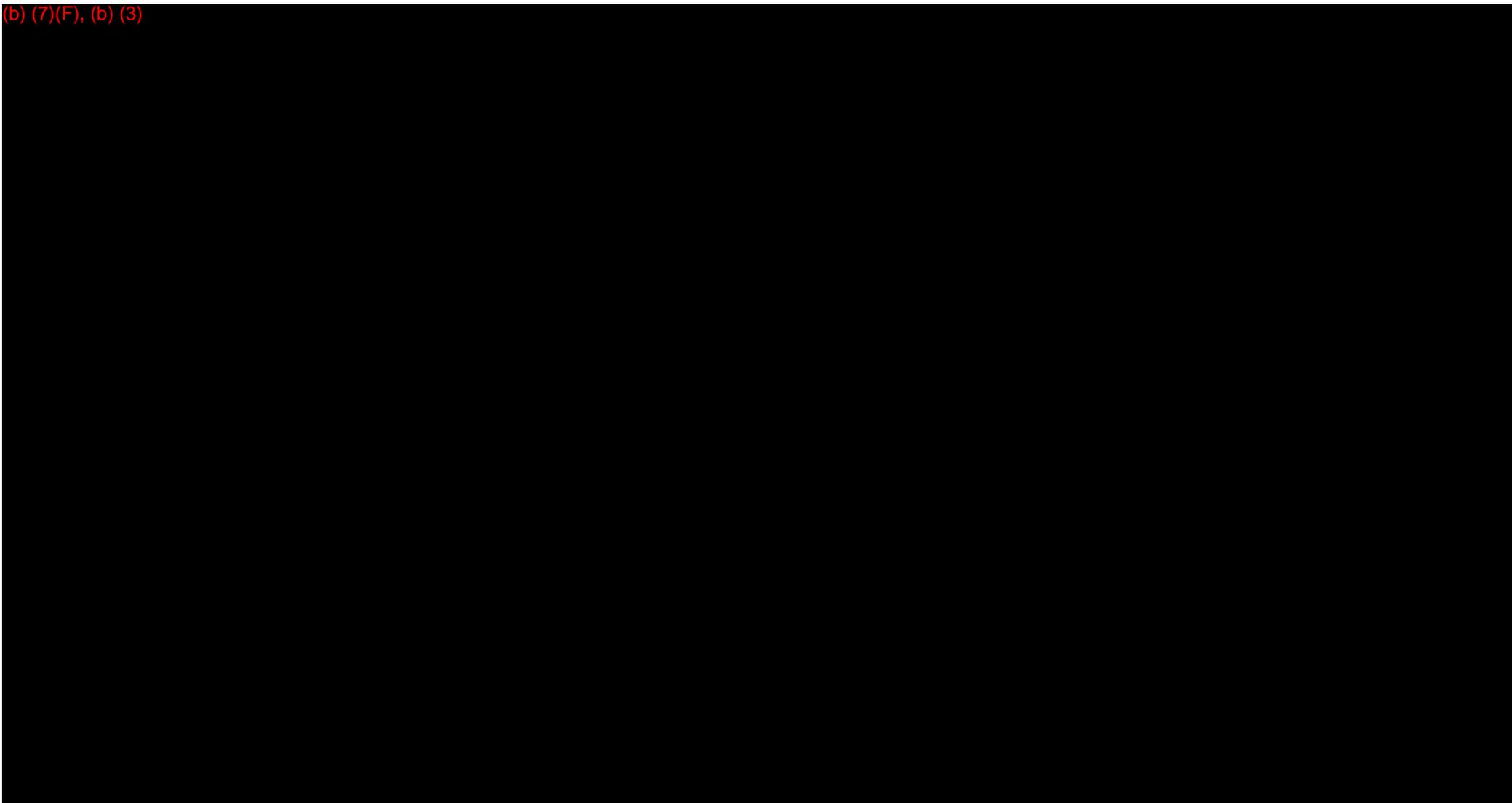
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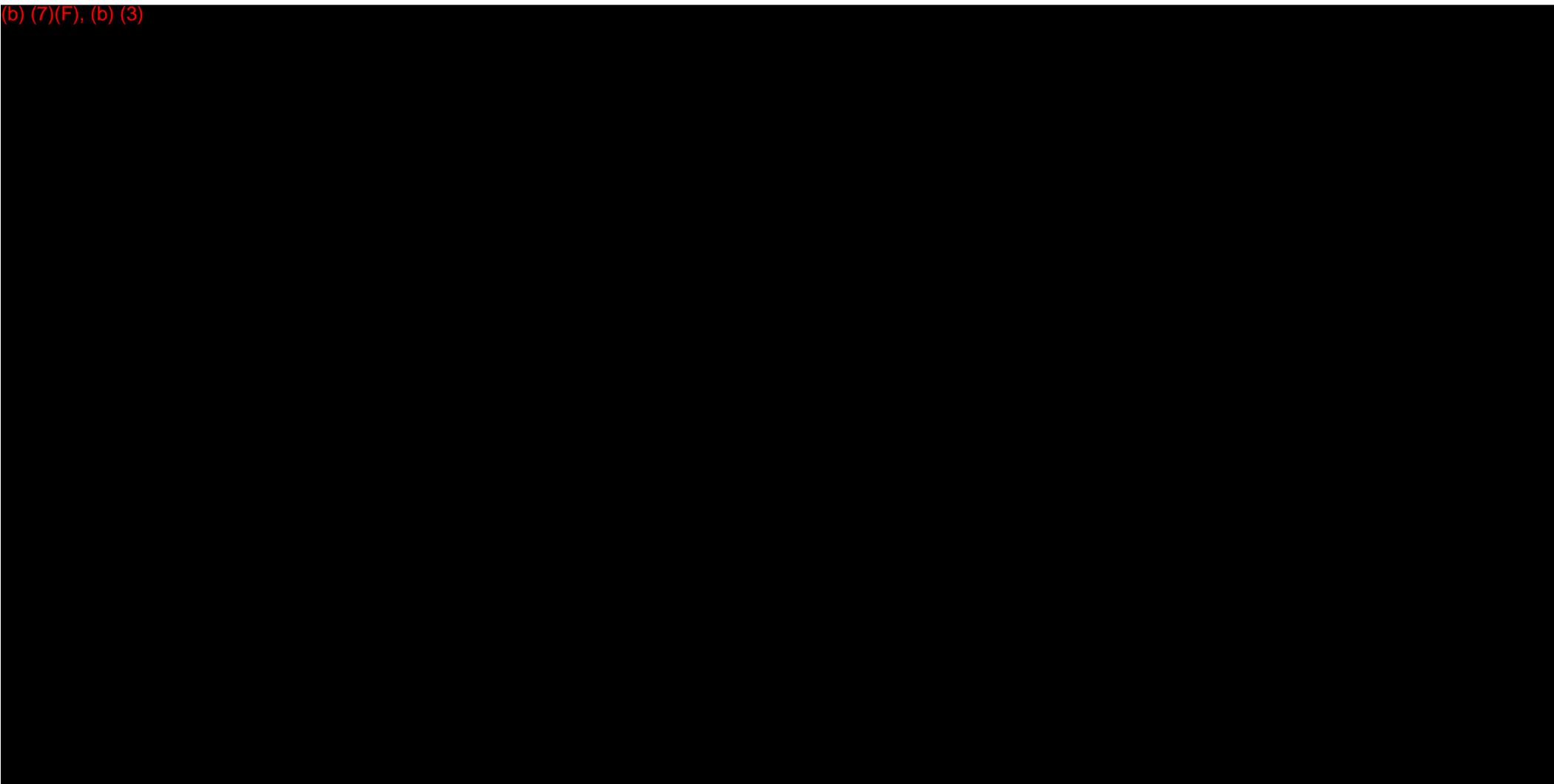
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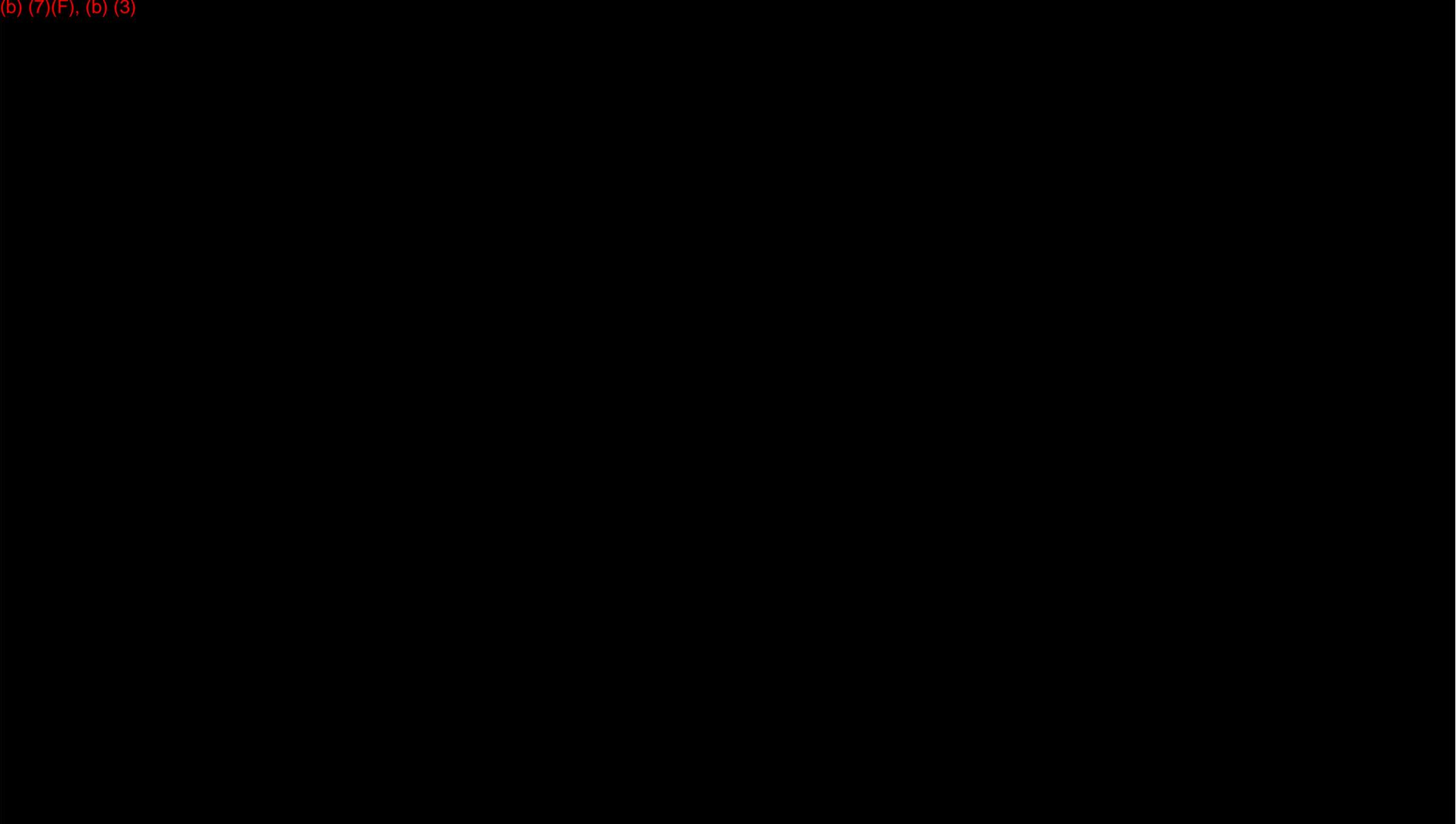
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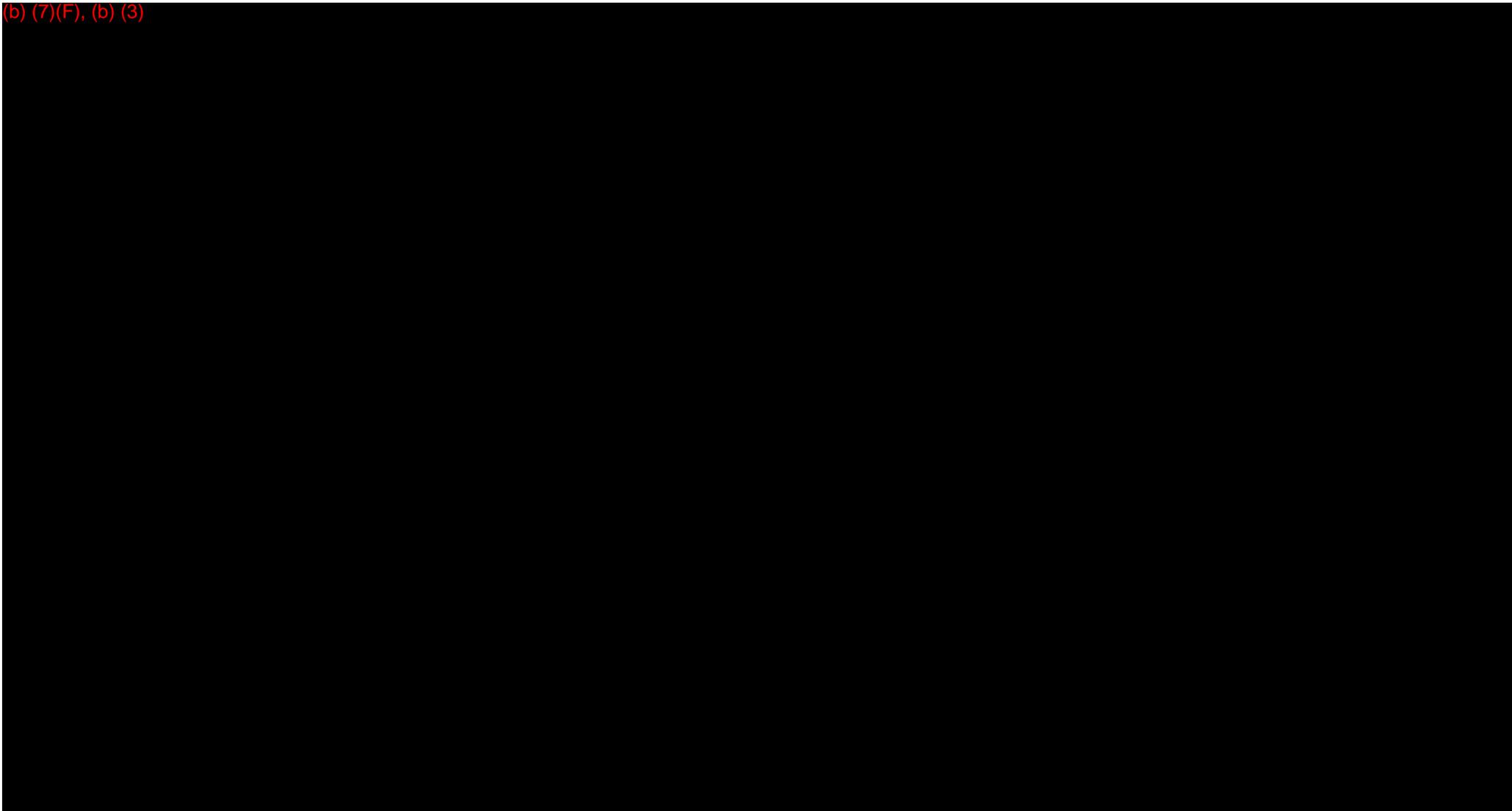
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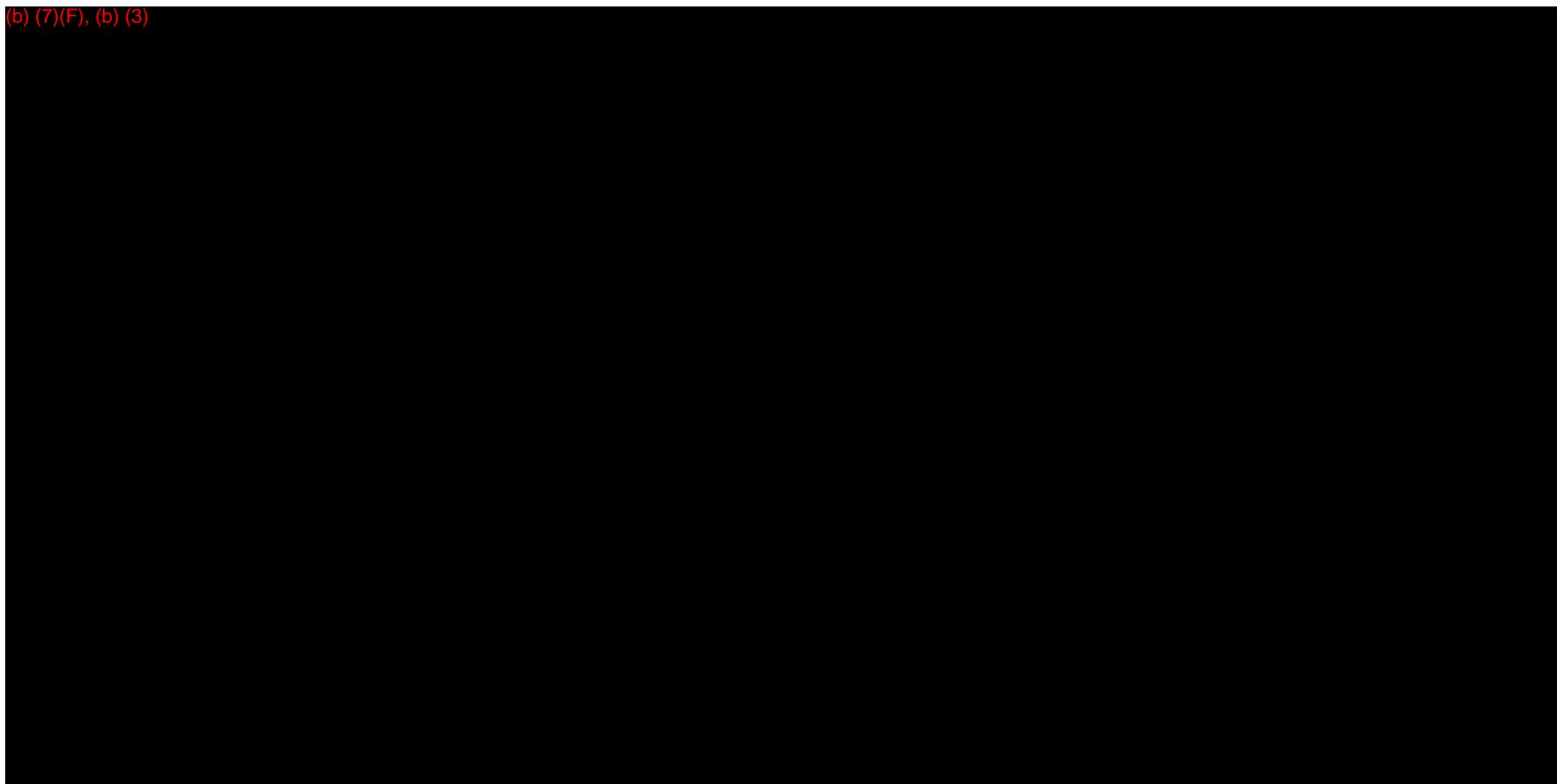
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**RAVEN RIDGE PIPELINE DESCRIPTION**

The Raven Ridge pipeline is a 129 mile, 16 inch diameter pipeline from a location near Rock Springs, Wyoming to Rangely, Colorado. It is part of a carbon dioxide transportation system which originates in Shute Creek, Wyoming. The Raven Ridge line receives custody of dense phase CO<sub>2</sub> through an Exxon metering station near Rock Springs and delivers the CO<sub>2</sub>, through a Chevron USA (CUSA) metering station, to CUSA as operator of the Rangely Production Unit.

The system contains no pumping or storage facilities and operates at nominal pressures from 1250 to 2700 psi along the pipeline route to insure that the CO<sub>2</sub> remains in the dense or super-critical liquid phase. CO<sub>2</sub> temperatures are maintained between 45°F and 100°F in the pipeline. Inlet pressure and flow requirements are provided at Shute Creek by Exxon and back pressure is maintained by CUSA at Rangely. Flow rates can vary from a minimum of 30 million cubic feet per day (MMSCFD) to 300 MMSCFD.

Product velocity can vary from 2 to 6 feet per second. In addition to volume the velocity is also a function of temperature and pressure conditions. Refer to the O & M Manual for the temperature and pressure relationship requirements for maintaining liquid conditions and for a discussion of the nature of CO<sub>2</sub>,

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[Redacted]

## RESPONSIBILITIES

### General

Under terms of the Transportation Contract with CUSA, the Operating Agreement with Raven Ridge Pipeline Company, and the agreement with BLM, Chevron Pipe Line Company accepts custody of CO<sub>2</sub> from Exxon at Rock Springs and delivers the same quantity to CUSA at Rangely. Acceptance of custody encompasses the responsibility of safe transportation of the entire quantity of CO<sub>2</sub> under the operating conditions specified in the agreements and contract listed above.

### Control Center

The Controller has overall responsibility to maintain operational surveillance and control of the system. In case of abnormal operations or emergency conditions, he/she is responsible to initiate remedial action and to make certain designated contacts with operators, line supervisors, management personnel and, under certain conditions, public officials. The Controller has dual accountability, primarily to the Control Center Team leader and secondarily, to the Rangely Field Team Leader. Planned shutdowns are coordinated between the Controller and the Field Team Leader.

The Rangely Field Team Leader is responsible for the maintenance of the trunk line as well as the appurtenant mechanical, electrical, electronic and instrument installations. The Team Leader is responsible for the visual surveillance of the system and is responsible to notify the on-shift Controller promptly of any noted abnormalities which could affect the continued safe operation of the pipeline. The field will respond promptly to Controller requests to verify any suspected abnormal operating information being reported to the Control Center by the SCADA system.

### Nature of CO<sub>2</sub>

CO<sub>2</sub> is a colorless, odorless, non-flammable, non-toxic substance that may exist as a gas, liquid, or solid, depending on the pressure-temperature relationship -Refer to the O & M Manual, Phase Diagram of CO<sub>2</sub>, which graphically illustrates this relationship. In the Raven Ridge System the CO<sub>2</sub> is transported in its supercritical or liquid phase. Dynamically, in this state, CO<sub>2</sub> acts differently than either gas or petroleum liquids, For example, during inadvertent valve closures the dense-phase CO<sub>2</sub> will not exhibit surge characteristics as a normal liquid would. Since the CO<sub>2</sub> is far more compressible, the pipeline will slowly pack and the pressure will gradually rise. To maintain a supercritical phase, a pressure in excess of 1,200 psi must be maintained. Lower pressures allow an intolerable phase separation.

Water as a contaminant can have additional ramifications. Water in contact with CO<sub>2</sub> forms carbonic acid. Because of this the CO<sub>2</sub> is sampled by a moisture analyzer at MP48, and the results closely monitored.

When the dense-phase CO<sub>2</sub> "flashes" or changes phase into a gas, there is corresponding temperature drop. This occurrence of auto-refrigeration exhibited by the CO<sub>2</sub> is of interest in that the sudden cold can be abusive to valve seat materials and humans.

### **Hazards of CO<sub>2</sub>**

The primary threat to personal health and safety occurs with the accidental or planned release of high pressure, dense phase CO<sub>2</sub> to the atmosphere. The vaporizing non-toxic, non-flammable CO<sub>2</sub> poses three potential hazards (1) asphyxiation from lack of oxygen, (2) hearing damage from excessive noise and (3) frostbite from skin contact with cold objects.

A risk analysis document\* prepared for the CUSA Rangely Unit states that, under certain atmospheric conditions, a major rupture in the pipeline could result in hazardous concentrations of CO<sub>2</sub> up to 3300 feet away from the rupture point. It also predicts that possible lethal concentrations could exist as far away as 2900 feet.

The following descriptions have been extracted and enhanced from the Safety Section of the CO<sub>2</sub> operating Manual Supplement.

### **Oxygen Deficiency**

Oxygen deficiency is the foremost hazard, because it is potentially fatal. CO<sub>2</sub> is heavier than air, and tends to collect in low areas. As CO<sub>2</sub> concentrates, it displaces oxygen and can cause asphyxiation. Because CO<sub>2</sub> is odorless and colorless, a worker may be unaware that the oxygen in his/her breathing air is being diluted and displaced by CO<sub>2</sub>,

The effect on an individual depends on the concentration of CO<sub>2</sub> inhaled:

5,000 PPM (equal to 0.5%) --maximum recommended concentration for 8 hour exposure

15,000 PPM (equal to 1.5%) --maximum recommended concentration for 15 minutes exposure

50,000 PPM (equal to 5%) --breathing difficulty is pronounced

100,000 PPM (equal to 10%) --immediately dangerous to life

These guidelines apply to the population in general. Each individual may be more or less severely affected depending on his own sensitivity. People with existing respiratory problems, such as asthma or emphysema, may have a lower tolerance.

Exposure to hazardous CO<sub>2</sub> concentrations is a danger either during a line blowdown, in the vicinity of a leak, or when making line repairs. Workers will protect themselves from exposure in these situations by using detection equipment and special air supplies.

Chevron Pipe Line provides monitors which will measure percent CO<sub>2</sub> concentration in the air. These monitors should be used when nearing an area where a blowdown is in progress, when

responding to a leak, or in any situation where a worker or supervisor suspects that CO<sub>2</sub> may collect.

It is difficult to estimate the size and shape of a CO<sub>2</sub> vapor plume, because it varies depending on the source of the CO<sub>2</sub>, the contour of the land, and the wind speed direction. The measured CO<sub>2</sub> levels should then be compared to the chart below to determine what protective equipment is needed.

CO <sub>2</sub> Concentration	Time in Area	Equipment Required
0-0.5%	Unlimited	None
0.5-1.5%	Under 15 minutes	None
0.5-1.5%	Over 15 minutes	SCBA or air trailer
1.5-5.0%	Any amount at all	SCBA or air trailer
Above 5.0%	Any amount at all	SCBA or air trailer

SCBA refers to a 30-minute self contained breathing apparatus. These units are available and should be taken in vehicles when CPL work procedures require SCBA in the work area. A 30-minute SCBA offers good protection from breathing hazards, but is not suitable for prolonged activities. In the event that a worker will be in a hazardous environment for over 30 minutes, it will be necessary to supply breathing air from a trailer equipped with compressed air bottles or other breathing air source.

In atmospheres of over 5% CO<sub>2</sub>, an additional or "standby" worker should be present and equipped with SCBA or breathing air. The standby serves as a backup to aid other personnel in the event of injury or equipment failure. Breathing air apparatus must be immediately available within 500 feet of an uncontrolled CO<sub>2</sub> release.

Treatment for CO<sub>2</sub> inhalation depends on the severity of the exposure. For mild exposure, removing the individual to normal air may be adequate. Medical treatment should be obtained if symptoms persist or if desired as a precaution.

For severe exposure and/or unconsciousness, resuscitation and medical treatment should be applied immediately after removing the victim to normal air. No one should attempt to rescue a victim without first properly equipping himself with breathing air.

#### **\* Risk Analysis of Accidental Carbon Dioxide Exposure at the Rangely Weber Sand Unit**

Prepared by ERT, A Resource Engineering Company, Fort Collins, Colorado

#### **Noise**

Venting of CO<sub>2</sub> through a blowdown stack, relief valve, or leakage point will result in noise levels which will cause permanent hearing loss. The noise is so excessive that ear damage will occur immediately, rather than over many years of exposure as with lower noise levels.

It is essential that personnel wear both ear plugs and ear muffs when in the presence of escaping CO<sub>2</sub>. Ear muffs must fit snugly and form a seal around the ear to be effective. The company will provide CPL employees the necessary protective equipment.

### **Cold Temperatures**

As CO<sub>2</sub> expands from the dense phase into the gas phase, it draws heat away from its surroundings. Both the CO<sub>2</sub> gas and the surrounding piping (and other objects) will become very cold. Skin contact can result in frostbite.

Situations which might result in extreme cold include system blowdown, relief valve venting, or leakage. Because CO<sub>2</sub> is odorless and colorless, the appearance of frost or ice crystals and the sound of escaping gas are good leak indicators.

Employees must wear long sleeves and gloves in addition to the normally required proper work clothing (hard hats, long pants, no tennis shoes) when working near escaping CO<sub>2</sub>. Safety glasses with side shields and/or goggles are also required. Face shields are optional. These requirements have been posted on signs at the blowdown facilities.

### **Full Flow Relief Valves**

To protect the pipeline from overpressure there are full flow relief valves located on either end of the system.

(b) (7)(F), (b) (3)

Each relief valve is full-flow, providing for relief of all of the CO<sub>2</sub> at the design flow rate. The pressure build-up upstream of the relief valve will never exceed the set value of the relief valve. Since two valves are provided at each site, there is 100% redundancy. The valves will automatically reset at 5-7% below the set pressure.

### **Moisture Analyzer**

A moisture analyzer has been included at (b) (7)(F), sample and report the water content of the CO<sub>2</sub>. The water present in the CO<sub>2</sub> must be kept within contract limits to avoid the formation of carbonic acid in the pipeline as it is highly corrosive to the pipeline steel.

The range alarm on the moisture analyzer is set at 0-30 lbs. of water per MMSCF CO<sub>2</sub> (123 PPM). The water will stay in solution in the operating range of this pipeline in amounts as high as 100 to 200 PPM depending on pressure.

Refer to Section 404.2 for a description of the analyzer with instructions for its testing and analyzing.

### **Immediate Response Areas**

The following areas along the pipeline route can be identified as needing immediate response because of the criteria listed in the General Procedures Manual. The Primary risk to the public, as previously stated, is one of oxygen deficiency and severe rupture trauma rather than flammability as with hydrocarbon pipelines.

- (1) MP 49 -Interstate High 80, Union Pacific Railroad and Bitter Creek crossings.
- (2) MP 53 -State Highway 191 crossing.
- (3) MP 103 to MP 106 -Browns Park Recreational Area and Green River Crossing.
- (4) MP 143 to MP 146 -Green River crossing and flood plain.
- (5) MP 173 to MP 177 -Rangely Oil Field and CUSA CO<sub>2</sub> injection facility.

**LEAK/SPILL DETECTION****General**

Control of pipeline integrity is primarily a function of the Control Center. This 24-hour, manned facility monitors critical pipeline conditions such as flow and pressure, on a continuous basis.

Adverse conditions such as severe weather do not affect remote detection of a leak/spill unless all communications are disrupted, at which time contingency plans will be implemented. Conditions such as severe weather reduce or curtail spill detection by visible means, through factors such as reduced visibility and/or access.

Leaks are detected either by the methods described above, or by third party notification. Third party notification often results from third party discovery, followed by notification as a result of the numerous pipeline marker signs which show the Control Center emergency telephone number.

4. The entire system can be pressured and the rate of pressure decrease monitored. The rate of decrease, coupled with an analysis of the system hydraulics, can often pinpoint the general leak location;
5. After pressurization of the entire system, intermediate block valves can be closed and smaller individual sections can be monitored for pressure loss;
6. Special internal pipeline scrapers can be utilized, which can either detect the noise created by escaping fluids or measure pipeline wall thickness anomalies. These methods are generally useful when the leak is small and underground;
7. In conjunction with the above methods, or as a stand-alone method, the pipeline can be patrolled either by foot, vehicle, fixed winged aircraft or helicopter depending on the geography and length of the suspect pipeline section.

During the process of trying to determine the location of a possible leak, preliminary preparations are made to deal with a spill response anywhere within the suspect area. As the determination of a leak location is geographically narrowed, more precise response preparations can be made. For example, it might become readily apparent whether the spill is located in a land or water area.

The pipeline volumes between intermediate block valves, and between high and low geographical points, are either known and recorded on various maps and charts, or can be readily calculated based on pipeline volumes and lengths, corrected for various wall thicknesses. Factors such as which valves are open or closed, existing static pressures, vacuum correction and possible siphoning effects all have to be considered in making these calculations. Such calculations, by their very nature, are not precise, and the resulting volumes can only be considered close estimates.

As defined in the Company Core Plan, the Immediate Response Team (Field Team) will normally handle initial response to leaks/spills, the Sustained Response Team (more than a single Field Team) will normally handle larger discharges and the Major Incident Team will respond to significant releases/spills as needed.

For any spill occurrence, the Incident Commander will be responsible to determine the level of response required to initiate the mitigation requirements. See each State Appendix for additional emergency planning information as applicable.

### **Procedures for Removing the Threat of a Worst Case Discharge**

Certain events that may occur during the operation of the facilities could cause a worst case discharge. Such events would include abnormal operations as defined in 49 CFR Part 195.402 (d). Operating procedures, including procedures for dealing with abnormal operations, are covered in Section 300 in the Operations & Maintenance Manual for each pipeline system. These procedures address the requirements of 49 CFR Part 195.402 (d).

### **Pipeline Surveillance**

All pipelines are patrolled at intervals not exceeding three weeks but at least 26 times per calendar year. The detailed pipeline patrol procedures are listed in Section 205 of the Company Maintenance and Inspection Procedures Manual (Company MIPM). Other right-of-way maintenance procedures including water crossing inspections and encroachment control are listed in Section 200 of the Company MIPM.

### **Pipeline Cathodic Protection**

All pipeline segments are coated and cathodically protected. Cathodic protection inspections are performed in accordance with Section 500 of the Company MIPM.

### **Valve Maintenance**

All valves are inspected for proper operation at least twice per calendar year but at intervals not exceeding 7.5 months. The valve inspections are performed in accordance with Section 802 of the Company MIPM.

### **Anti-Drug Policy**

Company maintains an anti-drug plan that complies with 49 CFR Part 199. The anti-drug plan is maintained and administered by Company's Human Resources Group.

### **Above Ground Storage Tanks**

Above ground storage tanks are inspected and maintained in accordance with the procedures listed in Section 600 of the Company MIPM.

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**Leak/Spill Detection**

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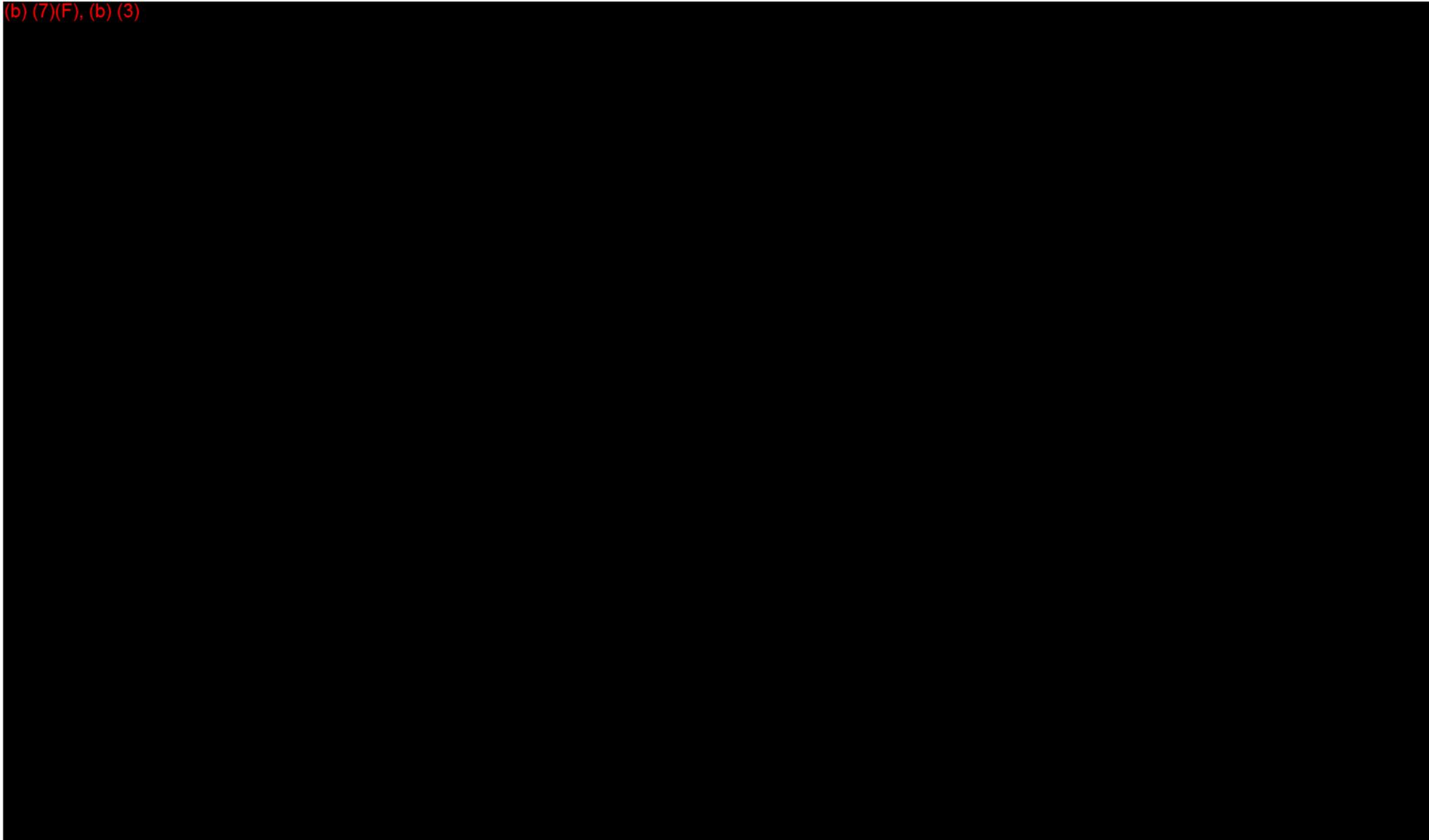
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COLORADO STATE APPENDIX

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RAVEN RIDGE PIPELINE MAP

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**NOTIFICATIONS**

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**SECTION 2 NOTIFICATIONS**

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## NOTIFICATION PROCEDURES

Appropriate and timely notification of the incident is essential to activate the response organizations, to alert company management, to obtain assistance and cooperation of agencies, to mobilize resources and to comply with Federal, State and Local regulations.

The order of notification is based on the premise that those who can render assistance in controlling or minimizing the impacts of an incident be notified before those that are remote from the incident. Some notifications may occur simultaneously. The notification process encompasses the following categories:

- Internal Company notification
  - Activate Immediate Response Team
  - Area Management
  - Company Response Teams, as needed
  - Higher Company management levels as necessary.
- External notifications
  - Response contractors
  - Response cooperative
  - Concerned Agencies
  - Potentially impacted third parties

Notification lists must be accurate, current and readily available to those responsible for making notifications.

A comprehensive list of agency telephone numbers is provided in the front pocket of this manual.

A pipeline Incident Information Summary, shown in this Section, should be used to record information provided by the spill observer. When spills are reported by outside observers, they are often vague as to spill location and other details necessary for rapid response. It is important to obtain as much information as possible to facilitate decisions on the appropriate response actions.

The Notification Matrix in this Section shows a typical notification procedure. The order and timeliness of notification will depend on size and location of the spill. It should be based on the premise that safety, controlling the release and minimizing the impacts of the incident are of paramount concern.

**Note:** The following pages explain Company reporting procedures. For a detailed list of telephone numbers, see the Front of Pocket Information Section of this State Appendix Plan.

## INTERNAL NOTIFICATION

### Initial Notifications for Immediate Response Actions

The following internal notifications shall be implemented for any oil spill incident. Notification will not be delayed if Team Leaders are not immediately available. Authorization is given to bypass management levels as necessary to provide immediate notification to appropriate levels of Company management. The Spill Observer, or the first Company person notified of a spill that may be from a Company facility, shall notify the Team Leader. If the spill is initially reported to the Control Center, the Control Center Controller will notify the appropriate field Team Leader.

- The Team Leader shall notify appropriate operating personnel to control the operations that may be involved in the release.
- The Team Leader will assess the situation and if appropriate, activate the Immediate Response Team.
- The Team Leader shall notify the Pipeline Operations Specialist. Additional notifications will be made as indicated.

### Continuing Notifications

The Incident Commander, a HES Staff person, or the Pipeline Operations Specialist will notify Company management as the situation demands.

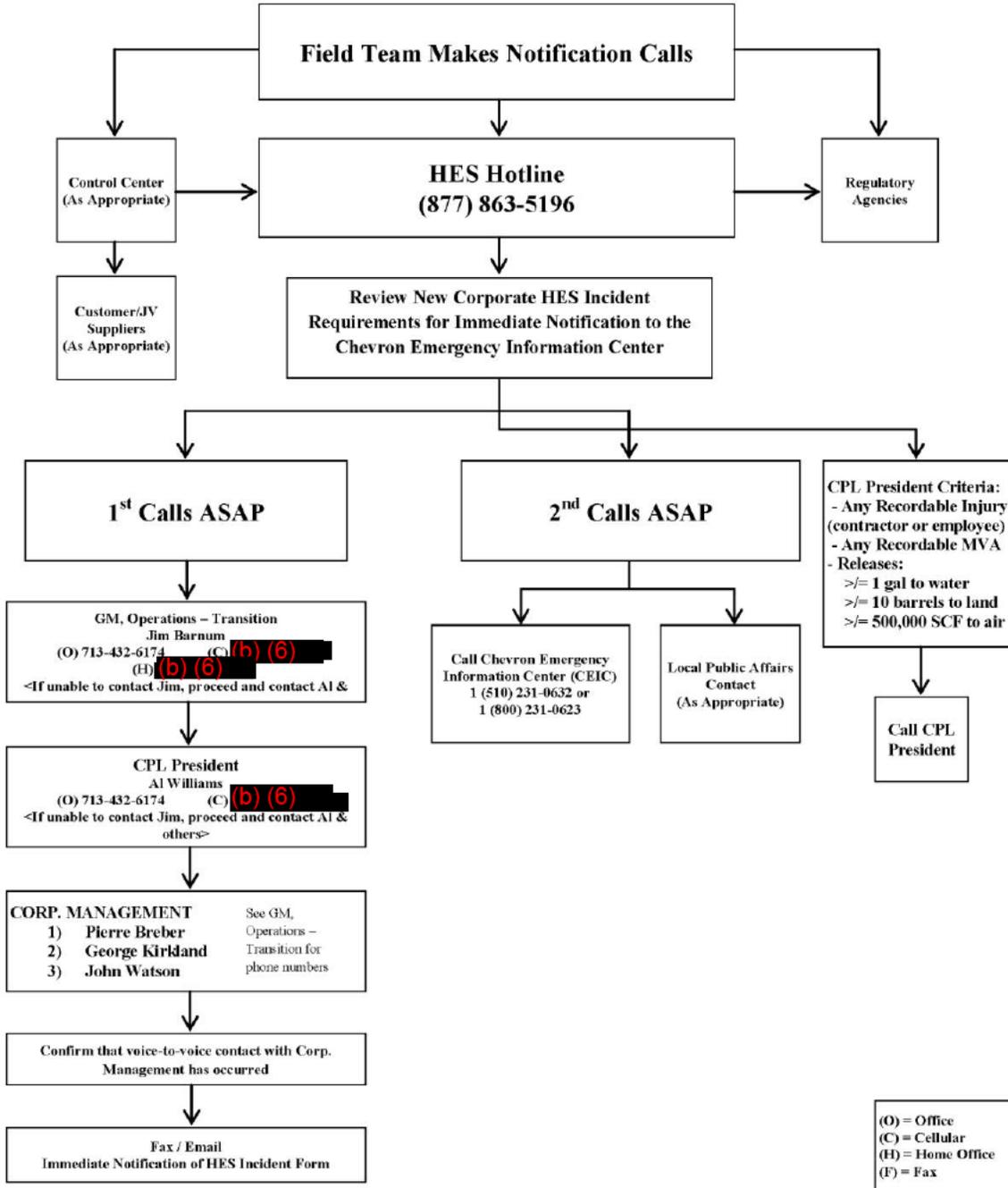
One person in the Region will be designated the “Region Incident Contact”. This person will be the one to receive periodic status updates from the Incident Commander and disseminate the update information as appropriate.

Use the form shown in this Section to notify the Home Office of the incident. A FAX cover sheet, shown in this Section will be used to transmit information to the Home Office.

The person in the Home Office that receives the initial incident report will assume the position of “Home Office Incident Contact”. The Home Office Incident Contact has the responsibility to call or otherwise notify other appropriate Home Office personnel. The Company and Corp Management Initial Emergency Notification Procedure, shown in the Front Pocket Information, outlines the process to follow when making incident notifications.

**INTERNAL HES NOTIFICATION FLOWCHART**

**CHEVRON PIPE LINE CORPORATION MANAGEMENT  
INTERNAL HES NOTIFICATION FLOWCHART**



HES Hotline Staff Member contacted will become the Incident Contact who will perform the initial and update communications during the emergency unless relieved

- The Incident Contact has the responsibility to contact a person in each applicable box of the next level of the notification chain
- Fax and/or Email Emergency Notification to A. Williams, J. Patry, P. Breber, G. Kirkland and Local Public Affairs

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NOTIFICATIONS

COLORADO STATE APPENDIX

SECTION 2

## INCIDENTS REQUIRING IMMEDIATE INTERNAL CORPORATE MANAGEMENT NOTIFICATION

**Note:** Internal Corporate Notification information only, not synonymous with Federal or State spill reporting Notifications Criteria located elsewhere in this Plan.

### Incidents Requiring Immediate Notification to Corporate Management

Highlighted Fields Indicate Reporting Requirements of a More Stringent Nature Within and Through the Chevron Gas & Midstream Organization

Incident Type	CG&M SBU* President or VP	CG&M President	Corp Emergency Response Staff and VP, HES	Reporting Officer and Chairman
Work-related fatality of employee, contractor, or third party	M	M	M	M
Work-related recordable injuries of employee, contractor, or third party	M	M		
Incidents resulting in multiple employee, contractor, or third party overnight hospitalization; (except for observation only)	M	M	M	M
Petroleum or petroleum product spills equal to or greater than 1 gallon and less than 1 barrels to water	M			
Petroleum or petroleum product spills equal to or greater than 1 barrels and less than 50 barrels to water	M	M		
Petroleum or petroleum product spills greater than 50 barrels to water	M	M	M	M
Petroleum or petroleum product spills greater than 10 barrels and less than 500 barrels to land	M	M		
Petroleum or petroleum product spills greater than 500 barrels to land	M	M	M	M
Any incident that attracts international or broad USA media coverage	M	M	M	M
Any incident that attracts significant local media coverage	M	M	M	R
Natural disaster, political unrest, civil disturbance, or other situations that threatens safety, health, or welfare of employees or contractors	M	M	M	R
Incidents resulting in the need for employees or public to shelter-in-place or evacuate	M	M	M	R
Release of Produced Gas, Natural Gas, or LPG greater than 500,000 SCF and less than 10 MMSCF or that presents fire/explosion hazard to populated area	M			
Release of Produced Gas, Natural Gas, or LPG greater than 10 MMSCF or that presents fire, explosion hazard to populated area	M	M	M	R
Any release of LNG that is reported to government agencies, or attracts, or is expected to attract media attention, or involves a vessel incident.	M	M	R	R
Chemical release to land, water, or air greater than 8000 Kg or that threatens human safety or health or adverse impact to environment.	M	M	M	R
Fire, explosion, well blowout or other incident damaging Company and/or third party assets with costs likely to exceed \$500,000 for physical damage, loss of product or production, and incident response	M	M	M	R
<b>Note:</b> kidnapping and ransom				

See CVX Corporate Security Guidelines

Note:

M = Mandatory (Phone call via operating chain preferred for initial notification Details can follow via email or fax)

R = Recommended

20110530Upward Notification Require doc

\*SBUs may have requirements that differ for what is reportable to their management

DOT X Ref

EPA X Ref

NOTIFICATIONS

COLORADO STATE APPENDIX

SECTION 2

**IMMEDIATE NOTIFICATION OF HES INCIDENT FORM**

To be used when Upward Notification by telephonic and e-mail communication methods are either unable to be performed or prove unsuccessful.

Business Unit/Facility Lat/Long:		Location (nearest city, state, county, zip):	
Person Making Notification:	Local Date and Time of Notification:	Contact Number:	
Type of Incident:		Container Type:	Oil Storage Capacity:
<input type="checkbox"/> Fatality <input type="checkbox"/> Spill/Release <input type="checkbox"/> Injuries <input type="checkbox"/> National/Significant Local News Coverage <input type="checkbox"/> Other Significant HES Incident _____			
Local Date and Time of Incident:			
Description of Incident/Name of Oil Involved/Estimated Volume of Oil Spilled/Impact:			
Injuries:			
Actions Taken or Planned:			
Assistance Required:			
Media Attention:			
Other Information, Including Weather Conditions (Distance from City/Town):			
Corp ERS Team Member Taking Report:			

Fax: 1-510-242-3787

E-mail: ceichl@chevron.com

**DOT X Ref**   **EPA X Ref**

**EMERGENCY NOTIFICATION TO MANAGEMENT FAX**

**EMERGENCY  
NOTIFICATION TO  
MANAGEMENT FAX**

From:  
Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401  
Phone: (   )   -  
Fax: (713) 432-3477  
Date:

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Mr. Al Williams (CPL President)  
Mr. George Kirkland (Vice Chairman)  
Mr. Pierre Breber (Chevron President)

**Chevron**  
At: (AWilliams@Chevron.com)  
(GLKirkland@Chevron.com)  
(PBreber@Chevron.com)

CEICHL

(800) 231-0623 (CEICHL)

Remarks:    Urgent    Please Confirm Receipt    Reply ASAP

CPL Emergency Incident Contact is: \_\_\_\_\_

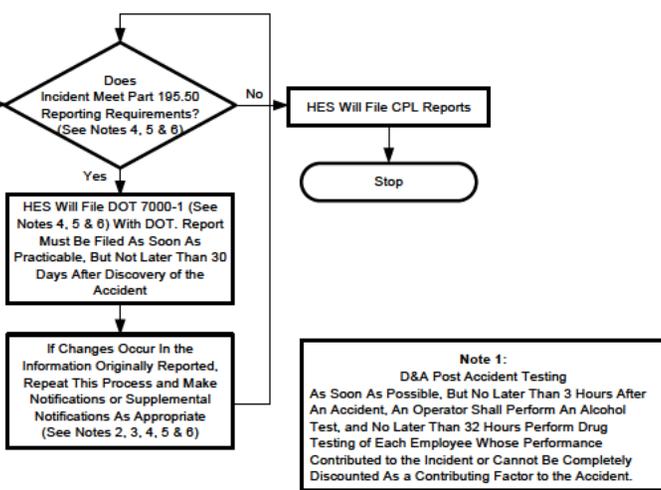
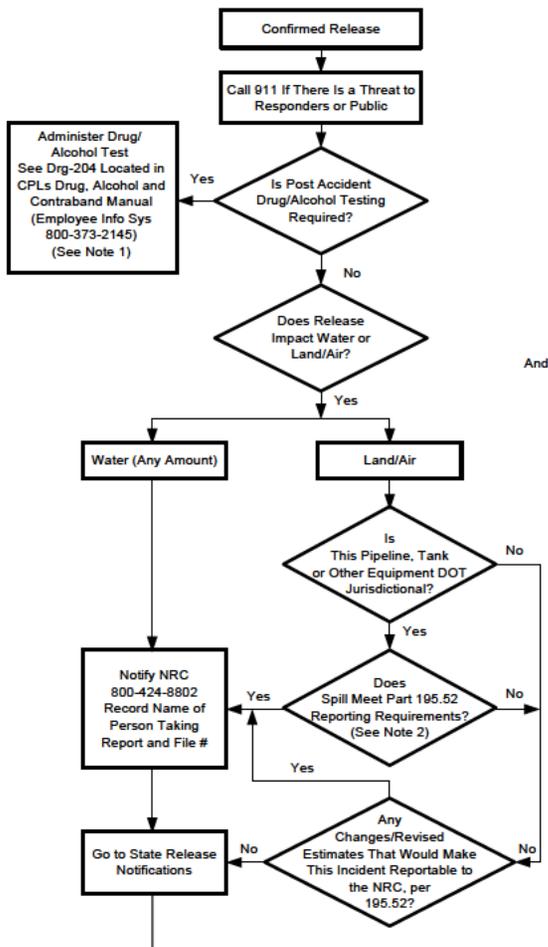
Phone Number: \_\_\_\_\_

Revised: 05/14

COLORADO STATE APPENDIX

AGENCY NOTIFICATION CHART

Agency Notification Chart



**Note 2:**  
Dot Telephonic Reporting Requirements Part 195.52

1. Caused a Death or Personal Injury Requiring Hospitalization.
2. Resulted in a Fire or Explosion Not Intentionally Set By the Operator.
3. Caused Estimated Property Damage Including Cost of Clean-Up and Recovery, Value of Lost Product, and Damage to the Property of the Operator or Others, or Both Exceeding \$50,000;
4. Resulted in Pollution of Any Stream, River, Lake Reservoir or Other Similar Body of Water That Violated Applicable Water Quality Standards or Caused a Discoloration of the Surface of the Water or Upon Adjoining Shorelines; or
5. Was Otherwise Significant in the Operators Judgment Even Though It Did Not Meet the Criteria of Any Other Part of 195. (\* See CPL Comment Below.)

Telephonic Report Must Include the Following Information:

- (1) Name and Address of the Operator
- (2) Name and Telephone Number of the Reporter
- (3) The Location of the Failure
- (4) The Time of the Failure
- (5) The Fatalities and Personal Injuries, If Any
- (6) All Other Significant Facts Known By the Operator That Are Relevant to the Cause of the Failure or Extent of the Damages

\* CPL Comment: An Otherwise Significant Event in the Operators Judgment is Defined as:

- If the news media reports the incident
- Major evacuation (a school, hospital or health care facility, multiple dwellings, ect.)
- Rerouting of traffic or closing a highway by public emergency responders

**Note 3:**  
Additional Responder/Agency Telephone Numbers Can Be Found Under Site Specific Tabs and in the Front Pocket Information.

**Note 4:**  
DOT Written Reporting Requirements §195.50

An Accident Report Is Required For Each Failure In a Pipeline System Subject to This Part In Which There Is a Release of the Hazardous Liquid or Carbon Dioxide Transported Resulting In Any of the Following:

- (a) Explosion or Fire Not Intentionally Set By Operator
- (b) Release of 5 gallons (19 liters) or More of Hazardous Liquid or Carbon Dioxide, Except That No Report is Required for a Release of Less Than 5 barrels (0.8 cubic meters) Resulting From a Pipeline

Maintenance Activity if the Release is:

- (1) Not Otherwise Reportable Under This Section
- (2) Not One Described in Sec 195.52(a)(4) (Pollution to Water)
- (3) Confined to Company Property or ROW, and
- (4) Cleaned Up Promptly
- (c) Death of Any Person
- (d) Personal Injury Necessitating In-Patient Hospitalization
- (e) Estimated Property Damage, Including Cost of Cleanup and Recovery Value of Lost Product, and Damage to the Property of the Operator or Others, or Both, Exceeding \$50,000

Send Information Regarding the Incident to the Appropriate DOT Specialist Who Will Submit the Written Report DOT 7000-1.

**Note 5:**  
195.54 Accident Reports

(b) Whenever An Operator Receives Any Changes In the Information Reported or Additions to the Original Report on DOT Form 7000-1, It Shall File a Supplemental Report Within 30 Days

**Note 6:**  
For Spills 5 Gals to 5 BBLs Not Otherwise Reportable Under 195.50 (Note 4) Nor Resulting In Water Pollution. Complete Only Page 1 of DOT 7000-1.

For All Other Reportable Spills 5 Gals or 5 or More BBLs or Reportable By Other Criteria Under 195.50 (Note 4), Complete As Much As Possible of the Long Form Within the 30 day Filing Period.

2009-01-20 Agency Notification

## COLORADO STATE RELEASE NOTIFICATIONS

COLORADO RELEASE NOTIFICATIONS			
RELEASE To LAND (PRIMARY)		RELEASE OR POTENTIAL RELEASE TO WATER (PRIMARY)	
Colorado Oil and Public Safety (Report spills of 25 gallons or more liquid petroleum product from leaky pipes and tanks and relative to operation of liquid petroleum containment structures) (Pipelines > 5 gallons of hazardous liquids or carbon dioxide / tanks 25 gallons or more)	(303) 318-8547	Colorado Department of Natural Resources Director (Report any spill or release of any size that impacts or threatens to impact any water of the state, residence or public byway as soon as practicable after discovery)	24 hr (877) 518-5608
Oil & Gas Conservation Commission (Spill exceeding 5 bbls or impacting water)	8a – 5p (303) 894-2100	Oil & Gas Conservation Commission (Spill which may or does impact water. A sheen is a reportable spill.)	8a – 5p (303) 894-2100
Colorado Department of Public Health	24 hr Emergency Spill Hotline (877) 518-5608	Colorado Dept. of Public Health (Report spills that do or may reach "State Waters". A sheen is a reportable spill.)	24 hr Emergency Spill Hotline (877) 518-5608
Denver Air Pollution Control Division (report excess air emissions as soon as possible, but no later than 2 hrs. after the start of next working day)	8a – 5p (303) 692-3100	Water Quality Control Division (Report spills which do or may reach 'State waters'. State waters include surface or subsurface waters)	8a – 5p (303) 692-3500  24hr (877) 518-5608
Local Emergency Planning Committee (Sheriff Office)	(970) 878-9620	Colorado Oil Inspection Section (Report spills of liquid petroleum product from leaky pipes and tanks and relative to operation of liquid petroleum containment structures)	Denver (303) 318-8547
Bureau of Land Management (If on BLM land and 10 gallons or more)	Meeker, CO: (970) 878-3800	Denver Air Pollution Control Division (report excess air emissions as soon as possible, but no later than 2 hrs. after the start of next working day)	8a – 5p (303) 692-3100
		Local Emergency Planning Committee (Sheriff Office)	(970) 878-9620

## DOT SPECIALIST NOTIFICATIONS

## DOT Specialist Notifications

Note: In addition to following the HES Notifications Flowchart and making the required agency notifications above and below, notify the appropriate DOT Specialist when any of the following occurs: Spill, Releases, MVC's involving company operated commercial vehicles and may incident involving an OQ covered task. DOT Specialists geographic area and telephone numbers are listed below:

Name	Phone #	Area of Responsibility
Randy Burke	281-451-7537	Texas – Shares the responsibility for Colorado, Utah.
Henry Leger	337-654-8915	Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Garrett Parker	713-598-0613	Shares responsibilities for Utah, and Texas, Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Gary Saenz	281-450-5523	California – Shares the responsibility for Colorado, Utah.
Jeff Richardson	713-628-6319	California – Shares the responsibility for Colorado, Utah, Texas, and Louisiana.

**NATIONAL RESPONSE CENTER (NRC)**  
800-424-8802

Notify the NRC for any release to water.  
Refer to additional NRC requirements in the NRC Reporting Section of this document.

**NATIONAL RESPONSE CENTER****National Response Center (NRC)****800-424-8802**

For oil spills, liquid pipeline releases, gas pipeline releases, other releases as defined below:

**All Spills**

- Any release to water

**Liquid Pipeline Releases**

At the earliest practicable moment following discovery of a release of the hazardous liquid or carbon dioxide transported resulting in an event described in Sec. 195.50, the operator of the system shall give notice, in accordance with this section, of any failure that:

- Caused a death or a personal injury requiring hospitalization;
- Resulted in either a fire or explosion not intentionally set by the operator;
- Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;
- Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or
- In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

Reports made under this paragraph must be made by telephone to the National Response Center at 800-424-8802 or 202-267-2180 and must include the following information:

- Name and address of the operator.
- Name and telephone number of the reporter.
- The location of the failure.
- The time of the failure.
- The fatalities and personal injuries, if any.
- All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

**Telephonic Notification to NRC – Continued****Gas Pipeline Releases**

Per DOT, Gas means natural gas, flammable gas, or gas which is toxic or corrosive;

Incident means any of the following events:

- An event that involves a release of gas from a pipeline or of liquefied natural gas, liquefied petroleum gas, refrigerant gas, or gas from an LNG facility and that results in one or more of the following consequences:
  - (i) A death, or personal injury necessitating in-patient hospitalization;
  - (ii) Estimated property damage of \$50,000 or more, of the operator or others, or both, but excluding cost of gas lost;
  - (iii) Unintentional estimated gas loss of three million cubic feet or more;
- (2) An event that results in an emergency shutdown of an LNG facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.
- (3) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

At the earliest practicable moment following discovery, each operator shall give notice of each incident as defined above.

Each notice shall be made by telephone to 800-424-8802 and shall include the following information:

- Names of operator and person making report and their telephone numbers.
- The location of the incident.
- The time of the incident.
- The number of fatalities and personal injuries, if any.
- All other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damages.

**Chemical Spills to Land or Air**

- Chemical release that exceeds the RQ.

DOT X Ref

EPA X Ref

NOTIFICATIONS

COLORADO STATE APPENDIX

SECTION 2

**THIRD PARTY UTILITY OR PIPELINES**

<b>Field Team Area</b>	<b>Third Party Utility or Pipeline Company Name</b>	<b>Emergency Contact Number</b>
Rangely	Blue Mountain Energy/Deserato Mine Rail Road	801-842-1021
Rangely	Century Link Telephone	970-675-2158
Rangely	Colorado Interstate Gas/ElPaso	307-352-3822
Rangely	Enterprise/Mapco	1-800-546-3482
Rangely	Merritt Energy	972-628-1540
Rangely	Moon Lake Electric	970-220-2006
Rangely	Plains Pipeline	432-687-9315
Rangely	Questar	-800-300-2025
Rangely	Williams Pipeline	-800-584-6948

**LEPC LIST**

<b>LEPC Name</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Postal Code</b>	<b>County</b>	<b>Phone Number</b>
Rio Blanco County, CO	P.O. Box 647	Meeker	CO	81641		(970) 878-9620

DOT X Ref

EPA X Ref

NOTIFICATIONS  
SECTION 2

## COLORADO STATE APPENDIX

## U.S. FIELD PGPA EMERGENCY RESPONSE COVERAGE

Geography Coverage	Primary	Location	Phone number	Cell Number	Secondary	Location	Phone Number	Cell Number
AL, GA, FL, SC, NC, KY, TN, NJ	<b>Stan Luckoski</b> <i>Corp PGPA</i>	Atlanta	770.984.3010	(b) (6)	<b>Steve Renfroe</b> <i>Global DS</i>	Pascagoula	228.938.4548	(b) (6)
					<b>Phil Blackburn</b> <i>Global Gas</i>	Houston	713.372.4920	
LA (On-Shore) and Gulf Coast Off-Shore	<b>Felicia Frederick</b> <i>CNAEP/GO M</i>	Covington	985.773.6082		<b>Chanel Jolly</b> <i>CNAEP/GOM</i>	Covington	985-773-6454	
MS (Onshore)	<b>Steve Renfroe</b> <i>Global DS</i>	Pascagoula	228.938.4548		<b>Katherine Swetman</b> <i>Global DS</i>	Pascagoula	228.938.4855	
					<b>Amy Brandenstein</b> <i>Global DS</i>	Pascagoula	228.938.4563	
					<b>Trudi Dixon</b> <i>Global DS</i>	Pascagoula	228.938.4964	
TX, NM, OK, Houston	<b>Mickey Driver</b> <i>Corp PGPA</i>	Houston	713.372.4912		<b>Margaret Cooper</b> <i>Corp PGPA</i>	Houston	713.372.4919	
UT, ID, MT, WY, CO	Greg Hardy <i>Corp PGPA</i>	Salt Lake	801.539.7337		<b>Mickey Driver</b> <i>Corp PGPA</i>	Houston	713.372.4912	
Los Angeles, San Bernardino, Riverside Counties	<b>Rod Spackman</b> <i>Global DS</i>	El Segundo	310.615.5281		<b>Lily Craig</b> <i>Global DS</i>	El Segundo	310.615.5483	
					<b>Jill Brunkhardt</b> <i>Global DS</i>	El Segundo	310.615.5387	
Orange County, San Diego County, AZ, NV, NM	<b>Juan Garcia</b> <i>Global DS</i>	Brea	714.671.3457		<b>Rod Spackman</b> <i>Global DS</i>	El Segundo	310.615.5281	
					<b>Lily Craig</b> <i>Global DS</i>	El Segundo	310.615.5483	
AK	<b>Roxanne Sinz</b> <i>CNAEP/MC A</i>	Anchorage	907.263.7623		<b>Christine LeLaurin</b> <i>CNAEP/MCA</i>	Houston	713.372.2927	
Central California	<b>Carla Musser</b> <i>CNAEP</i>	Bakersfield	661.654.7155		<b>Simon Tait</b> <i>CNAEP</i>	Bakersfield	661.654.7153	

DOT X Ref

EPA X Ref

**NOTIFICATIONS  
SECTION 2**

**COLORADO STATE APPENDIX**

Geography Coverage	Primary	Location	Phone number	Cell Number	Secondary	Location	Phone Number	Cell Number
Central California - Coastal Areas	<b>Suzanne Parker</b> <i>Global DS</i>	San Luis Obispo	805.546.6985	(b) (6)	<b>Carla Musser</b> <i>CNAEP</i>	Bakersfield	661.654.7155	(b) (6)
Northern California, OR, WA San Ramon/ Concord Office Bldgs.	<b>Marian Catedral</b> <i>Global DS</i>	San Ramon	925-842-2969		<b>Juan Garcia</b> <i>Global DS</i>	Brea	714.671.3457	
					<b>Marielle Boortz</b> <i>Corp PGPA</i>	San Ramon	925.790.3496	
Richmond	<b>Dean O' Hair</b> <i>Global DS</i>	Richmond	510.242.2400		<b>Walt Gill</b> <i>Global DS</i>	Richmond	510.242.3585	
Sacramento	<b>Steve Burns</b> <i>Corp PGPA</i>	Sacramento	916.441.3638		<b>KC Bishop</b> <i>Corp PGPA</i>	Sacramento	916.441.3638	
Washington, D. C.	<b>Lisa Barry</b> <i>Corp PGPA</i>	Washington DC	202.408.5865		<b>Dan Fager</b> <i>Corp PGPA</i>	Washington DC	202.408.5857	
					<b>Dave Sander</b> <i>Corp PGPA</i>	Washington DC	202.408.5853	
Hawaii	<b>Albert Chee</b> <i>Corp PGPA</i>	Kapolei	808.682.2313		<b>Rod Spackman</b> <i>Global DS</i>	El Segundo	310.615.5281	
					<b>Carina Tagupa</b> <i>Corp PGPA</i>	Hawaii	808.682.2333	
<b>Last update 4/26/11</b>			<b>Chevron Confidential</b>			Revised by: Mylene Bombon (MBOM) (925) 842-0775		

**U.S. Field PGPA Emergency Response Coverage – Continued Next Page**

DOT X Ref

EPA X Ref

NOTIFICATIONS  
SECTION 2

## COLORADO STATE APPENDIX

## U.S. Field PGPA Emergency Response Coverage - Continued

<b>Functional Notification by PGPA Person:</b>								
Upstream	<b>Ed Spaulding</b>	Houston	713.372.5513	713.504.2565				
Upstream	<b>Maria Pica Karp</b>	San Ramon	925.842.2595	925.997.0091				
Gas & Midstream	<b>Brad Haynes</b>	San Ramon	925.842.6146	202.615.5753				
Chevron Pipe Line Company	<b>Santana Gonzalez</b>	Houston	713.432.3883	713.397.5994				
Chevron Shipping Company	<b>Christine Wigren</b>	San Ramon	925.842.5755	925.699.4619	<b>Brad Haynes</b>	San Ramon	925.842.6146	202.615.5753
Downstream	<b>Jeff Swindel</b>	San Ramon	925.842.2983	925.997.3694				
<b>Other Contacts:</b>								
Media Relations	<b>Sean Comey</b>	San Ramon	925.842.0788	650.575.5655				
Manager, Internal Communications	<b>Deb McNaughton</b>	San Ramon	925.842.0851	925.348.5001				
GM, Public Affairs	<b>Dave Samson</b>	San Ramon	925.842.2615	415.279.7737				
HR, Internal Communications	<b>Susan Boyle</b>	San Ramon	925.842.4918	925.997.7672				
Houston Area Crisis Committee	<b>Amber Tierce</b>	Houston	713.372.4909	832.453-6271				
<b>PGPA 24-hour phone number:</b>	<b>925.218.3825</b>							
<b>Chevron Emergency Information Center</b>	<b>800.231.0623</b>							
<b>Other Numbers:</b>								
<b>Emergency News Line:</b>	925.842.3400	<b>BRES Service Center:</b>	8-123					
<b>Media Relations Pager:</b>	925.218.3825	<b>San Ramon Police:</b>	925.973.2700					
<b>Emergency Facility Services:</b>	925.842.7777	<b>San Ramon Fire:</b>	925.838.6600					
<b>Chevron Park Security:</b>	925.842.2105	<b>San Ramon Hospital:</b>	925.275.9200					
<b>Last update 4/26/11</b>		<b>Chevron Confidential</b>				Revised by: Mylene Bombon (MBOM) (925) 842-0775		

DOT X Ref	EPA X Ref
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**RESOURCES**

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DOT X Ref

EPA X Ref

RESOURCES

COLORADO STATE APPENDIX

SECTION 3

**SECTION 3 RESOURCES**

<b>RESPONSE RESOURCES .....</b>	<b>1</b>
Local Area Response Equipment .....	1
Other Company Resources .....	1
Contract Resources .....	1
Contractors .....	1
Consultants .....	1
Cooperative Resources .....	2
External Emergency Response Resources.....	2
<b>OSRO CONTRACTS .....</b>	<b>3</b>
Enviro Care, Inc. Service Agreement .....	4
Enviro Care - Emergency Response Division Oil Response Resources Inventory.....	6

## RESPONSE RESOURCES

### Local Area Response Equipment

In the event of a discharge that is beyond the capability of locally available company resources, the response team may request activation of other Company resources. Company also stores and maintains oil spill response and related emergency equipment in the Northwest, California, Texas and New Mexico operating area that will be available if needed.

The response team could also request activation of other Company resources, or that of private contractors, cooperatives, Marine Spill Response Corporation (MSRC) and other experts and consultants as discussed in this Plan.

### Other Company Resources

To facilitate this mutual aid, the Company Mutual Aid Directory for North America describes emergency capabilities and provides contact information.

### Contract Resources

In the event of a discharge, which is beyond the initial response capabilities of the Immediate Response Team (Team level), contract resources can be activated. The resources will be secured from a Company approved contractor database. Contract resources are responsible to maintain their equipment.

### Contractors

Most local area units have outside contractors available if additional resources are needed for immediate response efforts. If additional resources are required other than available locally, Company has contracts with several companies that will respond to spills in the operating area. The Company also has Master Service Agreements with national spill response contractors who will respond to land-based spills and/or offshore spills.

### Consultants

The Company has Master Service Agreements with a number of consultants offering expertise in spill response, dispersant use, in-situ burning and environmental issues. These consultants are listed in this Plan.

**Cooperative Resources****External Emergency Response Resources**

The Company maintains a relationship with various environmental and technical consultants that can provide support in the event of an incident. These consultants can provide expertise and support in areas including emergency response management, environmental services, site assessment, permitting, waste treatment, recycling, dewatering, hazardous waste disposal and remediation. Contact should be made through the HES Team.

DOT X Ref

EPA X Ref

RESOURCES  
SECTION 3

## COLORADO STATE APPENDIX

## OSRO CONTRACTS



Global Gas

May 15, 2012]

**RE: USCG Approved OSRO's**

Dear Sir or Madam:

This letter certifies that we have current procurement contracts in place with the following Emergency Response contractors. Below is a table that identifies the pertinent information. All contracts are on file at our Corporate Office in Bellaire, Texas.

Contractor's Name	Agreement Number
AMPOL	Contract # 99015262 / C16174 Ariba # C965995
ES&H	Contract # C25524 Ariba # C700484
Enviro Care, Inc.	Contract # C688391 Ariba # C808977
Marine Spill Response Corporation (MSRC) and its STARS contractors	Contract # 6CHUSA01 / CW778784 Ariba # C782016
Oil Mop, Inc.	Contract # C952067 Ariba # C956670
Patriot Environmental Services	Contract # 99014187 Ariba # C16298
PSC Industrial Outsourcing	Contract # 99002233 Ariba # C17031
U.S. Environmental Services	Contract # C25863 Ariba # C948989

Should you have any questions, please feel free to contact me at 713-432-6926

Sincerely,

Terry Basham

Emergency Response Specialist  
Chevron Pipe Line Company  
4800 Fournace Place, Room E320A  
Bellaire, TX 77401-2324  
Tel 713 432-432-6926  
Fax 713-432-3477  
tgbasham@chevron.com

DOT X Ref

EPA X Ref

RESOURCES

SECTION 3

## COLORADO STATE APPENDIX

## Enviro Care, Inc. Service Agreement

Chevron

BSA: C688391

Effective Date: March 25, 2009

## BLANKET SERVICE AGREEMENT

Vendor Number 50011936  
 Vendor Name and Address:  
 Enviro Care, Inc.  
 505 North Main Street  
 North Salt Lake City, UT 84054  
 Phone: 801-951-1097  
 Fax: 801-299-1473

Terms of Payment: Net 30

Entered into by and between **Chevron Pipe Line Company**, a Delaware corporation and Unocal Pipeline Company, a California corporation both with an address at 4800 Fournace Pl, Bellaire, Texas 77401-2324 (hereinafter collectively referred to as COMPANY) and **Enviro Care, Inc.** (hereinafter CONTRACTOR) with an address as listed above effective March 25, 2009.

Whenever in the Agreement it is said that COMPANY may exercise any right, it is understood and agreed that COMPANY may itself exercise any such right as may any Affiliate as defined in the attached Exhibit A5 Terms and Conditions for Environmental Services. It is understood between the Parties to this Agreement that no performance is required hereunder until receipt and acceptance by CONTRACTOR of a Work Authorization written against this Agreement from COMPANY; this Agreement serving only to establish the terms and conditions of performance pursuant to any such Work Authorization.

WHEREAS, COMPANY desires from time to time to retain CONTRACTOR to provide Chemical and petroleum emergency response, site remediation and restoration, waste transportation services and/or vacuum truck services as COMPANY may request; and

WHEREAS, CONTRACTOR desires to perform such services for COMPANY as and when requested by COMPANY,

NOW THEREFORE, in consideration of the foregoing premises, and the mutual covenants and agreements set forth herein, the parties hereto agree to the attached Exhibit A5 Terms and Conditions for Environmental Services and all other attachments and exhibits listed below, all of which shall form the Agreement between the Parties and all of which are incorporated herein for all purposes.

CONTRACTOR'S FEDERAL TAX ID: 26-2854154

## ATTACHMENTS

The following attachments are incorporated for all purposes and are hereby made a part of this Agreement:

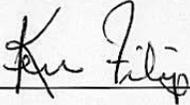
- Scope of Work - Quotation document dated December 12, 2008 - Page 1 and 2 of 14 page document
- Price Schedule - Page 3 - 12 of 14 page document
- A-5 Terms & Conditions for Environmental Services

BSA: C688391  
Effective Date: March 25, 2009  
Page 2

- Job Site Safety and Environmental Protection For Contractors (CPL-648)
- Contractor Safety and Environmental Requirements (CPL-649)
- Minimum Record-Keeping Requirements (CPL-671)
- Drug, Alcohol, and Search Policy (CPL-673)
- Certificate of Insurance (GO-279-12)
- CONTRACTOR Waiver and Release of Lien
- Subcontractor Waiver of Labor and/or Material Lien
- California Proposition 65 Warning (Hazardous Substances Contractor Warning)
- The Contractor Safety and Environmental Requirements – Exhibit G
- HES Procedures General Safe Practices (Procedure Number: HES 102)

The parties have executed this BSA, in duplicate, as of the date first written above as evidenced by the following signatures.

**Chevron Pipe Line Company**

By:   
Printed Name: Ken Filip  
Title: Category Manager  
Date: 3-30-09

**Enviro Care, Inc.**

By:   
Printed Name: John K. Hart  
Title: Chief Operating Officer  
Date: March 30, 2009

Response equipment is located at:

Enviro Care Inc.  
505 North Main  
North Salt Lake, UT 84054  
Phone: 801-299-1900

Response Contractor is responsible to maintain, test and transport Contractors equipment.

## COLORADO STATE APPENDIX

## Enviro Care - Emergency Response Division Oil Response Resources Inventory

Description	Quantity
<b>Personnel</b>	
Response Manager	6
Project Supervisor	4
Hazmat Technician	15
Heavy Equipment Operator / CDL	15
Chemist	2
Environmental Health & Safety Officer	2
Administration / Documentation & Reporting	2
Equipment Mechanic	2
<b>Equipment</b>	
<b>Excavation Equipment</b>	
Excavator - Backhoe	2
Excavator - Bobcat (Sweeper, Hoe, Bucket)	1
Excavator - Skidsteer - CAT 246	2
Excavator - Skidsteer - Case 90 XT	1
Excavator - CAT 305 - Mini Excavator	2
Excavator - CAT 315	1
Excavator - JD200	1
Excavator - Loader - Case 621 B	1
<b>Compactors</b>	
Compactor - Jumping Jack	1
Compactor - Weber DPU 6055	1
Compactor - Indgersoll - Rand Roller	1
<b>Washers</b>	
Washer - High-Pressure - 5000 PSI	1
Washer - High-Pressure - Steam - 5000 PSI	2
<b>Generators</b>	
Generator - 25 KW - Trailer Mounted	1
Generator - 9 KW - Portable	4
Generator - Light Plant - Tower	2
Compressor - Air - 185 CFM	2
<b>Pumps</b>	
Pump - Transfer - 300 GPM	1
Pump - Double Diaphragm - 2 Inch	3
Pump - Double Diaphragm - 3 Inch	2
Pump - Diaphragm - Chemical - 1 Inch	2
Pump - Diaphragm - Chemical - 2 Inch	2
Pump - Diaphragm - Chemical - 3 Inch	1
Pump - Skimmer / Sump - 2 Inch	4
Pump - Siphon - Plastic - Disposable	15

## COLORADO STATE APPENDIX

Description	Quantity
<b>Small Remediation Equipment</b>	
Small Remediation - Heavy Duty Push Brooms	15
Small Remediation - Heavy Duty Misc. Shovels	15
Small Remediation - Heavy Duty Squeegee	15
Small Remediation - Ladder 16 A frame	3
Small Remediation - Ladder 16 Foot	1
Small Remediation - Ladder 25 Foot	2
Small Remediation - Ladder 30 Foot	1
Water Surface Screeners	12
Portable, Inflatable Decontamination Tent (15' x 17')	1
Personnel Decon Stations	4
<b>Water Deployment</b>	
Boom - Hard Skirt 6" (6" with 12" skirt)	6000
Boom - Hard Skirt 8" (8" with 12" skirt)	525
Boat - 16 Foot with 15hp Motor	1
Boat - 16 Foot Flat Bottom 20hp Motor	1
Grooved Double Barrel Pneumatic Skimmer 35 gpm	1
Safety Package (Life vest, waders, emergency beacon)	20
<b>Communications</b>	
Satellite Phone	Available as needed
Two-Way Radio	8
Remote Lab-Top (Air Cards)	5
GPS Tracking System	5
<b>Hose</b>	
Hose - Chemical - 1 Inch	50 feet
Hose - Chemical - 2 Inch	300 feet
Hose - Chemical - 3 Inch	300 feet
Hose - Vacuum - 2 Inch	500 feet
Hose - Vacuum - 3 Inch	500 feet
Hose - Vacuum - 4 Inch	100 feet
<b>Testing Equipment</b>	
Testing - Atmospheric - Multi-Rae	3
Testing - Hydrogen Cyanide - MSA	1
Testing - Atmospheric - PID	5
Testing - Four Gas - Personal Monitor	10
Testing - Single Gas - MSA (H2S)	10
Testing - Atmospheric - Jerome - Mercury	1
Testing - Gamma - Radiation	1
Testing - Drager Pump (Colormetric Tubes)	1
Testing - Hazcat™ - Field Analysis	1
<b>Portable Vacuum Units</b>	
Vacuum - HEPA - Universal Filter (Stainless)	1

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Description	Quantity
Vacuum - HEPA - Industrial - Wet / Dry	4
Vacuum - HEPA - Mercury (Stainless)	2
Vacuum - HEPA - Universal Fiter Replacement	2
Vacuum - HEPA - Mercury Replacement Filter	2
<b>Transportation</b>	
Transportation - Response Van - Fully Loaded	2
Transportation - Response Truck - Mobile Command	2
Transportation - Crew Vehicle or Truck	10
Transportation - Vacuum Truck - 5500 to 6500 GA	3
Transportation - Vacuum Truck - 2600 GA	1
Transportation - Roll Off Straight Truck	4
Transportation - Roll Off - Trailer - Double	3
Transportation - End Dump Unit - 22 Tons	3
Transportation - Bobtail Van - 22 FT	1
Transportation - Roll Off Box - 25 CY	60
Transportation - Vacuum Box - 25 CY	2
<b>Tanks</b>	
Tank - 10K Poly Storage Pad Mount	Rental
Tank - 21K Poly Storage Pad Mount	Rental
Tank - 21K Poly Storage Pad Mount	Rental
Tank - 5K Poly Storage Trailer Mounted	Rental
Tank - 5K Poly Storage Pad Mounted	Rental
Tank - 6500 GA Storage Pad Mounted	Rental
Tank - 7500 GA - Capacity - Temporary Berm	Rental
Tank - 21K Metal Frac Storage Tank	Rental
Tank - 500 GA Tote - Stainless	4
Tank - 630 GA Tote - Poly with Cage	6
Tank - Spillguard™ Storage	1
<b>Material</b>	
<b>Personal Protection Equipment</b>	
OSHA Defined Level A PPE with SCBA	6
OSHA Defined Level B PPE with SCBA	10
OSHA Defined Level C PPE with Full-Face Respirator	30
OSHA Defined Level D PPE - Nomex or FRC	30
Respirator - Air Purifying - Full Face	24
Respirator - Air Purifying - Half Face	30
Respirator - SCBA Equipment	6
Respirator - Bottle - 60 Minute SCBA	16
Respirator - Cascade System	1
<b>Drums &amp; Totes</b>	
Drum 1A1 - Metal 55 GA - Reconditioned	25
Drum 1A2 - Metal 55 GA - Reconditioned	25
Drum 1A1 - Metal 55 GA - New	25

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<b>Description</b>	<b>Quantity</b>
Drum 1A2 - Metal 55 GA - New	25
Drum - 1H1 - Poly - 5 Ga	25
Drum - 1H2 - Poly - 5 Ga	25
Drum - 1H2 - Poly - 5 Ga - Threaded Lid	25
Drum - 1H2 - Poly - 14 GA	25
Drum - 1H2 - Poly - 30 GA	25
Drum - 1H2 - Poly - 55 GA	25
Drum - 1H1 - Poly - 55 Ga	25
Drum - Salvage - Metal - 85 GA	5
Drum - Salvage - Poly - 95 GA	5
Box - 4G - Fiberboard - One Cubic Yard	5
<b>Absorbents</b>	
Absorbent - Diatomaceous Earth - Granular	100
Absorbent - Acids, Bases and Solvents	15
Absorbent - Neutralizing Agent - Acid & Bases	5
Absorbent - Vermiculite	50
Absorbent - Perolite	25
Absorbent - Chemical Ice Melt	10
Absorbent - Petroleum - Boom 8' x 10'	4000 feet
Absorbent - Petroleum - Pad - Bundle - 100ct	75
Absorbent - Oil Sweep - Roll	75
<b>Pipe</b>	
Pipe - 6" ADS - W-12 - S6500 WT	120 feet
Pipe - 12" ADS - W12 - S6500WT	120 feet
Pipe - 12" ADS Split Coupling	6
Pipe - 6" ADS - Split Coupling - S6500 WT	6
Pipe - 4" x 100' - ADS - Solid Pipe - 351	200 feet
Pipe - 6" x 100' - ADS - Solid Pipe - 351	200 feet
<b>Misc - Consumables</b>	
Items commonly purchased for use on ER response - Non inventory item	

DOT X Ref

EPA X Ref

**WASTE MANAGEMENT  
SECTION 4**

**COLORADO STATE APPENDIX**

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**WASTE MANAGEMENT**

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**SECTION 4 WASTE MANAGEMENT**

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## OVERVIEW

Oil spill response can generate waste materials ranging from oily debris and sorbent materials to sanitary water and used batteries. These wastes must be classified, separated (i.e., oil, water, soil), transported from the site and treated/disposed at approved sites. Each of these activities require certain health and safety precautions be taken. This section provides a discussion of various waste classification, handling, transfer, storage and disposal alternatives. It is the responsibility of the Waste Management Coordinator to manage waste disposal needs during an oil spill cleanup.

## WASTE MANAGEMENT STRATEGY

Initial waste handling and disposal needs may be overlooked in the emergency phase of a response which could result in delays and interruptions of clean-up operations. Initial waste management concerns should include:

- Skimmer capacity
- Periodic recovery of contained oil
- Adequate supply of temporary storage capacity and materials

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

- Development of a site-specific Safety and Health Plan addressing the proper PPE and waste handling procedures
- 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
- Documentation of all waste handling and disposal activities
- Disposal of all waste in a safe and approved manner

A waste management plan should be prepared and provided to the appropriate personnel so that specific concerns and considerations of the response may be addressed. An example of a waste disposal plan is provided in this section.

## Organization

The Environmental Unit Leader will assign the waste management function to a Waste Management Coordinator, who will direct and monitor local contractors identified for the transport, storage and disposal of waste consistent with applicable laws and regulations.

### **Coordination With Government Agencies**

The Waste Management Coordinator is responsible to assure that the waste management operation will be coordinated with the Federal On-Scene Coordinator and Local, State and Federal Agencies.

### **Safety**

All activities carried out under the Plan shall be consistent with the approved Site Safety Plan for the incident. Coordination of these two plans is the responsibility of the Waste Management Coordinator.

### **Objectives of the First 24 Hours**

The first 24-hour period is critical to any emergency response situation. Coordination between the Waste Management Coordinator, governmental agencies, logistics and the waste management contractor is imperative.

- As soon as enough preliminary information is known, calculations will be made to estimate volumes in each of the anticipated waste streams. A determination of storage capacity will be made; capacity of vessels on site and en route, estimated quantity of product currently in storage and possible need for alternate storage must be determined.
- Activate primary waste management contractor. The contractor will perform all offshore and impact site waste segregation, analysis, profiling and manifesting, if necessary.
- Calls will be made to State Agencies for approval to set up temporary waste storage at a logistically appropriate site. Any permitting required for upcoming activities (storage, transportation, handling, etc.) should be coordinated at this time, as well as any emergency permits anticipated for waste storage or disposal.
- Secure solid waste containers based on anticipated waste estimates of quantity and offshore waste storage capacity, get solid waste containers en route to temporary storage facility.
- Coordinate with waste management contractor and Wildlife Rehabilitation Coordinator to supply waste containers for wildlife rehabilitation activities.

### **Ongoing Activities of Waste Management Coordinator**

- Monitor and evaluate waste storage and disposal needs and report to Environmental Unit Leader at pre-determined time intervals.
- Coordinate with Logistics for waste cleanup resources and waste storage needs (Hopper Barges for oily waste, dumpsters for non-oily waste and trash, rolloff boxes for supply boats, etc.).
- Work with Waste Management Contractors on waste storage, transportation and disposal issues.
- Track total mass of recovered material including estimated volumes decanted, evaporated, dispersed or burned for presentation during tactical briefs.

## WASTE CLASSIFICATION

### Liquid Wastes

Oily and chemical liquid wastes that can be handled, stored and disposed during response operations are very similar to those handled during routine storage and transfer operations. Oily liquids may be produced by recovery operations through the use of vacuum devices or skimmers. In addition, oily water and emulsions, such as spent motor oils and lubricants, can be generated by vessel and vehicle operations.

Response operations can produce non-oily liquid wastes. Water and other liquid wastes can be generated from the storage area, any storm water collection systems, vessel and equipment cleaning (i.e., water contaminated with cleaning agents) and office and field operations (i.e., sewage, construction activities).

### Solid/Semi-Solid Wastes

Oily and chemical solid/semi-solid wastes that may be generated by containment and recovery operations include damaged or worn-out booms, other used sorbent materials, disposable/soiled equipment, saturated soils, contaminated sediments and other debris.

Other soil/semi-solid wastes may be generated by emergency construction operations (i.e., scrap, wood, pipe, wiring) and office and field operations (i.e., refuse). Vessel, vehicle and aircraft operations may also produce solid wastes.

## CHARACTERIZATION OF HAZARDOUS WASTE

The purpose of characterizing waste is to protect employee safety and ensure the proper handling and disposal of waste according to the appropriate State and Federal laws. Each waste must be evaluated by individual analysis at an approved laboratory.

Hazardous wastes may be as “listed waste” or “characteristic waste” as follows:

### Listed Waste

- Waste is considered hazardous if it appears on any of the four lists of hazardous waste contained in the RCRA regulations.
- These wastes are specifically identified in 40 CFR 261.31-261.33, lists F, K, P and U.
- These wastes have been listed because they either exhibit one of the characteristics described below or contain any number of toxic constituents that have been shown to be harmful to health and the environment.

### Characteristic Waste

A waste is considered hazardous if it exhibits one of the four following characteristics:

1. Ignitable

- A liquid with a flash point of less than 1400 F (600 C).
  - Not a liquid and capable of causing fire through friction, absorption of moisture or spontaneous chemical change.
  - Ignitable compressed gas.
2. Corrosive
    - A liquid with a pH < 2 or > 12.5
    - A liquid which corrodes steel (SAE 1020) of greater than 0.25 inches per year (6.35 mm/year) at 1300 F (550 C).
  3. Reactive
    - Reacts violently with oxidizing substances.
    - Detonation when exposed to strong heat or pressure.
    - Explosive as defined in 49 CFR 173.
  4. Toxic
    - A substance which meets or exceeds threshold levels of contaminant concentrations specified in the Toxicity Characteristic Leaching Procedure (TCLP).

## WASTE HANDLING

Wastes generated during response operations may need to be separated by type (i.e., hazardous/non-hazardous and exempt/non-exempt) and transferred to temporary storage before treatment, incineration or disposal. Proper handling of waste is imperative to ensure personnel and public health and safety, as well as efficient disposal.

## Safety Considerations

Care should be taken to minimize direct contact with wastes. All clean-up personnel should wear personal protective equipment (PPE) appropriate for the type of waste they are handling. A barrier cream may be applied prior to putting on gloves to further reduce the possibility of absorption through the skin. Any portion of the skin exposed to waste should be cleansed as soon as possible. Safety goggles must be worn by personnel involved in waste handling where splashing might occur. Decontamination zones may be needed during response operations to properly clean and decontaminate personal protective clothing and evaluate any personnel exposure. Contract spill response personnel should have appropriate prior training. Details can be found in the Site Safety Plan located in the Volume 1 Core Plan.

## WASTE STORAGE

Interim storage of recovered oil, oily and non-oily waste may be necessary until a final waste management method is selected. These materials may be considered hazardous depending on the type and concentration involved. Often, oily waste and debris generated from clean-up activities consist of recovered oil, sorbents, PPE, soil, trash, vegetation, oil/water mixtures and other wastes. Management of these wastes requires facilities and procedures for:

- Collection/Waste Handling
- Temporary Storage
- Waste characterization
- Transport
- Processing
- Disposal

In addition, the segregation of wastes according to type could facilitate the appropriate method of disposal. The storage method used depends upon the type and volume of material to be stored, storage duration, site access and applicable regulations.

Temporary storage sites should use appropriate measures to protect the environment and human health. They should be designed to prevent leakage and contact of wastes with soil or surface water. The following elements may affect the choice of a potential storage site:

- |                            |                                |
|----------------------------|--------------------------------|
| • Geology                  | • Hydrology                    |
| • Soil characteristics     | • Flooding potential           |
| • Surface water proximity  | • Climatic factors             |
| • Surface slope            | • Volumetric capacity          |
| • Site and nearby land use | • Possible toxic air emissions |
| • Site security            | • Site access                  |
| • Public contact           |                                |

Proper isolation and containment of wastes during storage will minimize additional associated cleanups. The waste should be secured so that uncontaminated material is not exposed to the waste.

When the waste has been removed from the storage site, any ground protection (visqueen, liners, etc.) need to be removed and properly disposed of. Any surrounding soil that has been contaminated will also need to be removed for treatment or disposal.

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

- Worker Safety
- Waste Minimization
- Cost-Effectiveness
- Minimization of Environmental Impacts
- Proper Disposal
- 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.

## WASTE DISPOSAL

### Techniques for Management of Recovered Oil

Recovery, reuse and recycling are preferred options when draining with spill waste management. Treatment (neutralization, landfarming) is the next preferred option, but incineration and fuel blending for energy recovery are also possibilities. Landfill disposal should be the last option. During an oil spill incident, consult Corporate Subject Matter Experts to identify the optimal waste management methods and sites.

There is no template or combination of waste management methods that can be used in every spill situation. Each incident should be reviewed carefully to ensure an appropriate waste management method or a combination of methods is employed.

The following is an outline of the available waste disposal methods. Various combinations of these methods can be analyzed for disposal of the waste generated during the response operation.

### Landfill

Landfill should be considered after all other alternatives have been eliminated. Disposal at landfill facilities may depend on available capacity of the local landfill and governmental restrictions. In addition, it may cost more to dispose of waste at a landfill. Under the right conditions, landfilling waste may be useful in that it is a method which can be implemented rapidly and the landfill can receive a variety of waste. For proper disposal, the landfill must be permitted by the appropriate regulatory agencies.

### Land Treatment or Bio-Treatment

Oily waste can be disposed of at these facilities when mixed with sand or sediment. This is considered to be a proven method for disposal of oily liquids and sediments. In addition, it is a method which can also be implemented fairly quickly. A large surface area is required however and may not be useful for large quantities of oily debris.

### Incineration (Total Destruction)

Incineration is generally used only for hazardous waste disposal. It is a costly process and takes time to implement. Energy recovery facilities generally use a rotary kiln to burn oily waste and use the resulting heat for facility heating or production processes. Many of these facilities can accept items such as oil filters, sorbent pads and booms, oily rags and most other burnable material generated during cleanup operations.

### Treatment

A method by which a waste quantity and/or toxicity is reduced. Treating a waste may produce its own waste which would also require disposal. Examples of treatment are neutralization or solidification of liquids.

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**Recycle/Reuse**

Recycling involves the process of processing discarded materials for another use. For example, oil may be sent to a refinery or other processing plant for refining. Reuse of a material implies it can be used again for its intended purpose.

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**MODEL DISPOSAL PLAN FOR OIL SPILLS**

This plan is written at the request of the MMS, U.S. Coast Guard, DOT, EPA and/or the State Representative (whichever are applicable).\_\_\_\_\_ (responsible party) will recover the maximum feasible amount of condensate oil spilled during the \_\_\_\_\_ (incident name) from \_\_\_\_\_ (description of area involved). In addition, an unknown quantity of contaminated solid debris will be recovered during the cleanup.

\_\_\_\_\_ **(Incident name) DISPOSAL PLAN**

**Sampling And Testing:**

Sampling of contaminated debris and soil/sand will be accomplished by the following methods:

(description of sampling procedures, and photographs)

Testing procedures to be utilized are as follows:

(description of testing methods)

The result of the testing is as follows:

(description of quantity and type of material, and how it designates)

Copies of the lab analysis of samples is included as attachment #\_\_\_\_\_ and is certified as true and correct to the best knowledge of the Company, by the signature of this plan by \_\_\_\_\_ (representative of the Company).

**Interim Storage**

Interim storage has been designated at \_\_\_\_ (number) sites. They are: \_\_\_\_\_ (name, address or description of each location) with the approval of \_\_\_\_\_ (name of local health department representative). A copy of the approval/agreement letter is included as attachment # \_\_\_\_\_.

Interim storage of oily debris will be held at \_\_\_\_\_ (site names/locations) for no more than 90 days. The sites will be designed to use the best achievable technology to protect the environment and human health.

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**MODEL DISPOSAL PLAN FOR OIL SPILLS**

The \_\_\_\_\_ (Site name/location) interim storage site (do this for each one) will be protected.

**SOLID WASTE; (do this for each type of treatment/disposal)**

\_\_\_\_\_ (type i.e.; gravel, soil, sand) debris has been approved through appropriate testing for \_\_\_\_\_ (disposal or treatment type, i.e.; reuse in asphalt production, bioremediation, land farming, incineration, burning for energy recovery, etc.) at \_\_\_\_\_ (name of facility or treatment site) which is located \_\_\_\_\_ (address/location and proximity to interim storage or cleanup site). This \_\_\_\_\_ (facility, site) has storage capacity to hold the \_\_\_\_\_ (type) debris for the amount of time required to completely (recycle, treat, burn, incinerate, landfill) the amount generated during \_\_\_\_\_ (name of incident) \_\_\_\_\_ (product spilled) spill clean-up effort.

Approval and acceptance of the \_\_\_\_\_ (type) waste is included as attachment # \_\_\_\_\_ in the form of \_\_\_\_\_ (i.e.; letter between the Company and treatment/disposal facility manager, approval signature of Incident Commander on treatment/disposal proposal, etc.) This \_\_\_\_\_ (type) debris will begin being transported from interim storage site(s) \_\_\_\_\_ (site name/location at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

This plan may be amended as necessary to ensure compliance with all applicable laws and regulations. Amendments may occur only upon mutual agreement of the responsible party, the MMS, the U. S. Coast Guard, the EPA and/or the State Representative.

Submitted the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_;  
executed \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_ (Company Representative)  
Date: \_\_\_\_\_

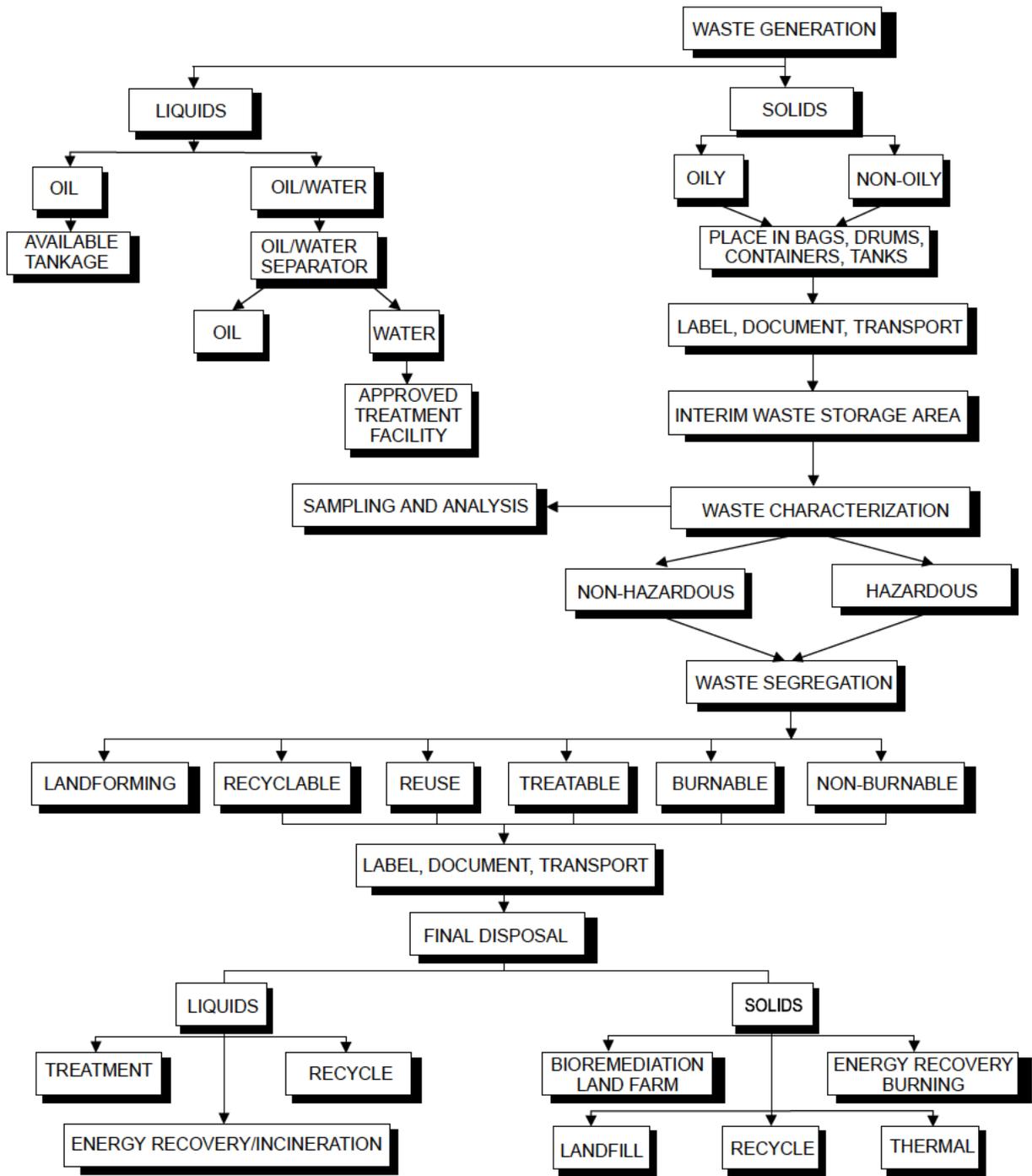
Approved:

Reviewed by:

**State Representative MMS/U.S. Coast Guard/EPA**

By \_\_\_\_\_ (SOSC) By \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_

FACILITY WASTE MANAGEMENT FLOW CHART



**GENERAL WASTE CONTAINMENT AND DISPOSAL CHECKLIST**

<b>Consideration</b>	<b>Yes/No/NA</b>
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 numbers 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?	

**STORAGE, TRANSFER AND DISPOSAL PROCEDURES****Storage**

During an oil spill incident, the volume of oil that can be recovered and dealt with effectively depends upon the storage capacity available. Typical short-term storage options are summarized in this section. The majority of these options can be used either onshore or offshore. In addition, environmental conditions or locations may necessitate some type of special containment needs. 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/waste contained and/or the ultimate disposal option. Bladder or pillow tanks would be acceptable if the space available is capable of supporting the weight of both the container and product.

If storage pits are used, they should be bermed and covered with liners that extend over the bermed area. Storage pits should be located on as level terrain as possible, at least 5 feet above the high-water mark of streams, rivers, and lakes and where drainage is dispersed and not concentrated.

**Temporary Storage Methods**

Container	Onshore	Offshore	Solid	Liquid	Notes
Barrel	Y	Y	Y	Y	May require handling devices
Tank Trucks	Y			Y	Consider road access onshore Barge-Mounted offshore
Dump/Flat Bed Trucks	Y		Y		Require impermeable liner and cover Consider flammability of vapors at mufflers
Barges		Y	Y	Y	Liquids only in tanks Consider venting of tanks
Oil Storage Tanks	Y	Y		Y	Consider problems of large volumes of water in oil
Bladders	Y	Y		Y	May require special hoses or pumps for oil transfer
Pits	Y		Y	Y	Liner(s) required
Roll-off Bins	Y		Y		Require impermeable liner and cover
Mud Tanks	Y	Y	Y	Y	500 gallon - 500 bbls
Fast Tanks	Y	Y	Y	Y	Portable, can be deployed anywhere

**Transfer**

Several transfers may be necessary before the oil and oily debris are ultimately disposed of at a state approved disposal site. Depending on the location of response operations, at least the following transfer operations may occur:

- From portable or vessel-mounted skimmers into flexible bladder tanks, the storage tanks of the skimming vessel itself, or a barge.
- Directly into the storage tank of a vacuum device.
- Directly into the storage tank on a dredge.
- From a skimming vessel or flexible bladder to a barge.
- From a vacuum device storage tank to a barge.
- From a barge to a tank truck.
- From a tank truck to a processing system (i.e., oil/water separator).
- From a processing system to a recovery system and/or incinerator.
- Directly into impermeable bags that, in turn, are placed in impermeable containers.
- From containers to trucks.
- From trucks to lined pits.
- From lined pits to incinerators and/or landfills.

There are four general classes of transfer systems that could be employed to effect oily waste transfer operations:

- Pumps;
- Vacuum systems;
- Belt/screw conveyors; and
- Wheeled vehicles.

A comparative evaluation of 14 types of transfer systems that could be available for transfer operations is provided in this section.

The following is a brief discussion of each of the general classes of transfer systems.

**Pumps**

Rotary pumps, such as centrifugal pumps, may be used when transferring large volumes of oil, but may not be appropriate for pumping mixtures of oil and water. The extreme shearing action of centrifugal pumps tends to emulsify oil and water, thereby increasing the viscosity of the mixture and causing low, inefficient transfer rates. The resultant emulsion would also be more difficult to separate into oil and water fractions.

Lobe or "positive displacement" pumps work well on heavy, viscous oils and do not emulsify the oil/water mixture.

Double acting piston and double acting diaphragm pumps are reciprocating pumps that may also be used to pump oily wastes.

### **Vacuum Systems**

Vacuum systems, such as air conveyors, vacuum trucks and portable vacuum units may be used to transfer viscous oil and debris, but are large and heavy and usually have a very high water/oil ratio.

### **Belt/Screw Conveyors**

Conveyors may be used to transfer oily wastes containing a large amount of debris. These systems can transfer weathered debris laden with oil either horizontally or vertically for short distances (i.e., 100 feet). However, these systems are bulky and difficult to set up and operate.

### **Wheeled Vehicles**

Wheeled vehicles may be used to transfer liquid wastes of oily debris to storage or disposal sites. These vehicles are readily available but have a limited transfer rate (i.e., 100 barrels) and require good site access.

## COMPARATIVE EVALUATION OF OIL SPILL TRANSFER SYSTEMS

CHARACTERISTICS OF TRANSFER SYSTEMS	CENTRIFUGAL PUMP	LOBE PUMP	GEAR PUMP	SCREW PUMP	VANE PUMP	FLEXIBLE IMPELLER	SCREW/AUGER PUMP	PROGRESSING CAVITY	PISTON PUMP	DIAPHRAGM PUMP	AIR CONVEYOR	VACUUM TRUCK	PORTABLE VACUUM PUMP	CONVEYOR BELT	SCREW CONVEYOR	WHEELED VEHICLES
HIGH VISCOSITY FLUIDS	1	5	5	5	3	2	5	5	5	3	5	4	4	5	4	5
LOW VISCOSITY FLUIDS	5	2	2	2	3	4	1	3	3	4	5	5	5	1	1	5
TRANSFER RATE	5	2	1	1	3	4	1	2	2	3	4	5	3	2	2	2
DEBRIS TOLERANCE	5	3	1	1	1	4	5	5	3	4	5	5	5	5	5	5
SILT/SAND	5	2	1	1	1	2	5	3	2	3	5	5	4	5	4	5
GRAVEL/PARTICULATE	2	3	4	3	2	2	4	4	2	3	4	4	3	5	4	5
SEAWEED/ STRINGY MATTER																
TENDENCY TO EMULSIFY FLUIDS	1	4	3	3	3	3	5	5	3	3	5	5	5	5	5	5
ABILITY TO RUN DRY	5	3	2	1	2	3	4	3	2	5	5	5	5	4	3	-
ABILITY TO OPERATE CONTINUOUSLY	5	3	2	2	2	3	3	3	3	2	3	3	3	3	2	4
SELF PRIMING	1	3	2	2	2	5	1	5	4	4	5	5	5	5	5	-
SUCTION/HEAD	2	3	2	2	3	4	1	5	4	4	5	5	5	5	5	-
BACK PRESSURE/HEAD	1	5	5	5	4	3	4	5	5	2	1	1	1	3	3	-
PORTABILITY	5	3	3	2	4	4	3	2	2	4	-	-	2	1	1	-
EASE OF REPAIR	5	3	2	2	3	4	3	2	3	5	1	1	2	3	2	3
COST	5	3	2	2	3	3	1	2	3	5	1	1	2	2	2	3
COMMENTS	E,J	B	B	B,J	-	F	A	B	B,D	A,C,D	F,G,I	F,G,I	F,G	-	-	G,H,I

KEY TO RATINGS: 5 = BEST 1 = WORST

## KEY TO COMMENTS:

- A. NORMALLY REQUIRE REMOTE POWER SOURCES, THUS ARE SAFE AROUND FLAMMABLE FLUIDS
- B. SHOULD HAVE A RELIEF VALVE IN THE OUTLET LINE TO PREVENT BURSTING HOSES
- C. AIR POWERED UNITS TEND TO FREEZE UP IN SUB-=-FREEZING TEMPERATURES
- D. UNITS WITH WORK BALL VALVES ARE DIFFICULT TO FRAME
- E. SOME REMOTELY POWERED TYPES ARE DESIGNED TO FIT IN A TANKERS BUTTERWORTH HATCH
- F. CAN ALSO PUMP AIR AT LOW PRESSURE
- G. TRANSFER IS BATCH WISE RATHER THAN CONTINUOUS
- H. WASTE MUST BE IN SEPARATE CONTAINER FOR EFFICIENT TRANSFER
- I. TRANSPORTABLE WITH ITS OWN PR ME MOVER
- J. HIGH SHEAR ACTION TENDS TO EMULSIFY OIL AND WATER MIXTURES

## TECHNIQUES FOR OIL/WATER/DEBRIS SEPARATION

The different types of wastes generated during response operations require different disposal techniques. To facilitate the disposal of wastes, they should be separated by type for temporary storage or transport. The table below lists some options that are available to separate oily wastes into liquid and solid components. The table also depicts methods that may be employed to separate free and/or emulsified water from the oily liquid waste.

### OILY WASTE SEPARATION

Type Of Material	Separation Techniques
<b>Liquids</b>	
Non-emulsified oils	Gravity separation of free water
Emulsified oils	Emulsion broken to release water by: <ul style="list-style-type: none"> <li>▪ heat treatment</li> <li>▪ emulsion breaking chemicals</li> <li>▪ mixing with sand centrifuge</li> <li>▪ filter/belt press</li> </ul>
<b>Solids</b>	
Oil mixed with sand	Collection of liquid oil leaching from sand during temporary storage Extraction of oil from sand by washing with water or solvent Mechanical sand cleaner Removal of solid oils by sieving
Oil mixed with cobbles, pebbles or shingle	Screening Collection of liquid oil leaching from beach material during temporary storage Mechanical sand/gravel cleaner Extraction of oil from beach material by washing with water or solvent
Oil mixed with wood, plastics, seaweed and sorbents	Screening Collection of liquid oil leaching from debris during temporary storage
Tar balls	Separation from sand by sieving

## TECHNIQUES FOR WASTE MINIMIZATION AND DISPOSAL

### Crude Oil and Refined Petroleum Products

Crude oil spilled to marine waters, recovered and transported to a production facility or a refinery will be considered a product and will not be subject to waste management regulations. Refined petroleum products that are recovered from marine waters may also be handled as product if they can be used for their originally intended purpose (i.e. fuel, fuel oil, etc.).

There are other avenues by which recovered petroleum may be managed as a material. These approaches include recycling the petroleum through incineration, as fuel, a substitute for raw material feedstock or as an ingredient used in the production of a product (i.e. asphalt). The appropriate State environmental agency should be consulted for more information on these and other management options. Recycling should be a top priority and will be undertaken if at all possible.

Recovered petroleum “products” that are not accepted by a refinery or production facility that can not be recycled must be managed as waste. In order that the appropriate management mechanism is determined for the recovered petroleum, the waste must be analyzed by a State certified laboratory to determine if the waste is hazardous. It is the responsibility of the Responsible Party (RP) to have the waste accurately characterized for proper disposition.

### Disposal at Sea of Water Separated From Recovered Oil

Oil recovered at sea typically contains significant amounts of sea water. In order to maintain the efficiency of the skimming process, this water must be separated/decanted from the oil and discharged back to the ocean during recovery operations. Separated sea water typically contains elevated levels of hydrocarbons and thus the discharge of this material may constitute a discharge of a pollutant. This issue is presently being discussed with regulatory agencies to determine if a National Pollution Discharge Elimination System (NPDES) permit, or waiver from the permit is required before separated/decanted water may be discharged back into state waters. The “discharge” of separated/decanted water is recognized by the USCG On-Scene Commander as an integral part of offshore skimming operations and as an excellent waste minimization tool. Therefore the OSC or his/her representative may authorize the discharge of separated/decanted water back into the area of a boom/skimming system outside of State Waters (3 miles). The exception to this will be in the NOAA Marine Sanctuary waters.

Federal law prohibits the discharge of material such as separated water, to marine sanctuaries unless permitted by the Administrator of the sanctuary program.

### Contaminated Soil and Debris

Contaminated soil and debris, including organic material, contaminated cleanup equipment (i.e. booms, pompoms, sorbents, etc.) and other contaminated materials that cannot be recycled must be managed as waste. The materials must also be characterized before the appropriate waste management option is determined.

**COLORADO STATE APPENDIX****Oiled Animal Carcasses**

Oiled animals and carcasses should be collected and turned over to Fish and Wildlife representatives who are responsible for wildlife rehabilitation and collection of carcasses for natural resource damage assessment (NRDA) investigations.

**Liquid Waste Handling and Disposal Techniques****Temporary Storage Devices**

- USCG certified tank barges (free oil and water)
- Portable oil field mud tanks (500 gallon up to 500 bbls.)
- Facility waste oil tanks/slop tanks
- 60 barrel to 100 barrel vacuum trucks
- 150 barrel tanker trucks
- Portable "fast tanks" (500 gallon up to 2500 gallon)
- Mud tanks on board offshore supply vessels
- 55 gallon open top drums or tight head drums

**Disposal Options**

- Reprocess through facility waste oil/water treatment system, API separator, heater treater, etc.
- Transport off-site to a Federal/State approved waste oil processor for recycle/reuse
- Use in Fuel Management Program as burner feed stock
- Ultimate destruction via incineration

**Disposal Of Hazardous And Non-Hazardous Solid Waste****Oil Contaminated Solid Waste Profile**

- Oil contaminated sorbent material (pads, booms, sweeps, particulate, etc.)
- Contaminated organic material (peat moss, straw, hay, fiber perl, etc.)
- Shoreline and marsh debris (drift wood, sea-weed, grass, garbage)
- Oily sand and mud
- Oil contaminated rocks, shells and rip-rap used for erosion control
- Oil saturated items such as protective suits, boots, gloves, rope, plastic bags, and rags

**Handling and Storage Techniques**

- 20 cubic yard roll on/roll off containers (with tarp covers or roller tops)
- DOT approved open top drums (DOT 17c/h)
- Dump trucks (temporary only)
- On-site pits (permitted only)
- Construct temporary lined pits (with Federal/State approval only)
- Dumpsters for non-hazardous debris only (paper, cans, bottles, lunch bags, etc)

- 6ml minimum plastic bags with wire ties

### **Solid Waste Characterization and Profile**

- Facility to receive, separate/sort and store solid waste
- Reduce waste volume by shredding, adding absorbent material to stabilize free liquids
- Back-hoe or front-end loader to facilitate segregation activities

### **Analytical Support**

- Pre-qualify local laboratory for waste sample analysis
- Local lab to supply necessary sample equipment and chain of custody forms
- Set up for fast turn-a-rounds on results
- Pre-approve analytical (TCLP, PCB, BTU's, etc.)

### **RECYCLING OPPORTUNITIES**

Personnel can be deployed to remove debris from beach intertidal areas to above the high tide line in order to prevent oiling of stranded debris/trash. It is important to note that such crews are not likely to be certified as required under OSHA 1910.120 and can only perform this task prior to the stranding of oil. A safety/industrial hygiene specialist should be consulted regarding the limitations of these crews and the effective establishment of exclusion zones in the area of beach impact.

### **Recovered Oil and Oily-Water**

In order to maximize skimmer efficiency and effectiveness, water should be decanted with the approval of the Federal OSC and relevant State Agency Representative. Operational standards should be established as soon as skimming is initiated. In federal waters, decanting can be approved through a request to the OSC. In state waters, approval must be secured from the appropriate State agency representative.

Both oil and oily-water recovered from skimming operations should be offloaded to facilities where it can be effectively recycled/managed with established process and treatment streams. Such facilities would include production facilities, terminals, refineries and commercial refineries/reclaimers/recyclers. These facilities can often provide temporary tank storage, when necessary. Oiled debris that is recovered with skimmed oil should be maintained in secure, temporary storage until it is sufficiently characterized for disposal.

### **Disposal Site Selection**

- Contact local disposal facilities for waste acceptance (liquids, solids, sanitary, etc.)
- Ensure State and Federal and Company approvals are in order
- Research transportation requirements
- Analytical results on waste streams available for disposal facility review and approval

## COLORADO STATE APPENDIX

**Free Liquids (Oil and Water)**

- Consider all oil and oil emulsions for possible recycle/reuse
- Research local waste oil recycling firms in area. Ensure State/Federal and Company approvals are in order
- Utilize facility's water stripper units and/or heater treaters to separate oil and water

**Oil Absorbent Materials:**

Research new technology as it pertains to recycling used oil absorbent material.

- Set up pad wringer stations throughout the spill work site where sorbents are being used
- Sorbent pads can be used up to four to five times before losing their oil absorbing property
- Sorbent booms and sweeps should be double bagged and separated from other solid waste items
- Once a recycling firm has been located, ship direct from spill site to the recycling facility
- Ensure compliance with State and Federal recycling guidelines, if any

**Oil Contaminated Sand and Gravel**

- Research available commercial sand and gravel cleaners
- Consult Local, State and Federal regulations for any permitting requirements
- Have pre-approved lab set up analytical if required by regulations
- Train shoreline clean-up team not to remove excessive amounts of sand or beach front

**Oil Contaminated Debris**

- Seek approval from State or Federal representatives on-scene to allow stacking of contaminated debris and pressure washing to remove oil clingage as opposed to hauling off-site for disposal
- Research methods and applications for in-situ bio-degradation in-situ

The Facility will inform the Federal and State On-Scene Coordinators in writing of the name and location of waste disposal sites used to support the response.

All waste generated from an oil spill will be removed from the temporary staging area within 14 days of the completion of all response operations.

A list of Company approved waste disposal facilities is shown in this section.

DOT X Ref

EPA X Ref

WASTE MANAGEMENT

COLORADO STATE APPENDIX

SECTION 4

## TOXICITY CHARACTERISTICS AND LEVELS

Toxicity Characteristic Contaminants And Regulatory Levels				
EPA hazardous waste number	Contaminant	Chronic toxicity reference level (mg/L)	Basis*	Regulatory level (mg/L) <sup>t</sup>
D004	Arsenic	0.05	MCL	5.0
D005	Barium	1.0	MCL	100.0
D018	Benzene	0.005	MCL	0.5
D006	Cadmium	0.01	MCL	1.0
D019	Carbon tetrachloride	0.005	MCL	0.5
D020	Chlordane	0.0003	RSD	0.03
D021	Chlorobenzene	1	RFD	100.0
D022	Chloroform	0.06	RSD	6.0
D007	Chromium	0.05	MCL	5.0
D023	o-Cresol	2	RFD	200.0 <sup>a</sup>
D024	m-Cresol	2	RFD	200.0 <sup>a</sup>
D025	p-Cresol	2	RFD	200.0 <sup>a</sup>
D026	Cresol	2	RFD	200.0 <sup>a</sup>
D016	2,4-D	0.1	MCL	10.0
D027	1,4-Dichlorobenzene	0.075	MCL	7.5
D028	1,2-Dichloroethane	0.005	MCL	0.5
D029	1,1-Dichloroethylene	0.007	MCL	0.7
D030	2,4-Dinitrotoluene	0.0005	RSD	0.13 <sup>b</sup>
D012	Endrin	0.0002	MCL	0.02
D031	Heptachlor (and its hydroxide)	0.00008	RSD	0.008
D032	Hexachlorobenzene	0.0002	RSD	0.13 <sup>b</sup>
D033	Hexachloro-1,3-butadiene	0.005	RSD	0.5
D034	Hexachloroethane	0.03	RSD	3.0
D008	Lead	0.05	MCL	5.0
D013	Lindane	0.004	MCL	0.4
D009	Mercury	0.002	MCL	0.2
D014	Methoxychlor	0.1	MCL	10.0
D035	Methyl ethyl ketone	2	RFD	200.0
D036	Nitrobenzene	0.02	RFD	2.0
D037	Pentachlorophenol	1	RFD	100.0
D038	Pyridine	0.04	RFD	5.0 <sup>b</sup>
D010	Selenium	0.01	MCL	1.0
D011	Silver	0.05	MCL	5.0
D039	Tetrachloroethylene	0.007	RSD	0.7
D015	Toxaphene	0.005	MCL	0.5
D040	Trichloroethylene	0.005	MCL	0.5
D041	2,4,5-Trichlorophenol	4	RFD	400.0
D042	2,4,6-Trichlorophenol	0.02	RSD	2.0
D017	2,4,5-TP (Silvex)	0.01	MCL	1.0
D043	Vinyl chloride	0.002	MCL	0.2

<b>DOT X Ref</b>	<b>EPA X Ref</b>
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**SAMPLING**

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**SECTION 5 SAMPLING**

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**EPHEMERAL DATA COLLECTION GUIDANCE MANUAL****EPHEMERAL DATA COLLECTION GUIDANCE MANUAL**

*Prepared for:*

**CHEVRON RESEARCH AND TECHNOLOGY COMPANY**

Richmond, CA

*Prepared by:*

**ENTRIX, Inc.**

Walnut Creek, CA

with

**Arthur D. Little, Inc.**

Cambridge, MA

Project No. 329116

**May 9, 1996**

# EPHEMERAL DATA COLLECTION GUIDANCE MANUAL

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## INTRODUCTION

### 1.0 INTRODUCTION

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#### **PURPOSE**

The purpose of this guidance manual is to identify the basic sampling methods for collecting essential **ephemeral\*** samples and data, and to describe these methods so that they can be implemented by the Chevron first responders (or their immediately-available contractors) even if they have limited specialized experience, expertise and equipment.

#### **BACKGROUND**

There are several types of ephemeral samples and data that can be obtained only in the first few hours to a day or two following an oil spill (hereafter meant to include any unauthorized release of petroleum hydrocarbons to which the Oil Pollution Act of 1990 applies). In most spills, the oil quickly spreads on the surface, is dispersed in the water, stranded on the shoreline and other structures, removed by cleanup actions, and/or evaporated. Ephemeral data are often critical in making immediate decisions about identifying the least environmentally damaging containment, cleanup or protection countermeasures. Ephemeral data are also critical for evaluating the impacts of the spilled oil to natural resources and their habitats in the natural resource damage assessment (NRDA) that may follow months to years later. In most instances, the first responders at the scene will be Chevron employees from the facility (e.g., refinery, terminal, tank farm, pipeline, ship or barge, truck) where the spill originated. First responders are unlikely to be trained or experienced in the methods for collecting ephemeral data, nor are they likely to have the

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\*With regard to environmental sampling by Chevron first responders, ephemeral refers to samples and data that are particularly transient and changeable during the first 48 hours of the spill. Ephemeral data include: distribution of oil on and in the water; water and sediment quality in areas prior to oil impact; early weathering of the oil; petroleum hydrocarbon concentration in biota, especially mussels and other bivalves; and site physical characteristics.

necessary equipment readily available. More likely, the facility will have a response plan that relies on corporate response resources, such as Chevron's Advisory Resource Team (ART) and/or Environmental Functional Team (EFT) as well as experienced contractors and consultants (hereafter called consultants), some of whom may be on a 24-hr/7-day call-out status. However, by the time help arrives several hours to a day or two after the spill occurs, it will be too late for them to collect some of the critical ephemeral data.

#### APPLICATION OF MANUAL

This manual emphasizes the critical ephemeral data and samples that may be lost forever if they are not collected in the first 24–48 hours of a spill. These data include: (a) source oil and freshly spilled oil, (b) spatial distribution and amount of oil on the water surface, (c) unoiled and some oiled beach sediments, (d) water quality in unoiled and oiled areas, and (e) unoiled intertidal organisms. The manual briefly describes the purpose for obtaining each type of sample or data, and the relevance and importance of the environmental decision-making and assessment following an oil spill.

The manual provides **guidance** on where, when, and how to collect each type of sample and data. It recognizes that specialized equipment may not be readily available, however the basic materials and equipment are usually available at the facility or at nearby hardware, building supply and/or marine supply stores. Adequate logistics support (e.g., vehicles, boats, etc.) is also usually readily available.

The manual also emphasizes the importance of documenting the samples and data so that they can be used by scientists, engineers, economists, and attorneys to evaluate the environmental impacts of the spilled oil. With appropriate quality assurance and documentation, the data should also be useful in preparation for a negotiated settlement or litigation.

The manual does not provide detailed Standard Operating Procedures (SOP), site-specific protocols or study plans, work plans, quality assurance/quality control (QA/QC) plans, or a Health and Safety Plan. The manual also does not provide guidance for sampling biological resources such as birds, mammals, fish, most shoreline macroinvertebrates, or submerged organisms. The sampling methods for most of these biological resources

generally require technical expertise and experience that most first responders do not have and do not require for their usual jobs.

The manual also does not provide guidance on collecting data on recreational or commercial uses of the potentially oiled area and resources. All of these topics and issues will be dealt with by members of Chevron's ART and/or EFT as well as experienced consultants and contractors when they arrive on site, usually within 24 to 48 hours.

**PRIORITIES OF ACTIVITIES**

2.0

**PRIORITIES OF ACTIVITIES, GENERAL OBSERVATIONS, REQUIREMENTS, AND  
EQUIPMENT LISTS**

---

**INTRODUCTION**

This manual provides general **guidance** for the collection, processing, documentation and preservation of ephemeral samples and data. The guidance may need to be modified depending upon the characteristics of the site and oil spill. The actual methods implemented should be thoroughly documented in the field by the first responders doing the sampling. Documentation should include video and/or photographic methods. Any modifications to the methods described in this guidance manual or any other plans used by the first responders should be described in the field notes.

There are five overall guidelines that should govern the first-responders actions:

- (1) Be flexible, be practical, use common sense, and use prudent judgment.
- (2) Collect the samples and data, if in doubt. A decision to analyze them can be made later by Chevron EFT or consultants.
- (3) Document samples, methods, observations, chain-of-custody and other information that is relevant.
- (4) Contact the Chevron EFT or consultants for spill-specific advice as early as practical in the spill response, including while they are at home or en route.
- (5) Comply with health and safety procedures listed in the daily Incident Action Plan.

Ideally, this manual will provide incentive for Chevron's first responders to begin: pre-incident planning including: identification of local consultants; preparation of standard operating procedures to augment those described in following sections; training in field sampling methods; stockpiling equipment and materials or identifying local sources; identifying the sensitive habitats and resources to be sampled first; and preparation of the contact list for Chevron EFT and expert consultants. This manual also provides a brief description of the need for collecting each type of data or sample.

#### **PRIORITY OF FIRST-RESPONDER'S ACTIVITIES**

The following is a priority list of initial environmental sampling and monitoring activities for Chevron's first responders, with the highest priorities listed first. The actual order may need to be modified, based on spill-specific circumstances.

- (1) Contact one of the following members of the Chevron EFT (Pat O'Brien, Gary Rausina, Will Gala, Andy Glickman, Lucinda Jackson, Kirk O'Reilly, or Michael Ammann) or consultants for advice and guidance. A short phone call or fax can provide expert advice based on experience with numerous oil spills and save a lot of time.
- (2) Identify the first-responder ephemeral sampling team members, assign responsibilities and tasks, and identify schedule and reporting relationships within the team as well as with others in the response organization.
- (3) Assign one team member full-time to be responsible for documenting and compiling samples, data, photos, video tapes, field logs, chain-of-custody, and similar material according to procedures described in this guidance manual. This person should also be responsible for coordinating QA/QC activities with the first responders and for transitioning to the EFT QA/QC coordinator upon arrival at the site.
- (4) Compile general information on physical and biological site characteristics of the affected and adjacent areas, and on spill

characteristics, to the extent practical. The information will facilitate discussion with Chevron ART and/or EFT and consultants so they can plan ephemeral data/sample collection activities. Consult the oil spill Area Contingency Plan for information on sensitive or listed species.

- (5) Collect source oil and spilled (e.g., weathered) oil samples.
- (6) Document distribution and amount of oil with photos, video and personal observations at least once per day and preferably 2-3 times per day.
- (7) Collect water, beach sediment and biological samples “ahead” of the oil slick for “before impact” comparison.
- (8) Notify the appropriate state and federal fish and wildlife agencies responsible for managing any biological resources that Chevron first responders want to sample selected biota (e.g., mussels, clams) for pre-impact petroleum hydrocarbon bioaccumulation levels. Often, only a valid sport-fishing license will be required.
- (9) Collect water samples adjacent to and, if practical, within the oil slick.
- (10) Locate a secure place to store samples. At minimum, samples must be refrigerated to 4°C. A secure freezer, preferably one that can store sediment, oil and biological (but not water) samples at -20°C is also desirable.
- (11) Obtain logistic support, equipment and materials for incoming Chevron EFT and consultants.

A generalized sampling scheme and priority of sampling stations, based on Sections 3.0 and 5.0-7.0 following, is presented in Figure 2-1 (page H-53).

#### **GENERAL OBSERVATIONS**

General observations on the oil spill and site characteristics should be documented in writing, and with video and/or photographs daily and preferably 3 times per day to provide:

- (1) A basis for planning the ephemeral data and sample collection programs.
- (2) Background information to the Chevron ART and EFT, and consultants as they are en route to, and when they arrive, at the spill site.
- (3) Documentation of conditions that are essential input to any NRDA models and assessments that the state and/or federal trustees use.

Two example data sheets are provided in Appendix A (page H-38).

In addition, the surface oil trajectory model (e.g., WOSM) output provided to the Unified Command should be obtained as soon as it is available. The trajectory information may suggest areas and resources to be sampled and help establish the sampling priorities.

#### **GENERAL REQUIREMENTS FOR ALL EPHEMERAL SAMPLE AND DATA COLLECTION PROGRAMS**

There are five requirements that are applicable to all ephemeral sample and data collection programs. They are described below under Basic Quality Assurance, Chain-of-Custody, Documentation, Sample Station Location, and Sample Station Characterization.

#### **BASIC QUALITY ASSURANCE**

Adherence to basic quality assurance (QA) procedures is essential and will enhance the quality of the samples and data collected for subsequent use in environmental decision-making, NRDA evaluation, and potential negotiated settlements or litigation. These basic QA procedures include:

- (1) Follow the sampling protocols generally described herein, with modifications as provided by Chevron EFT or consultants.
- (2) Decontaminate sampling equipment (e.g., cores, sample bottles, spoons, etc.) between each sample with solvent (preferably methanol or

methylene chloride) or Alconox detergent followed by a distilled water wash. Collect the wash water, solvents and discarded sampling gear in containers for proper disposal as determined in the daily Incident Action Plan.

- (3) Mark the sample stations and document position using LORAN or GPS coordinates, radar, line-of-sight triangulation or other reproducible methods (see following sections for more detail).
- (4) Document site characteristics immediately prior to sampling (see following sections for more detail).
- (5) Maintain complete documentation, including chain-of-custody forms, and sample tags or labels for every sample or data type.
- (6) Process and store samples in the field so as to prevent cross-contamination between samples; e.g., keep samples in separate containers, and separate different sample types.
- (7) Store sediment, water and biological samples on frozen “Blue-Ice” if available, or ice cubes, in ice chests/coolers while in the field.
- (8) Transport samples on a daily basis to a secure storage area onsite where they can be kept cool or frozen as appropriate for specific samples. Where practical, transport directly to the analytical laboratory which will store the samples until analyses are done, is preferable.
- (9) Maintain proper chain-of-custody documentation for each sample (see Appendix A for example of chain-of-custody form).
- (10) Use nitrile gloves to avoid contaminating samples. If nitrile gloves are unavailable, use latex gloves. In either case, do not allow oil that has come into contact with the gloves to get into the sample. If it does, discard the sample and obtain a new one.

Environmental monitoring in the first 24-48 hours of a spill response should focus on the collection of reliable samples and data, and their documentation. Decisions regarding sample analyses can be made by Chevron's NRDA experts after they evaluate the spill response and initial injury to natural resources.

#### CHAIN-OF-CUSTODY

It is essential to maintain chain-of-custody on all samples and data such as video tapes. If the chain-of-custody is "broken," then the integrity of the sample and resulting data may be questioned later, especially if the NRDA and related assessments are adversarial between Chevron and other parties. A sample chain-of-custody form is provided in Appendix A.

Chain-of-custody means that the sample or data are the possession and under the control of the person identified on the form for the period specified on the form. Possession and control can mean literally in possession, within sight, or in secure storage where the access is limited to the person in possession. The person taking possession and the person relinquishing possession need to sign the form when the transition takes place.

Chain-of-custody forms should be completed as part of the documentation activity.

#### DOCUMENTATION

All field activities, observations, samples and data collected, personnel involved, and similar information should be documented in the appropriate media (e.g., paper, photographs or slides, video tape recording, computer files/diskettes, etc.). Before sampling, each sample location should be documented with photographs and/or video to record site conditions, geographic references, and human use. Documentation should only include objective observations, data, and similar information. It should not include personal opinion, speculations, preliminary conclusions, "editorial" notes, and similar material.

One person should be responsible for compiling all documents at a central, secure location, preferably at or near the Chevron command and resource coordination location. The

compilation and documentation may require more than one person in a substantial oil spill incident.

#### SAMPLE STATION LOCATION

The geographic location of each sample station should be determined and documented as accurately and precisely as time, conditions, equipment and expertise allow for two reasons. First, being able to show others where the samples and data came from may be important in establishing the next response action(s) and in estimating the oil impacts to natural resources. Second, the longer-term injury assessment and natural resource recovery monitoring programs may need to re-occupy the same stations to obtain data for comparison with data collected in the ephemeral sampling program.

Most sampling done from a ship or boat can utilize the global positioning system (GPS), radar, LORAN, or other navigational aids used by the vessel. If one of these systems, preferably a GPS, is not available on the vessel, the first responders should consider chartering another vessel that does have the equipment.

For sampling on mudflats, beaches, and other shorelines, there are several methods available for station locations. The fastest and easiest to implement is hand-held GPS, provided the precision of  $\pm 10$  m in most areas is acceptable. For most ephemeral data sampling in mudflats and sedimentary beaches, a  $\pm 10$  m precision is generally adequate. If more precision is required or desired, then there are at least 3 alternatives:

- (1) Use a differential GPS such as that used by surveyors for very precise positioning.
- (2) Have a survey crew determine the position of each sample, using a variety of standard survey methods and equipment.
- (3) Mark the sample location and/or document its location with respect to known, fixed landmarks, and survey the position at a later time if the exact coordinates need to be determined.

To the extent practical in the circumstances of a specific spill, the first responders should consider the following in establishing, marking and documenting the sample station locations:

- (1) Select stations with easy access to streets, roads, and parking lots. Note location and address on maps and in field notebook.
- (2) Select stations within sight and, preferably, easy measuring distance of distinctive, permanent landmarks (e.g., commercial buildings, piers, named/numbered storm drains, recreational buildings on the beach). On tidalflats and mudflats, it may be necessary to select buildings, etc. that are several hundred feet or more away. If possible, select landmarks that “line up.”
- (3) Mark the backshore end of the transect (which is usually oriented perpendicular to the waterline) with fluorescent paint if there is a dry solid surface. Be careful not to deface structures that cannot be cleaned up later. On sedimentary beaches, it may be necessary to drive a stake into the substratum and mark it with flagging.
- (4) Measure the distance and compass direction to actual sample station location(s) from this backshore marker, and record the information in the field notebook.
- (5) Document, with a camera and/or video recorder, the sample location in at least the four cardinal compass directions (e.g., N, E, S, W) on a tideflat, mudflat, or similar large area. On a linear shoreline, document the area in both directions along the shore as well as across the shore. For the latter, take photos and/or video from the waterline toward the backshore, and try to get a permanent, distinctive landmark in the photo or video. Then, take photos and/or video from the backshore to the waterline. In each photo, include a card with the station name/number and date.

As a guide to documenting the station location, the first responder should ask themselves “Could I relocate this station precisely and accurately with the data I am recording?”

## SAMPLE STATION CHARACTERIZATION

For sampling water and weathered oil on/in water, the characterization of sample stations is generally limited to the following information which should be recorded in the field notebook:

- (1) Station name/number and location.
- (2) Water depth.
- (3) Sea surface conditions.
- (4) Presence, amount, distribution, and weathered status of oil in the station vicinity.
- (5) Presence of flotsam and jetsam, seagrass, kelp, corals, birds, fish, marine mammals, and other macro-biota.
- (6) Salinity and temperature (if instrumentation is readily available to obtain these data).
- (7) Photograph and/or video; usually only useful to document #(4) or (5) above.

For sampling stations on tideflats, mudflats, and/or shorelines, the physical characteristics of the habitat as well as the oiling should be documented in writing in a field notebook, and with photos and/or video. The first responders should not rely solely on photos and/or videos for characterizing the station. Data and observations that may be recorded include:

- (1) Station name/number and location; describe relative to named access points and other landmarks.
- (2) Distance/direction from fixed points to station.

- (3) Substrate characteristics.
- (4) Time and estimated tide level.
- (5) Water conditions, especially surf, and wind conditions (direction and speed).
- (6) Substratum type (e.g., sand, cobble, mud, rock, concrete); close-up photos are recommended.
- (7) Beach use by people.
- (8) Number and orientation of photographs and/or video obtained; see Sample Station Location previously for guidance.
- (9) Location of man-made facilities (e.g., storm drains) and activities (e.g., lifeguard towers, fishing piers) nearby.

### **GENERAL EQUIPMENT LIST**

The equipment necessary to conduct each type of sampling is identified in Section 3.0-7.0 following. More site-specific lists of equipment, materials and logistic support may be developed by the local facility personnel in any pre-spill planning and training activities they conduct.

Additional items are listed in Appendix B (page H-42). Because the requirements for each location and facility will differ, additional space is provided in Appendix B for the first responders to add items that they consider necessary for safe and successful ephemeral sample and data collection.

**OIL FROM THE SOURCE AND WEATHERED OIL**

3.0

**OIL FROM THE SOURCE AND WEATHERED OIL**

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**PURPOSE**

Sampling source or “neat” oil immediately and weathered oil over the first few days (as well as later) is essential in oil spill situations. These samples provide the detailed chemical “fingerprinting” of the oil from the release source for comparison to waterborne or beached weathered oil. This information is especially important for evaluating the temporal changes in oil toxicity. Neat oil sampling and advanced chemical fingerprinting methods allow identification of the source, determination of the environmental fate of the spilled product, differentiation between multiple sources, and allocation of relative contributions of pollutant levels to their respective sources. Although weathered oil may persist in the environment, its toxicity decreases with time; therefore sampling over time provides specific information related to the extent and duration of the injuries.

**SAMPLING PRIORITIES**

Sampling of source and weathered oil should be initiated immediately in all oil spills.

The priorities, in chronological order, are to:

- Collect samples from the spill source (e.g., ship cargo tank, pipeline, onshore storage facility) and other suspected or possible sources, especially if there is any uncertainty about the source(s).
- Collect samples of the spilled oil including “fresh” oil and emulsified oil (mousse) from the leading edge of the floating oil slicks; this sampling can be conducted in conjunction with water column sampling described in Section 5.0 (page H-23).

- Collect oil samples in the main oil slick and near the release point, if practical and safe.
- Collect samples of beached oil; this sampling can be conducted in conjunction with shoreline sediment sampling, described in Section 6.0 (page H-28).

### SAMPLING METHODS

The primary objective is to obtain samples of the source oil which have not been exposed to environmental conditions and thus have not begun to weather significantly. It may not always be possible or practical to collect neat oil. For example, during oil tanker or platform fires, the oil “source” is consumed or altered during the spill event. In such cases, it may be necessary to obtain samples of the “source” product from the point of origin loading facility (in the case of a tanker which is lost) or from the same production formation (in the case of a platform blowout); these samples can be obtained by the consultants after they arrive.

Source oil and recently-released weathered oil samples should be collected as soon as practical after the spill event. A bomb or pond sampler may be used to collect source samples which cannot be reached by hand. An uncontaminated spoon or scoop may be used if the source is accessible by hand. Use nitrile gloves if available to avoid contaminating samples. If nitrile gloves are not available, use latex gloves. In either case, do not allow oil that has come into contact with the gloves to get into the sample. If it does, discard the sample and obtain a new one.

Four samples should be collected, three replicates for chemical analyses and one for possible toxicity tests. Each sample should be a minimum 100 ml and preferably as much as the sample container will hold. The sample should be collected into a pre-cleaned, certified (e.g., I-Chem) glass, wide-mouth jar; however, a clean, glass jar with an airtight cap will work if necessary. The samples should be labeled, kept cool in the field and then stored frozen at  $-20^{\circ}\text{C}$  prior to shipment to an analytical laboratory. Any sampling devices or implements used to collect samples should be stainless steel and rinsed with a solvent such as methanol or methylene chloride immediately prior to use for each replicate sample.

If solvent is not available, a thorough washing with Alconox laboratory detergent followed by rinsing with distilled water will work.

The same sample collection procedure should be used to collect samples of the “weathered” oil including the floating oil slick, mousse, and tarballs, and oil deposits on the shoreline.

An additional objective is to minimize the amount of water collected and retained with the weathered oil sample. The excess water can be removed by pouring the oil from one jar to another, possibly several times, until the sample is mostly oil and most of the water is discarded.

**DISTRIBUTION OF OIL**

4.0

**DISTRIBUTION OF OIL**

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**PURPOSE**

Documentation of the changes in distribution of oil on the water surface and the amount (thickness) of oil in the surface slicks for the first 48 hours of an oil spill is necessary for NRDA. Several state NRDA procedures are based on the area covered by oil from the beginning of the spill; an overestimate results in an overestimate of economic damages. The amount of oil present is important for estimating injury in some state and federal NRDA models.

The documentation of oil distribution, independent of or in addition to that done by USCG, NOAA and cleanup contractors, is necessary because they typically do not accurately and precisely document the oil amount or distribution beyond what they need for short-term cleanup operation decisions. Location, date, elevation, scale, etc. are often not well-documented. Also, video tapes, photographs and/or written observations may not be readily available when needed by the NRDA teams.

**SAMPLING PRIORITIES**

The first priority is to document the distribution of oil on the water surface, particularly the large slicks, because this distribution can change rapidly and markedly under the influence with wind, tidal currents, and other water currents.

The second priority is to document oiled shorelines. However, once oil is stranded on the shore, it is typically visible for several days to weeks and can be documented by the Shoreline Cleanup Assessment Team (SCAT) or consultants.

**SAMPLING METHODS**

The distribution of oil should be documented at least twice per day beginning with the first day and continuing for the next 2-5 days when the frequency may be reduced to daily or less.

Permanent and quantitative documentation of the distribution of oil should be done by a commercial aerial photography firm with the following specifications:

- Color film and, if available, infrared film in 9" x 9" format on a continuous roll.
- Overlapping frames, preferable 60% forward overlap and 30% side overlap.
- Scale of 1" = 500' for overwater photography.
- Scale of 1" = 200' for shoreline photography (this should be separate flight line(s) from over water survey).
- Time, date, and location (via GPS if possible) should be recorded on each frame or, at minimum, at begin and end of each flight line.
- As early as practical in the morning and early to mid afternoon; however, local conditions and experience of the aerial survey firm may dictate more appropriate time periods.

If the video equipment, aircraft (preferably a helicopter), and people are available, a low-level aerial video survey is useful to document the estimated amount of oil on the water surface as well as on the shore zone. The video operator records the oil slicks while a second observer estimates the amount of oil present, based on the characteristics described in Table 4-1. The geographic location of images recorded on the videotape (VTR) must be recorded on the audio track of the videotape or cross-referenced with notes kept by the second observer. The video camera should use color VTR and record time, date, and audio. The start and end time and locations for each VTR must be recorded.

**Table 4-1. General Relationship of Sheen Color to Oil Layer Thickness.**


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<u>State of Alaska</u>	<u>Exxon</u>	<u>Thickness (mm)</u>
Gray	Very light sheen (transparent)	0.00005
Silver	Silver sheen	0.00010
Blue	First color	0.00015
Rainbow	Rainbow	0.0003
Copper	Dull	0.001
	Yellow brown	0.01
Brown	Light brown	0.1
Black	Brown/black	1.0

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**WATER SAMPLING****5.0****WATER SAMPLING**

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**PURPOSE**

The primary purpose of sampling the near surface water column (upper 1 m) in unoiled and oiled areas is to determine the concentration of toxic petroleum components such as aromatics. The secondary purpose is to determine what portion of the petroleum hydrocarbons present may come from the spilled oil as a result of physical mixing, dissolution, adsorption to suspended particles, etc.

The petroleum components in the water column may be at concentrations that could be toxic to fish, crustaceans, plankton, and eggs and larvae, all of which may constitute substantial injury and thus monetary damages in the NRDA process. The concentration of petroleum hydrocarbons in the upper 1 m of the water column is highest in the first few hours to day following a release of fresh oil, and decreases very rapidly. Therefore, to document the time-concentration relationship, Chevron's first responders should collect water samples during the first day of the spill response.

**SAMPLING PRIORITIES**

The first priority is to collect samples in areas that are not yet affected by the oil, but which are expected to be affected, based on trajectory analyses and professional opinion of the Unified Command. Begin with the sensitive areas that are likely to be oiled within the first few hours to 1-2 days.

The second priority is to collect samples in oiled areas, provided it is safe and permitted by the Unified Command. Within the oiled areas, the first priority is to sample in the main oil slick followed by sampling at the leading margin where the oil slick has begun to break up and the oil has begun to weather. If oil is already ashore, some sampling could be conducted in the offshore area adjacent to the oiled beach, and outside the surf zone.

The **third** priority is to sample reference areas. These are areas unlikely to be affected by the spill and that are similar to the affected areas. In general, the selection and sampling of reference areas should be left to Chevron ART or EFT who will consult with the trustees as appropriate.

The second and third priority samples should be collected within 48 hours after the spill, if practical. These samples may be collected by the Chevron EFT or consultants, if they arrive within the first 24-48 hours.

### SAMPLING METHODS

Discrete samples should be collected in the priority sequence described above, beginning on the first day of the spill and at least once per day thereafter until Chevron's EFT and consultants arrive.

At each sample station, sampling should meet the following criteria:

- Three replicate samples from each sample depth (e.g., 1 m, 2 m, 5 m below water surface).
- Samples should be taken as close in time and location as practical.
- Samples taken about 1-m below the surface; additional sample depths may be taken at 2-m and 5-m below the surface if time and equipment allow, and if there has been sufficient wave energy to suggest that oil may be physically dispersed into the water column.
- Sampler to be cleaned between each sample (especially important for samples obtained in the oiled areas) using solvent (preferably methanol or methylene chloride) or Alconox detergent plus distilled water rinse.
- Sampler must not be deployed directly through oil at the surface. If it is, the sampler must be decontaminated before being used again.

Samples should be obtained with a water sampler capable of obtaining at least 1-liter of water. The sampler should be deployed from the surface and kept closed during deployment and retrieval. Any visible oil at the water surface should be “moved aside” with a water hose, compressed air, or a paddle before sampler deployment. The sampler should be cleaned between samples. The preferred sampler is one that:

- Allows for the sample bottle (minimum size 1 liter and ideal size 2 liters) to enter the water through the surface in a closed position.
- Can be opened at the desired depth.
- Can sample reliably at a prescribed sampling depth.
- Can be closed after sample collection.
- Allows for preservation of the sample in the sample container.

The recommended sampler is the “Sub-surface Grab Sampler III” (Ben Meadows Co., telephone number 1 (800) 241-6401; Cat. No. 226400), with pre-cleaned, 2500mL, amber-glass wide mouth jars (closure size 70-400), available from Environmental Sampling Supply, Inc. (ESS) (telephone number 1 (800) 233-8425, Cat. No. 2500-0500) or other supplier. The sample can be poured into the specific sample jars, with the volatile organics analysis (VOA) sample collected first.

Two types of samples will be obtained for chemical analyses: one for semi-volatile organics and one for total petroleum hydrocarbons (TPH) and polyaromatic hydrocarbons (PAH).

For volatile organics (VOA):

- (1) Use only standard, pre-cleaned, 40-ml glass, screw-cap, VOA vials with Teflon®-faced silicone septum and containing 2 drops of 6N hydrochloric acid as preservative. These will be provided by the laboratory.

- (2) Fill out label on bottle with the following information: sample number, sample type, date, analysis to be conducted (volatile organics), time of collection, collector's name. Use permanent marker for labeling. Cover label with clear tape. Complete sample collection data sheet and chain-of-custody form.
- (3) After retrieving the field sample, pour the VOA sample gently into bottle to prevent formation of air bubbles in the vial as it is being filled. Fill vial until a meniscus is formed over the lip of the vial. Cover with screw-cap lid. After tightening the lid, invert the bottle and tap to check for air bubbles. If bubbles are present, pour out the sample, add 2 drops of hydrochloric acid, and refill with sample.
- (4) Seal each VOA vial in a separate plastic bag to prevent cross-contamination.
- (5) Place sample in small ice chest with frozen "Blue-Ice" or ice cubes.
- (6) Transfer to refrigerator for storage at 4°C and send samples to analytical laboratory within 24-48 hours, if possible (maximum holding time prior to extraction and analysis is 7 days).

For TPH and PAHs:

- (1) Use only pre-cleaned amber glass bottles, preferably from an analytical laboratory. Five ml of 6N hydrochloric acid per liter of water should be added as a preservative. Preferably, the acid will be added by the laboratory; if not, it will need to be added by the field sampling team. Use one-liter, amber-glass, screw-cap bottles with Teflon® liners.
- (2) Fill out label on bottle with the following information: sample number (each sample container must have discrete number), sample type (e.g., water), date, location of sampling, time of collection, and collector's name. Use permanent marker for labeling. Cover label with clear tape. Complete sample collection data sheet and chain-of-custody form.

- (3) Carefully fill bottle completely with water. Replace the cap and check to make sure screw-cap covers are tightly in place.
- (4) Place sample in small ice chest with frozen "Blue-Ice" to maintain a temperature of 4°C. If "Blue-Ice" is not available, use ice cubes or block of ice.
- (5) Transfer to refrigerator for storage at 4°C. Send samples to the analytical laboratory within 24-48 hours, if possible. Do not freeze water samples.

**INTERTIDAL SEDIMENT SAMPLING**

6.0

**INTERTIDAL SEDIMENT SAMPLING**

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**PURPOSE**

The purpose of sampling the beach sediments (e.g., mud, sand and/or gravel) in unoiled areas is to determine the concentration of oil fractions, especially toxic ones such as aromatics, that are present prior to the spilled oil reaching the beach and to determine what proportion of the petroleum hydrocarbon present comes from the spilled oil compared to other sources. The oil on and in beach sediments may be toxic to animals and plants living there.

The emphasis of the ephemeral sampling program is on beaches that are unoiled, but are likely to be oiled within 2-5 days. Sampling of oiled beaches, unoiled reference beaches, and oiled or unoiled rocky shores could be done by first-responders using the methods described below. However, once a beach is oiled, the oil is generally persistent for several days to weeks or months, and could be sampled by Chevron's EFT or consultants after they arrive. Also, samples for sediment grain size and total organic carbon analyses can generally be deferred for a few days. Offshore and subtidal sediments are typically not affected by spilled oil in the first few days (except for oil that is heavier than water when released) and could also await sampling by Chevron's EFT or consultants. Subtidal sampling requires either divers or specialized sampling equipment that may not be readily available to first-responders.

**SAMPLING PRIORITIES****OILED AND UNOILED AREAS**

Samples should be obtained from the potentially oiled and reference areas in the following sequence of decreasing priority (see also Figure 2-1).

- (1) Areas that have not been oiled but are likely to be within 24-48 hours.
- (2) Areas that have not been oiled, but may be 2-5 days hence.
- (3) Reference areas that are unlikely to be oiled.

Priority category (1) is the critical sampling effort and must be completed before oil reaches the area. Also, sampling of sediments in oiled areas can be left for a few days.

#### HABITATS

Within each of the potentially oiled areas, especially priority category (1), habitats should generally be sampled in the following sequence of decreasing priority (see also Figure 2-1);

- (1) Areas known or suspected to be utilized by threatened or endangered species.
- (2) Wetlands, mangroves.
- (3) Tidal mudflats.
- (4) Sand/gravel beaches.

Field judgment may modify this sequence; for example, if oil will reach a sand beach within 3 hours and a wetland after 12 hours, then the sand beach could be sampled first. Also, information on areas of specific habitats that are utilized by threatened or endangered species may be available from the Area Contingency Plan and/or the local state or federal fish and wildlife agencies.

#### SAMPLING METHODS

Collection of discrete samples should be collected in the priority sequence described above, preferably on the first day of the response. Subsequent sampling at the same

locations will probably be done by Chevron EFT or consultants, so station locations need to be marked and documented.

Stations should be located at the same elevation relative to mean lower low water (MLLW) or other standard tidal datum used in the area. If practical, three tidal elevations should be sampled, in the following sequence of decreasing priority:

- (1) Mean high tide where most of the oil is typically stranded and greatest intertidal beach recreation use occurs, though biological diversity is lowest here.
- (2) Mean sea level where less oil is stranded but intertidal biological diversity begins to increase.
- (3) Mean low tide where the least oil is stranded, beach recreation use is lowest, and intertidal biological diversity is greatest.

At each station, obtain at least three replicate samples within a 5-m diameter. The sampling procedure for each sample is described in the following 7 steps:

- (1) Prior to any sampling and after marking the station location, photograph or video the sampling site. Take video and/or the photos in both directions along the shore as well as from the waterline toward the backshore, and from the backshore to the waterline. Try to get permanent and distinctive landmarks in some photos and/or videos for future reference.
- (2) Collect sample with pre-cleaned core sampler, preferably stainless steel. However, brass core liners or plastic, PVC, or acrylic pipe may be used if that is all that is available. Core should be 10-cm long, if possible, and at least 2.5-cm, preferably 5-cm, in diameter. In gravel or small cobble, it may be necessary to dig the 10-cm deep sample out using a pre-cleaned trowel, spoon or similar tool.

- (3) Fill out label on bottle with the following information: sample number (each sample container must have discrete number), sample type (e.g., sediment), date, location of sampling, time of collection, collector's name. Use permanent marker for labeling. Cover label with clear tape. Complete sample collection data sheet and chain-of-custody form.
- (4) Use 8-oz. screw-cap jar with Teflon® liners, preferably glassware pre-cleaned and provided by the analytical laboratory. Fill jar completely with soil/sediment if possible; a minimum of 100-ml is required for analyses. Replace cap and make sure cap cover is tightly sealed. As an alternative, the core can be left in the core sampler and frozen on dry ice at the site. This allows the sediment stratigraphy, if any, and depth of visible oil penetration into the sediment to be documented. The core can be sectioned, if needed.
- (5) Wash all equipment that will be used to collect sample with solvent (preferably methanol or methylene chloride) or Alconox detergent and rinse completely with distilled water prior to use and between each sample collection to prevent cross-contamination of samples. Equipment to be cleaned includes shovels, spatulas, mixing bowls, cores, etc.
- (6) Place sample in an ice chest with dry ice if available or, at minimum, with frozen "Blue-Ice" to maintain a temperature of 4°C. If "Blue-Ice" is not available, use ice cubes or block of ice. Transfer to a freezer for temporary storage at -20°C.
- (7) Samples should be sent to the laboratory within 24-48 hours, if possible, and held at -20°C prior to extraction. Maximum holding time prior to extraction and analysis is 14 days.
- (8) Mark the location of the sample sites using stakes and flagging distances/directions to permanent landmarks, etc. so the stations can be relocated for subsequent sampling programs.

**ANIMALS****7.0  
ANIMALS**

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**PURPOSE**

Several species of animals live in or on the intertidal habitats and do not move far (or at all); i.e., clams, mussels, snails, some crabs and shrimp. These animals bioaccumulate petroleum hydrocarbons, as well as other organic and inorganic compounds, to concentrations greater than that of the sediment or water in which they live. The extent to which the animals in oiled areas have bioaccumulated a higher concentration of petroleum hydrocarbons compared to animals in unaffected areas may be used as a qualitative index of exposure and possible impacts to them as well as to the animals that feed on them. This information is important in assessing injuries to natural resources to evaluate recovery, and in evaluating the restoration alternatives during the NRDA.

**SAMPLING PRIORITIES****OILED AND UNOILED AREAS**

Samples should be obtained from the potentially oiled and reference areas in the following sequence of decreasing priority (see also Figure 2-1).

- (1) Areas that have not been oiled but are likely to be within 24-48 hours.
- (2) Areas that have not been oiled, but may be 2-5 days hence.
- (3) Reference areas that are unlikely to be oiled.

Priority category (1) is the critical sampling effort and must be completed before oil reaches the area. Priority categories (2) and (3) may be left to incoming Chevron EFT and consultants, assuming they will arrive within 48 hours. Also, sampling of animals in oiled areas can be left for a few days.

#### HABITATS

Within each of the potentially oiled areas, especially priority category (1), habitats should generally be sampled in the following sequence of decreasing priority. Field judgment may modify this sequence; for example, if oil will reach a sand beach within 3 hours and a wetland after 12 hours, then the sand beach could be sampled first.

- (1) Wetlands, mangroves.
- (2) Tidal mudflats.
- (3) Intertidal and shallow subtidal seagrass beds.
- (4) Sand/gravel beaches.
- (5) Rocky shores.
- (6) Marina floats, pier pilings, etc.

#### ANIMALS

Sampling should emphasize large, sedentary or sessile animals with the priority sequence as follows:

- (1) Mussels.

- (2) Clams.
- (3) Other bivalves (e.g., oysters).
- (4) Snails.
- (5) Sand crabs and other burrowing crabs.
- (6) Ghost shrimp and other burrowing shrimp.

Mussels, clams, and other bivalves are much preferred because they do not quickly alter the bioaccumulated petroleum hydrocarbons and there is a large amount of scientific study and data on these animals.

#### **SAMPLING METHODS**

#### **NOTIFICATION OF AGENCIES**

Prior to sampling, notify the state and federal fish and wildlife agencies responsible for managing the biota that Chevron first responders want to sample. The appropriate agencies will usually be the federal NOAA and/or USFWS and the state fish, game and wildlife or habitat protection agency. Often only a valid sports fishing license is required, however, in some instances a “scientific collector’s” permit and/or explicit, site/incident specific permission may be required.

#### **SAMPLE LOCATIONS AND STATIONS IN A HABITAT**

In each habitat, sample at least 3 stations if practical. These stations should be more or less equally spaced in the habitat, however ready access to the habitat may suggest alternative sample stations. The stations should be adjacent to the locations for sediment and possibly water samples (see Sections 6.0 and 5.0, respectively).

At each station, collect at least 3 samples, if practical. These should be within the same general area (e.g., within a 100-ft. diameter), preferably in the mid/high-intertidal zone.

A sample should consist of at least 10, and preferably up to 25 individual animals. If the animals are small (<0.5 in), collect up to 50 for a sample, if practical.

Remove the animals from the rocky shore or surface of the sediment, and rinse the debris and sediment from them using (in order of preference) distilled water, clean tap water or clean seawater. For some clams, sand crabs, and other burrowing animals, remove them by shovel, clam gun or hand, and rinse the sediment from them.

Place rinsed animals in heavy duty aluminum foil, preferably pre-rinsed or washed with (in order of preference) Alconox detergent, distilled water or clean tap water, and wrap them in several layers.

Place a sample tag with the following information on each sample: sample number (each sample must have a unique number), sample type, common name, species and genus (if known to the sample collector) analysis to be performed, location, time and date of collection, and collector's name. Store the sample in a cooler at 4°C. Transport as soon as practical (and within 12 hours) to the analytical laboratory or a secure freezer where the samples can be stored at -20°C until a decision about subsequent analyses can be made.

## LOGISTIC SUPPORT FOR CHEVRON EFT AND CONSULTANTS

## 8.0

## LOGISTIC SUPPORT FOR CHEVRON EFT AND CONSULTANTS

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Chevron's first-responders are likely to be based at the facility from which the oil is spilled. They will generally be more familiar with the locally available logistic support, sources of equipment materials and supplies, and reliability of suppliers than will be the specialized consultants who will arrive within a day or two following Chevron's call-out and authorization to proceed. Therefore, the Chevron first-responders can notify the local suppliers and providers of logistic support to be prepared to mobilize very quickly once the consultants and contractors arrive and determine what will be required to implement the field sampling and laboratory analysis programs.

The first-responder's actions, in approximately chronological order, are:

- (1) Contact one of the previously identified Chevron EFT members to describe the status of spilled oil, resources and habitats at risk, and impacts so far.
- (2) Request recommendations from the EFT member regarding logistics to mobilize, and equipment and supplies to order or have on hand.
- (3) Contact consultants directly (with agreement from EFT member) to confirm or to determine the logistics, and equipment and supplies that are likely to be required immediately upon their arrival.
- (4) If (1) through (3) are not practical or contacts cannot be made quickly, then either alert or mobilize the major sampling and observation equipment required to collect the samples described previously in Sections 3.0-7.0. These include:
  - 1 helicopter for reconnaissance and for aerial video and photographic documentation of distribution of oil. (A fixed wing aircraft can be used, but it is much more limited and difficult.)

- 1 or 2 boats of sufficient size and stability to operate in the oiled or potentially-oiled habitats, and with deck and cabin space for sample collecting and processing, lifting gear (optional), and with a captain knowledgeable of local conditions.
  - 3 vehicles, preferably a car, van and a 4-wheel drive pickup. If use of a vehicle on the beach is allowed, substitute a beach vehicle for the car.
- (5) Identify, and obtain or initiate mobilization of other logistic support, supplies and equipment including:
- Global positioning system (GPS) or other reliable system, for sample station location.
  - Bottles, coolers, sample types, chain-of-custody forms, and sample handling directions from local analytical chemistry laboratory.
  - Cellular phones, 2-way hand held radios and/or other appropriate means of communications.
  - Hand-held video camera or camcorder with a case of new video tapes.
  - Topographic maps, NOAA hydrographic charts, and local street/road maps for the affected areas.
  - 2 or more telephones on separate phone lines with speaker and conferencing capabilities.
  - Source of recent aerial photographs of the area. (Actual photographs will be even better).
  - Reliable aerial photographic firm that has color and infrared film.

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**APPENDIX A. SAMPLES OF FORMS AND DATA SHEETS****Appendix A: Samples of Forms and Data Sheets**

General Oil Spill and Environmental Information on Marine Releases

Natural Resource and Human Use Data for Marine Releases

Chain of Custody Record



## NATURAL RESOURCE AND HUMAN USE DATA FOR MARINE RELEASES

## OFFSHORE AREAS

## Sensitive Marine Resources

Seabirds: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Waterfowl: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Marine mammals: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

## Commercial Use

Industrial (specify type, location): \_\_\_\_\_  
 Finfish (specify type, location): \_\_\_\_\_  
 Shellfish (specify type, location): \_\_\_\_\_  
 Other (specify type, location): \_\_\_\_\_  
 Recreational/Navigational use: \_\_\_\_\_  
 Other special features: \_\_\_\_\_

## NEARSHORE/ONSHORE AREAS

## Sensitive Marine Resources

Shorebirds: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Waterfowl: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_ Nesting Area \_\_\_\_\_  
 Marine mammals: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Estuaries: \_\_\_\_\_  
 Wetlands: \_\_\_\_\_  
 Coral reefs: \_\_\_\_\_  
 Rare, endangered, unique species; associations (specify species/type): \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

## Commercial Use

Industrial (specify type, location): \_\_\_\_\_  
 Finfishery (specify type, location): \_\_\_\_\_  
 Shellfishery (specify type, location): \_\_\_\_\_  
 Other: \_\_\_\_\_

## Recreational Use

Harbors: \_\_\_\_\_  
 Boating: \_\_\_\_\_  
 Tourism: \_\_\_\_\_  
 Beach uses: \_\_\_\_\_  
 Other (specify): \_\_\_\_\_



---

**APPENDIX B. GENERAL LIST OF SAMPLING EQUIPMENT AND SUPPLIES****Appendix B: General List of Sampling Equipment and Supplies**

The following lists identify some of the items that are necessary or desirable for ephemeral data sampling activities. The lists are not necessarily complete for each geographic location or oil spill. The first responders are encouraged to review the lists as a pre-spill planning action and modify the lists as appropriate. Also, after responding to an actual spill or to a spill drill, the first responders are encouraged to review the lists and modify them based on the field experience gained for their site(s).

Personal ItemsWater Sampling KitsWater and Sediment Sampling Equipment KitStation Location and Characterization Kit





**WATER AND SEDIMENT SAMPLING EQUIPMENT KIT**

The water and sediment sampling equipment kit in a Rubbermaid Actionpacker storage container contains the items listed below. This kit supplements the water sampling kit described on the previous page with additional items that may be required for sampling efforts.

- 2—Rubbermaid mini buckets
- 3—Spools nylon twine (375 ft.)
- 1—Utility knife
- 1—Small hand held shovel
- 12—Disposable plastic/wooden scoops
- 2—Stainless steel scoops
- 1—Bottle Fast Orange Hand Cleaner (15 fl. oz.)
- 2—All weather disposable cameras (27 exp.)
- 2—Rolls paper towels
- 1—Box/33-gallon plastic garbage bags
- 1—Box/20-gallon size heavy duty zip lock bags
- 1—Box/20-gallon size regular zip lock bags
- 1—Box/20-quart size heavy duty zip lock bags
- 1—Box/50 disposable nitrile gloves size-large
- 1—Box/100 disposable nitrile gloves size-large
- 1—Box with 36 leftover nitrile gloves from sampling kits
- 2—Rolls of duct tape (2" x 20 yds.)
- 1—Small jar of Alconox soap
- 1—Non-breakable 1-gallon container of methanol or methylene chloride
- 4—Small empty jars
- 1—Sentry First Aid Kit
- 2—Bottle brushes
- 1—Current tide book
- 1—Flashlight with extra batteries and bulbs
- 1—Roll of Neon Orange flagging tape
- 1—Metal clipboard w/one inch storage area
- 1—Mini cassette recorder w/three blank tapes (batteries included)
- 1—Green plastic file box containing:
  - 12—Chain-of-Custody forms
  - 8—Blank Fed Ex labels w/plastic pockets
  - 2—Packs I-CHEM sample container labels (stock #503)
  - 1—Pack I-CHEM custody seal (stock #500)
  - 1—Narrow ruled canary tablet
  - 1—Pad grid paper
  - 2—"Rite-in-Rain" field notebooks





**APPENDIX C. CHECKLIST FOR FIELD SAMPLING****Appendix C: Checklist for Field Sampling to Collect NRDA Ephemeral Samples**

The checklists provided here summarize the priority activities, general requirements and the major steps for field sampling and sample handling for: (a) oil and spilled oil; (b) distribution and amount of oil; and (c) water, sediment and biological samples in unoiled and oiled areas. More detail is provided in Sections 3.0-7.0 of the manual. Depending upon site and spill-specific conditions, each checklist may be subject to change based on the best judgment of the on-scene first-responders.

**PRIORITY OF ACTIVITIES**

- Contact Chevron EFT and/or consultants for advice.
- Assign a person to full-time documentation activities
- Compile information on site and spill characteristics
- Collect source oil and spilled oil samples.
- Photo and video document distribution and amount of oil.
- Collect water, beach sediment and biological samples.
- Obtain logistic support and equipment for incoming consultants.

**GENERAL REQUIREMENTS**

- Follow written sampling protocols and document deviations from protocols.
- Decontaminate all sampling equipment between samples.

- Mark and document sample station locations.
- Complete documentation in field as program proceeds.
- Process and store samples to prevent cross-contamination.
- Store and transport samples as described in sampling protocols.
- Transport samples to secure storage or to laboratory as soon as practical.
- Maintain unbroken chain-of-custody of samples or data.
- Document all field activities, observations, samples, data collected, and similar information, and provide original of documents to documentation specialist.

**SOURCE OIL AND SPILL OIL**

- Collect “neat” oil from the source, leading edge of oil slick on water, and oiled beaches in that order, if conditions and safety permit.
- Collect three replicate samples at each station, if practical.
- Sampler may be a scoop, bomb sampler, spoon or similar device.
- Use clean sampling equipment and clean it between samples.
- Collect 100-ml or enough to fill sample container.
- Use sample containers provided by laboratory or use cleaned glass jar with air-tight lid.
- Keep sample on “Blue-Ice” at 4°C in field and store at –20°C.

**DISTRIBUTION AND AMOUNT OF OIL**

- Use commercial aerial photography or photogrammetry survey firm to obtain color and infra-red (if available) photographs.
- Obtain complete coverage of oil on water twice per day; include oil on shoreline if time permits.
- Specify 60% forward and 30% side overlap of 9" x 9" format at a scale of 1" = 500' over water and 1" = 200' for shoreline.
- Document date, time, and location (via GPS if possible) of each frame or, at minimum, of the beginning and end of the flight line.
- If time and resources, permit, conduct aerial video survey from a helicopter at 750-1,000' elevation to document amount of oil on the water surface.
- Document time, date, and location of video tape records.

**WATER SAMPLING**

- Sample in priority order in: the sensitive areas potentially affected with hours to 1-2 days; oiled areas (main slick and edge of slick); and reference areas.
- Collect three replicate samples at 1-m below water surface at each station and at least once per day.
- If available, use a "Sub-surface Grab Sampler" or equivalent which meets the requirements specified in Section 5.0. If not, use available commercial oceanographic water samplers.
- Wash sampler with solvent or detergent before each sample.

- Collect at least 1-liter of water per sample to be divided for separate TPH/PAH and volatile organic analyses.
- Follow detailed procedures in manual for subdividing the sample for these 2 analyses.

**SEDIMENT SAMPLING**

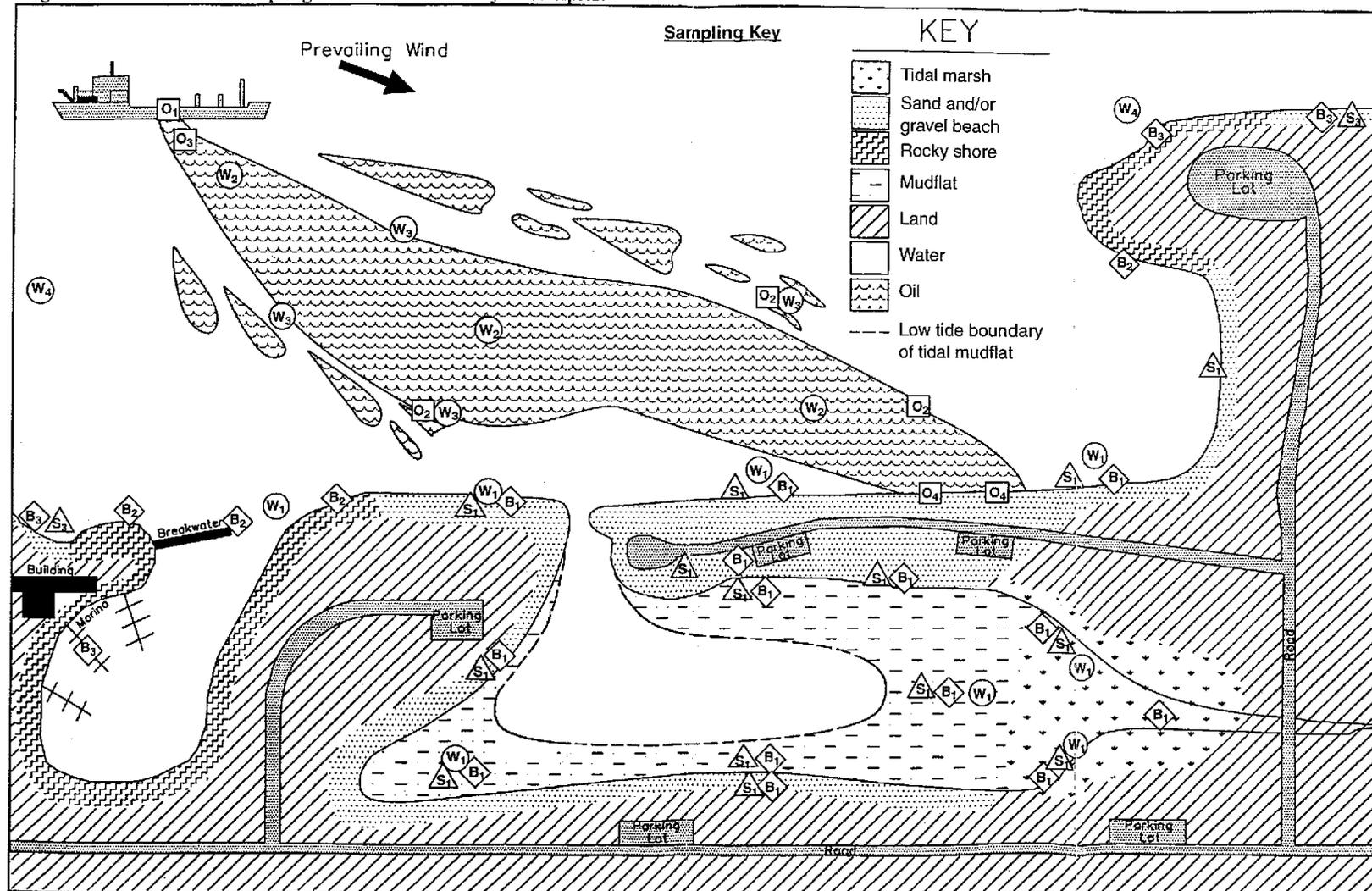
- Sample in priority order in: beach areas potentially affected within hours to 1-2 days; areas that may be oiled in 2-5 days; and reference areas.
- Within these areas, sample habitats in priority order: wetlands and mangroves, tidal mudflats, and sand/gravel beaches.
- Samples collected once, preferably on first day.
- Sample stations to be located at same tidal elevation.
- Collect at least three replicate samples within a 5-m diameter.
- Use core, preferably stainless steel, to obtain sample 10-cm long with 2.5 to 5.0 cm diameter. In gravel/cobble, dig out sample to 10-cm depth.
- Sample to be placed in cleaned jar or retained in core and frozen on dry ice if possible.

**BIOLOGICAL (ANIMAL) SAMPLING**

- Sample in priority order: the areas potentially affected within hours to 1-2 days; areas potentially oiled in 2-5 days; and reference areas.
- Within these areas, sample habitats in priority order: wetlands and mangroves, tidal mudflats, intertidal and shallow subtidal seagrass beds, sand/gravel beaches, rocky shores, and man-made structures.

- Within habitats, preference for animals to sample is mussels or clams first, other bivalves next, then burrowing crabs, and burrowing shrimp.
- In each habitat, sample 3 stations, more or less equally-spread in the habitat if practical.
- Collect 1 and preferably 3 samples per station, within a 100-ft. diameter in the mid to lower-high intertidal zone, if practical.
- Collect 10-25 animals per sample, rinse with distilled water, and wrap in aluminum foil.

Figure 2-1. Generalized Sampling Scheme and Priority of Samples.



**Key to Figure 2-1 – Generalized Sampling Scheme and Priority of Samples****W = Water Samples**

W<sub>1</sub> = sensitive areas about to be oiled

W<sub>2</sub> = main slick

W<sub>3</sub> = edge of slick

W<sub>4</sub> = reference areas

**S = Sediment Samples**

S<sub>1</sub> = beaches about to be oiled

S<sub>2</sub> = oiled areas (may be left to Chevron EFT or consultants)

S<sub>3</sub> = reference areas (may be left to Chevron EFT or consultants)

**O = Oil Samples**

O<sub>1</sub> = source oil

O<sub>2</sub> = fresh oil at leading edge of main slick

O<sub>3</sub> = fresh oil near source in main slick

O<sub>4</sub> = beached oil (may be left to Chevron EFT or consultants)

**B = Biological Samples**

B<sub>1</sub> = areas about to be oiled immediately

B<sub>2</sub> = areas potentially oiled in next few days

B<sub>3</sub> = reference areas (may be left to Chevron EFT or consultants)

DOT X Ref

EPA X Ref

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SPILL IMPACT  
SECTION 6

## SPILL IMPACT

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**SECTION 6 SPILL IMPACT**

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**SPILL IMPACT CONSIDERATIONS**

There are numerous factors that must be considered by the Incident Commander and the Response Teams when planning spill response activities.

These factors are briefly addressed in the following sections. Refer to the individual plans for a discussion of factors applicable to the specific facilities. Additional information on these factors is provided in the Core Plan.

**SITE CONDITIONS**

The pipeline systems in each response zone traverse several different types of terrain including river crossings and shorelines. The spill site may have a number of characteristics that require special consideration when developing an action plan for spill response.

**TRAJECTORY ANALYSIS****Methodology**

Oil spilled on water will react primarily to the effects of wind and current. The oil will tend to spread to a thin layer under the influence of gravity (primary) and chemical (secondary) forces. The following describes the behavior of oil on water:

- Oil will move in the direction and at the rate of the current under negligible wind conditions.
- Oil will move in the direction and at approximately 3.4 % of the velocity of the wind under negligible current conditions.
- The combined effects of wind and current on the oil should be carefully analyzed. A method of vector analysis can be performed to determine the net direction of movement (wind forces can work in addition to, against, or in many other combinations with the current).

**Input Variables and Systems Utilized**

A number of variables are required to perform an accurate trajectory analysis. Some of the more important variables are:

- Present wind state with a 12 hour projection (minimum).
- Present current state with a 12 hour projection (minimum).
- Present water temperature.
- Weather forecast.
- Latitude and Longitude of the initial spill source.
- Approximate API gravity of the spilled product.

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These variables are then used by trajectory analysis personnel to project spill movement and velocity. The following resources can be utilized to supplement the overall trajectory analysis effort:

- Tide and Current Tables.
- U.S. Geological Survey maps.
- NOAA/USACOE Navigation Charts.
- NOAA/CSA computer trajectory analysis.
- Personnel experience with the area.
- Local contract resources as deemed necessary.

**SURVEILLANCE METHODS**

The primary method of surveillance for the facility will be visual. Visual surveillance is not effective however in rain, fog, darkness, or heavy cloud cover. It is difficult to observe a slick on the water from a boat, dock or land due to the angle of observation. Aerial surveillance is the preferred method of visual surveillance because of the elevated view and the ability to cover a large area in a short period.

Surveillance may be enhanced in a variety of other ways. Tracking buoys can alleviate some of the difficulty in visual surveillance with their bright colors and radio transmitters. The radio transmitter allows for tracking in poor weather conditions and during nighttime operations.

**ENVIRONMENTAL/SOCIO-ECONOMIC SENSITIVITIES**

Environmental and socio-economic sensitivities are of extreme importance when planning a response effort. The health and safety of the public and the environment, as well as the protection of the various socio-economic sensitivities, must be promptly addressed in order to mitigate the extent of damage and minimize the cost of the clean-up effort.

All environmental and socio-economic sensitivities are worthy of protection, but must be prioritized during a response effort.

The maps in the individual response plans provide details on the location of the environmental and socio-economic sensitivities in the plan area. The following describes some of the types of sensitivities that may be impacted by a spill and should be addressed in the response:

**Water Intake Points**

- Commercial, industrial, municipal and private water intakes are subject to impact.
- These areas may need to be boomed off or otherwise protected to minimize impact.
- Claims due to safety/health, loss of use and damage may occur from these points.

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**Major Recreational Areas**

- A discharge affecting these areas may pose a public safety/health risk during a response effort.
- Shoreline access for personnel and equipment deployment (boats, boom, etc.) is typically available in these areas.

**Marinas:**

- These areas have a high degree of public exposure (personal and property) and should be boomed for protection.
- Boat and other water-deployed equipment can often be deployed in these areas.
- Cleanup of these areas is typically very costly.

**Environmental:**

- Environmentally sensitive areas are prevalent throughout any marine and/or terrestrial environment and may be affected by any spill incident.
- Environmentally sensitive areas subjected to stress and sudden change can be severely damaging. All means of exclusion/diversion should be utilized during a response effort to minimize the impact on these areas.
- Critical areas to protect will be identified on the maps in the individual response zone and terminal plans. The areas are classified as low, moderate and high sensitivities to oil. Federal and state authorities may further clarify these categories at the time of the response. The categories are defined as follows:

**HIGH SENSITIVITY**

- Areas which are high in productivity, extremely sensitive, or inhabited by threatened/endangered species
- Areas that consist of shallow seagrass flats, mangroves, tidally influenced marshes/wetlands and sheltered tidal flats with vegetated margins.
- Areas that are abundant in many species and are very difficult to clean and rehabilitate.

**MODERATE SENSITIVITY**

- Areas that are less sensitive and are able to partially resist the effects of oil.
- Areas which consist of the riparian zone along freshwater rivers with saltwedge, oyster reefs, exposed tidal flats, dredged spoil deposits and partially exposed bay margins.

**LOW SENSITIVITY**

- Areas of low productivity and/or high energy along with man-made structures.
- Areas that consist of sand-shell substrate, fine-grained sand, seawalls, jetties, bulkheads, revetments and erosional scarps.

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**Historical Areas**

- These areas have a high visibility to the public and impact on them can be irreversible and very costly.
- Properties listed in the National register of Historic Places & Natural Landmarks are identified here.

**Residential Areas**

- These are areas at high public impact and may warrant evacuation in extreme cases.
- Cleanup must be performed with extreme caution due to extensive public exposure.
- These areas can result in claims due to safety/health, loss of use and damage may occur from these areas.

**State and National Wildlife Management Areas and Refuges:**

- These areas have a high degree of exposure to threatened/endangered species and many other types of wildlife.
- Cleanup efforts are delicate and of very high priority in these areas.

**WILDLIFE PROTECTION**

The areas adjacent to the facilities covered by this plan have an abundance of marine and terrestrial life that could be potentially affected by an oil spill. The U.S. Fish and Wildlife Service and the appropriate state Fish & Wildlife authorities will provide guidance and resources in the rehabilitation and protection of wildlife.

There are many methods utilized to reduce the impact on animals and birds. Some of the more common wildlife protection techniques are as follows:

- Use of visual stimuli, such as inflatable bodies, owls, stationary figures, or helium balloons, etc.
- Use of auditory stimuli, such as propane cannons, recorded sounds, or shell crackers.
- Use of herding with aircraft, boats, or people.
- Use of capture and relocation.

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**STAGING AREAS**

Personnel and equipment staging areas for a response activities in this plan are detailed in the individual response plans. The following qualities should be evaluated when establishing staging/access areas:

- Access to waterborne equipment launching facilities.
- Access to public services utilities (electricity, potable water, public phone, rest room and wash room facilities, etc.)
- Access to open space for staging/deployment of heavy equipment and personnel.
- Access to the environmental and socio-economically sensitive areas which are projected for impact.

**WASTE MANAGEMENT**

The materials generated by a spill and the associated response activities fall into four distinct categories:

- Recovered oil
- Oil contaminated natural debris (leaves, twigs)
- Oil contaminated cleanup material (sorbent pads, oily rags)
- Oil impacted soil

Each of these are unique and must be separately addressed. Details on the proper handling and disposal of waste are provided in the Core Plan.

**IN SITU BURNING AND DISPERSANTS**

Dispersants will not be utilized in the Northwest Zone.

Company will follow the EPA Region 8 Regional Response Team (RRT) checklist for site specific in situ burns of petroleum products. The checklist should be completed and submitted with the FOSC's approval to the Region 8 RRT for consideration.

If site situations are such that it is not feasible to submit the form prior to a burn, then the FOSC should use this checklist as guidance for decision making. The EPA representative, the Department of the Interior's representative, and the State representative to the RRT will give immediate consideration to the proposal. If the incident is affecting United States Department of Agriculture lands, that agency will also be consulted.

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Region 8 In Situ Burning Request and Checklist

REGION 8 - REGIONAL CONTINGENCY PLAN

Annex VII - 2

DATE OF REQUEST:

NAME OF INCIDENT:

DATE/TIME OF INCIDENT:

NAME OF PRODUCT: (Specific gravity, API or MSDS attached if available)

DESCRIPTION OF INCIDENT:

Four horizontal lines for description of incident.

VOLUME SPILLED:

VOLUME TO BE BURNED:

OIL THICKNESS TO BE BURNED:

DESCRIPTION AND SIZE OF AREA TO BE BURNED AND WEATHER CONDITIONS (include location of proposed burn with respect to spill source, an attached map of the area in question would be helpful):

Four horizontal lines for description of area and weather conditions.

WETLAND TYPE AND DOMINANT PLANT SPECIES:

Seven horizontal lines for wetland type and plant species.

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**REGION 8 - REGIONAL CONTINGENCY PLAN**

Annex VII - 3

**HEALTH AND SAFETY CONCERNS (include population in area, nearby sensitive areas such as schools, nursing homes and hospitals and expected impacts of the burn on them):**

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**ENVIRONMENTAL CONCERNS (include water depth if wetland, presence of migratory waterfowl or threatened or endangered animal and plant species, other wildlife or important flora, other sensitive areas such as parks and expected impacts of the burn on them):**

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**ADDITIONAL CONCERNS (such as cross border issues and also include strategy for communicating with the public, elected officials and press if necessary):**

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**STATE/LOCAL AIR QUALITY APPROVAL (name, title and number):**

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**LAND OWNER NOTIFIED (name and number):**

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**LOCAL LAW ENFORCEMENT/FIRE DEPARTMENT NOTIFIED (name and number):**

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**OTHER NOTIFICATIONS AND/OR REVIEWS (include DOI, USFS and tribal contacts and RRT concurrences and consultations):**

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**SITE SAFETY PLAN COMPLETED:**

YES \_\_\_ NO \_\_\_

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**REGION 8 - REGIONAL CONTINGENCY PLAN**

Annex VII - 4

**DESCRIPTION OF OPERATIONS (include fire management information, burning agent, schedule (including date and time), and monitoring as well as Post Burn Operations including a post monitoring plan and the method to recover residue):**

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**SIGNATURES:**

**FEDERAL ON-SCENE COORDINATOR:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**RESPONSIBLE PARTY:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**STATE RRT REPRESENTATIVE:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**OTHER:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**RANGELY TERMINAL**

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**RANGELY TERMINAL**

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## RANGELY TERMINAL

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## COLORADO STATE APPENDIX

## RANGELY TERMINAL

## RANGELY TERMINAL

## Site Specific Information for Spill Planning

## Facility Information Response Plan Cover Sheet

Operating Company:	Chevron Pipe Line Company 4800 Fournace Place Bellaire, Texas 77401
Facility Name:	Chevron Pipe Line Company
Facility Address:	2750 County Road, #102 Rangely, Colorado 81648
Telephone:	970-675-3773 / Fax: 970-675-5742
Telephone Numbers:	800-762-3404 (24-Hour Emergency Reporting)
Facility Location:	Northeast ¼ of the southeast ¼ of Section 5 and the west 1/3 of the northwest ¼ of the southwest ¼ of Section 4, Township 1 North, Range 102 West, of the Sixth Principal Meridian in Rio Blanco County, State of Colorado.  Rio Blanco County  Coordinates: (b) (7)(F), (b) (3)
Facility Construction/Expansion	Facility constructed and began operations in 1948. Tank construction dates: Tank 101 – 1948 Reconstructed Tank 102 – 1948 Bottom replaced in 1992 Tank 103 – 1948 Tank 104 – 1952 Repair/altered in 1995 Tank 106 – 1957  <b>Note:</b> Tank 101 jurisdictional to EPA  There have been no expansions since 1992
(b) (7)(F), (b) (3)	
SIC Codes:	5171 Petroleum Bulk Stations and Terminals
Number of Oil Storage Tanks:	7 aboveground fixed containers
(b) (7)(F), (b) (3)	
WCD Volume in Gallons:	(b) (7)(F), (b) (3)
Spill History:	No spills meeting the EPA spill history criteria occurred at the Rangely Terminal in the last 3 years.
Facility Average Daily Throughput:	38,000 bbls of crude per day (1,596,000 gallons)
Dunn and Brad Street Number:	Company's Dun and Bradstreet numbers are available at Company headquarters.
Distance to Navigable Water:	½ mile from Facility to the White River.
Wellhead Protection Areas:	There are not wellhead protection areas.

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

## GENERAL INFORMATION

With the exceptions noted below, the Rangely Terminal is owned and operated by Chevron Pipe Line Company. The terminal is located in the northeast ¼ of the southeast ¼ of Section 5 and the west 1/3 of the northwest ¼ of the southwest ¼ of Section 4, Township 1 North, Range 102 West, of the Sixth Principal Meridian in Rio Blanco County, State of Colorado. Most of the terminal property is owned by Company, although part is owned by the Bureau of Land Management (BLM), and leased to Company.

Company property is next to Stinking Water Creek. Stinking Water Creek's general direction of flow is to the south, where it confluence's with the White River about ½ mile south of Company's property. Stinking Water Creek is usually dry from late July until the spring runoff begins. The White River's general direction of flow is to the west. Except for land near Stinking Water Creek, the general contour of parcels, and the surrounding area, slopes to the south toward the White River. On the east side of Stinking Water Creek, the general contour slopes to the west and on the west side the general contour slopes to the east.

The Company facility receives crude oil from one 6", one 10" diameter pipelines, and from tank trucks. Crude oil leaves the facility via a single 10" delivery pipeline. Prior to leaving the facility, oil may or may not be stored in tackage. The facility consists of a truck unloading rack, storage tanks (detailed in the following table), offices, warehouse, maintenance building, pumping facilities, receiving and distribution manifolds, and receiving, and delivery lines. This facility's throughputs currently average about 24,000 barrels bbls of crude oil per day.

Company Facility Tankage					
Tank	Tank Type	Diameter	Height or Length	Contents	Date Constructed
101*	External floating roof	80'-0"	44'-11"	Crude oil	1948
102	External floating roof	80'-0"	44'-5"	Crude oil	1948
103	External floating roof	80'-0"	45'-5"	Crude oil	1948
104	External floating roof	80'-0"	45'-4 3/8"	Crude oil	1952
106	External floating roof	80'-0"	45'-4 ½"	Crude oil	1957
108	Horizontal	10'-0"	40'-0"	Empty; out of service	
109	Horizontal	3'-0"	5'-0"	Truck rack LACT solvent	

\* For ERP planning purposes, Tank 101 is jurisdictional to EPA. The Safe Fill Capacity for this tank is 37,093 bbls.

Company Facility Tankage – Continued				
Tank	Tank Type	Diameter	Height or Length	Contents
Mainline separator	Underground separator	2'-4"	10'-0"	Oil/Water
Mainline oil sump	Underground sump	2'-4"	10'-0"	Oil
Mainline water sump	Underground sump	2'-4"	10'-0"	Water
Pond separator	Partially buried separator	8' square	12'-0"	Oil/Water
Booster sump	Underground sump	2'-0"	3'-0"	Oil/Water
Truck rack	Underground sump	5'-6"	6'-0"	Oil/Water

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

## FACILITY OIL HANDLING AND STORAGE

## Storage Tanks

\* Tanks located at BP Receipt Terminal

STORAGE TANKS			
Tank No.	(b) (7)(F), (b) (3)	Roof	Normal Service
101		F.R.	Water Knockout for Incoming Rangely Gathering System Stream Chevron USA crude storage
102		F.R.	Rangely Crude Storage
103		F.R.	Rangely Crude Storage
104		F.R.	Rangely Crude Storage
106		F.R.	Rangely Crude Storage

## Pumps

PUMPS						
NO.	FUNCTION	MFG	STAGES	MTR	HP	VOLTAGE
P-200*	Mainline	Bingham	7	GE	2500	0-2400
P-201	Mainline	Bingham	4	Reliance	450	4160
P-202	Booster	Byran Jackson		Reliance	200	440
P-123	Booster	United		Westinghouse	30	440
P-305*	Gathering Booster	Bingham		Toshiba Reliance	60	440
*Variable Speed Synchronous Motor						

## Meters

METERS					
Meters are Smith double cased, positive displacement unless noted.					
SYSTEM	CUSTODY TRANSFER	MOD	SIZE	CALIBRATION METHOD	COMMENT
Gathering LACT	Yes	H8-S1	8"	Fixed Prover	Double case
Gathering LACT	Yes	Coriolis	4"	Fixed Prover	
Truck Unloading	Yes	Coriolis	3"	Fixed Prover	Crude / Condensate
Truck Unloading	Yes	Coriolis	3"	Fixed Prover	Crude / Condensate
Truck Unloading	Yes	Coriolis	3"	Fixed Prover	Crude / Condensate
Mainline	No	S10	10"	Portable prover	

## Meter Provers

Meter Provers				
All provers are sphere operated bi-directional or unidirectional pipe.				
SYSTEM	DIAMETER (NOM-IN)	VOLUME (Nom Bbls)	CONFIGURATION	No. Meters Proved
Gathering System LACT	12.75	21.5	Bi-directional U-Bend	2
Truck Unloading LACT	8	2.6	Bi-directional U-Bend	3

**COLORADO STATE APPENDIX****RANGELY TERMINAL****Sump**

<b>SUMP</b>					
<b>NO.</b>	<b>LOCATION</b>	<b>DRAINAGE AREA</b>	<b>CAPACITY (Gals)</b>	<b>HLA TO CONTROL CENTER</b>	<b>HIGH LEVEL STATION SHUTDOWN</b>
	Main Pump	Mainline Pump Area	300	Yes	Yes
	Booster Pumps	Booster Pump Pad	32	Yes	Yes
	Truck Unloading	Truck Unloading Area	500	No	Yes
	Rain Water Catch Pond	Mainline Pump Pad Chevron LACT Pad	8400	Yes	Yes

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

## RANGELY NOTIFICATIONS

Agency	Telephone Number
Colorado Emergency Planning Commission	303-293-1788 (24 Hrs) 720-852-6600 Northwest Region – 970-846-3912
Colorado State Patrol	970-824-6501
Fire	911
State Fire Marshal	303-239-4600
Hospital (Rangely District Hospital)	911
Hospital (St. Mary's Regional)	970-244-2273
Sheriff's Office / LEPC	911
Wastewater Treatment Facility	970-675-8312 970-675-8466 Emergency Number
Local Water Supply System	970-675-2221
Weather Report	Local weather not available. Use best source available
Local Radio/TV Stations	435-789-0920 KVEL

## RANGELY QUALIFIED INDIVIDUALS/INCIDENT COMMANDERS

## 24 Hour Contacts

Qualified Individual / Incident Commander	Office Phone	24 Hr Cell Phone	Resp. Time
Rod Ficken – <b>Team Leader</b>	970-675-3777	(b) (6)	30 min
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			
<b>Alternate QI / IC</b>			
JC Kenney – Maintenance Coordinator	970-675-3774		1 hr
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			
<b>Alternate QI / IC</b>			
Roberto Gomez – Operator	970- 675-3779		1 hr
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			

## TRAINING AND DRILLS

Facility Training and Drills will be conducted per the Company Core Plan, Section 12, Training and Drills.

Section 12 adopts the NPREP guidelines.

For the Purpose of clarification, Section 12, Pages 8 and 9, Announced Drills of the Company Core Plan also include Area Exercises.

## AGREEMENT FOR USE OF MUTUAL CONTAINMENT MATERIAL, EQUIPMENT AND MANPOWER SHARING

### AGREEMENT

For Use of Mutual Containment Material, Equipment and Manpower Sharing  
By and Between Chevron Pipe Line Company and  
Chevron USA, Inc.  
Originally Dated July 7, 1993

Chevron Pipe Line Company and Chevron USA, Inc. engaged in the production, distribution, storage and transportation of crude oil products within the County of Rio Blanco, State of Colorado, on and approximate to the White River, do hereby mutually and separately agree to the sharing of containment equipment, materials and manpower for the purpose of containing petroleum spills and the prevention of pollution of land and waters adjacent to their facilities in the event of such occurrences.

Chevron Pipe Line Company and Chevron USA, Inc. shall provide a letter to each other listing the materials, equipment and manpower available at its facility for the purpose of this Agreement. However, the parties assume no specific obligations to maintain any particular item of equipment, material or manpower at Rangely, Colorado, for the purposes of this Agreement.

The mutual sharing of containment equipment, materials or manpower is subject to the Right of Antecedence in the utilization of those items by the owner for its individual and separate use.

Containment materials and/or equipment used under this Agreement shall be replaced or reimbursed, if requested by the lender. Equipment and/or materials borrowed under this Agreement shall be returned in an as-borrowed condition, excluding normal wear and tear.

The lender makes no warranty whatsoever, either expressed or implied, to the borrower concerning the capability, performance, or operational readiness of the borrowed materials and/or equipment.

This Agreement will in no way obligate Chevron Pipe Line Company and Chevron USA, Inc. to the sharing of any responsibility whatsoever for causing the actual spill or accepting any liability for actual or alleged damage to private and/or public property or fines incurred thereby from governmental or other agencies. It is further agreed that the companies will not be liable for any bodily injury to persons or employees of the borrowing company while the borrowed equipment is in the custody of the borrowing company.

This Agreement is for an indefinite time period. Either party to this Agreement may, upon thirty days prior written notice to the other party, cancel any and all obligations incurred under this Agreement.

AGREED TO AND ACCEPTED  
this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

CHEVRON PIPE LINE CO.

AGREED TO AND ACCEPTED  
this \_\_\_\_\_ day of \_\_\_\_\_, 2002

CHEVRON USA, INC.

**Original on file at facility.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## ATTACHMENT I

For use of Mutual Containment Material, Equipment and Manpower Sharing  
By and Between Chevron Pipe Line Company and  
Chevron USA, Inc. Originally Dated July 7, 1993

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Manpower Sharing of Chevron USA, Inc.

**Rangely Unit**

- 3 - Supervisors, HAZWOPER Responder Level IV, emergency response trained
- 35 - O&M Employees, HAZWOPER Responder Level II, emergency response trained
- 4 - Exempt employees, HAZWOPER Responder Level IV, emergency response trained

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

**CHEVRON USA MUTUAL AID EQUIPMENT LIST**

Company Equipment List Mutual Agreement by and between Chevron Pipe Line Company and Chevron USA, Inc. Response equipment will be maintained by the individual owners.

<b>Equipment</b>		<b>Month: December 14, 2010</b>
<b>Qty</b>	<b>Equipment</b>	<b>Location</b>
2	Chest Wader, Boot size 9, w / suspenders	Van Spill Trailer
3	Chest Wader, Boot size 10 w / suspenders	Van Spill Trailer
1	Chest Wader, Boot size 11, w / suspenders	Van Spill Trailer
13	Life Vest - Adult	Van Spill Trailer
7	Steel Toe pull-on PVC boot size 9	Van Spill Trailer
5	Steel Toe pull-on PVC boot size 10	Van Spill Trailer
2 pr	Steel Toe pull-on PVC boot size 11	Van Spill Trailer
4 pr	Steel Toe pull-on PVC boot size 12	Van Spill Trailer
2 pr	Leather palm canvas glove, size L	Van Spill Trailer
6	Leather palm canvas glove, size XL	Van Spill Trailer
17	Safety glasses, clear lens	Van Spill Trailer
6 pr	Rain Suit - 2 piece - size L	Van Spill Trailer
6 pr	Rain Suit - 2 piece - size XL	Van Spill Trailer
5 pr	Rain Suit - 2 piece - size XXXL	Van Spill Trailer
38	Carabiner, locking aluminum	Van Spill Trailer
3 pr	Double pulley set	Van Spill Trailer
8	Rope Ascenders - (Rope grab handles)	Van Spill Trailer
11	Prussick Cord - tied	Van Spill Trailer
1	Polypropylene Rope, twisted yellow - 600 ft spool x 3/8", 2500 lb tensile	Van Spill Trailer
22	Single pulleys	Van Spill Trailer
6	Cut Polypropylene Rope Lengths - 300'	Van Spill Trailer
9	Cut Polypropylene Rope Lengths - 200'	Van Spill Trailer
6	Cut Polypropylene Rope Lengths - 150'	Van Spill Trailer
4	Cut Polypropylene Rope Lengths - 100'	Van Spill Trailer
5	Cut Polypropylene Rope Lengths - 50'	Van Spill Trailer
27	Cut Polypropylene Rope Lengths - 18' - 20'	Van Spill Trailer
25	Steel fence stake with spade removed	Van Spill Trailer
1	Shovel, steel flathead	Van Spill Trailer
2	Shovel, steel roundhead	Van Spill Trailer
2	Post driver - steel	Van Spill Trailer
8	Tow Bridles	Van Spill Trailer
12	XL P.E. Tyvek suits	Van Spill Trailer
12	2XL P.E. Tyvek suits	Van Spill Trailer
12	L.P.E. Tyvek suits	Van Spill Trailer

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

<b>Equipment</b>		<b>Month: December 14, 2010</b>
<b>Qty</b>	<b>Equipment</b>	<b>Location</b>
1	Chest wader, boot size 8 w/suspenders	Van Spill Trailer
34 pr	Rubber canvas glove	Van Spill Trailer
15	Packages type 156 18"X18" absorbent sheets	Van Spill Trailer
6	12" Buoys	Van Spill Trailer
6 pr	PVC Gloves	Van Spill Trailer
2	Come-a-longs 2000#	Van Spill Trailer
500'	River boom	Van Spill Trailer
2 pr	Over Shoes size 12-13	Van Spill Trailer
8	Over Shoes size 10-11	Van Spill Trailer
1	Fencing Stretcher	Van Spill Trailer
3	DOT BARRELS	Smart Ash Building
1	Packages type 156 18"X18" absorbent sheets	Stinking Wash near CPL
1	Packages type 156 36"X36" absorbent sheets	Stinking Wash near CPL
100'	Thompson River Boom Set up for Deployment	Stinking Wash near CPL
2	Kappler level B suits (Size L) Fully encapsulated	Emergency Response Trailer
3	Kappler Level B Suit (Size XL)	Emergency Response Trailer
3	25' river boom	Emergency Response Trailer
1	16' flat bottom boat with 28 HP jet motor	Safety Shop
4	Life vests	Safety Shop
1	Fire extinguisher	Safety Shop
1	Fuel tank	Safety Shop
1	Rope	Safety Shop
1	Throw cushion	Safety Shop
2	Oars	Safety Shop
<b>Decon Equipment</b>		
5	Kappler Level B - Fully encapsulating suits	Emergency Cascade Trailer
1 roll	Duct Tape	Emergency Cascade Trailer
6 rolls	Assorted emergency barricade tape	Emergency Cascade Trailer
12 prs	Polyvinyl chloride gloves	Emergency Cascade Trailer

## LOCAL RESPONSE CONTRACTOR RESOURCES

## Target Trucking Agreement

Chevron Pipe Line		Star	Procurement	Up ▲	
Pre-Approved Contractor List 3.5					
View/Edit Contractor		Search		Reports	
Contractor Name:	Target Trucking, Inc.	Contract Heritage:	CPL	Tax ID: 870363626	
Contact:	Dan McKee	Phone:	(435)789-5756		
Address:	2960 North 500 East	24 Hour Emergency Phone:	same		
		Fax:	(435)789-6850		
		Email:	none		
City:	Vernal	State:	UT	Zip: 84078	
Compliance	Contract	Credit	Drug/Alcohol	Insurance	Safety
Agreement Number:	99002523	T&C Type:	A3	Memo:	Effective Date: 2/1/1995
Expiration Date:	Evergreen	Evergreen:	<input checked="" type="checkbox"/>	Review Date:	1/31/2006
Details:	Provide labor and vac truck services. (11143X)				Desired project size:
				Less than \$100,000:	<input type="checkbox"/>
				\$100,000 to \$250,000:	<input type="checkbox"/>
				\$250,000 to \$500,000:	<input type="checkbox"/>
				\$500,000 to \$1,000,000:	<input type="checkbox"/>
				\$1,000,000 to \$2,000,000:	<input type="checkbox"/>
				Greater than \$2,500,000:	<input type="checkbox"/>
<b>Procurement Specialist Contact</b>					
Name:	Doug Elich, Jr.	Phone:	281.596.3515	Email:	DougElich
<b>Corporate Web Site</b>					
URL:		Access web site by clicking on the keypad:			
					<< < > >>
<small>Last update: 09/22/2003            Content questions or comments: Doug Elich, DELU@chevron.com            Technical questions or problems: Jing Lu, LUJ@chevrontexaco.com</small>					
<small>© 1996-2003 Chevron Pipe Line Company - All rights reserved.            Company confidential - for internal use only.</small>					

**Note:** In addition to the response resource contract above, the Company maintains contracts with various other OSRO's. These OSRO's and their Agreement Numbers are listed in Section 3 of this Appendix under Resources.

Response times and capacities of Target Trucking Company resources can be located on the next page.

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

## Target Trucking Resources

Vernal Shop 2960 N 500 E Vernal, Utah 84078 435-789-5756 John Pittsenbargar		
* Unit 48	1990 MAC	130 bbls
* Unit 49	1998 KW	80 bbls
* Unit 50	1998 KW	80 bbls
* Unit 52	2000 KW	80 bbls
* Unit 53	2001 KW	80 bbls
* Unit 54	2001 KW	80 bbls
* Unit 55	2002 KW	80 bbls
* Unit 63	1989 HAC	80 bbls
** Unit 111	1986 KW	80 bbls
Response time from Vernal 1 hour & 15 min.		

Roosevelt Shop 1949 W Hwy. 40 Roosevelt, Utah 84066 435-722-4551 Dave White		
* Unit 19	1981 KW	80 bbls
** Unit 31	1982 KW	130 bbls
* Unit 35	1981 KW	80 bbls
* Unit 37	1981 KW	80 bbls
* Unit 41	1988 MAC	80 bbls
* Unit 42	1987 MAC	80 bbls
* Unit 46	1990 PETE	80 bbls
* Unit 51	2000 KW	80 bbls
* Unit 56	1999 MAC	80 bbls
* Unit 57	2008 KW	130 bbls
* Unit 58	2008 PETERB	130 bbls
Response time from Roosevelt is 1 hour & 45 min.		

**Note:** These vacuum trucks are deployed, utilized and maintained on an almost daily basis.

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

## Target Trucking Resources – Continued

Rangely Shop 16374 Hwy 64 Rangely, CO 81648 970-675-5223 Dave Cassavaugh		
* Unit 10	1980 KW	80 bbls
* Unit 11	1980 KY	80 bbls
* Unit 12	1980 KY	80 bbls
* Unit 14	1979 KW	80 bbls
* Unit 16	1981 KW	80 bbls
* Unit 17	1981 KW	80 bbls
* Unit 30	1982 KW	80 bbls
* Unit 39	1987 MAC	80 bbls
* Unit 40	1987 MAC	80 bbls
Response time from Rangely is 20 min.		

* Unit 43	1990 PETE	80 bbls
* Unit 45	1990 PETE	80 bbls
* Unit 47	1990 PETE	80 bbls
* Unit 65	1989 MAC	80 bbls
Lease Trucks		
* Unit 107L	1986 KENW	130 bbls
* Unit 310L	1987 MAC	80 bbls
* Unit 314L	1993 MAC	80 bbls
Response time from Rangely is 20 min.		

\* Indicates 3360 gal truck with both vacuum and gear pump.

\*\* Indicates 6720 gal truck with vacuum only with pup trailer.

**Note:** These vacuum trucks are deployed, utilized and maintained on an almost daily basis.

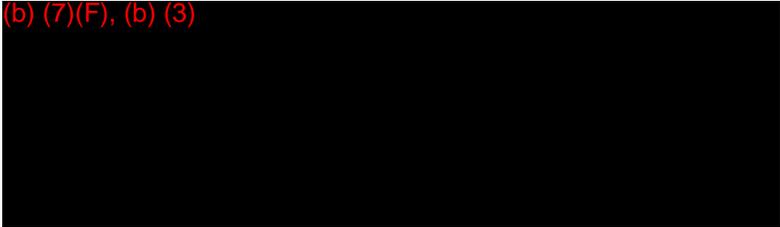
**Recovery Capacities****Target Trucking 80 bbl trucks with both vacuum and gear pump**

80 bbls x 32 = 2,560 bbls p/hr x 24 = 61,440 bbls p/day

**Temporary Storage Capacity**

Temporary storage capacity includes:

(b) (7)(F), (b) (3)



for through local vendors.

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

**POTENTIAL FOR AN OIL SPILL**

The following sources at the Company facility are assumed to have a reasonable potential for the designated failures. Potential spills could occur due to a variety of reasons, including third party damage, equipment failure, age and natural disasters and other factors. Tankages are listed on Page 1 of this Section. Horizontal range of a potential spill is depicted in the spill trajectory in this Section. For each potential failure, the quantity spilled, quantity discharged from the facility, flow rate, and direction of flow are predicted. Material released will be crude oil. Additional potential failures are discussed in the SPCC Plan.

Source	Type of Failure	Spilled On Site (bbls)*	Discharged From Facility (bbls)*	Maximum Flow Rate (bph)**	Direction of Flow
Tank 101***	Overflow or failure	43,758	0	Variable	Containment area
Tank 102	Overflow or failure	34,998	0	Variable	Containment area
Tank 103	Overflow or failure	35,710	0	Variable	Containment area
Tank 104	Overflow or failure	34,549	0	Variable	Containment area
Tank 106	Overflow or failure	34,545	0	Variable	Containment area
Tank 109	Tank failure	7	0	Variable	Containment pad; south
Mainline separator	Overflow	Variable	0	Variable	Containment pad; mainline oil and water sumps
Mainline oil sump	Overflow	8	0	Variable	Containment pad; mainline water sump
Mainline water sump	Overflow	8	0	Variable	Containment pad; then to oil sump
Booster sump	Overflow	2	0	Variable	Containment pad; south
Truck rack sump	Overflow	2	0	Variable	Containment pad
10" A line	Piping failure	2,200	2,200	850	East
6" E line AA Line- Rector line	Piping failure	600	600	200	East or tankage containment areas
Tank manifold	Piping failure	21,600	0	1,800	Containment pad; pond separator
Station meter and manifold	Piping failure	200	0	2,200	Containment pad south
Truck Rack	Piping or truck failure	200	0	1,500	Truck rack containment
Chevron prover and meter	Piping failure	3,000	0	1,050	Containment pad; pond separator
Truck rack prover	Piping failure	200	0	600	Containment pad; pond separator
Pond separator	Overflow or failure	Variable	0	Variable	South

(see next page for additional information)

**COLORADO STATE APPENDIX****RANGELY TERMINAL**

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\*Quantity spilled and discharged from facility will vary depending on factors such as tank volume, flow rate, leak size, pressure, etc.

\*\* Flow rate will vary depending on leak size, line pressure, etc.

\*\*\* Tank 101 is jurisdictional to EPA.

**Note:** Containment pads are constructed of cement and most have 6" high walls (some cement containment areas have walls several feet high). These pads are designed to contain small leaks such as drips from valve stems, etc. Large volume/flow leaks, such as piping failures, could inundate the pad's drainage system and then the flow would then be to the south.

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

The following containment and diversionary structures have been constructed and/or provided in order to prevent discharges at the Company facility from reaching navigable water courses:

Source	Containment	Diversiónary Structures
Tank 101, 102, 103, 104, and 106	Earthen dikes	Dike drainage system
Tank 109 and 111; Booster sump; Truck rack sump; Chevron prover and meter; Truck rack prover	Cement pads first; south earthen dike second	Stormwater drainage to south earthen dike
Mainline separator	Cement pad first; mainline oil and water sumps second	Cement pad drainage
Mainline oil sump	Cement pad first; water sump second	Cement pad drainage
Mainline water sump	Cement pad first; oil sump second	Cement pad drainage
10" A line	Corrugated valve box first; none thereafter	Stormwater drainage to east
6" E line	None if outside earthen dikes; earthen dikes in tank farm area	None; tank containment dikes
Tank manifold	Cement vault first; pond separator second	Tank containment dikes
Station meter and manifold	Cement pad and booster sump first; south earthen dike second	Stormwater drainage to south earthen dike
Pond separator	Evaporation pond first; south containment area second	Stormwater drainage to south earthen dike
Truck rack	Cement pad and truck rack sump first; south earthen dike second	Stormwater drainage to south earthen dike

**DISCHARGE DETECTION SYSTEMS**

- (a) The general methods of spill detection for the Crude System are discussed in other sections of this Manual. However, for spills at this station there are several additional methods utilized as mentioned below.
- (b) The most common method of discovering a leak at this facility is via routine inspections of the facility. The facility is normally manned 5 days a week. As part of the operator's duties a visual inspection of the facility is conducted. Each employee of Company checks for signs of petroleum leaks each time they enter or leave the facility. In the event petroleum is spotted, emergency notifications begin and response actions are initiated.
- (c) Trucks unload at the facility truck rack 24 hours a day. In the truck rack building (LACT or Lease Automatic Custody Transfer building), signs with emergency notification instructions and phone numbers are posted. A telephone is located in the office section of the LACT building and is accessible to all truckers.
- (d) Automatic gauging of tank volumes and pump line suction pressures are read at the Control Center in Houston. Any deviation from expected pressures, levels or inventories is fully investigated to determine the cause. Sudden loss of tank level or pump suction pressures is treated as a leak until investigation determines otherwise, and full notification and response procedures are implemented without delay.
- (e) Signs are posted around the facility containing notification instructions, including a notice to call collect the control Center in Houston 800-762-3404. All calls from a third party are considered valid emergency notifications until proven otherwise.
- (f) In the event of a worst case discharge the sudden loss of tank level or loss of communications in the Houston Control Center will sound an alarm on the Control Center monitoring panels. The Control Center would then consider the situation to be an emergency, and begin contacting field personnel, and initiate the notification process identified above.

## FACILITY EVACUATION PLAN

In the event of an emergency i.e. uncontrolled fire, pipeline or pump rupture, any team member will,

1. Initiate facility emergency shutdown.
2. Notify Control Center of the situation.
3. Alert all other people within the facility.
4. Follow the Evacuation & Meeting Place Plan by proceeding out the North gate traveling West over to the vacant area near the old Butane Truck Off loading area.

Secondary muster point will be the Production Office Facilities via safest route.

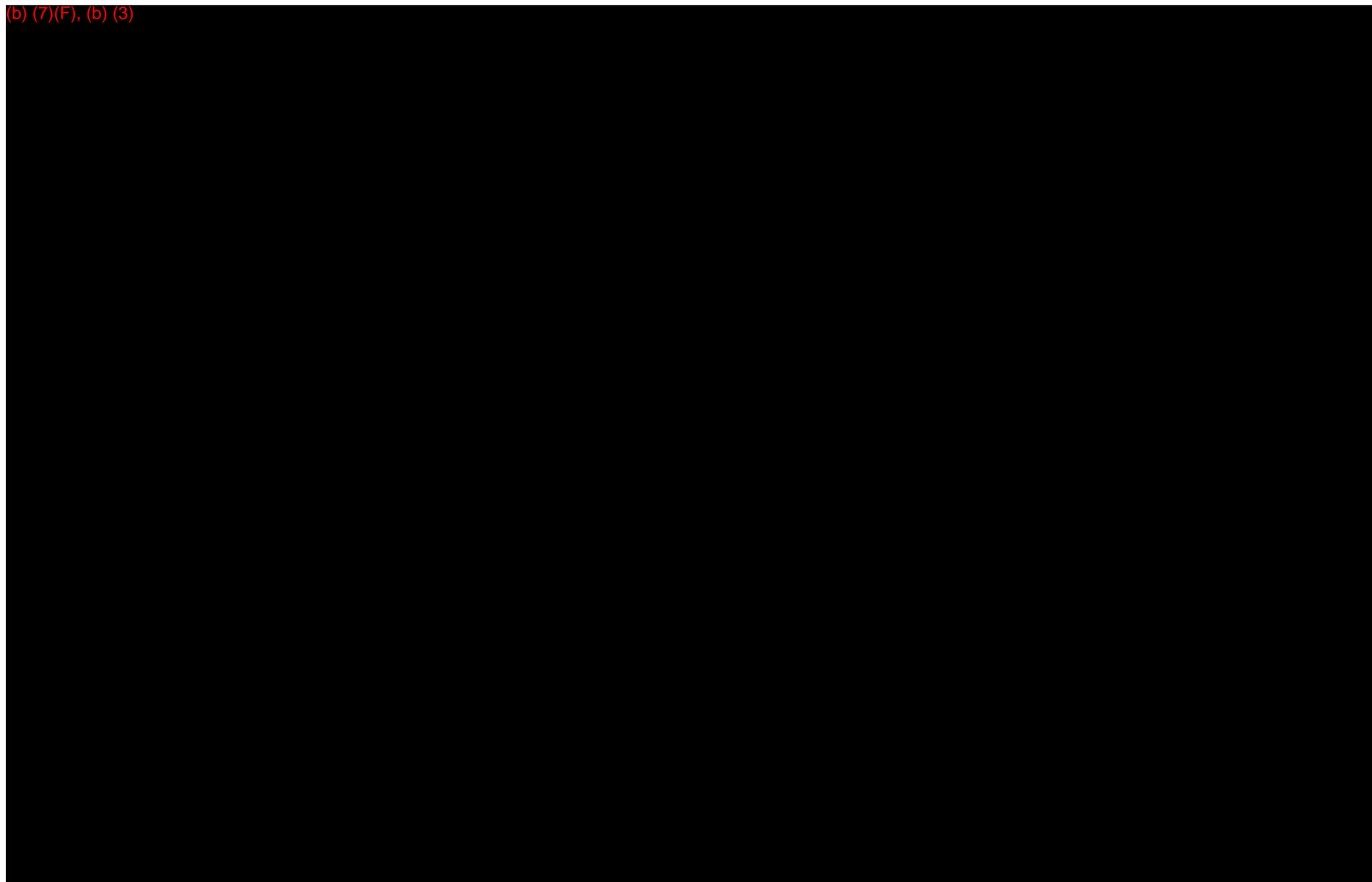
5. Upon arrival at the designated meeting place west of the facility the Operator on duty will take role call to assure all individuals within the facility at the given time are accounted for.
6. Start the Incident Command process to initiate plan of action.

**Note:** While the facility office may be considered the primary location for the initial Incident Command Post, the Incident Commander will determine the Command Post location during an actual spill. The Incident Commander should consider the following when making a decision on where to locate the Command Post and Staging Area:

- Location of stored materials
- Hazard imposed by discharged materials
- Discharge flow direction
- Prevailing wind direction and speed
- Arrival routes of emergency response personnel and equipment
- Evacuation routes
- Alternative routes of evacuation
- Transportation of injured to nearest medical facility
- Location of alarm/notifications systems
- The need for centralized check-in
- The alternative to shelter in place at the facility

**FACILITY EVACUATION DIAGRAM**

(b) (7)(F), (b) (3)



**FACILITY REPORTABLE OIL SPILL HISTORY**

8/16/92 – 7,140 gallons – Sludge in center of tank 101 spilled from open manway.

(b) (7)(F)

Cause: Manway covers were not re-installed to allow ventilation for cleaning, ambient temperatures warmed up significantly allowing the waxy crude to melt. The higher mound in the center portion of the tank was not estimated properly for the total remaining volume of the take overfill at manway cover level.

Did the spill reach navigable water? No

Effectiveness and capacity of secondary containment: Full capacity of the complete volume of the tank.

Cleanup actions taken: Washed with hot water and used vacuum trucks to recover and haul to CUSA Production recycle.

Steps taken to reduce the possibility of occurrence: Mixer Program has been significantly increased to maintain less solids in the tanks during normal operations. When taken out of service volumes are determined and proper lighting is used to see the center portion of the tank to determine total solid volume.

Enforcement actions: Discussions were held with all Team members to assure proper steps are taken to properly assess tank volumes prior and after tank manways are removed.

Effectiveness of monitoring equipment: NA

Effectiveness of spill detection: NA

## DISCHARGE SCENARIOS

### Small Discharge

A small discharge of up to 50 barrels (2100 gallons) at the Rangely Pump Station could occur via various methods. Some of these include leaking valve and pump seals, tank overfills, failure to follow lock-out/tag-out procedures fully, tanker truck loading line failures, tanker truck overfills, or tanker truck accidents.

The following factors were considered during scenario development for a small discharge at the Rangely Terminal:

- Deployment of adequate boom within 1 hour to prevent offsite migration
- Size of discharge
- Proximity to down gradient well
- Waterways
- Drinking Water intakes
- Proximity to fish and wildlife
- Sensitive environments
- Weather

Valves and pumps on the facility are located on cement containment pads that have drainage to the facility oil/water handling system, and are not likely to involve ground contamination. The tanker truck loading facility is paved with asphalt and concrete, limiting the impact of a spill from truck unloading operations to the immediate spill area, unless a fire occurs with the incident. A spill from a tank filling operation would be fully contained within the tank farm property, which has been designed to drain liquids toward the facility oil/water handling system and lined discharge pond. The liner for the discharge pond is impervious to and resistant to hydrocarbons, protecting the surrounding environment. No scenario will impact surface or navigable waters.

The following is considered to be the most involved scenario resulting in a spill of 50 barrels or less: A tanker truck collides with another in the truck loading area, spilling fuel from both units. No fire results from the incident, but one of the two drivers is hurt. This situation could occur as one trucker is entering the loading rack while another is headed into an adjoining loading stall. (Note: Should a fire be involved, it is likely that more than 50 barrels would be involved in most of the incidents listed above.)

Response actions for this incident are as follows:

The station emergency shutdown system would be activated, shutting down power to the loading rack area. All drivers would be ordered to shut down their trucks and assemble at the evacuation point. The facility fire hoses would be deployed to suppress vapors and wash the fuels into the oil/water handling system, taking care to protect the injured driver. The Company Incident Command System as described in Sections 5 and 6 of the Company Core Plan would be implemented as needed. A Job Site Safety Plan would be initiated and completed. City medical

**COLORADO STATE APPENDIX****RANGELY TERMINAL**

and fire teams would be requested to assist, either by using the facility phones or one of the truck radio systems. As the situation stabilizes, first actions would be to remove the injured driver to safety and provide first aid, then control or remove the spilled material to the oil/water handling system, and finally, take actions needed to restore loading rack service.

No chain reaction failures are anticipated.

Direction of spill would be per the drainage contour plan in the ERAP located in the front pocket of this State Appendix.

Response equipment required for this scenario includes fire hoses, absorbent/containment booms placed around the spill area within 1 hour to aid in keeping the material on the asphalt/concrete area, and first aid equipment. For other spills, a vacuum truck could be used if the spilled product is pooled rather than draining to the oil/water containment.

A total of 700' of containment boom would help prevent the small spill from migrating off site and reaching Stinking Water Creek.

In this scenario waste handling is not an issue, as there is no anticipated soil impact nor used response equipment other than perhaps sorbents to manage. For those situations which result in waste generation, the facility stocks a quantity of drums which will be used to hold the material until it can be tested for hazardous characteristics. Recovered spilled crude oil will be stored in available storage tanks and re-injected into the crude system for refining.

The material involved is Rangely crude oil.

Any potential sensitive area information is depicted in the potential Worst Case Discharge Trajectory maps located in this Section.

## Medium Discharge

For spill planning purposes, a medium size spill will be considered to be a spill of petroleum from 50 barrels (2100 gallons) to 4,000 barrels (168,000 gallons, or 10% of the volume of the largest tank on the facility). A spill of this size could result from several causes, including but not limited to: tanker truck roll over, tanker truck overfill, tanker truck collision, tank overfill, valve or pump failure, improper lock-out/tag-out procedures, or a piping failure.

The following factors were considered during scenario development for a small discharge at the Rangely Terminal:

- Deployment of adequate boom within 1 hour to prevent offsite migration
- Size of discharge
- Proximity to down gradient well
- Waterways
- Drinking Water intakes
- Proximity to fish and wildlife
- Sensitive environments
- Weather

At this facility, the only three of the mentioned scenarios which could occur at locations other than concrete or asphalt containment areas are a tank overfill, improper lock-out/tag-out procedure, or a piping failure. All other scenarios would discharge into containment areas and be directed to the facility oil/water handling system. No scenario of this size is expected to impact surface or navigable waters.

In all cases, should fire be involved, there is a possibility of the magnitude of the incident being significantly increased. However, vulnerable equipment or petroleum storage will be limited to the immediate area of the incident. Additionally, the facility has been designed into discreet sections, with drainage from any one area being directed away from the other areas and into the oil/water handling system.

The material involved would be Rangely crude oil.

In a potential scenario, such as a tank overfill during delivery of product from the truck rack, response actions would be as follows: The Control Center should have received a high-level shutdown alarm and begun to shut down the truck rack prior to the tank overfill beginning. Crude oil will spill onto the ground and toward the oil/water handling system. Facility personnel will be notified to respond to the event, and will assure that no one is working in the spill area. The Company Incident Command System as described in Sections 5 and 6 of the Company Core Plan would be implemented as needed. A Job Site Safety Plan would be initiated and completed. A vacuum truck will be requested to aid with product control and cleanup. Affected soil will be removed from the spill site.

No chain reaction failures are anticipated.

**COLORADO STATE APPENDIX****RANGELY TERMINAL**

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Direction of spill would be per the drainage contour plan in the ERAP located in the front pocket of this State Appendix.

Any potential sensitive area information is depicted in the potential Worst Case Discharge Trajectory maps located in this Section.

Equipment required for this incident would include a vacuum truck, two or more tanker trucks if adequate tank storage capacity is unavailable at the time of the incident, shovels for liquid control, a backhoe to remove spilled product, fire equipment to protect response workers if needed, and plastic liner for the recovered soils.

Recovered soils will be stored, covered from weather, on the west end of the facility, on plastic lining, until laboratory tests determine if the soil is a hazardous waste. An approved waste handler will be contacted to provide waste handling personnel and equipment. Hazardous waste will be disposed of in an approved hazardous waste facility. Non-hazardous waste will either be remediated as per discussion with State officials, or disposed of by an approved waste handler in an industrial waste facility managed by them.

## Worst Case Discharge

The Facility will respond to a Worst Case Discharge (WCD) ((b) (7)(F), (b) (3) – (b) (7)(F), (b) (3) /see worksheet for WCD in this Section) initially with a similar response as identified for a Small or Medium Discharge. The Company Incident Command System as described in Sections 5 and 6 of the Company Core Plan would be implemented as needed. A Job Site Safety Plan would be initiated and completed. Additional OSRO resources will be activated as the situation demands. The response resources will be capable of arriving within the required response tiers and will include:

The following factors were considered during scenario development for a small discharge at the Rangely Terminal:

- Deployment of adequate boom within 1 hour to prevent offsite migration
- Size of discharge
- Proximity to down gradient well
- Waterways
- Drinking Water intakes
- Proximity to fish and wildlife
- Sensitive environments
- Weather

Any potential sensitive area information is depicted in the potential Worst Case Discharge Trajectory maps located in this Section.

Oil recovery devices with an effective daily recovery capacity equal to the lesser of 50% of the WCD or the response caps will be secured from the response resources and the OSRO(s) listed in this State Appendix. Any amount in excess of the required caps will be contracted for and responded to as part of the same response effort.

No chain reaction failures are anticipated.

Direction of spill would be per the drainage contour plan in the ERAP located in the front pocket of this State Appendix.

- Temporary storage capacity equal to twice the daily recovery capacity include the use of the site poly lined evaporation pond and activation of OSRO(s) and other resources.
- At least 20% of the on-water response equipment secured from the OSRO(s) and other resources will be capable of operating in water of 6 feet or less depth.
- It is highly unlikely that a worst case discharge from Tank 101 will escape the containment area.

There is a low probability of any chain reaction failures.

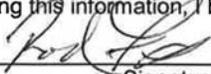
**Facility Response Resources/Capability**

Containment boom for oil collection and containment for protection of fish and wildlife and sensitive environments and socioeconomic sensitivities will be secured from the Facility, OSRO(s) and other resources.

## SUBSTANTIAL HARM CERTIFICATION



## 1.3 Substantial Harm Certification

CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA	
FACILITY NAME:	Rangely Terminal
FACILITY MAILING ADDRESS:	2750 County Road # 102 Rangely, Colorado 81648
1. Does the Facility transfer oil over water to or from vessels <b>and</b> does the Facility have a total oil storage capacity greater than or equal to 42,000 gallons?	YES _____ NO <u>  X  </u>
2. Does the Facility have a total oil storage capacity greater than or equal to 1 million gallons <b>and</b> does the Facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?	YES _____ NO <u>  X  </u>
3. Does the Facility have a total oil storage capacity greater than or equal to 1 million gallons <b>and</b> is the Facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula <sup>1</sup> ) such that a discharge from the Facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (59 FR 14713, March 29, 1994) and the applicable Area Contingency Plan.	YES <u>  X  </u> NO _____
4. Does the Facility have a total oil storage capacity greater than or equal to 1 million gallons <b>and</b> is the Facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula <sup>1</sup> ) such that a discharge from the Facility would shut down a public drinking water intake <sup>2</sup> ?	YES _____ NO <u>  X  </u>
5. Does the Facility have a total oil storage capacity greater than or equal to 1 million gallons <b>and</b> has the Facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?	YES _____ NO <u>  X  </u>
<b>CERTIFICATION</b>	
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.	
 _____ Signature	_____ Field Team Leader Title
_____ Rod Ficken Name (please type or print)	<u>01-18-2012</u> _____ Date

<sup>1</sup> If a comparable formula is used, documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.

<sup>2</sup> For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR 143.2(c).

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

**WORST CASE DISCHARGE CALCULATION FOR ONSHORE STORAGE FACILITIES –  
EPA JURISDICTIONAL TANK 101**

## Part A

Part A of this worksheet is to be completed by owners or operators of SPCC-regulated facilities (excluding oil production facilities) if it is determined that the facility could cause substantial harm to the environment by self-selection or RA determination.

If you are the owner or operator of a production facility, please proceed to Part B.

## A1. Single-Tank Facilities

For facilities containing only one aboveground storage tank, the final worst-case volume equals the capacity of the storage tank.

Final Worst-Case Volume: \_\_\_\_\_ gallons

*Do not proceed further.*

## A2. Secondary Containment - Multiple-Tank Facilities

Are all aboveground storage tanks or groups of aboveground storage tanks at the facility without adequate secondary containment?<sup>2</sup> Yes \_\_\_\_\_ No   x  

a) If the answer is YES, the final worst-case volume equals the total aboveground oil storage capacity at the facility.

Final Worst-Case Volume: \_\_\_\_\_ gallons

*Do not proceed further.*

b) If the answer is NO, calculate the total aboveground capacity of tanks without adequate secondary containment. If all aboveground storage tanks or groups of aboveground storage tanks of the facility have adequate secondary containment, enter "0" (zero): \_\_\_\_\_ 0 gallons

*Proceed to question A3.*

## A3. Distance to Navigable Waters

a) Is the nearest distance between an opportunity for discharge (i.e., storage tank, piping, or flowline) adjacent to a navigable water?<sup>3</sup> Yes   x   No \_\_\_\_\_

b) If the answer is YES, calculate 100% of the capacity of the largest single aboveground storage tank within a secondary containment area or 100% of the combined capacity of a group of aboveground storage tanks permanently manifolded together<sup>4</sup>, whichever is greater, plus the volume determined in question A2.b).<sup>5</sup>

Final Worst-Case Volume: Tank 101 \_\_\_\_\_ (b) (7)(F), (b)

*Do not proceed further.*

c) If the answer is NO, calculate the capacity of the largest single aboveground storage tank within a secondary containment area or the combined capacity of a group of aboveground storage tanks permanently manifolded together, whichever is greater, plus the volume determined in question A2.b).

Final Worst-Case Volume<sup>6</sup>: \_\_\_\_\_ gallons

1. "Storage facilities" represent all facilities subject to this part, excluding oil production facilities.

2. Secondary containment is defined in §112.7(e)(2) of the current rule. Acceptable methods and structures for containment are given in §112.7(c)(1) of the current rule.

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

**WORKSHEET I FOR DETERMINING PLANNING VOLUME FOR RESPONSE  
RESOURCES FOR WORST-CASE DISCHARGE (OIL GROUP III)**
**Part I. Background Information (EPA Jurisdictional Tank 101)**

Step A	Calculate Worst-Case Discharge in Barrels (Part A or Part B)	(b) (7)
Step B	Oil Group**	(F) (b) III
Step C	Geographic Area (choose one)	
	Nearshore/Inland	x
	Rivers and Canals	
Step D	Percentages of Oil:	
	% Lost to natural dissipation	50 %
	% Recovered floating oil	50 %
	% Oil on shore	30 %
Step E	1. On-water Recovery [(Step D2. x Step A)/100]	(b) (7)(F), (b) (3)
	2. Onshore Recovery [(Step D3. x Step A)/100]	
Step F	Emulsification Factor	1.8
Step G	On-water Oil Recovery Resource Mobilization Factor	
	Tier 1	0.15
	Tier 2	0.25
	Tier 3	0.40

**Part II. On-Water Recovery Capacity (Barrels/Day)**

Tier 1 [Step E1. x Step F x Step G1.]	(b) (7)(F), (b) (3)
Tier 2 [Step E1. x Step F x Step G2.]	
Tier 3 [Step E1. x Step F x Step G3.]	

**Part III. Shoreline Cleanup Volume (Barrels/Day)**

Step E1. x Step F

**Part IV. Response Capacity By Geographic Area**

(Amount needed to be contracted for in advance, barrels/day)

Tier 1	12,662
Tier 2	25,325
Tier 3	50,650

**Part V. Amount to be Identified But Not Contracted For In Advance (Barrels/Day)**

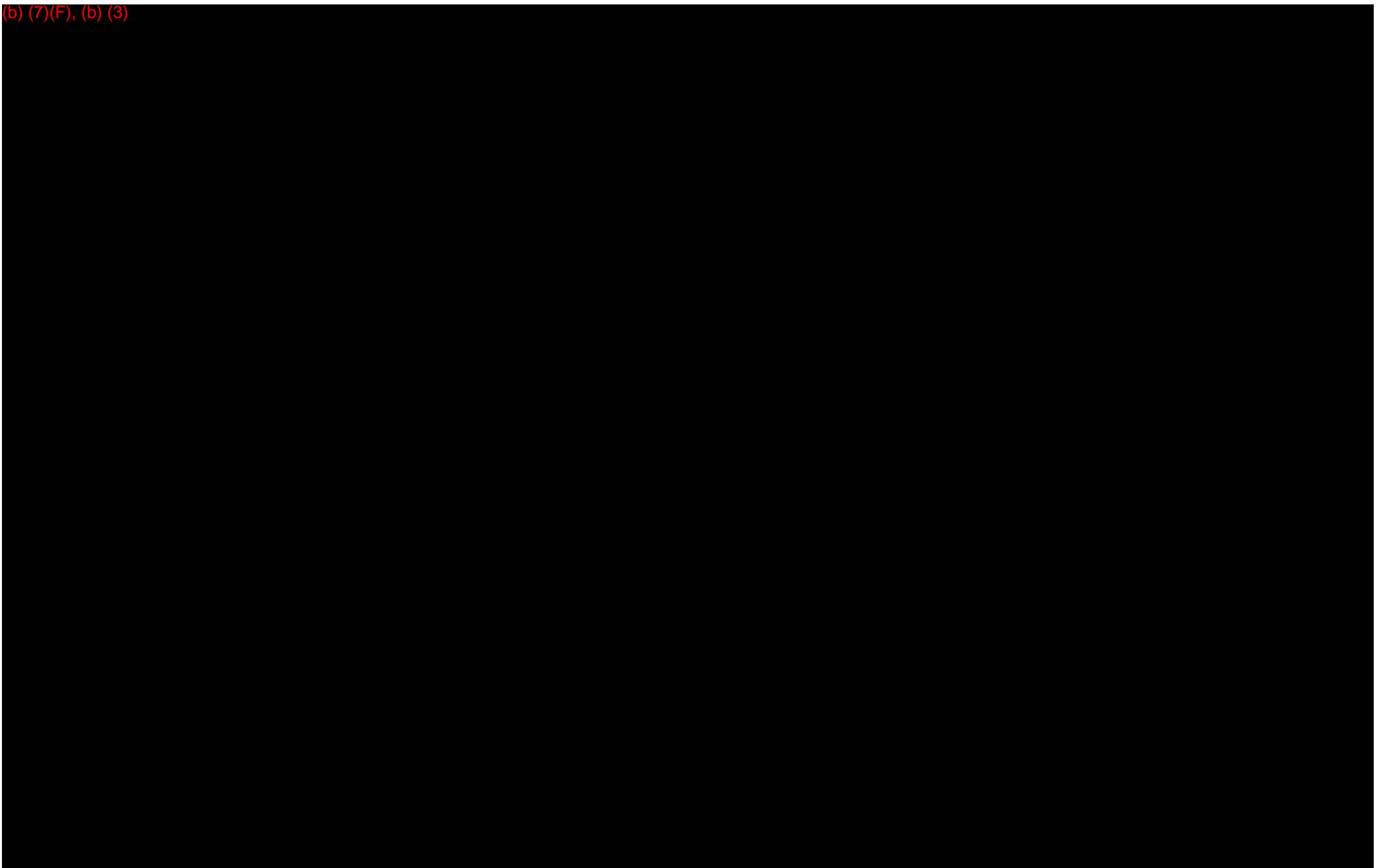
Tier 1 [Part II 1. - Part IV 1.]	0
Tier 2 [Part II 2. - Part IV 2.]	0
Tier 3 [Part II 3. - Part IV 3.]	0

**Note:** To convert to gallons/day, multiply Part II - Part V by 42.

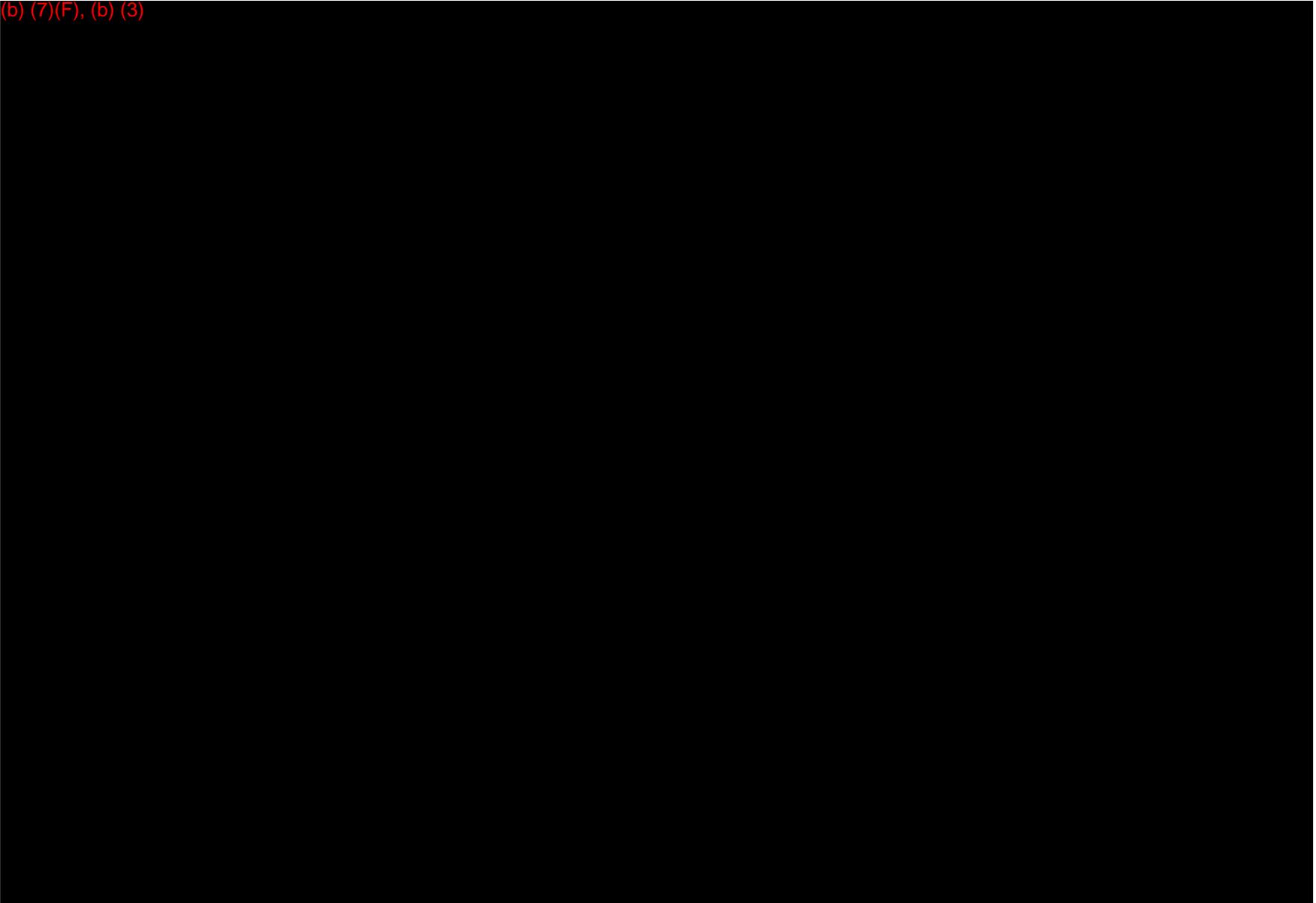
\*\* Facilities storing multiple groups of oil should prepare a separate worksheet for each group.

WCD TRAJECTORY (35 MILES)

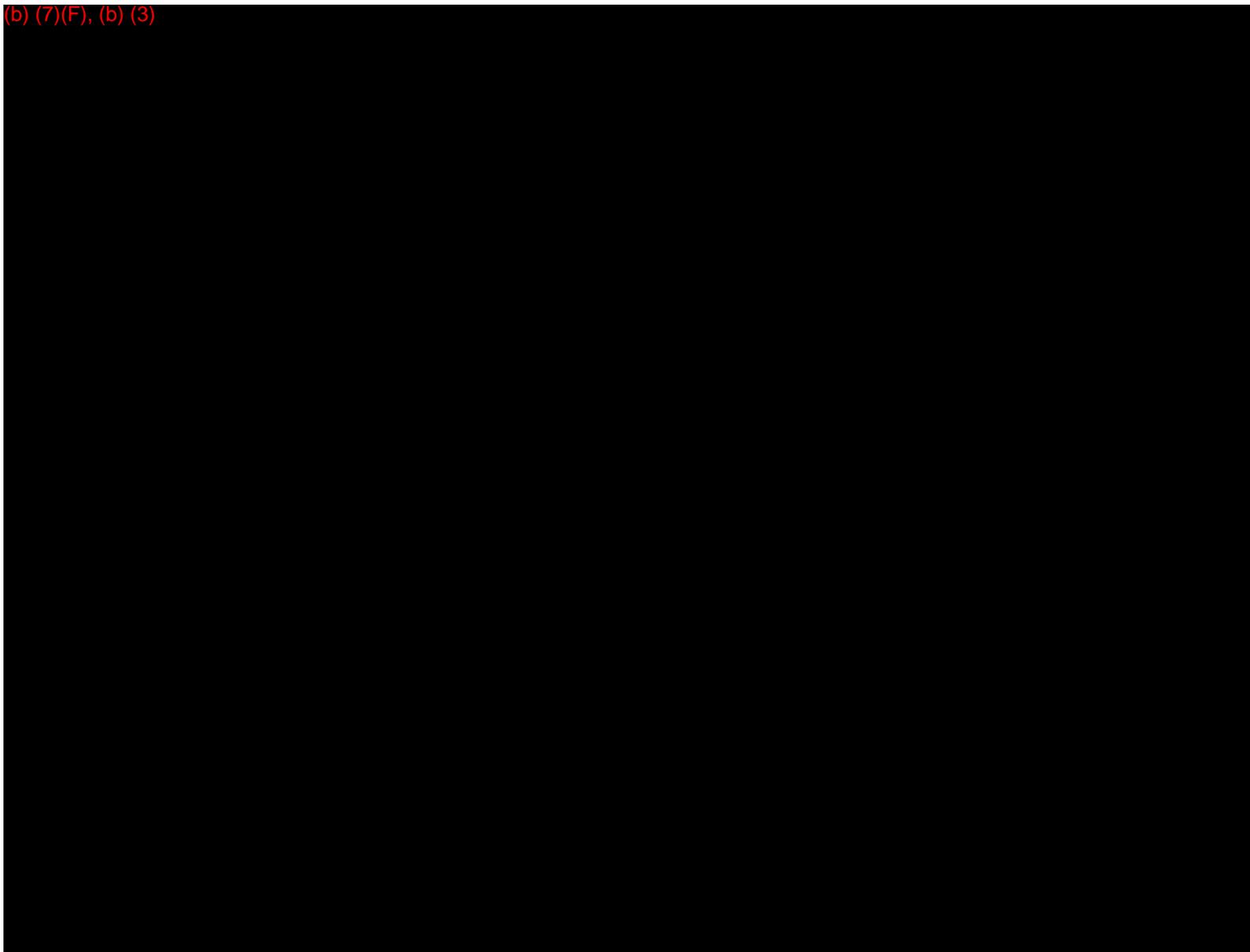
(b) (7)(F), (b) (3)



(b) (7)(F), (b) (3)



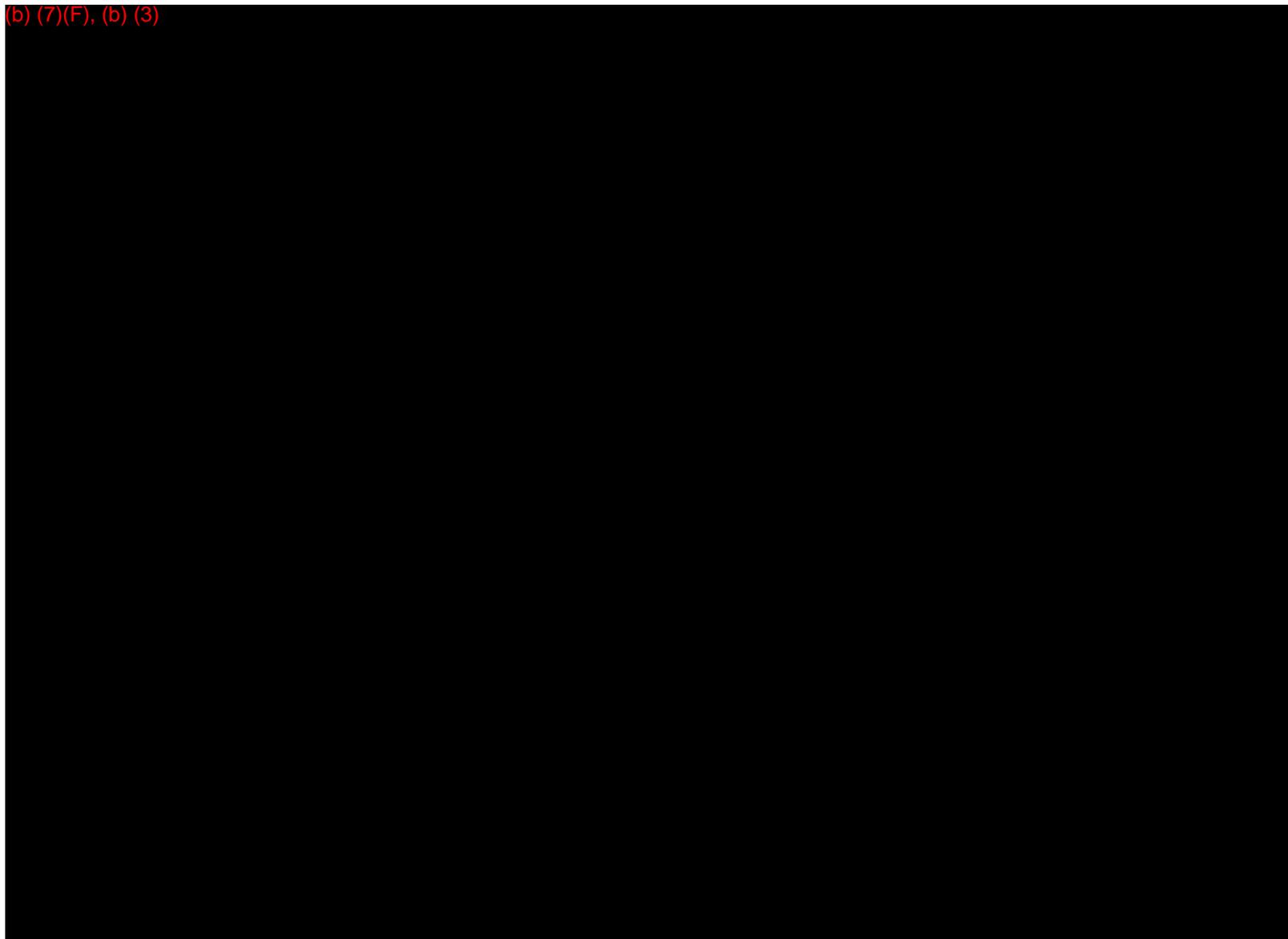
(b) (7)(F), (b) (3)



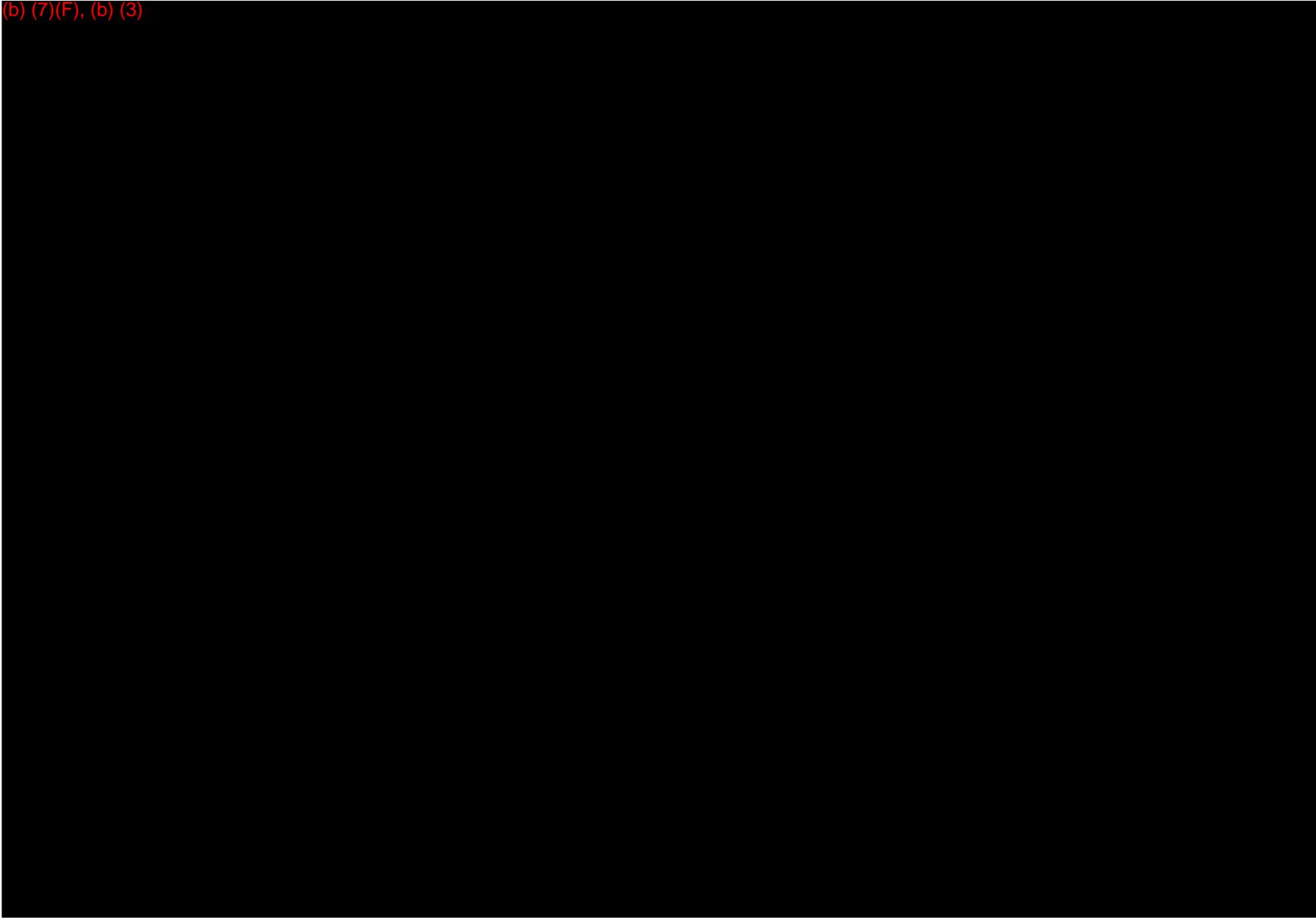
OT X Ref

PA X Ref

(b) (7)(F), (b) (3)



(b) (7)(F), (b) (3)



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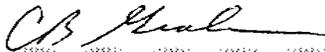
## APPENDICES

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Appendix D	Potential Spill Information
Appendix E	Photographs
Appendix F	Professional Engineer Recommendations



ONSHORE FACILITY – REGULATORY CROSS-REFERENCE		
Citation	Description	Section
<b>Subpart A</b>	<b>Applicability, Definitions, and General Requirements for All Facilities and All Oil Types</b>	
§112.3(d)(1)	Professional Engineer Certification	1.2
§112.5(b)	Management of Five Year Review Foreword	Foreword
§112.7	General requirements for SPCC Plans for all facilities and all oil types	---
§112.7(a)	General requirements: discussion of Facility's conformance with rule requirements; deviations from Plan requirements; Facility characteristics that must be described in the Plan; spill reporting information in the Plan; emergency procedures	1, 2, & Appendices
§112.7(b)	Fault analysis	2.1
§112.7(c)	Secondary containment	2.1, 2.3.1
§112.7(d)	Contingency planning	N/A
§112.7(e)	Inspections, tests, and records	2.5.3, 2.7
§112.7(f)	Employee training and discharge prevention procedures	1.6
§112.7(g)	Security (excluding oil production facilities)	2.4.2, 2.6
§112.7(h)	Loading/unloading (excluding offshore facilities)	2.5
§112.7(i)	Brittle fracture evaluation requirements	2.7
§112.7(j)	Conformance with State requirements	1.11
<b>Subpart B</b>	<b>Requirements for Petroleum Oils and Non-Petroleum Oils, Except Animal Fats and Oils and Greases, and Fish and Marine Mammal Oils; and Vegetable Oils (Including Oils from Seeds, Nuts, Fruits, and Kernels)</b>	
§112.8	Requirements for onshore facilities (excluding production facilities)	----
§112.8(a)	General and specific requirements	2.1-2.4, 2.7
§112.8(b)	Facility drainage	2.3
§112.8(c)	Bulk storage containers	2.1, 2.2, 2.7
§112.8(d)	Facility transfer operations, pumping, and Facility process	2.4, 2.7
§112.9	Requirements for onshore production facilities	N/A
§112.10	Requirements for onshore oil drilling and workover facilities	N/A
§112.11	Requirements for offshore oil drilling, production, or workover facilities	N/A
<b>Subpart C</b>	<b>Requirements for Animal Fats and Oils and Greases, and Fish and Marine Mammal Oils; and Vegetable Oils, including Oils from Seeds, Nuts, Fruits, and Kernels</b>	<b>N/A</b>
<b>Subpart D</b>	<b>Response Requirements</b>	
§112.20	Facility response plans	1.3
§112.21	Facility response training and drills/exercises	N/A

EMERGENCY RESPONSE TRAILER INSPECTION LOG (EXAMPLE)

<b>RANGELY</b>													
<b>EMERGENCY RESPONSE TRAILER MONTHLY CHECK</b>													
2004	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	Sap # 30114420
<b>BOOM TRAILER</b>												Comments	
OVERALL APPERANCE	ok	ok	ok	ok	ok	ok	ok	ok					
FIRE EXTINGUSHER	OK	ok	ok	ok	ok	ok	ok	ok					
LENS ON LIGHTS	OK	ok	ok	ok	ok	ok	ok	ok					
TIRE PRESSURE	OK	ok	ok	ok	ok	ok	ok	ok					
SAFETY CHAINS	OK	ok	ok	ok	ok	ok	ok	ok					
TRAILER HITCH	OK	ok	ok	ok	ok	ok	ok	ok					
LIGHT CORD	OK	OK	ok	ok	ok	ok	ok	ok					
<b>REPAIR TRAILER</b>													
OVERALL APPERANCE	OK	OK	OK	OK	OK	OK	OK	OK					
FIRE EXTINGUSHER	OK	OK	OK	OK	OK	OK	OK	OK					
LENS ON LIGHTS	OK	OK	OK	OK	OK	OK	OK	OK					
TIRE PRESSURE	OK	OK	OK	OK	OK	OK	OK	OK					
SAFETY CHAINS	OK	OK	OK	OK	OK	OK	OK	OK					
TRAILER HITCH	OK	OK	OK	OK	OK	OK	OK	OK					
LIGHT CORD	OK	OK	OK	OK	OK	OK	OK	OK					
Generator is being used for block valve checks													
<b>SPILL TRAILER</b>													
OVERALL APPERANCE	OK	OK	OK	OK	OK	OK	OK	OK					
FIRE EXTINGUSHER	OK	OK	OK	OK	OK	OK	OK	OK					
BOAT TIEDOWNS	OK	OK	OK	OK	OK	OK	OK	OK					
LENS ON LIGHTS	OK	OK	OK	OK	OK	OK	OK	OK					
TIRE PRESSURE	OK	OK	OK	OK	OK	OK	OK	OK					
SAFETY CHAINS	OK	OK	OK	OK	OK	OK	OK	OK					
TRAILER HITCH	OK	OK	OK	OK	OK	OK	OK	OK					
LIGHT CORD	OK	OK	OK	OK	OK	OK	OK	OK					
SIGNATURE:												8/5/2004	

OPA  
EMERGTRAILERINSP.xls  
1/31/99

**Notes:** Inspection records will be retained at the facility for 5 years.

Equipment located at Rangely Terminal and listed on pages 6 through 9 of this Section, is owned by Chevron USA and not by Chevron Pipe Line Company. The equipment is part of a mutual aid agreement between Chevron USA and Chevron Pipe Line Company.

**API STANDARD 653 ROUTINE INSPECTIONS CHECKLIST (EXAMPLE)**

**Tank No: 101**

**Location: Rangely**

**Year: 2004**

**SAP#: 30114639**

Instructions: Use the Inspection Checklist below to document that the inspection was performed. Simply check (✓ or x) in the box corresponding to the proper month and category, and initial the bottom of the monthly column where indicated. Any abnormalities or anything out of the ordinary must be noted in the Comments and Notes section and input into SAP PM for future Maintenance Considerations

**Inspection Checklist**

	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>
Leaks	✓	✓	✓	✓	✓	✓	✓	✓				
Shell Distortions	✓	✓	✓	✓	✓	✓	✓	✓				
Signs of settlement	✓	✓	✓	✓	✓	✓	✓	✓				
Corrosion	✓	✓	✓	✓	✓	✓	✓	✓				
Condition of the foundation	✓	✓	✓	✓	✓	✓	✓	✓				
Condition of the shell coating	✓	✓	✓	✓	✓	✓	✓	✓				
Condition of the shell insulation	N/A											
Condition of cone roof and appurtenances	N/A											
Condition of floating roof	✓	✓	✓	✓	✓	✓	✓	✓				
<b>For External Floating Roofs Only</b>												
Condition of Grounding Cable	N/A											
Condition of Lightning Shunts	✓	✓	✓	✓	✓	✓	✓	✓				
Inspector's Initials	BCSM											

**Comments & Notes**

<b>Month</b>	<b>Comments &amp; Notes</b>

Copy to Tech Services Tank File  
Original to Field Team Tank File

## COLORADO STATE APPENDIX

## RANGELY TERMINAL

## SECONDARY CONTAINMENT CHECKLIST (EXAMPLE)

Item	Date of Inspection	Inspector	Conditions Recommendations	Action Plan
1. Dike or berm system.				
A. Level of precipitation in dike/available capacity				
B. Operational status of drainage valves				
C. Dike or berm permeability				
D. Debris				
E. Erosion				
F. Permeability of the earthen floor of diked area				
G. Location/status of pipes, inlets, drainage beneath tanks, etc.				
2. Secondary containment				
A. Cracks				
B. Discoloration				
C. Presence of spilled or leaked material (standing liquid)				
D. Corrosion				
E. Valve conditions				
3. Retention and drainage ponds (if applicable)				
A. Erosion				
B. Available capacity				
C. Presence of spilled or leaked material				
D. Debris				
E. Stressed vegetation				

**TANK 101 HIGH LEVEL ALARM REPORT (EXAMPLE)**

<b>Chevron Pipeline Company</b>			SAP Job #	30114058
<b>Rangely Station</b>				
<b>Tank 101 High Level Alarm Report (Example)</b>			<b>Signature</b>	
Date	Local Alarm Verification	SCADA Alarm Verification	Initial	Comments
9/30/2003	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
10/30/2003	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
11/26/2003	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
12/18/2003	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
1/30/2004	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
2/26/2004	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
3/23/2003	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
4/27/2004	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
5/26/2004	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
6/30/2004	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
7/22/2004	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	
8/26/2004	Confirmed working in Wonderware	Confirmed working by CC Controller	BCSM	

TRAINING AND SPILL PREVENTION MEETING LOG (EXAMPLE)



# Training Course Sign-In Sheet

Class Name	Course Code <small>[Mandatory]</small>	Location <small>[Mandatory]</small>	Date	Time: Start	Finish
Instructor's Printed Name		Phone Number	Instructor's Signature(s)		
<i>Additional Comments:</i>					
Name (Print)	CAI <small>Mandatory</small>	Position	Company	Signature	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

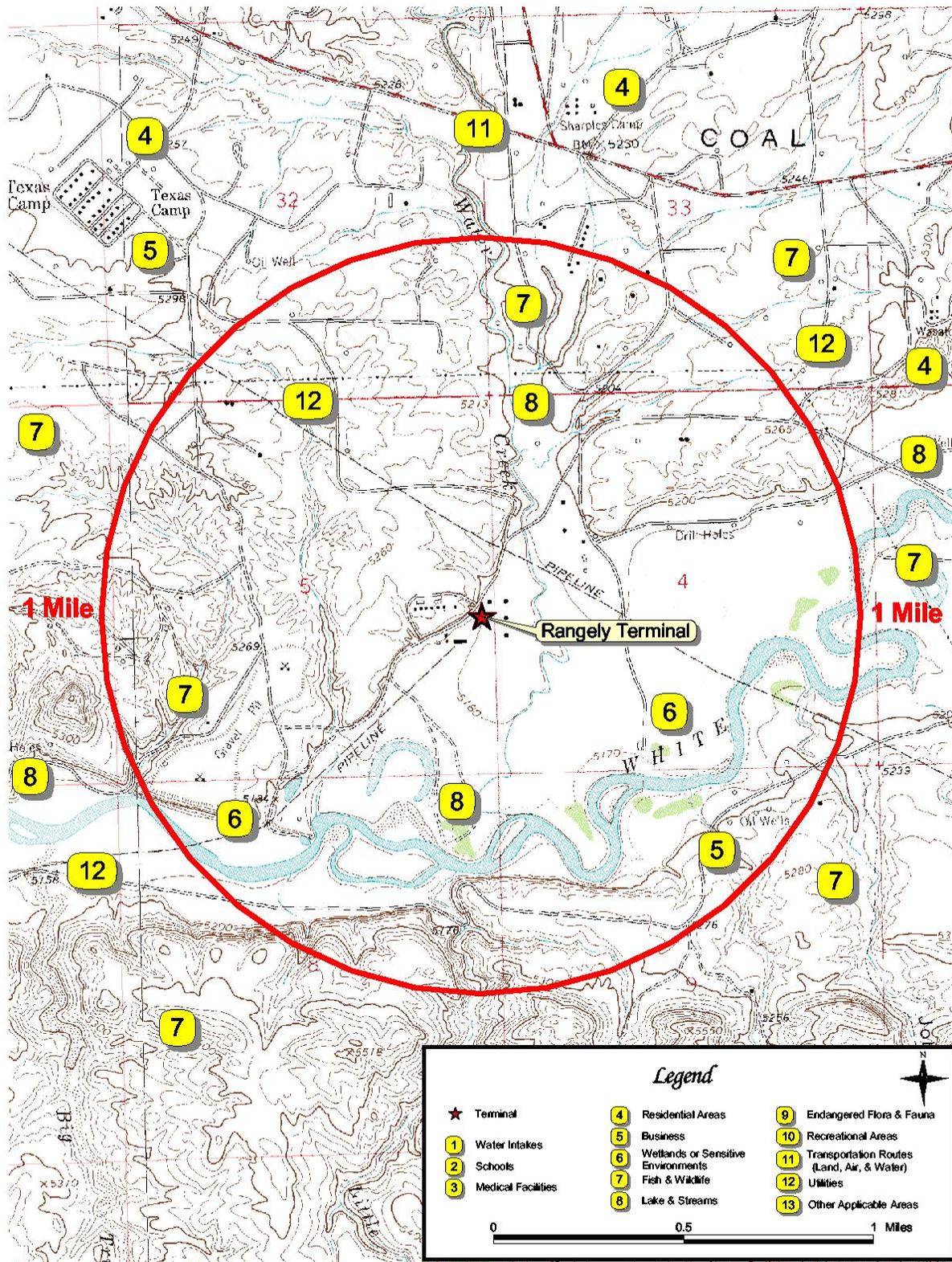
*Additional attendees use Page 2*

Please print your name neatly if not shown.  
Course Code Identification use link or contact CPL TR for assistance.

Send to CPL TR via email .

Completed training records and logs are kept separately from the ERP and can be accessed at the facility.

SENSITIVE AREAS MAP

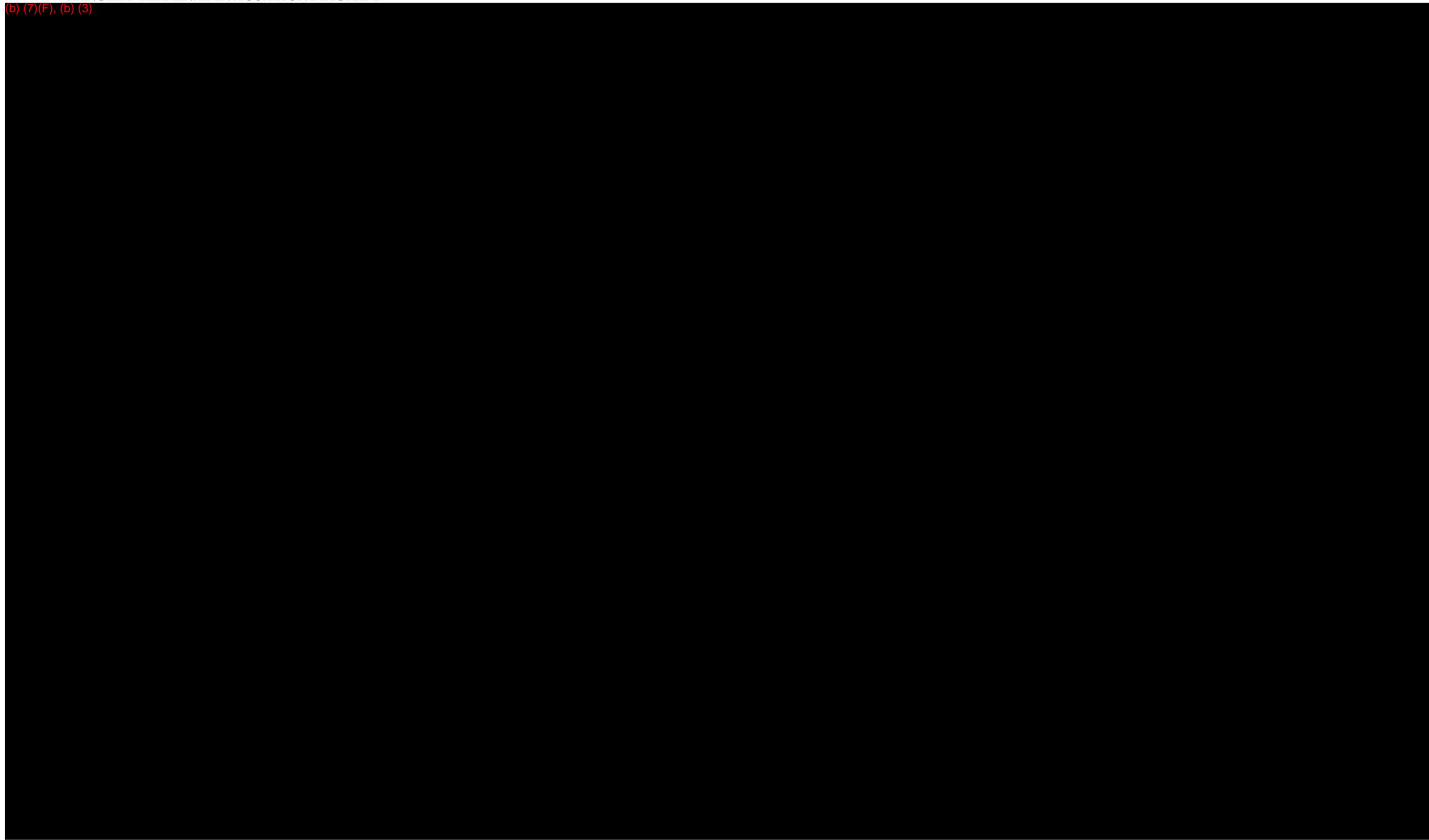


OT X Ref

PA X Ref

RANGELY TERMINAL EVACUATION DIAGRAM

(b) (7)(F), (b) (3)

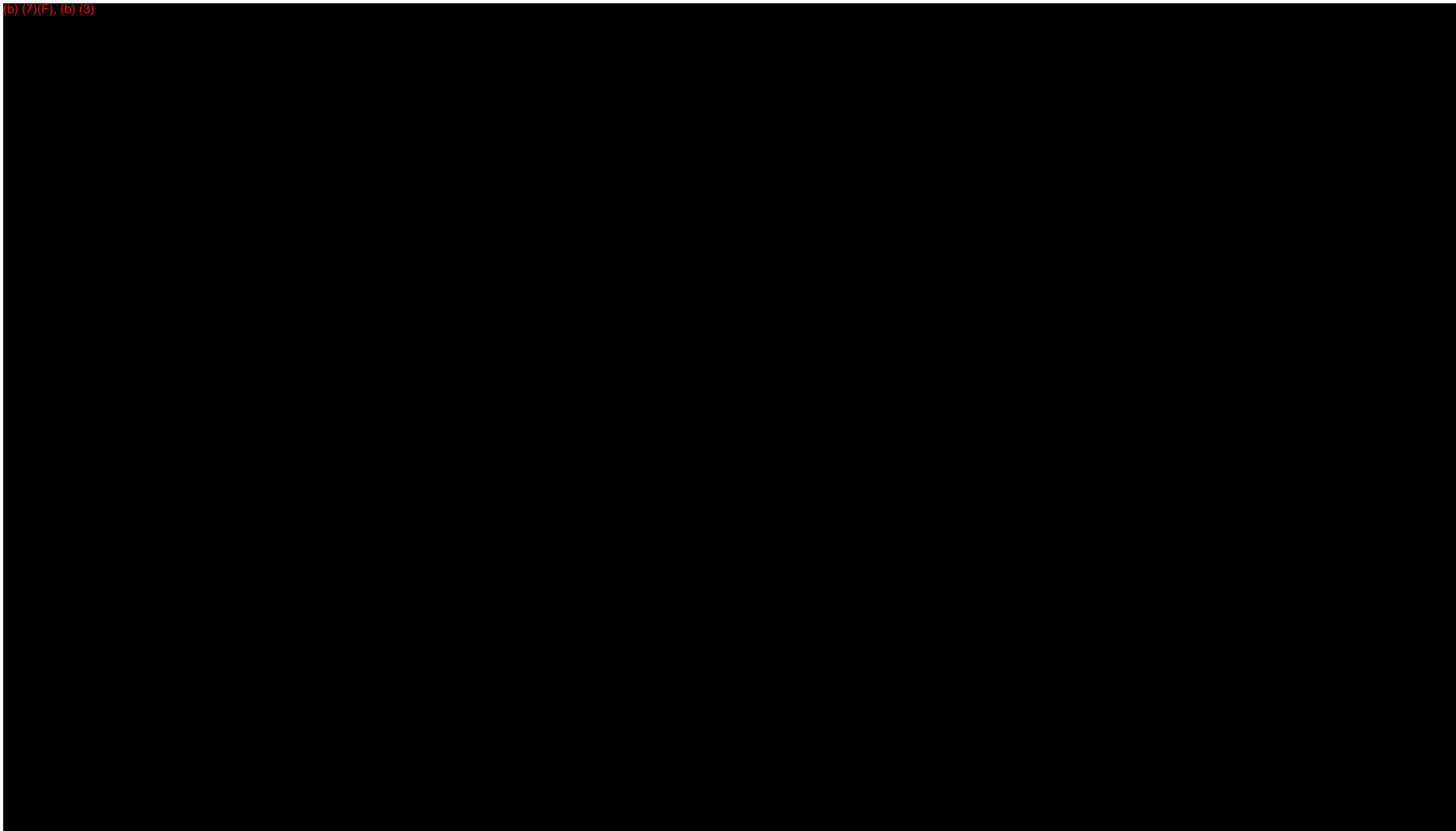


OT X Ref

PA X Ref

RANGELY TERMINAL DRAINAGE AND CONTOUR DIAGRAM

(b) (7)(F), (b) (3)

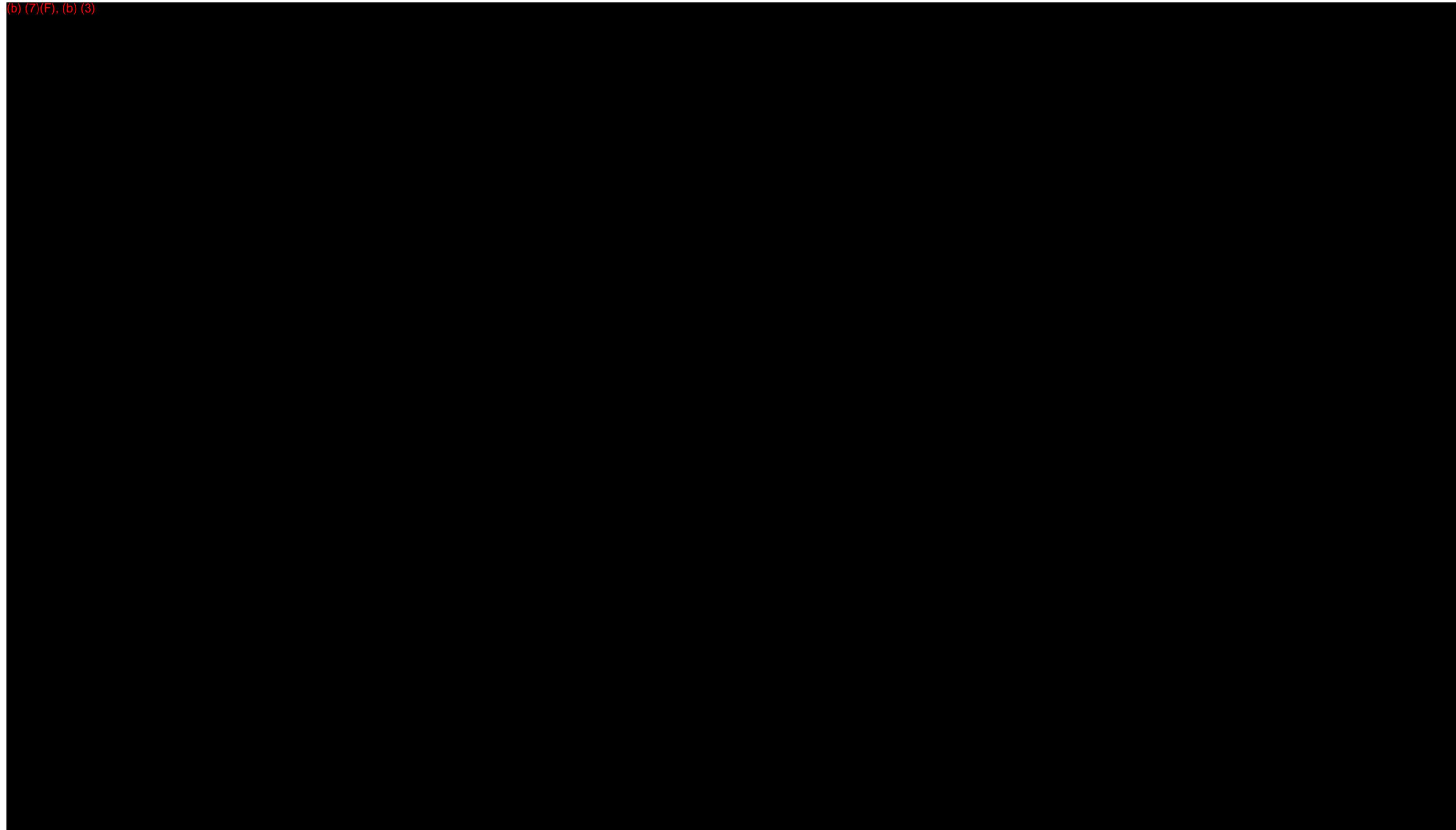


OT X Ref

PA X Ref

RANGELY TERMINAL SECONDARY CONTAINMENT DIAGRAM

(b) (7)(F), (b) (3)



**DOT X Ref**

**EPA X Ref**

**COLORADO STATE APPENDIX**

**AGENCY CROSS REFERENCE**

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**AGENCY CROSS REFERENCE**

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**AGENCY CROSS REFERENCE**

**PHMSA CROSS REFERENCE ..... 1**  
**EPA FORMAT CROSS REFERENCE..... 12**

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

## PHMSA CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
1.1	194.107(c)	FRP statement certifying that the operator has reviewed the current National Contingency Plan (NCP) and each applicable Area Contingency Plan (ACP) and that the FRP is consistent with them.	<b>Core Plan</b> FOB, Pages 1 thru 2 <b>State Appendix</b> Section 1, Page 2
1.2	194.107(c)	Applicable ACP identification.	<b>Core Plan</b> FOB, Pages 1 thru 2 <b>State Appendix</b> Section 1, Page 2
2.1	194.107(d)(1)(I) 194.113(a)	<b>PLAN INFORMATION SUMMARY WITH THE FOLLOWING INFORMATION</b>	
		Name of Operator	<b>Core Plan</b> Section 1, Page 1
		Street Address of Operator	<b>Core Plan</b> Section 1, Page 1
		City, State, Zip Code	<b>Core Plan</b> Section 1, Page 1
	194.113(a)(2) 194.113(b)(3)	A List of response zones that meet the criteria for significant and substantial harm and a list of response zones in which a worst case discharge could cause substantial harm	<b>Core Plan</b> Section 1, Page 1 Page 4 <b>State Appendix</b> Section 1, Pages 4 thru 5
	194.113(b)(5)	The basis for the operator's determination that the response zone meets the criteria for significant and substantial harm and a statement that a worst case discharge in the response zone can be expected to cause significant and substantial harm for each such response zone	<b>Core Plan</b> FOB, Page 2 <b>State Appendix</b> Section 1, Page 2
	194.113(a)(2) 194.5	Description of each response zone, including the county(s) and state(s) and is each response zone designation appropriate	<b>Core Plan</b> Section 1, Page 1 Page 4
		Name and/or title and the telephone number of the Qualified Individual available on a 24-hour basis in each response zone	<b>State Appendix</b> ERAP, Page 10
		Name and/or title and the telephone number of the Alternate Qualified Individual available on a 24-hour basis in each response zone	<b>State Appendix</b> ERAP, Page 10

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
	194.113(b)(4)	List of line sections in each response zone identified by milepost survey station number of other operator designation	<b>State Appendix</b> Section 1, Page 1 Pages 3 thru 4
	194.113(b)(4)	If any response zone contains multiple pipeline systems, are they all described and if multiple oils transported, are they listed	<b>State Appendix</b> Section 1, Page 1 Pages 3 thru 4
	194.113(b)(6)	The type of oil and the volume of the worst case discharge in each response zone	<b>State Appendix</b> Section 1, Page 1 Pages 3 thru 4
<b>3.1</b>	194.107(d)(1)(ii)	Notification procedures identify a person, position, or facility responsible for initiating immediate notification	<b>State Appendix</b> Section 2, Pages 1 thru 7 ERAP, Pages 10 thru 12
<b>3.2</b>	194.107(d)(1)(ii) Appendix A Section 2	Notification procedures indicate that the person, position, or facility is capable of initiating notification on a 24-hour basis	<b>State Appendix</b> Section 2, Pages 1 thru 7 ERAP, Pages 10 thru 12
	194.107(d)(1)(ii) Appendix A Section 2(b)	Appropriate notification procedures	<b>State Appendix</b> Section 2, Pages 1 thru 7 ERAP, Pages 10 thru 12
<b>3.3</b>	194.107(d)(1)(ii) Appendix A Section 5	Notification procedures telephone numbers which include the required contacts that can be reached on a 24-hour basis	<b>State Appendix</b> Section 2, Pages 1 thru 11 ERAP, Pages 10 thru 12
		Qualified Individual	<b>State Appendix</b> ERAP, Page 10
		Oil Spill Removal Organization	<b>State Appendix</b> ERAP, Page 18
		Is the National Response Center number correctly listed as 1-800-424-8802 or 202-267-2180	<b>State Appendix</b> ERAP, Page 8
		Company personnel (spill management team)	<b>State Appendix</b> ERAP, Pages 10 thru 12

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
<b>3.4</b>	194.107(d)(1)(ii)	<b>NOTIFICATION SECTION WHICH INCLUDES THE FOLLOWING INFORMATION</b>	
		Name of pipeline operator	<b>State Appendix</b> ERAP, Page 4
		Time of discharge	<b>State Appendix</b> ERAP, Page 4
		Location of discharge	<b>State Appendix</b> ERAP, Page 4
		Name of oil involved	<b>State Appendix</b> ERAP, Page 4
		Reason for discharge	<b>State Appendix</b> ERAP, Page 4
		Estimated volume of oil discharged	<b>State Appendix</b> ERAP, Page 4
		Weather conditions on scene	<b>State Appendix</b> ERAP, Page 4
<b>3.5</b>	194.107(d)(1)(v) 194.115 Appendix A Section 9(e)(2)	Identification of operator's Oil Spill Removal Organization	<b>State Appendix</b> ERAP, Page 18
		Name(s)	<b>State Appendix</b> ERAP, Page 18
		Address(s)	<b>State Appendix</b> ERAP, Page 18
		Telephone Number(s)	<b>State Appendix</b> ERAP, Page 18
<b>4.1</b>	194.115(a)	Procedures to identify and mitigate or prevent a substantial threat of a worst case discharge	<b>State Appendix</b> Section 1, Pages 5 thru 9 Rangely Terminal Section, Page 25 <b>Core Plan</b> Section 3, Pages 1 thru 33 Section 4 Section 5 Section 6 Section 7

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
4.2	194.107(d)(1)(iii) Appendix A Section 3(a)	Identification of personnel, equipment and procedures for detecting leaks and spills and locating spills throughout the response zone	<b>State Appendix</b> ERAP, Pages 10 thru 12 Pages 14 thru 18 Section 1, Pages 5 thru 7 Rangely Terminal Section, Page 17 Page 25 <b>Core Plan</b> Section 3, Pages 1 thru 2 Section 4 Section 5 Section 6
4.3	194.105(b)(1)	Identification of the maximum time to detect spill and shutdown flow in affected pipeline in adverse weather	<b>State Appendix</b> Section 1, Page 8
4.4	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of procedures to mitigate spills appropriate for the response zone and consistent with applicable ACP(s)	<b>State Appendix</b> Section 1, Page 2 Rangely Terminal Section, Pages 21 thru 25 Page 36 <b>Core Plan</b> Section 3, Pages 1 thru 33 Section 4 Section 5 Section 6
5.1	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of spill containment strategies appropriate for the response zone and consistent with applicable ACP(s)	<b>State Appendix</b> Section 1, Page 2 Rangely Terminal Section, Pages 21 thru 25 Page 36 <b>Core Plan</b> Section 3, Pages 1 thru 33 Section 4 Section 5 Section 6

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
5.2	194.115(b)	Planned spill containment activities accomplished within the appropriate tier times	<b>State Appendix</b> Rangely Terminal Section, Pages 6 thru 13 <b>Core Plan</b> Section 3, Pages 1 thru 22
5.3	194.115(b)	Containment equipment capacities described in sufficient detail and identify sufficient spill containment to respond to a worst case discharge to the maximum extent practicable	<b>State Appendix</b> Rangely Terminal Section, Pages 6 thru 13
6.1	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of the spill recovery strategies appropriate for the response zone and consistent with applicable ACP(s)	<b>State Appendix</b> Section 1, Page 2 Rangely Terminal Section, Pages 6 thru 13 Pages 21 thru 26 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 5 Section 6
6.2	194.115(b)	Planned spill recovery activities accomplished within the appropriate tier times	<b>State Appendix</b> Section 1, Page 2 Rangely Terminal Section, Pages 6 thru 13 Pages 21 thru 26 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 5 Section 6
6.3	194.115(a)	Recovery equipment capacities described in sufficient detail and the FRP identify sufficient spill recovery equipment to respond to a worst case discharge to the maximum extent	<b>State Appendix</b> Section 1, Page 2 Rangely Terminal Section, Pages 6 thru 13 Pages 21 thru 26 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 5 Section 6

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
7.1	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of disposal procedures, including temporary storage equipment for recovered oil appropriate for the response zone and consistent with applicable ACP	<b>State Appendix</b> Section 1, Page 2 Rangely Terminal Section, Pages 6 thru 13 Pages 21 thru 26 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 5 Section 6
7.2	194.115(b)	Planned temporary storage and waste disposal activities accomplished within the appropriate tier times	<b>State Appendix</b> Section 1, Page 2 Rangely Terminal Section, Pages 6 thru 13 Pages 21 thru 26 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 5 Section 6
7.3	194.115(a)	Identification of sufficient temporary storage capabilities to respond to a worst case discharge to the maximum extent practicable	<b>State Appendix</b> Rangely Terminal Section, Page 13 Page 25
8.1	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of the protection strategies appropriate for the response zone and consistent with applicable ACP(s)	<b>State Appendix</b> Rangely Terminal Section, Pages 6 thru 13 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 5 Section 6
8.2	194.115(b)	Planned protection activities accomplished with the appropriate tier times	<b>State Appendix</b> Rangely Terminal Section, Pages 6 thru 13 <b>Core Plan</b> Section 3, Pages 1 thru 22

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
9.1	194.107(d)(1)(v) 194.117(c) Appendix A Section 4(c) Appendix A Section 9(k)(2)	Response management system described in the FRP and IC-bases system	<b>Core Plan</b> Section 6
9.2	194.107(d)(1)(v) Appendix A Section 4(a) and (b)	Operator's response organization includes a description of roles and responsibilities	<b>Core Plan</b> Section 5 Section 6
		Qualified Individual	<b>State Appendix</b> ERAP, Page 1
		Other operator response personnel including the spill management team	<b>State Appendix</b> ERAP, Page 2 Pages 10 thru 14
		Contracted Oil Spill Removal Organization(s)	<b>State Appendix</b> ERAP, Pages 6 thru 13
9.3	194.107(D)(1)(V) Appendix A Section 4(c)	Operator's response organization includes a description of the organizational interfaces with external parties in a Unified Command	<b>Core Plan</b> Section 5 Section 6
		State and local responders	<b>Core Plan</b> Section 5 Section 6
		Federal on-Scene coordinator	<b>Core Plan</b> Section 5 Section 6
10.1	194.107(d)(1)(ii) 194.107(d)(1)(v)	Describe appropriate communication procedures and system adequate for notifications and response operations	<b>Core Plan</b> Section 11
10.2	194.115(a)	Identify response equipment that is operator-owned and maintained	<b>N/A</b> Equipment listed in Plan is owned by Chevron USA or Contractors
10.3	194.107(d)(1)(viii)	Describe procedures for maintaining response equipment owned by operator	<b>N/A</b> Equipment listed in Plan is owned by Chevron USA or Contractors
10.4	194.115(a)	Identify response equipment that will be provided by Oil Spill Removal Organization(s) that is not USCG-classified	<b>N/A</b> Equipment listed in Plan is owned by Chevron USA or Contractors

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
10.5	194.107(d)(1)(viii)	Describe procedures for maintaining response equipment owned by Oil Spill Removal Organization(s) that is not USCG-classified	<b>State Appendix</b> Rangely Terminal Section, Page 6 <b>Core Plan</b> Section 4, Page 1
10.6	194.115(b)	Identify the location of both operator-owned and Oil Spill Removal Organization-owned response equipment	<b>State Appendix</b> Rangely Terminal Section, Pages 6 thru 13
10.7	194.107(d)(1)(v)	Describe mobilization and deployment of response equipment within appropriate tier times consistent with the plan's response activities	<b>State Appendix</b> Section 2, Page 1 Rangely Terminal Section, Pages 10 thru 13 Pages 21 thru 26
10.8	194.115(b)	Size of response zone to permit planned response activities to be accomplished including equipment mobilization and deployment within the appropriate tier times	<b>State Appendix</b> Section 1, Pages 1 thru 4
11.1	194.107(d)(1)(v) 194.115 194.117(a)(1)(I) & (c) Appendix A Section 9(e)(2)	Identification of sufficient numbers of trained personnel to conduct the response to the WCD consistent with the plan's response activities	<b>State Appendix</b> ERAP, Pages 10 thru 12 <b>Core Plan</b> Section 5 Section 19
11.2	194.107(d)(1)(v)	Describe procedures for mobilizing and deploying response personnel throughout the response zone consistent with the plan's response activities	<b>State Appendix</b> ERAP, Pages 1 thru 3 <b>Core Plan</b> Section 3, Pages 5 thru 10
12.1	194.107(d)(1)(v)	Operation description of procedures to be used by the response management organization to document response decisions, activities and cost	<b>Core Plan</b> Section 15, Pages 1 thru 57
12.2	194.105(a)	Provide the calculations and methodology used for determining the worst case discharge for the response zone	<b>State Appendix</b> Section 1, Page 4 (Capacity of largest breakout tank N/W Response Zone)
12.3	194.105(b)	Worst case discharge volume calculated using the three specified methods as applicable in the Interim Final Rule and the derivations accurate and as prescribed	<b>State Appendix</b> Section 1, Page 4 (Capacity of largest breakout tank N/W Response Zone)

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
13.1	194.117(a)(1)(I)	Describe training program that provides training for response personnel including their responsibilities under the plan	<b>Core Plan</b> Section 12, Pages 1 thru 9
13.2	194.117(a)(3)	Describe training program that provides training for response personnel	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Characteristics and hazards of oil	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Conditions that are likely to worsen emergencies, including the consequences of facility malfunctions of failures and appropriate corrective actions	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Steps necessary to control an accidental discharge of oil	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Steps necessary to minimize the potential for the fire, explosion, or environmental damage	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Proper fire-fighting procedures and use of personal protective equipment	<b>Core Plan</b> Section 12, Pages 1 thru 9
13.3	29 CFR 1910.120 194.117(c) 40 CFR 300.150(b)	Describe a response training program that addresses the appropriate levels of training and the requirements specified	<b>Core Plan</b> Section 12, Pages 1 thru 9
13.4	194.117(b)	Describe the operator's procedures of maintenance for response training records for response personnel	<b>Core Plan</b> Section 12, Page 1
14.1	194.107(d)(1)(ix) Appendix A Section 7 PREP	Describe procedures for conducting internal and external drills	<b>Core Plan</b> Section 12, Pages 1 thru 9 Section 18, Pages 1 thru 31
		Responsibility for planning, carrying out and monitoring drills	<b>Core Plan</b> Section 18, Pages 1 thru 31
		Announced drills	<b>Core Plan</b> Section 12, Pages 8 thru 9
		At least one unannounced internal drill	<b>Core Plan</b> Section 12, Page 9
		Quarterly Qualified Individual notifications drills	<b>Core Plan</b> Section 12, Page 9
		Annual spill management team tabletop drills	<b>Core Plan</b> Section 12, Page 9

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
		Annual Oil Spill Removal Organization(s) equipment deployment drills of representative types of key equipment identified in the FRP	<b>Core Plan</b> Section 12, Page 7
		At least one drill that test the entire response plan for each response zone at least every three years	<b>Core Plan</b> Section 12, Page 9
<b>14.2</b>	194.107(d)(1)(ix) Appendix A Section 7(b)	Description of a 3-year drill and exercise cycle and the frequencies for each type drill in that cycle	<b>Core Plan</b> Section 12, Pages 1 thru 9 Section 18, Pages 1 thru 31
<b>14.3</b>	Appendix A Section 7	Procedures for maintaining drill documentation for 3 years	<b>Core Plan</b> Section 12, Page 1
<b>15.1</b>	194.107(d)(1)(x) 194.121(a)	Requirements and procedures that the operator will review the FRP at least once every 5 years after the last plan approval date of PHMSA, modify the FRP to address new or different operating conditions of information in the response plan and submit the plan for PHMSA's review/approval.	<b>Core Plan</b> Section 13, Pages 1 thru 2
<b>15.2</b>	194.121(b)	Identification of key factors that may cause revisions to the response plan and require the operator to submit revisions to PHMSA within 30 days of making the revisions for factors	<b>Core Plan</b> Section 13, Page 1
		New pipeline construction or purchase	<b>Core Plan</b> Section 13, Page 1
		Different worst case discharge volume	<b>Core Plan</b> Section 13, Page 1
		Change in commodities transported	<b>Core Plan</b> Section 13, Page 1
		Change in Oil Spill Removal Organization(s)	<b>Core Plan</b> Section 13, Page 1
		Change in Qualified Individual	<b>Core Plan</b> Section 13, Page 1
		Change in NCP/ACP that has significant impact on the appropriateness of response equipment or response strategies	<b>Core Plan</b> Section 13, Page 1
		Change in response procedures	<b>Core Plan</b> Section 13, Page 1
		Change in ownership	<b>Core Plan</b> Section 13, Page 1
<b>15.3</b>	194.121(b)(8)	Description of procedure for incorporating improvements identified	<b>Core Plan</b> Section 13, Page 1
		Post-drill evaluation results	<b>Core Plan</b> Section 13, Page 1

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
		Post-incident evaluation results	<b>Core Plan</b> Section 13, Page 1
<b>16.1</b>	194.107(c)	Plan consistent with the NCP in effect at the time of submission	<b>State Appendix</b> Section 1, Page 2
<b>16.2</b>	194.107(c)	Plan consistent with the ACP(s) in effect for each response zone at the time of submission	<b>State Appendix</b> Section 1, Page 2
<b>16.3</b>	49 CFR 194	Concept of plans of operation minimally adequate to carry out a response to the WCD	<b>State Appendix</b> Section 1, Page 2 <b>Core Plan</b> Section 5 Section 6

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

## EPA FORMAT CROSS REFERENCE

	<b>EPA Model Facility Response Plan</b>	<b>Emergency Response Plan</b>
1.1	Emergency Response Action Plan	<b>State Appendix</b> ERAP
1.2	Facility Information	<b>State Appendix</b> Rangely Terminal Section, Page 1 Page 35, SPCC Plan
1.3	Emergency Response Information	<b>State Appendix</b> ERAP, Pages 1 thru 6
1.3.1	Notification	<b>State Appendix</b> ERAP, Pages 1 thru 13
1.3.2	Response Equipment List	<b>State Appendix</b> ERAP, Pages 16 thru 17
1.3.3	Response Equipment Testing/Deployment	<b>Core Plan</b> Section 4, Page 1 Section 18, Page 30, Testing/Deployment Form
1.3.4	Personnel	<b>State Appendix</b> ERAP, Pages 10 thru 12
1.3.5	Evacuation Plans	<b>State Appendix</b> Rangely Terminal Section, Pages 18 thru 19
1.3.6	Qualified Individual's Duties	<b>State Appendix</b> ERAP, Page 1
1.4	Hazard Evaluation	<b>State Appendix</b> Rangely Terminal Section, Pages 14 thru 16
1.4.1	Hazard Identification	<b>State Appendix</b> Rangely Terminal Section, Pages 14 thru 16
1.4.2	Vulnerability Analysis	<b>State Appendix</b> Rangely Terminal Section, Pages 14 thru 16 Pages 30 thru 34
1.4.3	Analysis for the Potential for an Oil Spill	<b>State Appendix</b> Rangely Terminal Section, Pages 14 thru 16
1.4.4	Facility Reportable Oil Spill History	<b>State Appendix</b> Rangely Terminal Section, Page 20
1.5	Discharge Scenarios	<b>State Appendix</b> Rangely Terminal Section, Pages 21 thru 26

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

	<b>EPA Model Facility Response Plan</b>	<b>Emergency Response Plan</b>
1.5.1	Small and Medium Discharges	<b>State Appendix</b> Rangely Terminal Section, Pages 21 thru 24
1.5.2	Worst Case Discharges	<b>State Appendix</b> Rangely Terminal Section, Page 25
1.6	Discharge Detection Systems	<b>State Appendix</b> Rangely Terminal Section, Page 17
1.6.1	Discharge Detection by Personnel	<b>State Appendix</b> Rangely Terminal Section, Page 17 Page 35, SPCC
1.6.2	Automated Discharge Detection	<b>State Appendix</b> Rangely Terminal Section, Page 17 Page 35, SPCC
1.7	Plan Implementation	<b>State Appendix</b> ERAP, Entire Section Rangely Terminal Section, Pages 21 thru 26 <b>Core Plan</b> Section 2 Section 3 Section 5 Section 6
1.7.1	Response Resources for Small, Medium and Worst Case Spills	<b>State Appendix</b> Rangely Terminal Section, Pages 21 thru 26
1.7.2	Disposal Plans	<b>Core Plan</b> Section 8 Section 9 Section 10
1.7.3	Containment and Drainage Plans	<b>State Appendix</b> Rangely Terminal Section, Page 46 Page 35, SPCC Plan
1.8	Self-Inspection, Drill/Exercises and Response Training	<b>State Appendix</b> Rangely Terminal Section, Page 17 Page 35, SPCC Plan <b>Core Plan</b> Section 12

## COLORADO STATE APPENDIX

## AGENCY CROSS REFERENCE

	<b>EPA Model Facility Response Plan</b>	<b>Emergency Response Plan</b>
1.8.1	Facility Self-Inspection	<b>State Appendix</b> Rangely Terminal Section, Page 17 Page 35, SPCC Plan
1.8.1.1	Tank Inspections	<b>State Appendix</b> Rangely Terminal Section, Page 17 Pages 39 thru 41 Page 35, SPCC Plan
1.8.1.2	Response Equipment Inspections	<b>Core Plan</b> Section 4, Page 1 Section 18, Page 30, Testing/Deployment Form <b>State Appendix</b> Rangely Terminal Section, Page 38
1.8.1.3	Secondary Containment Inspections	<b>State Appendix</b> Rangely Terminal Section, Page 17 Page 35, SPCC Page 40
1.8.2	Facility Drills/Exercises	<b>Core Plan</b> Section 12
1.8.2.1	QI Notification Drill Logs	<b>Core Plan</b> Section 18, Page 26
1.8.2.2	Spill Prevention Meeting Logs	<b>State Appendix</b> Rangely Terminal Section, Page 42
1.9	Diagrams	<b>State Appendix</b> ERAP, Pages 20 thru 22
1.10	Security	<b>State Appendix</b> Rangely Terminal Section, Page 35, SPCC Plan
2.0	Response Plan Cover Sheet	<b>State Appendix</b> Rangely Terminal Section, Page 1
3.0	Acronyms	<b>Core Plan</b> Section 17
4.0	References	<b>Core Plan</b> Front of Book, Page 3

**COMPANY CORE PLAN TABLE OF CONTENTS****FRONT OF BOOK****SECTION 1 INFORMATION SUMMARY****SECTION 2 IMMEDIATE NOTIFICATIONS****SECTION 3 SPILL DETECTION/MITIGATION****SECTION 4 OIL SPILL REMOVAL ORGANIZATIONS****SECTION 5 RESPONSE ACTIVITIES****SECTION 6 INCIDENT COMMAND SYSTEM****SECTION 7 JOB SITE SAFETY PLAN****SECTION 8 CLEANUP PROCEDURES****SECTION 9 ESTIMATING SPILL VOLUMES****SECTION 10 WASTE MANAGEMENT****SECTION 11 COMMUNICATIONS****SECTION 12 TRAINING AND DRILLS****SECTION 13 PLAN REVIEW AND UPDATE PROCEDURES****SECTION 14 PUBLIC RELATIONS****SECTION 15 DOCUMENTATION / ICS FORMS****SECTION 16 MSDS****SECTION 17 GLOSSARY****SECTION 18 RELEASE EXERCISES-HES706****SECTION 19 CHEVRON FUNCTIONAL & WORLDWIDE TEAM RESOURCES****SECTION 20 GAS PIPELINES & FACILITIES NORTH AMERICA EOP****UTAH STATE APPENDIX TABLE OF CONTENTS****FRONT POCKET INFORMATION****MYTON EMERGENCY RESPONSE ACTION PLAN (ERAP)****FRONT OF BOOK****SECTION 1 INFORMATION SUMMARY****SECTION 2 NOTIFICATIONS****SECTION 3 RESOURCES****SECTION 4 WASTE MANAGEMENT****SECTION 5 SAMPLING****SECTION 6 SPILL IMPACT****SECTION 7 SENSITIVE AREA INFO/MAPS****MYTON STATION****AGENCY CROSS REFERENCE**

## COMPANY PLAN DEFINITION



# COMPANY EMERGENCY RESPONSE PLAN

## CORE PLAN

DOT/PHMSA Sequence Number 210

**THIS CORE PLAN COMBINED WITH THE APPLICABLE STATE APPENDIX  
ESTABLISHES EMERGENCY REPOSENSE PLANNING CRITERIA FOR:**

**CHEVRON PIPE LINE COMPANY  
CHEVRON MIDSTREAM PIPELINES, LLC (FORMERLY TEXACO PIPELINES LLC)  
BRIDGELINE HOLDINGS, L.P. (BHLP)  
NECHES GAS DISTRIBUTION COMPANY (NGDC)  
SABINE PIPE LINE (SPLLLC)  
TEXACO EXPLORATION AND PRODUCING INC. (TEPI)  
CHEVRON PETROCHEMICAL PIPELINE, LLC  
CHEVRON CORPORATION  
(HEREIN REFERRED TO AS "COMPANY")**

Prepared by:  
Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401  
(800) 762-3404 or (877) 596-2800

## CERTIFICATIONS

### CERTIFICATIONS

#### Qualified Individual

Chevron Pipe Line Company (Company) is authorizing all of its employees who are trained in Incident Command and who are functioning as the Incident Commander (IC) to be the Qualified Individual (QI). This financial authority is unique to spills and emergency releases and is not a part of the Company's routine delegation of authority guidelines.

In the event of an oil spill or emergency release, Company employees who will be responding as Incident Commanders (IC/QIs) have the authority to:

1. Activate the Emergency Response Plan.
2. Activate and engage in contracting with oil spill removal organizations. Commit resources from within the Company, through the Corporate Oil Spill Coordinator/Staff, outside contractors, MSRC, cooperatives, and as directed by the Federal or State On-Scene Coordinator.
3. Act as liaison with Federal or State On-Scene Coordinator and other Federal and State officials.
4. Obligate funds required to carry out all necessary or directed response activities.

The response organization is critical to the management of an emergency response because of the large geographic areas covered by the Company. Immediate response in remote areas is managed by local personnel who may be replaced by additional personnel if the magnitude of the spill warrants. The response of the additional personnel may take some time due to geography. It is impossible to name the specific individual who will be IC in advance. It will depend on the location of the spill, the size of the spill, and whether it is the initial response or a later phase in the clean up process.

Various federal and state agencies have recognized the need for owners/operators who use a tiered response to allow for the transfer of authority upward as the extent of a spill is assessed. Agencies also acknowledge that response efforts often involve 24- hour efforts, and authorities must be transferred in this "shift" works situation.

#### National Contingency Plan / Area Contingency Plan Consistency

Company (Operator) certifies that it has reviewed the National Contingency Plan (NCP) and each applicable Area Contingency Plan, and that this Emergency Response Plan is consistent with the existing NCP and each existing applicable ACP.

Per applicable geographical areas, the following Area Contingency Plans have been reviewed for consistency with Company's Emergency Response Plan:

- US EPA Region 6 Integrated ACP (Facilities in Texas and New Mexico)
- South Louisiana/Acadia Region ACP (Morgan City)
- New Orleans/Baton Rouge ACP
- US EPA Region 8 ACP (Facilities in Utah and Colorado)
- US EPA Region 9 Regional Contingency Plan (Facilities in California)
- US EPA Region 10 ACP (Facilities in Idaho, Oregon and Washington)
- San Francisco Oil Spill Contingency Plan (N. California Bay Area Facility)
- Los Angeles/Long Beach ACP (S. California Los Angeles Facility)

#### CERTIFICATION OF RESOURCES

The Company hereby certifies to the Pipeline Hazardous Materials Safety Administration (PHMSA) of the Department of Transportation that we have identified and ensured by contract or other means to be approved by the PHMSA, the availability of private personnel and equipment to respond, to the maximum extent practicable, up to and including a worst case discharge or a substantial threat of such a discharge.

#### STATEMENT OF SIGNIFICANT AND SUBSTANTIAL HARM

The Company hereby submits to the Pipeline Hazardous Materials Safety Administration of the Department of Transportation that we have identified, as required by 49 CFR, Part 194.107 and Part 194.103, the pipeline sections in each Response Zone that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil or products into or on navigable waters, adjoining shorelines, public drinking water intakes, or other environmentally sensitive areas. Each pipeline segment meeting the significant harm definition is identified, as required, in the applicable State Appendices.

Signature: Lonnie Evans Date: 15 Mar 2010

Printed Name and Title: Lonnie Evans, CEM, Emergency Response Specialist  
4800 Fournace Place, Rm. E320B, Bellaire, TX 77401-2324  
Tel 713-432-3406, LonnieJEvans@chevron.com

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**CERTIFICATION OF SIGNIFICANT AND SUBSTANTIAL HARM****CERTIFICATION OF SIGNIFICANT AND SUBSTANTIAL HARM****STATEMENT OF SIGNIFICANT AND SUBSTANTIAL HARM**

The Company hereby submits to the Pipeline Hazardous Materials Safety Administration of the Department of Transportation that we have identified, as required by 49 CFR, Part 194.107 and Part 194.103, the pipeline sections in each Response Zone that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil or products into or on navigable waters, adjoining shorelines, public drinking water intakes, or other environmentally sensitive areas. Each pipeline segment meeting the significant harm definition is identified, as required, in the applicable State Appendices.

Signature: *Lonnie Evans* Date: 15 Mar 2010

**Printed Name** Lonnie Evans, CEM  
**Title:** Emergency Response Specialist  
**Address** 4800 Fournace Place, Rm. E320B  
Bellaire, TX 77401-2324  
**Phone** Tel 713-432-3406  
**Email** LonnieJEvans@chevron.com

**REGULATORY COMPLIANCE**

This Company Core Plan combined with the applicable State Appendix in addition to implementing Company policy, addresses the following State and Federal requirements:

- State of Washington Chapter 173-182 WAC, Oil Spill Contingency Planning.
- Oil Pollution Act of 1990: 49 CFR 194 Response Plans for Onshore Oil Pipelines (Department of Transportation).
- Oil Pollution Act of 1990: Bureau of Safety and Environmental Enforcement - Spill Response Plans for Offshore Facilities including State Submerged Lands and Pipelines.
- Oil Pollution Act of 1990: 33 CFR Parts 150 and 154 Response Plans for Marine Transportation Related Facilities (USCG).
- Oil Pollution Act of 1990: 40 CFR Parts 9 and 112 Oil Pollution Prevention; Non-Transportation Related Onshore Facilities (USEPA).
- Bureau of Safety and Environmental Enforcement – Notice to Leases (NTL) 92-04.
- A cross-reference between the format of this Plan and applicable regulations is provided in the State Appendix Plan.

## DOT APPROVAL LETTER



U.S. Department  
of Transportation

**Pipeline and  
Hazardous Materials Safety  
Administration**

400 Seventh Street, S.W.  
Washington, D.C. 20590

May 10, 2005

**Certified Mail –7003 3110 0003 2602 9832-Return Receipt Requested**

Mr. Tracy Long  
ChevronTexaco Pipeline Company  
2811 Hayes Road  
Houston, TX 77082

**Re: OPS Plan Sequence Numbers**

<b>210</b>	<b>Core Plan</b>
<b>189</b>	<b>Louisiana Response Zone</b>
<b>206</b>	<b>California Response Zone</b>
<b>211</b>	<b>Northwest Response Zone</b>
<b>217</b>	<b>Texas Response Zone</b>

Dear Mr. Long,

Your Facility Response Plan (FRP) is approved in accordance with 49 CFR Part 194, *Response Plans for Onshore Transportation-Related Oil Pipelines*. The Pipeline and Hazardous Materials Safety Administration (PHMSA) commends you for developing a plan that reflects the characteristics of your company, the facility it operates, and the environment it strives to protect. In approving your plan, we have determined that your January and March 2005 revisions have adequately addressed the findings in our letter dated 25 January 2005. On the basis of the information we reviewed, your response plan now satisfies the minimum response planning standards established by 49 CFR Part 194.

We accept as true all information in the plan but reserve the right to verify its validity and accuracy. We will advise you of any deficiencies discovered during our ongoing quality control activities and you will have the opportunity to correct such deficiencies.

Response planning is an ongoing process. The preparation, submission, review, and approval of a response plan are only the first steps in the process of developing an effective national response planning program. We will continue to help you refine and improve your plan. We trust that you will continue to improve your plan as you gain new knowledge and discover better practices, whether through responses to actual spills or through evaluations of drills and exercises.

Note that this approval will expire on May 10, 2010, which is five years from the date of this letter. Although we have approved the plan, we expect you to maintain your plan's compliance with 49 CFR 194, including making and submitting any required revisions to the plan as specified in 49 CFR 194.121(a) and (b).

Please refer to the "OPS Plan Sequence Numbers" listed above in all plan-related correspondence, including e-mails. E-mail is the preferred method for submitting inquiries, questions and comments to me at [le.herrick@dot.gov](mailto:le.herrick@dot.gov). You can also telephone me at (202) 366-5523 or fax me at (202) 366-4566. Thank you for your cooperation.

Sincerely,



L. E. Herrick  
Response Plans Officer

Enclosure

cc: EPA IV, EPA VI, EPA VIII, EPA IX, EPA X, MSO Morgan City, MSO New Orleans, MSO Port Arthur, MSO Galveston/Houston and MSO LA/LB.

Ext. # 9301

File # 2355, 2406

Act. # 9068

**ARCHIVE CORE PLAN REVISION LOG**

Company Emergency Response Plan

<b>Date</b>	<b>Revision No.</b>	<b>Revision</b>
06/02		Initial Publication  <b>Refer to the Update/Revision Notices</b>



**UPDATE NOTICE**

**Revision # 0001**

**To All Holders of the Core Plan**

**Revision Date: February 2003**

This sheet contains instructions for switching out pages in your Core Company Emergency Response Plan (Core Plan). Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<p><b>Front of Book</b></p> <ul style="list-style-type: none"> <li>No pages are to be removed.</li> </ul>	<p><b>Front of Book</b></p> <ul style="list-style-type: none"> <li>Insert new signed Certifications page at the end of Front of Book.</li> </ul>
<p><b>Master Table of Contents</b></p> <ul style="list-style-type: none"> <li>Remove existing Table of Contents page for Sections 14/15 and Sections 15/16 (back to back).</li> </ul>	<p><b>Master Table of Contents</b></p> <p>Print and replace with new Table of Contents for Sections 14/15 and Sections 15/16 (back to back). (This is the first set of Table of Contents in the date file).</p>
<p><b>Section 2, Immediate Notifications</b></p> <ul style="list-style-type: none"> <li>Remove entire existing Section.</li> </ul>	<p><b>Section 2, Immediate Notifications</b></p> <p>Print new and replace existing with entire new Section.</p>
<p><b>Section 3, Spill Detection / Mitigation</b></p> <ul style="list-style-type: none"> <li>Remove pages 15/16.</li> </ul>	<p><b>Section 3, Spill Detection / Mitigation</b></p> <ul style="list-style-type: none"> <li>Print new and replace existing with new pages 15/16.</li> </ul>
<p><b>Section 15, Documentation</b></p> <ul style="list-style-type: none"> <li>Remove the Table of Contents and pages 45-49, located just behind the ICS forms.</li> </ul>	<p><b>Section 15, Documentation</b></p> <ul style="list-style-type: none"> <li>Print new and replace existing with new Table of Contents and pages 45-50. (This is the second set of Table of Contents in the date file).</li> </ul>
	<p><b>Front of Book</b></p> <p>Once your switchout process is complete, add this update notice to your Core Plan Front of Book.</p>

**UPDATE/REVISION NOTICE****Revision # 0002****To All Holders of the Core Plan****Revision Date: July 2003****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for switching out pages in your Core Plan Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.
- If you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail at [ptsdoug@hazassist.com](mailto:ptsdoug@hazassist.com).

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of the Core Plan provided</li> </ul>
<b>Binder Cover</b> <ul style="list-style-type: none"> <li>• Remove front cover</li> </ul>	<b>Binder Cover</b> <ul style="list-style-type: none"> <li>• Insert new cover provided</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove entire section</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print entire section single sided</li> </ul>
<b>Table of Contents</b> Remove table of contents pages as follows: <ul style="list-style-type: none"> <li>• Page with Section 1 Table of Contents with back page Section 2 Table of Contents</li> <li>• Page with Section 3 Table of Contents with back page Section 4 Table of Contents</li> <li>• Page with Section 20 Table of Contents page that begins with 62 and ends with 82, back of page begins with 82 and ends with 92</li> </ul>	<b>Table of Contents</b> Replace table of contents pages as follows: <ul style="list-style-type: none"> <li>• Print Table of Contents page Section 1 Information Summary and Section 2 Immediate Notifications print double sided (back to back)</li> <li>• Print Table of Contents Section 3 Spill Detection / Mitigation with back page Section 4 Oil Spill Removal Organizations print double sided (back to back)</li> <li>• Print Table of Contents Section 20 Gas Pipelines &amp; Facilities N. American EOP page that begins with 62 and ends with 82, back of page begins with 82 and ends with 95</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents</li> <li>• Remove pages 1 through 4</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• Print pages 1 through 4 double sided (back to back)</li> </ul>

**UPDATE/REVISION NOTICE****Revision # 0002****To All Holders of the Core Plan****Revision Date: July 2003**

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>Remove pages 1 and 2</li> <li>Remove page 5</li> <li>Remove pages 6 and 7</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>Print pages 1 and 2 double sided (back to back)</li> <li>Print page 5 single sided</li> <li>Print pages 6 and 7 double sided (back to back)</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>Remove Table of Contents page</li> <li>Remove pages 5 and 6</li> <li>New to add</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>Print Table of Contents page single sided</li> <li>Print pages 5 and 6 double sided (back to back)</li> <li>Print pages 7 and 8 double sided (back to back)</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>Remove entire section</li> </ul>	<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>Print title page single sided</li> <li>Print Table of Contents page single sided</li> <li>Print pages 1 through 10 double sided (back to back)</li> <li>Print page 11 single sided</li> </ul>
<b>Section 19, Functional &amp; WW Team Response</b> <ul style="list-style-type: none"> <li>Remove pages 17 through 22</li> </ul>	<b>Section 19, Functional &amp; WW Team Response</b> <ul style="list-style-type: none"> <li>Print pages 17 through 22 double sided (back to back)</li> </ul>
<b>Section 20 Gas Pipelines &amp; Facilities N. American EOP</b> <ul style="list-style-type: none"> <li>Remove Table of Contents page that begins with 62 and ends with 82, back of page begins with 82 and ends with 92</li> <li>New to add</li> </ul>	<b>Section 20 Gas Pipelines &amp; Facilities N. American EOP</b> <ul style="list-style-type: none"> <li>Print Table of Contents page that begins with 62 and ends with 82, back of page begins with 82 and ends with 95</li> <li>Print pages 93 and 94 double sided (back to back)</li> <li>Print page 95 single sided</li> </ul>
<b>Front of Book</b> Once your switch-out process is complete, print this update notice double sided and insert it in your Core Plan Front of Book behind previous Update/Revision Notices	
Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0003****To All Holders of the Core Plan****Revision Date: February 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for updating your Core Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: ptsdoug@hazassist.com.

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Core Plan provided</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Section 3/4 Table of Contents (double sided)</li> <li>• Section 12/13 Table of Contents (double sided)</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Print Section 3/4 Table of Contents (double sided)</li> <li>• Print Section 12/13 Table of Contents (double sided)</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove page 1/2 (double sided)</li> <li>• Remove page 3/4 (double sided)</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print page 1/2 double sided</li> <li>• Print page 3/4 single sided</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Remove page 1/2 (double sided)</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print page 1/2 double sided</li> </ul>
<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Remove page 1/2 (double sided)</li> <li>• Remove page 3/4 (double sided)</li> <li>• Remove all 11 X 17 color Emergency Response Guide First Responder foldout pages (pages 18 through 33)</li> </ul>	<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Print page 1/2 double sided</li> <li>• Print page 3/4 double sided</li> <li>• Replace with new, enclosed 11 X 17 color Emergency Response Guide First Responder foldout pages (pages 18 through 33)</li> </ul>
<b>Section 4, Oil Spill Removal Organizations</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents (single sided)</li> <li>• Remove page 3/4 (double sided)</li> <li>• Remove page 5/6 (double sided)</li> </ul>	<b>Section 4, Oil Spill Removal Organizations</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• Print page 3/4 double sided</li> <li>• Print page 5/6 double sided</li> </ul>

<b>Revision # 0003</b> <b>To All Holders of the Core Plan</b> <b>Revision Date: February 2004</b>	
<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>Remove Table of Contents (single sided)</li> <li>Remove page 1 (single sided)</li> </ul>	<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>Print Table of Contents single sided</li> <li>Print page 1 single sided</li> </ul>
<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>Remove entire section</li> </ul>	<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>Print title page single sided</li> <li>Print first two pages of table of contents double sided</li> <li>Print third page of table of contents single sided</li> <li>Print page 1 through 16 double sided</li> <li>Print page 17 through 23 single sided</li> <li>Print page 24 through 33 double sided</li> <li>Print page 34 through 41 (end) single sided</li> </ul>
<b>Section 19, Chevron Functional &amp; WW Team Resources</b> <ul style="list-style-type: none"> <li>Remove page 41/42 (double sided)</li> </ul>	<b>Section 19, Chevron Functional &amp; WW Team Resources</b> <ul style="list-style-type: none"> <li>Print page 41/42 double sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and add this update notice to your Core Plan Front of Book following any previous update notices.	
Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0004****To All Holders of the Core Plan****Revision Date: May 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Core Plan provided</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 1 through 4</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 1 through 4</li> </ul>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice in your Core Plan Front of Book following any previous update notices.	
Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0005****To All Holders of the Core Plan****Revision Date: September 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Core Plan provided</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Sections 3 and 4 Table of Contents double sided</li> <li>• Sections 7 and 8 Table of Contents double sided</li> <li>• Section 19 Table of Contents double sided</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Print Sections 3 and 4 Table of Contents double sided</li> <li>• Print Section 7 and first page of Section 8 Table of Contents double sided</li> <li>• Print Section 19 Table of Contents double sided</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove page 1/2 double sided</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print page 1/2 double sided</li> </ul>
<b>Section 3, Spill Detection/Mitigation</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents single sided</li> <li>• Remove page 11/12 double sided</li> </ul>	<b>Section 3, Spill Detection/Mitigation</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• Print page 11/12 double sided</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Remove entire section contents</li> </ul>	<b>Section 7, Job Site Safety Plan (Complete new section)</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print Table of Contents single sided</li> <li>• Print pages 1 through 12 double sided</li> </ul>
<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>• Remove page 9</li> </ul>	<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>• Print page 9 single sided</li> </ul>
<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Remove pages 5/6</li> </ul>	<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Print pages 5/6 double sided</li> </ul>

<b>Revision # 0005</b> <b>To All Holders of the Core Plan</b> <b>Revision Date: September 2004</b>	
<b>Section 19, Functional &amp; Worldwide Team Resources</b> <ul style="list-style-type: none"><li>Remove entire section contents</li></ul>	<b>Section 19, Functional &amp; Worldwide Team Resources</b> <b>(Complete new section)</b> <ul style="list-style-type: none"><li>Print the title page single sided</li><li>Print the table of contents double sided</li><li>Print pages 1 through 46 double sided</li><li>Print page 47 single sided</li></ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.	
Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0006****To All Holders of the ChevronTexaco Pipeline Company Core Plan****RSPA Plan Sequence #210****Revision Date: March 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Core Plan provided</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Remove entire table of contents</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Print entire table of contents double sided</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Remove page 4</li> <li>• Remove page 5</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print page 4 single sided</li> <li>• Print page 5 single sided</li> </ul>
<b>Section 4, Oil Spill Removal Information</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents single sided</li> </ul>	<b>Section 4, Oil Spill Removal Information</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• New page to add print page 9 single sided</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Remove entire section contents</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Print title page single sided</li> <li>• Print Table of Contents single sided</li> <li>• Print pages 1 through 8 double sided</li> </ul>
<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Remove entire section contents</li> </ul>	<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Print title page single sided</li> <li>• Print Table of Contents single sided</li> <li>• Print pages 1/2 double sided</li> <li>• Print page 3 single sided</li> </ul>
<b>Section 13, Plan Review, Revisions and Update Program</b> <ul style="list-style-type: none"> <li>• Remove page 1</li> </ul>	<b>Section 13, Plan Review, Revisions and Update Program</b> <ul style="list-style-type: none"> <li>• Print page 1 single sided</li> </ul>

<p><b>Revision # 0006</b></p> <p><b>To All Holders of the ChevronTexaco Pipeline Company Core Plan</b></p> <p><b>RSPA Plan Sequence #210</b></p> <p><b>Revision Date: March 2005</b></p>	
<p><b>Section 15, Documentation</b></p> <ul style="list-style-type: none"> <li>Remove entire section contents</li> </ul>	<p><b>Section 15, Documentation</b></p> <ul style="list-style-type: none"> <li>Print title page single sided</li> <li>Print Table of Contents single sided</li> <li>Print pages 1 through the end of the section double sided</li> </ul>
<p><b>Section 18, Emergency Response Exercises (HES 706)</b></p> <ul style="list-style-type: none"> <li>Remove entire section contents and index tab</li> </ul>	<p><b>Section 18, Emergency Response Exercises (HES 706)</b></p> <ul style="list-style-type: none"> <li>New index tab titled "Release Exercises-HES 706" provided</li> <li>Print title page single sided</li> <li>Print Table of Contents double sided</li> <li>Print pages 1 through 32 double sided</li> </ul>
<p><b>Section 19, Chevron Functional &amp; Worldwide Team Resources</b></p> <ul style="list-style-type: none"> <li>Remove entire section contents</li> </ul>	<p><b>Section 19, Chevron Functional &amp; Worldwide Team Resources</b></p> <ul style="list-style-type: none"> <li>Print title page single sided</li> <li>Print Table of Contents double sided</li> <li>Print pages 1 through 46 double sided</li> <li>Print page 47 single sided</li> </ul>
<p><b>Front of Book</b></p> <p>Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.</p>	
<p>Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.</p>	

**UPDATE/REVISION NOTICE****Revision # 0007****To All Holders of the Chevron Pipe Line Company Core Plan****RSPA Plan Sequence #210****Revision Date: August 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

**NOTE: This is an electronic update only; no CD will be issued at this time.**

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> <li>• Remove page 5</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> <li>• Print page 5 single sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.	
Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a> , when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0008****To All Holders of the Chevron Pipe Line Company Core Plan****OPS Plan Sequence #210****Revision Date: September 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> <li>• New to add</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> <li>• Print DOT Approval Letter (2 pages) dated May 10, 2005 single sided and insert as first pages behind the Front of Book index tab</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Remove Section 1 and 2 table of contents (1 page)</li> <li>• Remove Section 5 and 6 table of contents (1 page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Print Section 1 and 2 table of contents (1 page) double sided</li> <li>• Print Section 5 and 6 table of contents (1 page) double sided</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents</li> <li>• Remove pages 1 through 5</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print Table of Contents single sided</li> <li>• Print pages 1 through 6 double sided</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Remove pages 3 through 6</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Print pages 3 through 6 double</li> </ul>

**Revision # 0008****To All Holders of the Chevron Pipe Line Company Core Plan****OPS Plan Sequence #210****Revision Date: September 2005****Section 6, Incident Command System**

- Remove Table of Contents
- Remove pages 1 through 3

**Section 6, Incident Command System**

- Print Table of Contents single sided
- Print pages 1/2 double sided
- Print page 3 single sided

**Section 18, Emergency Response Release Exercise (HES 706)**

- Remove pages 7 through 10
- Remove pages 15 through 18

**Section 18, Emergency Response**

- Print pages 7 through 10 double sided
- Print pages 15 through 18 double sided

**Front of Book**

Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.

Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.

**UPDATE/REVISION NOTICE****Revision # 0009****To All Holders of the Chevron Pipeline Company Core Plan****DOT/PHMSA Plan Sequence #210****Revision Date: January 2006****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- **This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- **Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).**

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Remove current manual cover and spine</li> </ul>	<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Insert new current manual cover and spine provided</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> </ul>

**Front of Book**

Once your update process is completed, print this Update/Revision Notice single sided and insert in your Texas State Appendix Front of Book following any previous update notices.

**Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**

**UPDATE/REVISION NOTICE****Revision # 0009A****To All Holders of the Chevron Pipeline Company Core Plan****DOT/PHMSA Plan Sequence #210****Revision Date: January 2006****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- **This sheet contains instructions for updating your Core Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- **Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).**

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Remove current manual cover and spine</li> </ul>	<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Insert new current manual cover and spine provided</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core State Appendix Front of Book following any previous update notices.	
<b>Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a>, when you have completed updating your ERP.</b>	

**UPDATE/REVISION NOTICE****Revision # 0010****To All Holders of the Chevron Pipeline Company Core Plan****OPS Plan Sequence #210****Revision Date: February 2006****Important – please read before you begin this update process:**

- Please have your hard copy of the Core Plan available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Core Emergency Response Plan.
- **This process must be completed within 14 working days of receipt of this document.**
- **Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at willie.eldridge@ptseps.com, when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print entire contents single sided</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• The entire contents behind the Table of Contents index tab</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Print Sections 1 through Section 20 table of contents double sided (14 double sided pages)</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print table of contents single sided</li> <li>• Print pages 1 through 6 double sided</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print table of contents single sided</li> <li>• Print pages 1 through 4 double sided</li> <li>• Print page 5 single sided</li> <li>• Print page 6 11X17 single sided</li> <li>• Print page 7 single sided</li> </ul>
<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Remove all 11 X 17 blue Response Guides located after page 17</li> </ul>	<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Insert new 11 X 17 blue Response Guides provided (16 pages)</li> </ul>

<b>Revision # 0010</b>  <b>To All Holders of the Chevron Pipeline Company Core Plan</b>  <b>OPS Plan Sequence #210</b>  <b>Revision Date: February 2006</b>	
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>Entire contents</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print table of contents single sided</li> <li>Print pages 1 through 8 double sided</li> <li>Print page 9 single sided</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>Table of contents</li> <li>Pages 1/2</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>Print table of contents single sided</li> <li>Print pages 1/2 double sided</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>Entire contents</li> </ul>	<b>Section 7, Job Site Safety Plan (Complete new section)</b> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print table of contents single sided</li> <li>Print page A single sided</li> <li>Print pages 1 through 10 double sided</li> <li>Print page 11 single sided</li> </ul>
<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>Pages 3/4</li> </ul>	<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>Print pages 3/4 double sided</li> </ul>
<b>Section 18, Emergency Response Release Exercise (HES 706)</b> <ul style="list-style-type: none"> <li>Entire contents</li> </ul>	<b>Section 18, Emergency Response</b> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print table of contents double sided</li> <li>Print pages 1 through 32 double sided</li> </ul>
<b>Section 19, Functional &amp; Worldwide Team Resources</b> <ul style="list-style-type: none"> <li>Entire contents</li> </ul>	<b>Section 19, Functional &amp; Worldwide Team Resources (Complete new section)</b> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print the table of contents double sided</li> <li>Print pages 1 through 46 double sided</li> </ul>
<b>Front of Book</b> <b>Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.</b>	
<b>Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a>, when you have completed updating your ERP.</b>	

**UPDATE/REVISION NOTICE****Revision # 0011****To All Holders of the Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: July 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Please have your hard copy of the State Appendix available for reference to assist you in processing this update. All pages for your update are included in this file for printing.
- **Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

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<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove pages 1 through 4</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print pages 1 through 4 double sided</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> <li>• Remove page 5</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> <li>• Print page 5 single sided</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Remove pages 3/4</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Print pages 3/4 double sided</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> </ul>
<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> </ul>	<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Remove pages 5/6</li> </ul>	<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Print pages 5/6 double sided</li> </ul>
<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Remove page 9</li> </ul>	<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Print page 9 single sided</li> </ul>
<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>• Remove page 1</li> </ul>	<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>• Print page 1 single sided</li> </ul>

**Revision # 0011****To All Holders of the Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: July 2006****Section 18, Emergency Response Release Exercises (HES 706)**

- Remove pages 1/2
- Remove pages 7/8
- Remove pages 13/14
- Remove pages 25/26
- Remove pages 31/32

**Section 18, Emergency Response Release Exercises (HES 706)**

- Print pages 1/2 double sided
- Print pages 7/8 double sided
- Print pages 13/14 double sided
- Print pages 25/26 double sided
- Print pages 31/32 double sided

**Front of Book**

**Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.**

**Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**

**UPDATE/REVISION NOTICE****Revision # 0012****To All Holders of the Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: September 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- **Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

<b>Remove Pages</b>	<b>Insert Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Core Plan Front of Book following any previous update notices.	
<b>Notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a>, when you have completed updating your ERP.</b>	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

**UPDATE/REVISION NOTICE****Revision # 0013****To All Holders of the Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: November 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 1 and 2 table of contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 1 and 2 table of contents (1 double sided page)</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents page</li> <li>• Page 7</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents page</li> <li>• No replacement page</li> </ul>

**Front of Book**

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**This update must be completed within 14 working days of receipt of this document.**

**UPDATE/REVISION NOTICE**

<b>Revision # 0014</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: April 2007</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Regulatory Compliance page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Regulatory Compliance page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 3/4</li> </ul>	<b>Section 12, Training &amp; Drills</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 3/4</li> </ul>
<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Section 13, Plan Review &amp; Updates</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice in your Core Plan Front of Book following any previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

**UPDATE/REVISION NOTICE**

<b>Revision # 0015</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: June 2007</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> <li>• Certifications page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> <li>• Certifications page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 5 and 6 table of contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 5 and 6 table of contents (1 double sided page)</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1 through 4</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1 through 4</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice in your Core Plan Front of Book following any previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

**UPDATE/REVISION NOTICE**

<b>Revision # 0016</b>	
<b>Chevron Pipe Line Company Core Plan</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Revision Date: January 2008</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 1 and 2 table of contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 1 and 2 table of contents (1 double sided page)</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<b>Section 6, Incident Command System</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice in your Core Plan Front of Book following any previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

**UPDATE/REVISION NOTICE****Revision # 0017****Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: March 2008****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your Company Core Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of this State Appendix</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Pages 11/12</li> </ul>	<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Pages 11/12</li> </ul>
<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Page A (single sided page)</li> </ul>	<b>Section 7, Job Site Safety Plan</b> <ul style="list-style-type: none"> <li>• Page A (single sided page)</li> </ul>
<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>• Pages 7/8</li> </ul>	<b>Section 18, ER Spill Exercises (HES 706)</b> <ul style="list-style-type: none"> <li>• Pages 7/8</li> </ul>

**Front of Book**

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**This update must be completed within 14 working days of receipt of this document.**

**UPDATE/REVISION NOTICE****Revision # 0018****Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: July 2008****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your Company Core Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of the Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this Core Plan provided on the State Appendix CD</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Title Page, Table of Contents &amp; Pages 1 through 16</li> </ul>	<b>Section 3, Spill Detection / Mitigation</b> <ul style="list-style-type: none"> <li>• Title Page, Table of Contents &amp; Pages 1 through 16</li> </ul>
<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Pages 5/6</li> </ul>	<b>Section 4, OSRO Information</b> <ul style="list-style-type: none"> <li>• Pages 5/6</li> </ul>
<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 5, Response Activities</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>• Page 1</li> <li>• Pages 3/4</li> </ul>	<b>Section 11, Communications</b> <ul style="list-style-type: none"> <li>• Page 1</li> <li>• Pages 3/4</li> </ul>
<b>Section 15, Documentation</b> <ul style="list-style-type: none"> <li>• Index Tab and entire contents</li> </ul>	<b>Section 15, Documentation / ICS Forms</b> <ul style="list-style-type: none"> <li>• New Index tab and contents</li> </ul>
<b>Section 16, Material Safety Data Sheets</b> <ul style="list-style-type: none"> <li>• Page 1</li> </ul>	<b>Section 16, Material Safety Data Sheets</b> <ul style="list-style-type: none"> <li>• Page 1</li> </ul>
<b>Section 18, Emergency Response Release Exercise (HES 706)</b> <ul style="list-style-type: none"> <li>• Pages 11/12</li> </ul>	<b>Section 18, Emergency Response Release Exercise (HES 706)</b> <ul style="list-style-type: none"> <li>• Pages 11/12</li> </ul>
<b>ICS Forms Index Tab and Contents</b>	<b>No replacement</b>
<b>Front of Book</b> Once your update process is completed, insert this Update/Revision Notice in your Core Plan Front of Book index tab following previous update notices.	
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## UPDATE/REVISION NOTICE

**Revision # 0019****Chevron Pipe Line Company Core Plan****PHMSA Plan Sequence #210****Revision Date: July 2009****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your Company Core Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of the Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Refer to your State Appendix CD to replace with new electronic version of this Core Plan on the State Appendix CD</li> </ul>
<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Page 3</li> <li>• Page 6</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Page 3</li> <li>• Page 6</li> </ul>
<b>Front of Book Index Tab</b> Once the update process is completed, insert this Update/Revision Notice in the Core Plan Front of Book index tab following previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

## UPDATE/REVISION NOTICE

<b>Chevron Pipe Line Company Core Plan</b> <b>Revision # 0020</b> <b>Revision Date: May 2010</b> <b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b> <ul style="list-style-type: none"> <li>• This process must be completed within 14 working days of receipt of this document.</li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous dated CDs or electronic versions of the Core Plan</li> </ul>	<b>New Core Plan Electronic Data Files</b> <ul style="list-style-type: none"> <li>• Refer to your State Appendix CD to replace with new electronic version of this Core Plan on the State Appendix CD</li> </ul>
<b>Front of Book Index Tab</b> <ul style="list-style-type: none"> <li>• Certifications (1 page)</li> <li>• New page to add behind the above Certifications page</li> <li>• Regulatory Compliance (1 page)</li> </ul>	<b>Front of Book Index Tab</b> <ul style="list-style-type: none"> <li>• Certifications (1 page)</li> <li>• Certifications of Significant and Substantial Harm</li> <li>• Regulatory Compliance (1 page)</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 4, OSRO Information Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 4, OSRO Information Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 7, Job Site Safety Plan Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 7, Job Site Safety Plan Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 14, Public Relations Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 14, Public Relations Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 19, Chevron Functional &amp; WW Team Resources Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 19, Chevron Functional &amp; WW Team Resources Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 20 Gas Pipelines &amp; Facilities N. American EOP Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 20 Gas Pipelines &amp; Facilities N. American EOP Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Front of Book Index Tab</b> Once the update process is completed, insert this Update/Revision Notice in the Core Plan Front of Book index tab following previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document.</b>	

## UPDATE/REVISION NOTICE

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision # 0021</b>	
<b>Revision Date: May 2011</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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<b>This update must be completed within 14 working days of receipt of this document.</b>	

## UPDATE/REVISION NOTICE

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision # 22</b>	
<b>Revision Date: October 2011</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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<b>Section 18, ER Spill Exercises (HES 706) Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 18, ER Spill Exercises (HES 706) Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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## UPDATE/REVISION NOTICE

**Chevron Pipe Line Company Core Plan****Revision # 23****Revision Date: December 2011****PHMSA Plan Sequence #210****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your Company Core Emergency Response Plan.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

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<b>Section 3 Spill Detection/Mitigation Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 1 thru 4</li> </ul>	<b>Section 3 Spill Detection/Mitigation Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 1 thru 4</li> </ul>
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## COMPANY CORE PLAN

## FRONT OF BOOK

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision # 22 &amp; 23 Combined Update</b>	
<b>Revision Date: April 2012</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
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## UPDATE/REVISION NOTICE

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision #24</b>	
<b>Revision Date: May 2012</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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<b>Section 5, Response Activities Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 5, Response Activities Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 8, Cleanup Procedures Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 8, Cleanup Procedures Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
<b>Section 12, Training &amp; Drills Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 12, Training &amp; Drills Index Tab</b> <ul style="list-style-type: none"> <li>• New Contents</li> </ul>
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## UPDATE/REVISION NOTICE

<b>Chevron Pipe Line Company Core Plan</b>	
<b>Revision #25</b>	
<b>Revision Date: June 2014</b>	
<b>PHMSA Plan Sequence #210</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your Company Core Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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**DOT X Ref**

**COMPANY CORE PLAN**

**SECTION 1  
INFORMATION SUMMARY**

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**INFORMATION SUMMARY**

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**SECTION 1 INFORMATION SUMMARY**

<b>OWNER OPERATOR INFORMATION.....</b>	<b>1</b>
<b>RESPONSE ZONES.....</b>	<b>1</b>
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**OWNER OPERATOR INFORMATION**

Chevron Pipe Line Company  
 4800 Fournace Place  
 Bellaire, TX 77401-2324  
 Control Center: 800-762-3404

**RESPONSE ZONES**

The Company Emergency Response Plan includes 4 Response Zones. This Core Plan along with the applicable State Appendix makes up the Company Emergency Response Plan for a particular Response Zone. The Response Zones are as follows:

<b>Response Zone *1</b>	<b>Core</b>	<b>State Appendix Plan *2</b>
Louisiana Response Zone	Core Plan	1. Louisiana 2. Mississippi 3. Alabama*
Texas Response Zone	Core Plan	1. Texas 2. New Mexico*
California Response Zone	Core Plan	1. California
Northwest Response Zone	Core Plan	1. Utah 2. Colorado 3. Wyoming*

\* **Note 1:** The Aitken Creek Gas Storage, ULC, located in Fort St. John, British Columbia, Canada, is a complete stand alone plan. The Plan is not regulatory connected with the Company Core Plan.

\***Note 2:** Alabama, New Mexico and Wyoming State Appendices are Response Plans for Facilities which are not subject to DOT Part 194 oil spill regulations.

**OWNER/OPERATOR RESPONSE ZONE DESCRIPTION****Louisiana Response Zone**

<b>Louisiana</b>	
<b>Parish</b>	
Acadia	Plaquemines
Ascension	Pointe Coupee
Assumption	St. Bernard
Calcasieu	St. Charles
Cameron	St. James
East Baton Rouge	St. John the Baptist
Iberia	St. Landry
Iberville	St. Martin
Jefferson	St. Mary
Jefferson Davis	Terrebone
Lafayette	Vermilion
Lafourche	West Baton Rouge
Orleans	

<b>Alabama</b>
<b>County</b>
Mobile

<b>Mississippi</b>
<b>County</b>
Harrison
Jackson

**Texas Response Zone**

<b>Texas</b>	
<b>County</b>	
Anderson	Kent
Andrews	Liberty
Angelina	Martin
Brazoria	Midland
Callahan	Mitchell
Chambers	Nacogdoches
Cherokee	Navarro
Coke	Nolan
Crane	Orange
Crockett	Palo Pinto
Eastland	Parker
Ector	Pecos
Ellis	Polk
Erath	Reagan
Freestone	Rusk
Gaines	Scurry
Galveston	Shackelford
Glasscock	Smith
Gregg	Stephens
Hardin	Sterling
Harris	Taylor
Henderson	Tyler
Hill	Upshur
Hood	Upton
Houston	Van Zandt
Howard	Ward
Jack	Winkler
Jefferson	Wise
Johnson	

<b>New Mexico</b>	
<b>County</b>	
Eddy	
Lea	
Roosevelt	

**Northwest Response Zone**

<b>Utah</b>	
<b>County</b>	
Box Elder	Summit
Dagget	Uintah
Davis	Wasatch
Duchesne	Weber
Salt Lake	

<b>Wyoming</b>
<b>County</b>
Sweetwater

<b>Colorado</b>
<b>County</b>
Rio Blanco

**California Response Zone**

<b>California</b>	
<b>County</b>	
Alameda	Sacramento
Contra Costa	San Joaquin
Fresno	San Louis Obispo
Kern	Santa Barbara
King	Santa Clara
Los Angeles	Solano
Merced	Stanislaus
Monterey	Ventura
Orange	Yolo

**DOT X Ref**

**COMPANY CORE PLAN**

**SECTION 2  
IMMEDIATE NOTIFICATIONS**

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**IMMEDIATE NOTIFICATIONS**

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**SECTION 2 IMMEDIATE NOTIFICATIONS**

**IMMEDIATE NOTIFICATIONS..... 1**

**INTERNAL HES NOTIFICATION FLOWCHART..... 2**

**INCIDENTS REQUIRING IMMEDIATE INTERNAL CORPORATE  
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**IMMEDIATE NOTIFICATION OF HES INCIDENT FORM ..... 4**

**EMERGENCY NOTIFICATION TO MANAGEMENT FAX..... 5**

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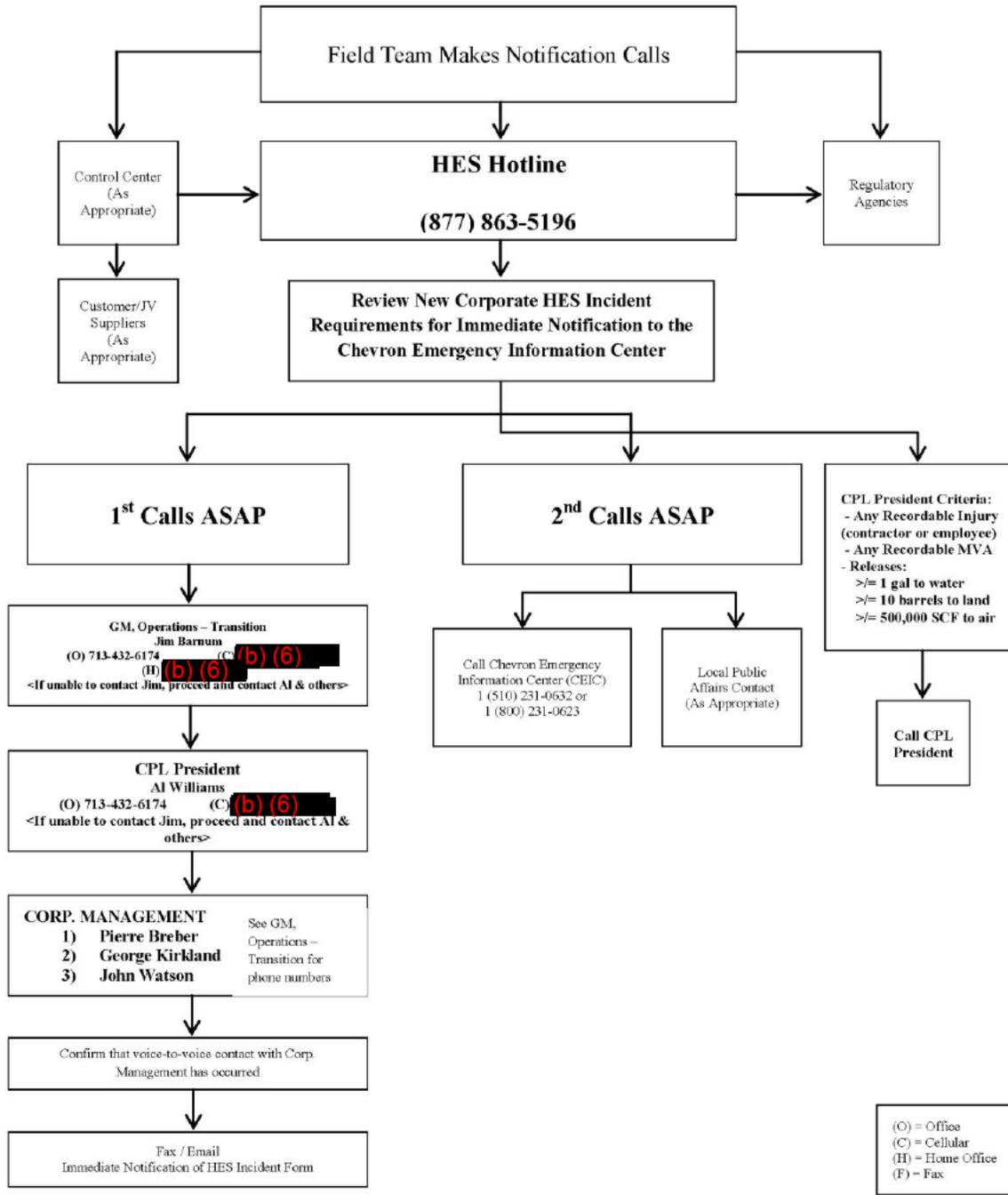
**IMMEDIATE NOTIFICATIONS**

Control Center	800-762-3404
Ambulance, Police or Fire Department	911
Security Issues	Emergency Response Notification Procedures as needed.  Also contact: Juan Calderon 281-682-9564
HES Corporate Notifications	Pages 2 through 5 this Section
National Response Center Telephonic Requirements	Pages 6

**Note:** State and Local notification telephone numbers can be located in the “Notifications” Section of each State Appendix Plan.

INTERNAL HES NOTIFICATION FLOWCHART

CHEVRON PIPE LINE CORPORATION MANAGEMENT  
INTERNAL HES NOTIFICATION FLOWCHART



HES Hotline Staff Member contacted will become the Incident Contact who will perform the initial and update communications during the emergency unless relieved

- The Incident Contact has the responsibility to contact a person in each applicable box of the next level of the notification chain
- Fax and/or Email Emergency Notification to A. Williams, J. Patry, P. Breber, G. Kirkland and Local Public Affairs

Revised 05/2014

**INCIDENTS REQUIRING IMMEDIATE INTERNAL CORPORATE MANAGEMENT NOTIFICATION**

**Note:** Internal Corporate Notification information only, not synonymous with Federal or State spill reporting Notifications Criteria located elsewhere in this Plan.

**Incidents Requiring Immediate Notification to Corporate Management**

Highlighted Fields Indicate Reporting Requirements of a More Stringent Nature Within and Through the Chevron Gas & Midstream Organization

Incident Type	CG&M SBU+ President or VP	CG&M President	Corp Emergency Response Staff and VP, HES	Reporting Officer and Chairman
Work-related fatality of employee, contractor, or third party	M	M	M	M
Work-related recordable injuries of employee, contractor, or third party	M	M		
Incidents resulting in multiple employee, contractor, or third party overnight hospitalization; (except for observation only)	M	M	M	M
Petroleum or petroleum product spills equal to or greater than 1 gallon and less than 1 barrels to water	M			
Petroleum or petroleum product spills equal to or greater than 1 barrels and less than 50 barrels to water	M	M		
Petroleum or petroleum product spills greater than 50 barrels to water	M	M	M	M
Petroleum or petroleum product spills greater than 10 barrels and less than 500 barrels to land	M	M		
Petroleum or petroleum product spills greater than 500 barrels to land	M	M	M	M
Any incident that attracts international or broad USA media coverage	M	M	M	M
Any incident that attracts significant local media coverage	M	M	M	R
Natural disaster, political unrest, civil disturbance, or other situations that threatens safety, health, or welfare of employees or contractors	M	M	M	R
Incidents resulting in the need for employees or public to shelter-in-place or evacuate	M	M	M	R
Release of Produced Gas, Natural Gas, or LPG greater than 500,000 SCF and less than 10 MMSCF or that presents fire/explosion hazard to populated area	M			
Release of Produced Gas, Natural Gas, or LPG greater than 10 MMSCF or that presents fire, explosion hazard to populated area	M	M	M	R
Any release of LNG that is reported to government agencies, or attracts, or is expected to attract media attention, or involves a vessel incident	M	M	R	R
Chemical release to land, water, or air greater than 8000 Kg or that threatens human safety or health or adverse impact to environment.	M	M	M	R
Fire, explosion, well blowout or other incident damaging Company and/or third party assets with costs likely to exceed \$500,000 for physical damage, loss of product or production, and incident response	M	M	M	R
Note: kidnapping and ransom			See CVX Corporate Security Guidelines	

Note:

M = Mandatory (Phone call via operating chain preferred for initial notification. Details can follow via email or fax)

R = Recommended

20110530Upward Notification Require doc

\*SBUs may have requirements that differ for what is reportable to their management

DOT X Ref

## COMPANY CORE PLAN

SECTION 2  
IMMEDIATE NOTIFICATIONS**IMMEDIATE NOTIFICATION OF HES INCIDENT FORM**

To be used when Upward Notification by telephonic and e-mail communication methods are either unable to be performed or prove unsuccessful.

Business Unit:		Location:	
Person Making Notification:	Local Date and Time of Notification:	Contact Number:	
Type of Incident: <input type="checkbox"/> Fatality <input type="checkbox"/> Spill/Release <input type="checkbox"/> Injuries <input type="checkbox"/> National/Significant Local News Coverage <input type="checkbox"/> Other Significant HES Incident _____			
Local Date and Time of Incident:			
Description of Incident/Name of Oil Involved/Estimated Volume of Oil Spilled:			
Injuries:			
Actions Taken or Planned:			
Assistance Required:			
Media Attention:			
Other Information, Including Weather Conditions:			
Corp ERS Team Member Taking Report:			

Fax: 1-510-242-3787

E-mail: ceichl@chevron.com

**DOT X Ref**

**COMPANY CORE PLAN**

**SECTION 2  
IMMEDIATE NOTIFICATIONS**

**EMERGENCY NOTIFICATION TO MANAGEMENT FAX**

**EMERGENCY  
NOTIFICATION TO  
MANAGEMENT FAX**

From:  
Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401

Phone: ( ) -

Fax: (713) 432-3477

Date:

Pages 2



Mr. Al Williams (CPL President)  
Mr. George Kirkland (Vice Chairman)  
Mr. Pierre Breber (Chevron President)

At: (AWilliams@Chevron.com)  
(GLKirkland@Chevron.com)  
(PBreber@Chevron.com)

CEICHL

(800) 231-0623 (CEICHL)

Remarks:       Urgent       Please Confirm Receipt       Reply ASAP

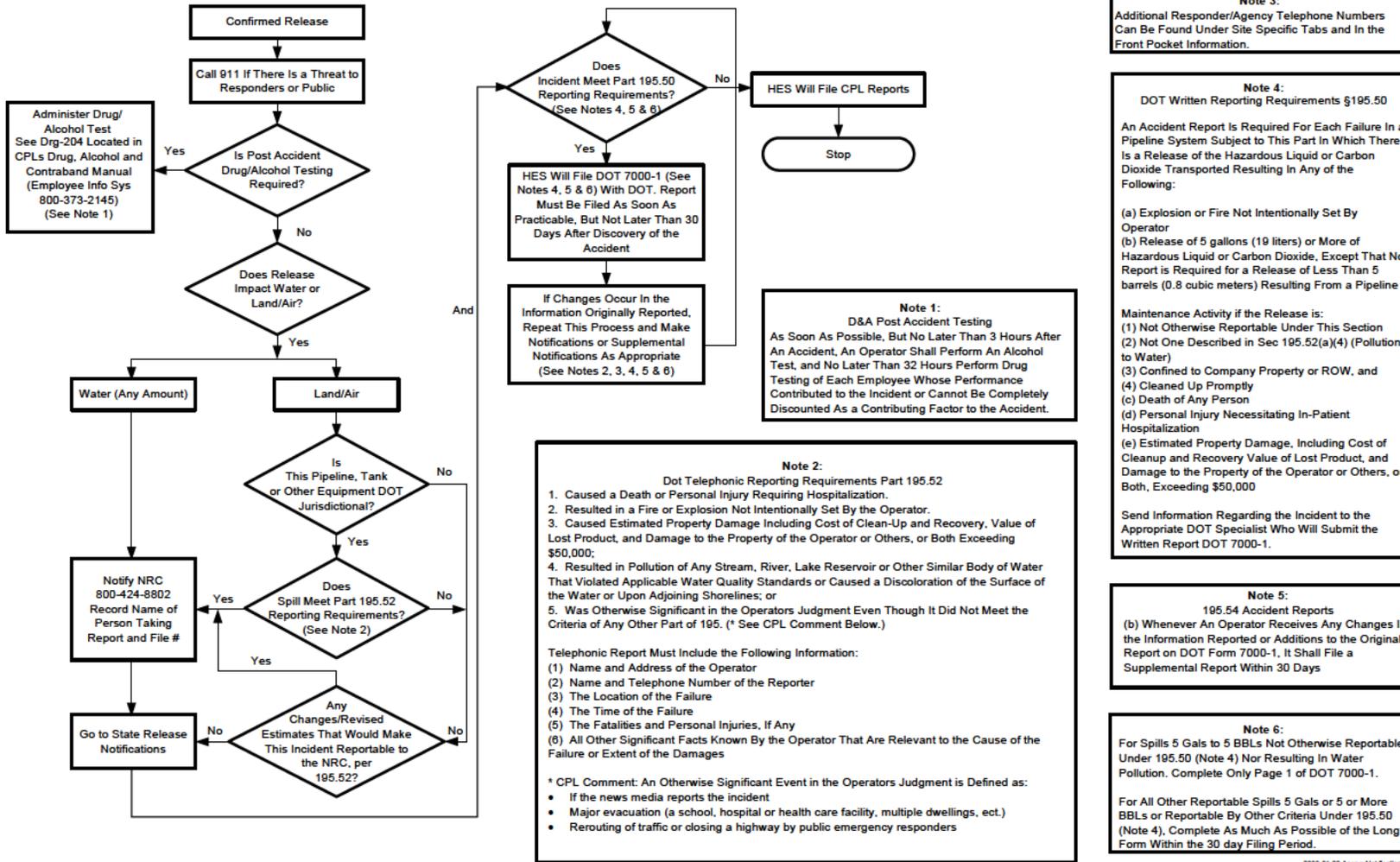
CPL Emergency Incident Contact is: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Revised: 06/01/14

AGENCY NOTIFICATION CHART

Agency Notification Chart



**Note 3:**  
Additional Responder/Agency Telephone Numbers Can Be Found Under Site Specific Tabs and in the Front Pocket Information.

**Note 4:**  
DOT Written Reporting Requirements §195.50  
An Accident Report Is Required For Each Failure In a Pipeline System Subject to This Part In Which There is a Release of the Hazardous Liquid or Carbon Dioxide Transported Resulting In Any of the Following:  
(a) Explosion or Fire Not Intentionally Set By Operator  
(b) Release of 5 gallons (19 liters) or More of Hazardous Liquid or Carbon Dioxide, Except That No Report is Required for a Release of Less Than 5 barrels (0.8 cubic meters) Resulting From a Pipeline

Maintenance Activity if the Release is:  
(1) Not Otherwise Reportable Under This Section  
(2) Not One Described in Sec 195.52(a)(4) (Pollution to Water)  
(3) Confined to Company Property or ROW, and  
(4) Cleaned Up Promptly  
(c) Death of Any Person  
(d) Personal Injury Necessitating In-Patient Hospitalization  
(e) Estimated Property Damage, Including Cost of Cleanup and Recovery Value of Lost Product, and Damage to the Property of the Operator or Others, or Both, Exceeding \$50,000  
Send Information Regarding the Incident to the Appropriate DOT Specialist Who Will Submit the Written Report DOT 7000-1.

**Note 5:**  
195.54 Accident Reports  
(b) Whenever An Operator Receives Any Changes In the Information Reported or Additions to the Original Report on DOT Form 7000-1, It Shall File a Supplemental Report Within 30 Days

**Note 6:**  
For Spills 5 Gals to 5 BBLs Not Otherwise Reportable Under 195.50 (Note 4) Nor Resulting In Water Pollution. Complete Only Page 1 of DOT 7000-1.  
For All Other Reportable Spills 5 Gals or 5 or More BBLs or Reportable By Other Criteria Under 195.50 (Note 4), Complete As Much As Possible of the Long Form Within the 30 day Filing Period.

**Note 2:**  
Dot Telephonic Reporting Requirements Part 195.52  
1. Caused a Death or Personal Injury Requiring Hospitalization.  
2. Resulted in a Fire or Explosion Not Intentionally Set By the Operator.  
3. Caused Estimated Property Damage Including Cost of Clean-Up and Recovery, Value of Lost Product, and Damage to the Property of the Operator or Others, or Both Exceeding \$50,000;  
4. Resulted in Pollution of Any Stream, River, Lake Reservoir or Other Similar Body of Water That Violated Applicable Water Quality Standards or Caused a Discoloration of the Surface of the Water or Upon Adjoining Shorelines; or  
5. Was Otherwise Significant in the Operators Judgment Even Though It Did Not Meet the Criteria of Any Other Part of 195. (\* See CPL Comment Below.)  
Telephonic Report Must Include the Following Information:  
(1) Name and Address of the Operator  
(2) Name and Telephone Number of the Reporter  
(3) The Location of the Failure  
(4) The Time of the Failure  
(5) The Fatalities and Personal Injuries, If Any  
(6) All Other Significant Facts Known By the Operator That Are Relevant to the Cause of the Failure or Extent of the Damages  
\* CPL Comment: An Otherwise Significant Event in the Operators Judgment is Defined as:  
• If the news media reports the incident  
• Major evacuation (a school, hospital or health care facility, multiple dwellings, ect.)  
• Rerouting of traffic or closing a highway by public emergency responders

**Note 1:**  
D&A Post Accident Testing As Soon As Possible, But No Later Than 3 Hours After An Accident, An Operator Shall Perform An Alcohol Test, and No Later Than 32 Hours Perform Drug Testing of Each Employee Whose Performance Contributed to the Incident or Cannot Be Completely Discounted As a Contributing Factor to the Accident.

2009-01-20 Agency Notification

**DOT X Ref**

**COMPANY CORE PLAN**

**SECTION 3  
SPILL DETECTION / MITIGATION**

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**SPILL DETECTION / MITIGATION**

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**SECTION 3 SPILL DETECTION / MITIGATION**

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**SPILL DETECTION AND ON-SCENE SPILL MITIGATION PROCEDURES**

The following methods would be used to initially detect an incident or substantial threat of an incident:

<b>Methods of Initial Discovery</b>
<b>Description</b>
As a result of analyzing remote communication link information at the Control Center.
Reports or inspections from company personnel; Company personnel routinely monitor pipeline gauges and/or pipeline pressure indicators to insure proper operating pressure is being maintained on the pipeline.
Reports from the public or public officials.
Periodic inspections of pipeline right-of-ways via air, water and land transportation.
Reports from field personnel or a report from the Control Center.
As a result of previous experience in dealing with a given condition.

<b>Abnormal Operations That Pose a Threat of a Worst Case Discharge</b>	
<b>Operation</b>	<b>Procedures To Mitigate Or Eliminate Threat</b>
Unauthorized Dredging or Construction in the Pipeline Right-of-Way	All pipelines will be marked along the right-of-way to inform people working in the area of the existence of the pipeline. All dredging and construction operations will be properly surveyed and identified by COMPANY personnel to ensure any dredging or construction operations do not threaten the pipeline's integrity. Additionally, all pipelines operated by COMPANY are included in the various One Call Programs nationwide.
Catastrophic Weather Event	COMPANY monitors regional weather forecast in order to be prepared for any predictable weather related event. When severe weather, such as a major storm or hurricane, is predicted, COMPANY personnel will monitor the event and determine the appropriate response in accordance with the provisions of COMPANY procedures.
Vandalism of Valve Sites	Valve sites that are considered easily accessible to the public are protected, to help restrict access to the site. In remote areas, manual valves are locked in place to reduce the threat of vandalism.
Vessel Mooring in Pipeline Right-of-Way	All pipelines will be marked along the right-of-way to inform people working in the area of the existence of the pipeline. Furthermore, navigational aides are maintained by COMPANY in areas where large vessels frequent.

**DOT EMERGENCY RESPONSE PLAN ACTIONS****DOT Emergency Condition Procedure Cross Reference**

This Emergency Response Plan provides procedures for safety when emergency conditions occur. The safety sections are cross referenced below:

<b>DOT Safety</b>	<b>ERP Reference</b>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(3) Having personnel, equipment, instruments, tools and material available as needed at the scene of an emergency.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> <li>• Core Plan, Section 4, OSRO's</li> <li>• State Appendix Plan OSRO/Contractors Information</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>

DOT Safety	ERP Reference
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> </ul>
(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.	<ul style="list-style-type: none"> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 12, Training &amp; Drill</li> </ul>
(10) Actions required to be taken by a controller during an emergency in accordance with 49 CFR 195.446 Control Room Management.	<ul style="list-style-type: none"> <li>• Core Plan, Section 2, Immediate Notification</li> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 5, Response Activities</li> <li>• Core Plan, Section 6, ICS</li> <li>• Control Room Management Plan (CRMP) Program Manual</li> <li>• CRM – 101 Roles and Responsibilities</li> <li>• CRM – 114 Emergency Call Procedures</li> </ul>
Safety-related condition reports. The manual required by paragraph (a) of this section must include instructions enabling personnel who perform operation and maintenance activities to recognize conditions that potentially may be safety-related conditions that are subject to the reporting requirements of Sec. 195.55.	<ul style="list-style-type: none"> <li>• Core Plan, Section 3, Spill Detection &amp; Mitigation</li> <li>• Core Plan, Section 15, Documentation</li> </ul>

## DOT Gas Safety Cross Reference

DOT 192 Safety	ERP Reference
Receiving, identifying and classifying notices of events which require immediate response by the operator.	<ul style="list-style-type: none"> <li>Core Plan, Section 2, Immediate Notification</li> <li>State Appendix Plan, Section 2, Notifications</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Prompt and effective response to a notice of each type of emergency, including the following:	<ul style="list-style-type: none"> <li>Core Plan, Section 2, Immediate Notification</li> <li>State Appendix Plan, Section 2, Notifications</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Gas detected inside or near a building.	<ul style="list-style-type: none"> <li>Core Plan, Section 3, Emergency Response Guides</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Fire located near or directly involving a pipeline facility.	<ul style="list-style-type: none"> <li>Core Plan, Section 3, Emergency Response Guides</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Explosion occurring near or directly involving a pipeline facility.	<ul style="list-style-type: none"> <li>Core Plan, Section 3, Emergency Response Guides</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Natural disaster.	<ul style="list-style-type: none"> <li>Core Plan, Section 3, Emergency Response Guides</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
The availability of personnel, equipment, tools, and materials, as needed at the scene of an emergency.	<ul style="list-style-type: none"> <li>Core Plan, Section 5, Response Activities</li> <li>State Appendix Plan, Front Pocket Information</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Actions directed toward protecting people first and then property.	<ul style="list-style-type: none"> <li>Core Plan, Section 3, Emergency Response Guides</li> <li>Core Plan, Section 7, JSSP</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
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.	<ul style="list-style-type: none"> <li>Core Plan, Section 2, Immediate Notification</li> <li>State Appendix Plan, Section 2, Notifications</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> </ul>
Actions required to be taken by a controller during an emergency in accordance with 49 CFR 192.631 Control Room Management	<ul style="list-style-type: none"> <li>Core Plan, Section 2, Immediate Notification</li> <li>State Appendix Plan, Section 2, Notifications</li> <li>State Appendix-Specific Gas Plant or Gas Pipeline Emergency Plan</li> <li>Control Room Management Plan (CRMP) Program Manual</li> <li>CRM – 101 Roles and Responsibilities</li> <li>CRM – 114 Emergency Call Procedures</li> </ul>

**INITIAL RESPONSE ACTIVITIES**

Initial response actions are those taken by local personnel immediately upon becoming aware of a hazardous incident, before the arrival of the Immediate Response Team.

It is important to note that these actions are intended only as guidelines. The appropriate response to a particular incident may vary depending on the nature and severity of the incident and on other factors that are not readily addressed.

COMPANY has also provided First Responder Guides by emergency type in this Section. The First Responders Guides are also intended to be utilized only as guidelines.

The first COMPANY person on the scene of the incident will act as Incident Commander. That person will continue to act as Incident Commander until relieved by higher supervision or until the formal Immediate Response Team is established.

The person acting as Incident Commander during the initial response period has the authority to take the steps necessary to control the situation.

Initial response steps that should be considered at the incident site to help ensure safety, control the spill, protect the public and property and minimize the severity of the incident include:

- Notification of Supervisor.
- Take appropriate personal protective measures.
- Verify the sounding of internal alarm systems at facilities and notification of the occupants of the facility regarding the hazard.
- Evacuate the immediate area.
- Restrict access to the spill and the adjacent area as the situation demands.
- Safely eliminate the source of the spill to the greatest extent possible (for example, notify Control Center).
- Safely isolate the source (for example, close block valves).
- Safely eliminate possible sources of ignition in the vicinity of the release.
- Provide Safe Recon to verify the character, source, amount and extent of release.
- Initiate steps to notify response personnel and resources (for example, notify Field Team Leader).
- Provide internal and external notifications.
- Assess possible hazards to human health and the environment.
- Verify the type of product and estimate the quantity released.
- Coordinate rescue and response actions as previously arranged with response personnel.
- Use appropriate testing and sampling equipment to determine potential safety hazards.
- Maintain control of the site until relieved by formal Immediate Response Team personnel.
- Direct initial containment procedures if feasible and safe to do so.

Continuing spill response actions beyond the above-described initial response will depend on the severity of the incident and expected duration of the response. If the incident cannot be contained and controlled with this initial response, ramping up of the various levels of response will need to proceed.

Regulations require that Company must be able to activate response resources to arrive on-scene within the times shown after the discovery of a worst case discharge or to mitigate the substantial threat of such a discharge.

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
High volume area	6 hrs	30 hrs	54 hrs
All other areas	12 hrs	36 hrs	60 hrs

Refer to the Response Zone State Appendix for a list and emergency telephone numbers of contracted OSROs.

## EMERGENCY RESPONSE INFORMATION

### MSDS & Guide Information

Pipelines transport petroleum that includes crude oil, gasoline (unleaded, middle unleaded and super unleaded), diesel fuel, jet fuel, natural gasoline, natural gas, LPG and chemicals.

Material Safety Data Sheets (MSDS's) and the Department of Transportation (DOT's) emergency response Guidebook contain emergency response information for the above listed petroleum products.

MSDS and DOT ERG information includes the name of the material, a description of the material, its physical and chemical characteristics, the health and safety hazards, suggested evacuation distances and initial spill-handling and firefighting methods. Some of the more common MSDSs pertinent to COMPANY's operations are listed in the MSDS Section 15 of this Core Plan. MSDS's can be accessed on the COMPANY website.

**INITIAL SPILL DETECTION/MITIGATION ACTIVITIES**

<b>Employee Receiving Report</b>
<b>Record Spill Report</b> Take down all information regarding the reported spill using the Pipeline Incident Information Summary form found in Section 2 of this Core Plan.
<b>Record Reporting Party's Contact Information</b> Determine how you can reach the reporting party later.
<b>Determine Spill Location</b>
<b>Determine Ownership of Spill</b> Determine if COMPANY has (a) line(s) located on the map. If there are no COMPANY lines on that map, are there lines on adjacent maps that could cause oil or product to drain to that spill area?
<b>Notify Pipeline Controller</b> Notify the Control Center, as appropriate.
<b>Report Possible Spill</b> If the reported spill location indicates that it could be from a COMPANY pipeline, contact the Field Team Leader.
<b>If not COMPANY, Advise Reporting Party</b> If the location is not in an area where the spill could come from a COMPANY line, contact the reporting party and advise them. Report the contact and your actions to the Field Team Leader or the System Team Leader.
<b>Enter Actions on Event Log</b> Record all calls and other actions on the Incident Event Log.

<p><b>Incident Commander</b></p> <p><b>Dispatch Investigators For Safe Reconnaissance</b> Upon receipt of reported spill, assign first available employee(s) to the position of RECON and dispatch them to the site of the reported spill. If the reported site is remote from the pipeline route, dispatch a second employee to investigate along right of way. If the spill could be from more than one pipeline, dispatch additional Recon Persons.</p>
<p><b>Call Pipeline Control Center as Appropriate</b> Call the Pipeline Control Center and alert them to the potential spill and suspected lines. Instruct the Pipeline Controller to shutdown the affected systems and notify all involved third parties to shut down, close valves and take appropriate action including the installation of lockout devices, locks and tags.</p>
<p><b>Contact Logistics</b> Call the assigned Logistics person and advise him/her of the potential spill. Have Logistics contact a Team Member and designate him/her to be Safety Officer. If he/she is not at the Area Office, have him/her proceed there and begin preliminary contacts with the Immediate Response Team.</p>
<p><b>Proceed to Area Office</b> If at another location, proceed to the Area Office, maintaining contact with investigators by radio.</p>
<p><b>Receive RECON's Reports</b> Based on the Recon Reports, attempt to assess the following:</p> <ul style="list-style-type: none"> <li>• Magnitude of spill</li> <li>• Probability of a COMPANY line</li> <li>• Impacted area</li> <li>• Hazard to public</li> <li>• Need for traffic diversion</li> <li>• Need for evacuations</li> </ul>
<p><b>Close Block Valves</b> Leave one Recon on the spill site. Dispatch other Recon(s) to close manually operated block valves on shutdown pipelines.</p>
<p><b>Determine Location of the Incident Command Post (ICP)</b> Based on location, magnitude and other data, determine an assembly point for the Immediate Response Team. This can be at the Area Office or at a safe location near the spill site.</p>
<p><b>Authorize Mobilization of Spill Equipment Trailer</b> Authorize Logistics to mobilize the Mobile ICP and/or Spill Equipment Trailer and have them transported to the ICP location by responders.</p>
<p><b>Authorize Mobilization of Immediate Response Team</b> Authorize Logistics or the Pipeline Controller to notify the Immediate Response Team and direct them to report to the ICP (or to the Area Office) as required. Specify number of Team Members to mobilize.</p>
<p><b>Assess Agency Assistance Needs</b> Authorize Logistics to contact applicable agencies and request assistance. Advise agencies of ICP location.</p>
<p><b>Proceed to ICP</b> Travel to ICP location. Keep in communication by radio.</p>

**Assign ICS Positions to Responding Team Members**

Brief responders and assign Incident Command System positions to the responding Immediate Response Team Members as they arrive at the ICP. Assign the vacant positions to make up the Immediate Response Team:

- LOGISTICS
- SAFETY
- DEPUTY INCIDENT COMMANDER
- OPERATIONS
- EVACUATION GROUP LEADER
- [Assign additional positions as required.]

**Direct Deputy Incident Commander to Determine Drainage Routes**

Direct the Deputy Incident Commander to study drainage maps and, if necessary, enlist the aid of Flood Control District to determine the route of the drainage, possible interceptor points and the eventual destination of the drainage route into an open channel, as well as recommend locations to attempt interdiction of the flow.

**Notify Management**

Call the Field Team Leader or his on-call duty Manager. Report the following:

- Describe the incident
- Estimate the magnitude of the spill
- Describe the impact to the public
- Inform if traffic has been diverted
- Inform of evacuation plans, if any
- Recommend Sustained Response
- Inform of team mobilization if applicable

**Authorize Sustained Response Team Mobilization**

Authorize Logistics to initiate procedures to notify and mobilize the Sustained Response Team, if the situation warrants.

**Authorize Agency Notification**

Authorize Logistics to notify those agencies required by regulation. Authorize courtesy notifications.

**Review ICS Team Assignments**

Determine that all positions have been filled and all members have been briefed and are carrying out their assignments. Consider reassignment for specialties.

**Review Status**

Confirm all required measures are in progress. Review resources employed and determine adequacy to properly handle:

- |                          |                               |
|--------------------------|-------------------------------|
| • Traffic Diversion      | • Agency Coordination         |
| • Evacuation             | • Public Relations            |
| • Containment            | • Media Involvement           |
| • Diversion              | • Environmental Concerns      |
| • Spill Stoppage         | • Sensitive Resource Concerns |
| • Permanent Repair       | • Prevention of Escalation    |
| • Team Health and Safety | • Other specific concerns     |

**Authorize Additional Resources**

Determine if additional resources can be effectively used to reduce impacts or hazards or duration of critical phases of the incident.

**Review Planning Functions**

Contact Logistics and review planning for:

- Contractor deployment
- Resource development
- Equipment and Material needs
- Personnel duty hours and relief
- Specialized or expert assistance
- Deployment of Mobile Command trailer
- Food, beverage service

**Manage the Incident****Enter Actions on Event Log**

Record all calls and other actions on the Incident Event Log.

<b>Deputy Incident Commander</b>
<p><b>Access Drainage Drawings</b> Locate the spill and also locate the point it enters the drain. Plot its probable course. Locate manholes to begin damming and collecting the oil. Obtain assistance from the Flood Control District. Report these locations to the Incident Commander.</p>
<p><b>Determine Destination</b> From the drawings (and with assistance from the Flood Control District) determine the course and the point the oil will exit into open drainage canals. Report this location to the Incident Commander.</p>
<p><b>Determine Possible Containment Points</b> Taking into account the accessibility, determine possible locations for containment and collection. Report these locations to the Incident Commander.</p>
<p><b>Determine Secondary Boom Locations</b> Determine possible secondary containment locations to use if oil or product gets past the primary containment location. Report these locations to the Incident Commander.</p>
<p><b>Determine Strategic Boom Locations</b> Determine the route of flow or drainage. Determine locations where containment booms can be deployed to prevent the oil from reaching sensitive areas or the sea. Report these locations to the Incident Commander.</p>

<b>Safety</b>
Appointed by and reports to the Incident Commander.
Ensure all safety procedures are adhered to at the emergency site.
Report all observations of importance to the Incident Commander
The Safety person is the primary safety eyes and ears of the Incident Commander.
Liaison with public agency Safety Officer upon his/her arrival and transmit all pertinent information.
Ensure that individuals directly involved with the leak repair, including the backhoe operator, are wearing Nomex or equivalent fire resistant clothing.
Ensure appropriate personal protective equipment and clothing, such as fresh air breathing apparatus, half mask respirators, welding hoods, etc., are on site and available as needed.
Ensure that the site-specific safety and health plan is administered on site.
Ensure first aid and burn kits are readily available.
Establish a general Hazard Zone around the area of the leak using a gas detection instrument (any location exceeding 10% LFL).
Install portable windsocks or streamers to assist in monitoring for possible changes in wind direction.
Ensure that an adequate number of fire extinguishers are available at the emergency site.
Ensure proper trenching and shoring safety procedures are adhered to during excavation operations.
Ensure that all motorized and other equipment used for leak repair is placed upwind out of the hazard zone.

### ENTERING AN AREA WHERE LEL IS = OR > 10% OF LEL

To enter an atmosphere that is => 10 % LEL, you must address:

- Safety of yourself and of others.
- Complete a detailed site Hazard Analysis utilizing the JSSP.
- Determine the right equipment and PPE to mitigate the risk to the employees or contractors entering the area.
- Write out the plan and discuss in detail.
- Gain approval from the Team Leader, HES Safety Specialist and the Profit Center Manager prior to entry (verbal is permissible) and document this approval.
- Execute the written plan.

For all Emergency Response situations, the Field Team must implement the ICS (Incident Command System) and review the Emergency Response Guide First Responder under Section 3 of the Core Plan for the applicable situation.

<b>Recon</b>
<b>Travel to the Reported Leak Site</b> Upon notification, travel to the reported leak site by company vehicle equipped with radio.
<b>Reconnoiter the Situation</b> Upon arrival at the site, confirm the leak is on a right-of-way route with a COMPANY pipeline, or could have come from a COMPANY line. Identify the type of material spilled. Confirm that the material could be from a COMPANY pipeline.
<b>Gather Information</b> Determine the following: <ul style="list-style-type: none"> <li>• Material spilled</li> <li>• Magnitude of the spill</li> <li>• Probability of being from a COMPANY pipeline</li> <li>• Impacted area</li> <li>• Hazard to the Public</li> <li>• Need for traffic diversion</li> <li>• Need evacuation</li> </ul>
<b>Report to Incident Commander</b> Report the information gathered to the Incident Commander by radio or telephone.
<b>Remain on the Scene</b> Remain on the scene until relieved. Divert traffic from the spill location until police or fire department take over. Warn residents or businesses to evacuate if required.
<b>Update Status</b> Provide periodic updates to the Incident Commander, advising him/her of any change in reported information. Answer all inquiries.
<b>Standby for IRT Arrival</b> Remain at the incident scene until the IRT arrives. Direct members to location by radio if required.

<b>Logistics</b>
<b>Assign Safety Position</b> If not already assigned, contact and assign the position of Safety to an IRT member.
<b>Proceed to ICP</b> Travel to the ICP and assume duties.
<b>Alert Team Members</b> Upon arrival, advise the Incident Commander that you are at the ICP. Contact the Pipeline Controller to ensure he/she has been contacting IRT members and determine status. Tell him/her you are assuming that responsibility. Continue calling or contacting the members of the Immediate Response Team. Inform them of a possible need to respond.
<b>Mobilize the Immediate Response Team</b> Upon authorization, cease the alerting activities and start the Immediate Response Team notification procedures. Provide the following information: <ul style="list-style-type: none"> <li>• Description of the incident</li> <li>• Magnitude of the incident</li> <li>• Where to report</li> <li>• Name of the Incident Commander</li> <li>• Cautions to be observed</li> <li>• Any special routing required</li> </ul>
<b>Keep Mobilization Status</b> Obtain from each Team Member: <ul style="list-style-type: none"> <li>• Ability to respond</li> <li>• Estimated reporting time</li> <li>• Confirmation of arrival</li> <li>• Log all attempts to notify Team Members</li> </ul>
<b>Report Progress</b> Periodically report to the Incident Commander: <ul style="list-style-type: none"> <li>• Number of contacts attempted</li> <li>• Number of contacts made</li> <li>• Number of Team Members who have reported for duty and if asked: <ul style="list-style-type: none"> <li>• Names of responders</li> <li>• Names of no contact</li> <li>• Names of Team Members unable to respond</li> </ul> </li> </ul>
<b>Continued Attempts</b> Report the list of completed notifications and the status of responding Team Members. Repeat notification attempts for non-contacted Team Members, if needed.
<b>Notify Responding Agencies</b> Notify local agencies (police, fire, etc.) that will respond to provide active assistance.
<b>Notify Sustained Response Team</b> Upon authorization, call the Sustained Response Team Communicator and direct the activation of the Sustained Response Team.

**Notify Agencies (Mandatory)**

Notify the applicable agencies listed in Section 2 of the State Appendix. Log all attempts at notification.

**Maintaining Communications**

Continuously monitor radio networks and telephones. Relay inquiries and directions from Team Members. Provide telephone numbers as requested. Receive and forward messages and reports.

**Enter Actions on Event Log**

Record all calls and other actions.

<b>Pipeline Controller</b>
<b>Shutdown Pipeline</b> Carry out Shutdown Procedures on lines suspected as leak source. Close valves as directed by procedures.
<b>Carry Out Notification Procedure</b> Follow procedures for notification located in Section 2 of this Core Plan and the State Appendix. Complete "Immediate Notification of HES Incident" Form.
<b>Alert Immediate Response Team</b> Contact the Immediate Response Team Members and advise them that an emergency may be in progress. Locate these telephone numbers in the Front Pocket Section of the State Appendix.
<b>Mobilize Immediate Response Team</b> Upon authorization, cease alerting activities and begin notifying the Team Members to report to the ICP or Area Offices. Locate these telephone numbers in the Front Pocket Section of the State Appendix.
<b>Turn Mobilization Over to Incident Commander</b> Turn mobilization duties over to the Incident Commander or person designated by the Incident Commander when he/she arrives at the ICP. Give him/her a detailed status report: <ul style="list-style-type: none"> <li>• Number of contacts attempted</li> <li>• Number of contacts made</li> <li>• Number of contacts responding</li> <li>• Names of responders</li> <li>• Names of no contact</li> <li>• Names of those unable to respond</li> </ul>
<b>Maintain Communications</b> Monitor radio and telephone to provide assistance to the Incident Commander as required.
<b>Enter Actions on Event Log</b> Record all actions on the Incident Event Log.

**EMERGENCY RESPONSE GUIDES - FIRST RESPONDERS**

The following Emergency Response Guide Guides are contained in this section:

- Piping Rupture
- Oil Spill
- Tank Failure
- Tank Overflow
- Unidentified Oil Spill
- Leak Involving Shoreline Considerations
- Leak Involving Drains/Waterways
- Gas Leak
- Fire or Explosion
- Evacuation
- Storm or Flood
- Wildfire
- Earthquake
- Vessel or Barge Spill
- Non-Loading Spill Vessel/Barge
- Gas Leak in or Near a Building

# Emergency Response Guide First Responder

DOT X Ref

# Piping Rupture

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



## COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

## IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

## CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

## PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



## DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

## DISPOSAL

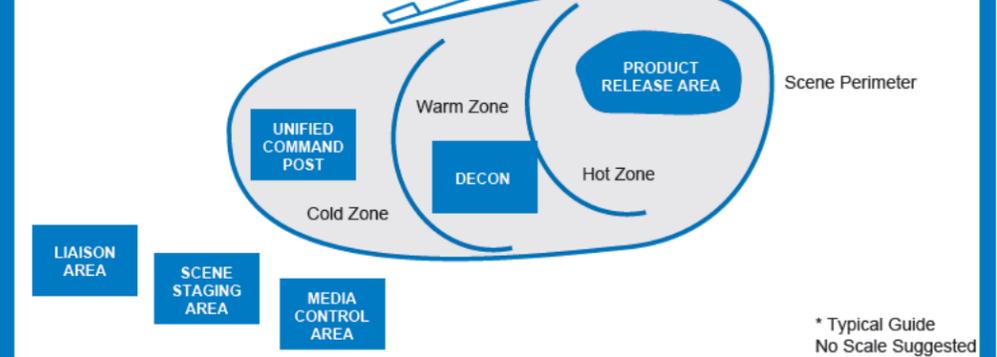
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



## ERP QUICK REFERENCE TABLE OF CONTENTS

### Company Core Plan

Sec 1 Information Summary	Sec 11 Communications
Sec 2 Immediate Notifications	Sec 12 Training & Drills
Sec 3 Spill Detection/Mitigation	Sec 13 Plan Review & Updates
Sec 4 OSRO Information	Sec 14 Public Relations
Sec 5 Response Activities	Sec 15 Documentation
Sec 6 ICS	Sec 16 MSDS
Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

## Oil Spill

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

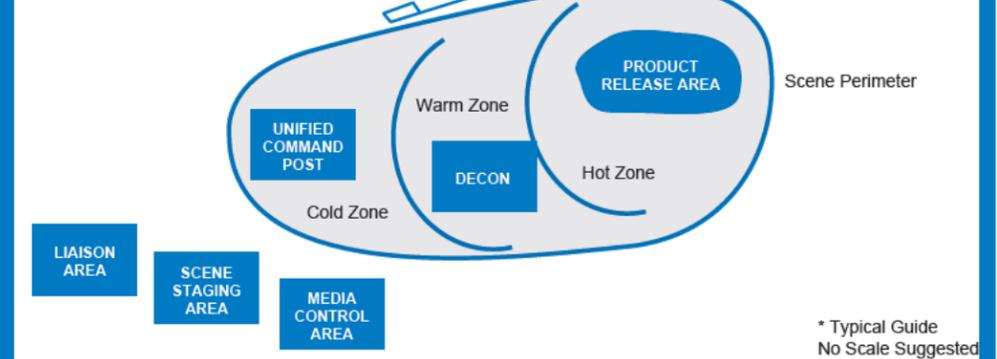
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

#### Company Core Plan

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Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- CS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

# Tank Failure

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



## COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

## IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

## CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

## PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



## DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

## DISPOSAL

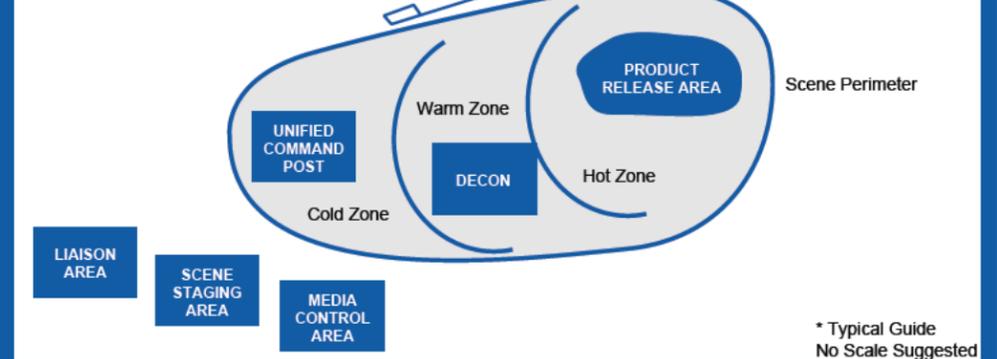
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



## ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

## Tank Overflow

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

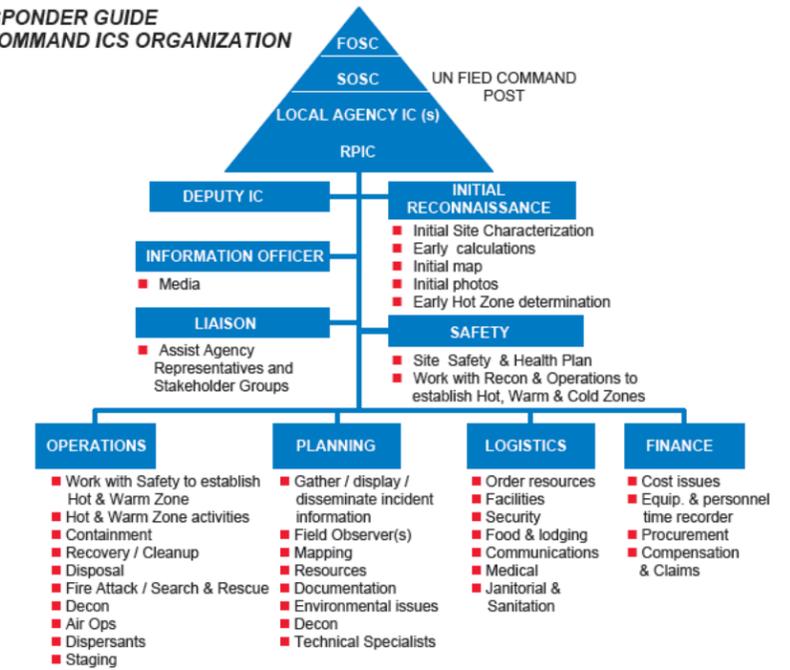
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

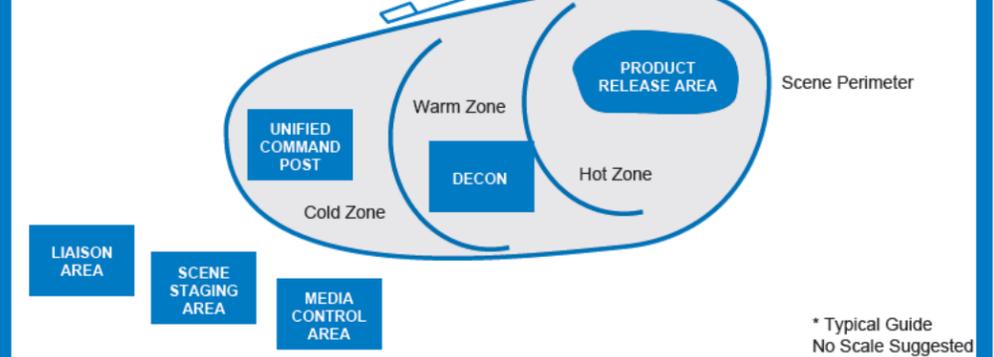
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 5	Response Activities	Sec 15	Documentation
Sec 6	ICS	Sec 16	MSDS
Sec 7	JSSP	Sec 17	Glossary
Sec 8	Cleanup Procedures	Sec 18	ER Spill EX-HES 706
Sec 9	Estimating Spill Volumes	Sec 19	Functional & WW Teams
Sec 10	Waste Management	Sec 20	Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Vapor suppressing foam may reduce vapors

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

## Unidentified Spill

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

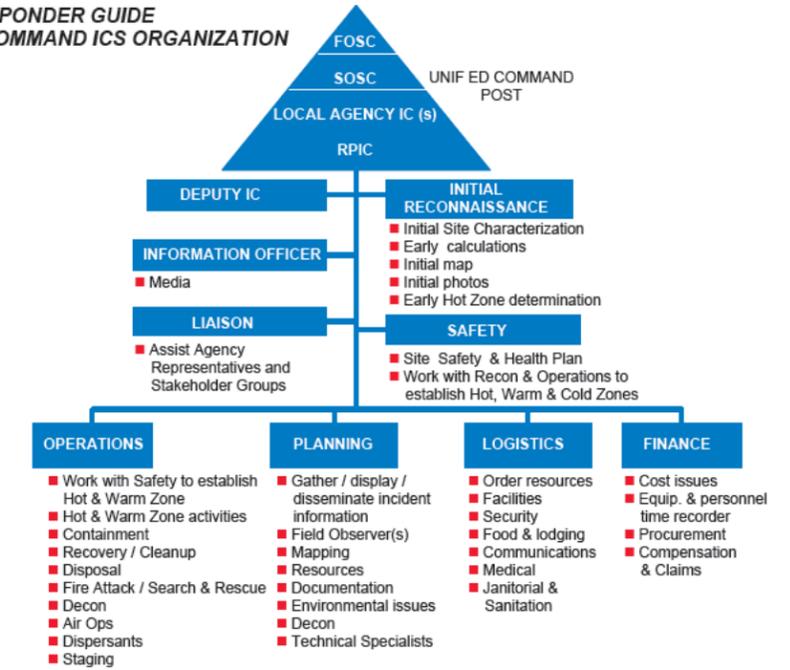
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

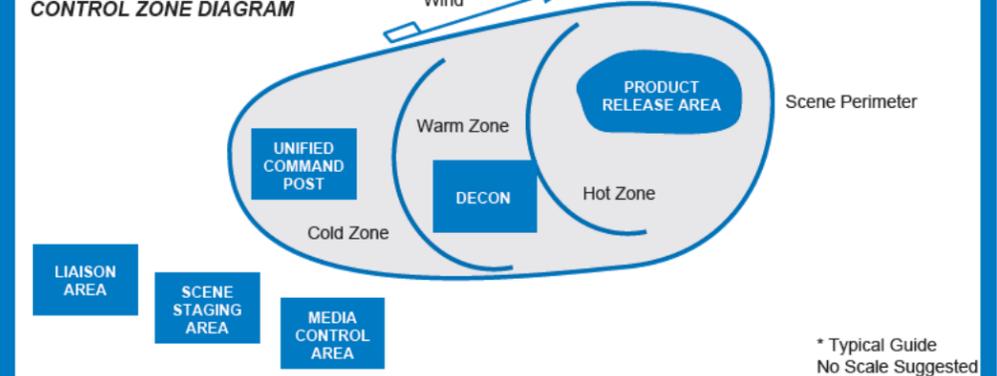
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



\* Typical Guide No Scale Suggested

### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 1 Information Summary	Sec 11 Communications
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Sec 6 ICS	Sec 16 MSDS
Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Contact other pipelines or other possible sources in the area until spill can be identified
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

## Leak Involving Shoreline Considerations

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

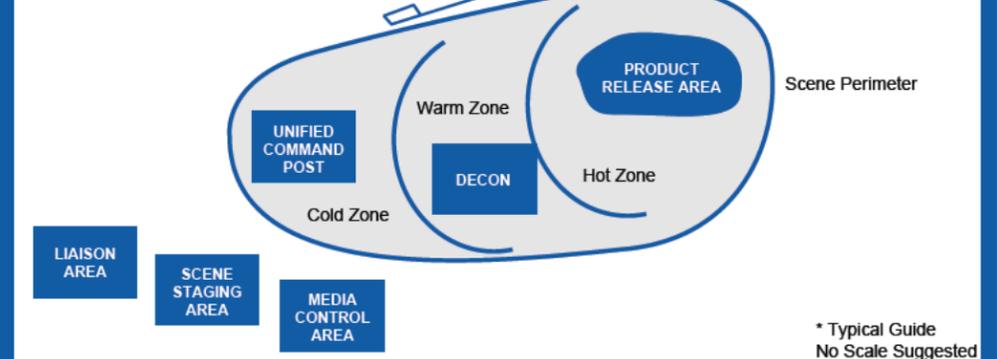
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Deploy containment or diversion boom as needed
- Eliminate sources of ignition
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder DOT X Ref

## Leak Involving Drains / Waterways

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

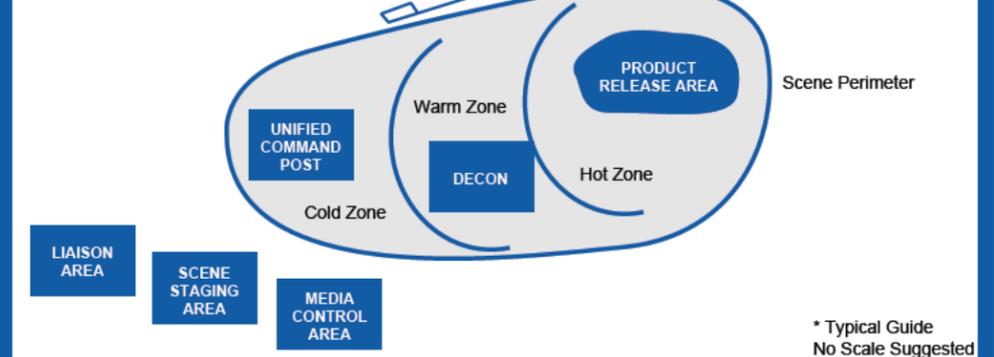
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

#### Company Core Plan

Sec 1 Information Summary	Sec 11 Communications
Sec 2 Immediate Notifications	Sec 12 Training & Drills
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Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Eliminate sources of ignition
- Contact local public works officials to assist with local storm drain maps
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Crude Oil	128
Ethylene	116P



**Chevron Pipe Line Company**

# Emergency Response Guide First Responder

DOT X Ref

## Gas Leak

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan

1

### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

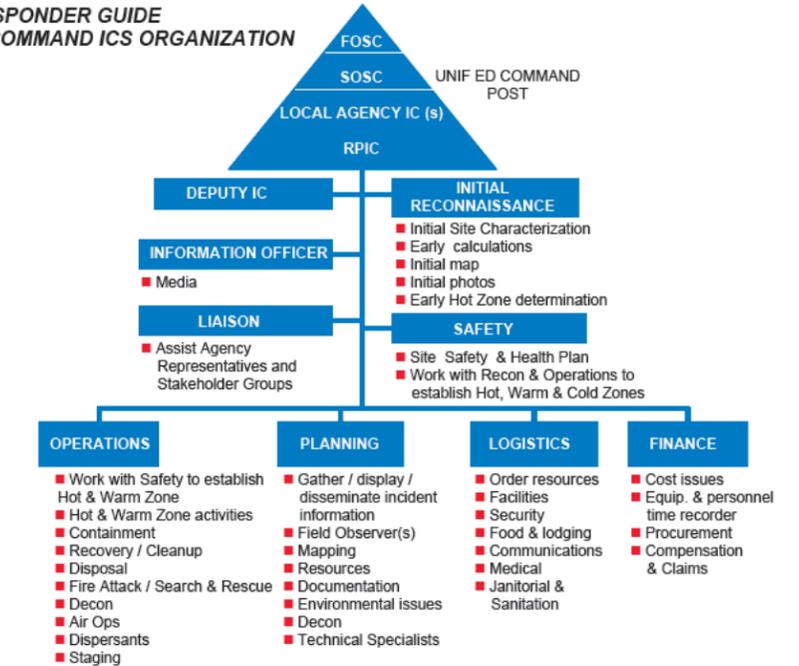
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan

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### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan

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### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team

### DISPOSAL

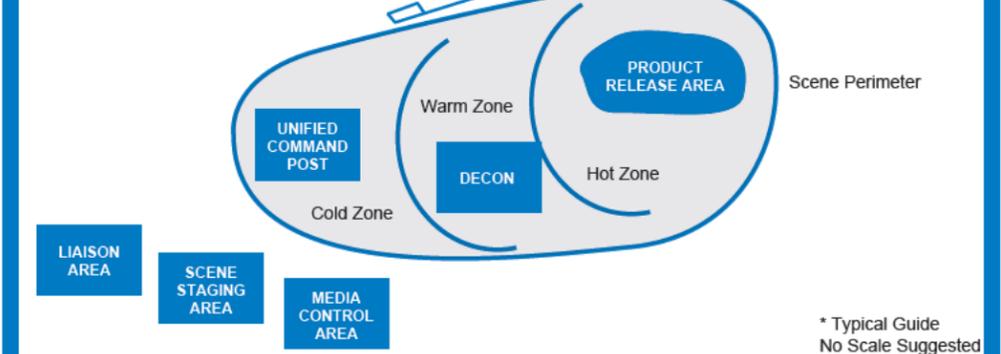
- Minimum disposal issues

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned

4

### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate flow
- Evacuate the area
- Eliminate sources of ignition
- All equipment used when handling product must be grounded
- Water spray may reduce vapors or divert vapor cloud
- If exposed make sure exposed clothing is removed and decon occurs

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

## Fire or Explosion

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

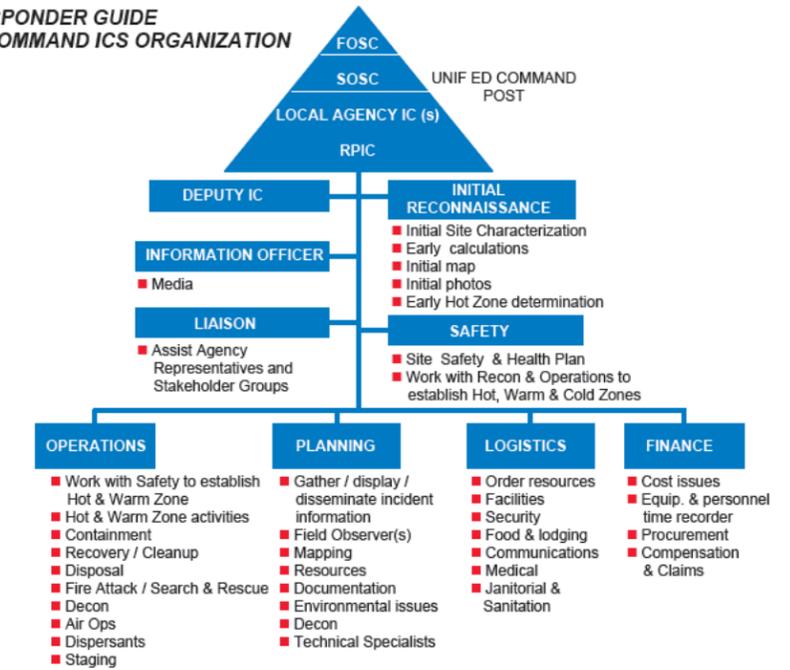
- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

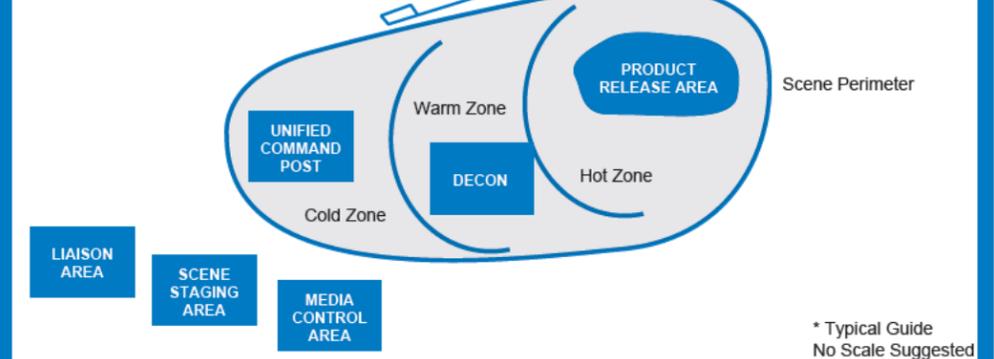
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Shut down and isolate fuel source if safe to do so
- Stay in cold zone
- Perform safe recon to determine extent of damage or injuries
- If spill or leak occurs as a result of fire or explosion follow initial response guides in this section

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

# Evacuation

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



## COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

## IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE

## CONTAINMENT & CONTROL

- Containment & control strategies should be developed as soon as possible within the Unified Command process
- Operations Section Chief oversees evacuation, containment & control

## PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on the area



## DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

## DISPOSAL

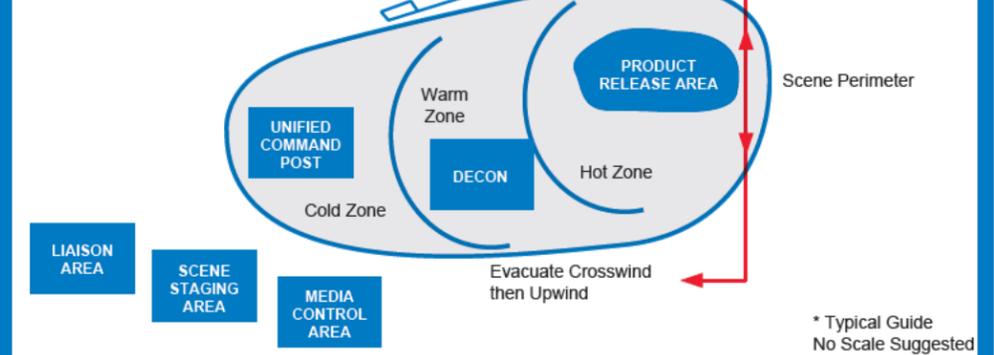
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



\* Typical Guide No Scale Suggested

## ERP QUICK REFERENCE TABLE OF CONTENTS

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Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- If in vapor area evacuate crosswind and then upwind
- Assign Liaison and Logistics to assist evacuees as soon as possible
- Eliminate sources of ignition

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Chevron Pipe Line Company

# Emergency Response Guide First Responder DOT X Ref

## Storm or Flood

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Command Post in a safe location
- Establish a Staging Area in a safe location
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

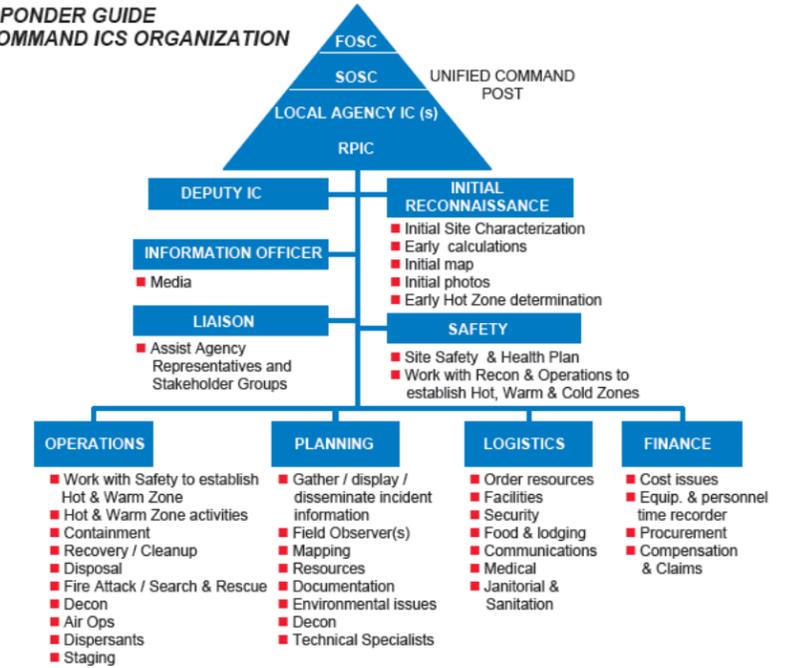
- Continue to evaluate the potential impact and hazard area and adjust accordingly
- Continue to monitor evacuation activities

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on area
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

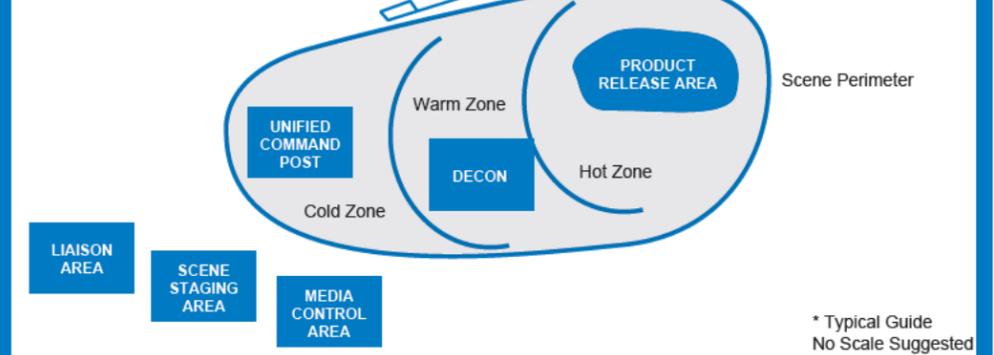
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



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Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Implement special regional hurricane or storm Plan
- See response zone State Appendix for Hurricane Plan
- Evacuate immediate and potential unsafe areas
- Consult emergency response guides in this section should leaks, spills, or fires occur

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Crude Oil	128
Ethylene	116P



**Chevron Pipe Line Company**

# Emergency Response Guide First Responder

DOT X Ref

# Wildfire

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the potential hazard area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Follow the Notifications Flowchart found in this Plan

1

## COMMAND MANAGEMENT

- Assume the role of Incident Commander for shut down and evacuation purposes if necessary
- Make an announcement to all on the scene that you have assumed Command
- Establish Command Post in the cold zone as necessary
- Establish a Staging Area in the cold zone as necessary
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan for Chevron activities

## IDENTIFICATION AND ASSESSMENT

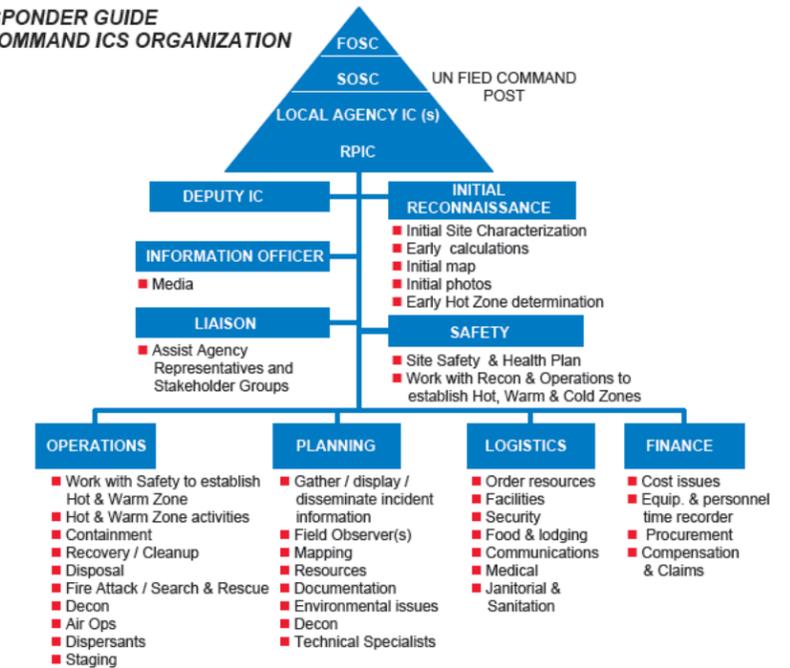
- Continue to evaluate the hazard area
- Continue to monitor evacuation activities
- Safely determine extent of impact on Company resources

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan

2

## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

NA

## CONTAINMENT & CONTROL

- Assist public agencies with information as necessary regarding Company properties

## PROTECTIVE ACTIONS

- Perform emergency shut down procedures if necessary

3

## DECONTAMINATION / CLEANUP

NA

## DISPOSAL

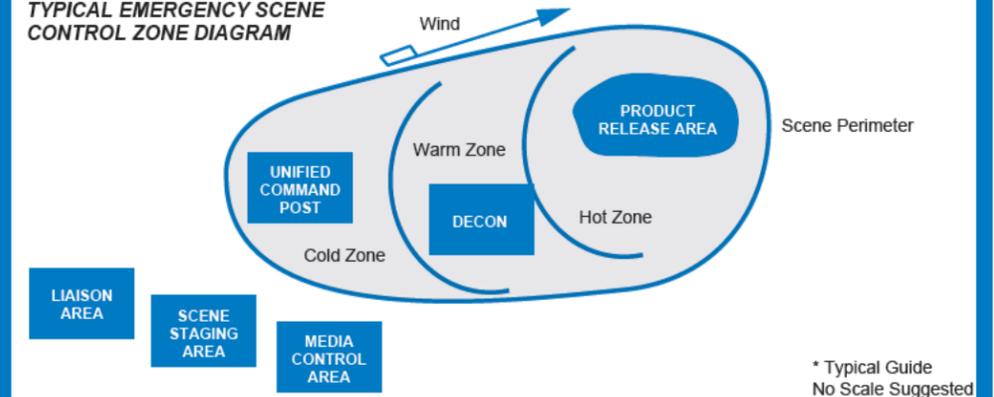
NA

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned

4

## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



\* Typical Guide No Scale Suggested

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Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- Evacuate the area if potential hazard exists
- Monitor situation
- Perform emergency shut down procedures as necessary
- If spill or leak occurs as a result of fire follow initial response guides in this Section as applicable

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

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Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

# Earthquake

## SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

## ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

## NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



## COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post away from the potential hazard area
- Establish a Unified Staging Area away from the potential hazard area
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post

- Ensure Safety Officer begins and completes a Job Site Safety Plan

## IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on area

## ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



## FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



## PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

## CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

## PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



## DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

## DISPOSAL

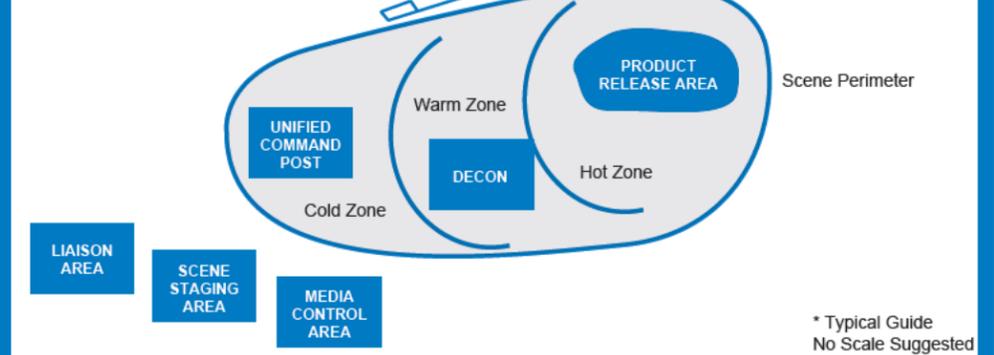
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

## DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



## TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



## ERP QUICK REFERENCE TABLE OF CONTENTS

### Company Core Plan

Sec 1 Information Summary	Sec 11 Communications
Sec 2 Immediate Notifications	Sec 12 Training & Drills
Sec 3 Spill Detection/Mitigation	Sec 13 Plan Review & Updates
Sec 4 OSRO Information	Sec 14 Public Relations
Sec 5 Response Activities	Sec 15 Documentation
Sec 6 ICS	Sec 16 MSDS
Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

## GENERAL PROTECTION STRATEGIES

- Follow emergency guides in this Section if spill, leak, fire or other emergency occurs as a result of quake
- Stay away from potential safety hazards
- Eliminate sources of ignition
- Provide initial and ongoing damage assessment information

## INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

## DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

## Vessel or Barge Spill

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact the local Coast Guard
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan

1

### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan

2

### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan

3

### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

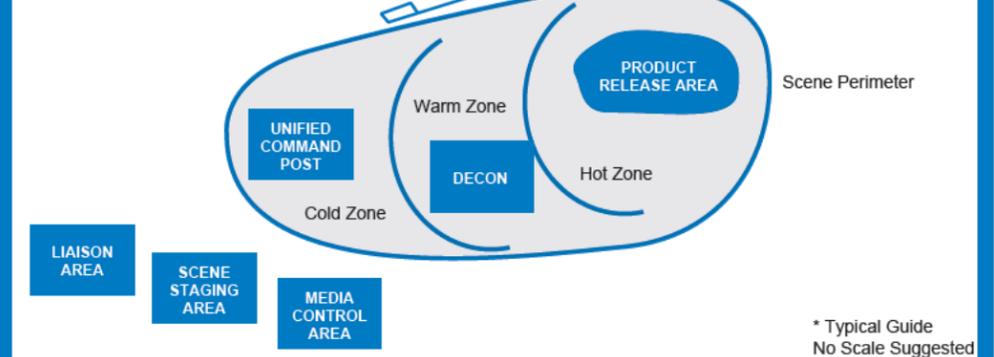
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned

4

### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



\* Typical Guide No Scale Suggested

### ERP QUICK REFERENCE TABLE OF CONTENTS

#### Company Core Plan

Sec 1 Information Summary	Sec 11 Communications
Sec 2 Immediate Notifications	Sec 12 Training & Drills
Sec 3 Spill Detection/Mitigation	Sec 13 Plan Review & Updates
Sec 4 OSRO Information	Sec 14 Public Relations
Sec 5 Response Activities	Sec 15 Documentation
Sec 6 ICS	Sec 16 MSDS
Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & WW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Deploy containment boom
- Cleanup procedures Section 8 of this Core Plan
- Eliminate sources of ignition
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	110
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder

DOT X Ref

## Non Loading Spill Vessel / Barge

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

### DISPOSAL

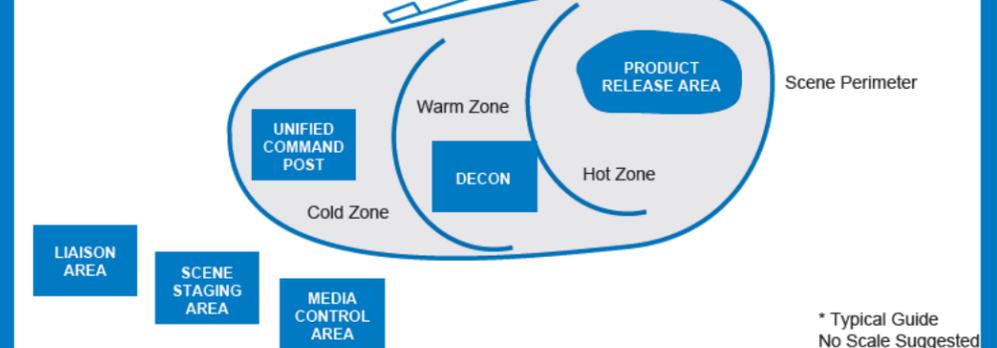
- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### ERP QUICK REFERENCE TABLE OF CONTENTS

#### Company Core Plan

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Sec 2 Immediate Notifications	Sec 12 Training & Drills
Sec 3 Spill Detection/Mitigation	Sec 13 Plan Review & Updates
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Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

### GENERAL PROTECTION STRATEGIES

- Deploy containment boom
- Eliminate sources of ignition
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- Site sensitive strategies in State Appendix Plan

### INITIAL ICS FORMS THAT MAY BE UTILIZED

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Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



Chevron Pipe Line Company

# Emergency Response Guide First Responder DOT X Ref

## Gas Leak In Or Near A Building

### SAFETY

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

### ISOLATE AND DENY ENTRY

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

### NOTIFICATIONS

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan



### COMMAND MANAGEMENT

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

### IDENTIFICATION AND ASSESSMENT

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of potential impact on the area

### ACTION PLANNING

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan



### FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION



### PROTECTIVE EQUIPMENT

- Ensure proper levels of PPE
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### CONTAINMENT & CONTROL

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

### PROTECTIVE ACTIONS

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan



### DECONTAMINATION / CLEANUP

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team

### DISPOSAL

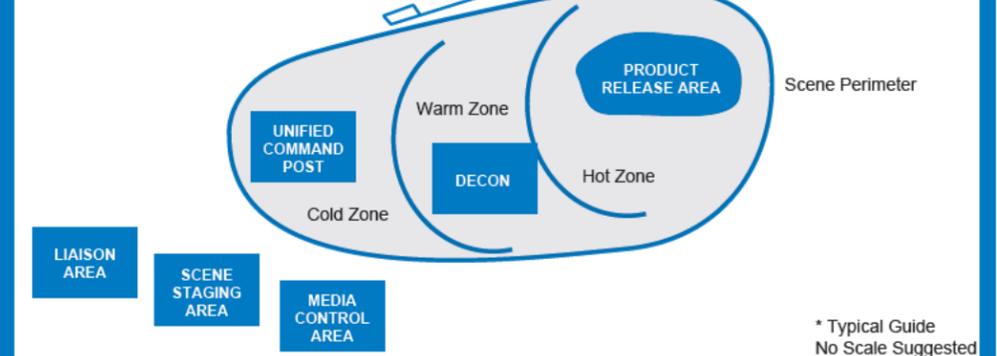
- Minimum disposal issues

### DOCUMENTATION

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned



### TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM



### GENERAL PROCEDURES

- Protect public first then facilities
- Safely evacuate building if gas is detected inside building
- Always look and listen for any signs of escaped gas
- Do not open a building door if escaped gas is detected
- All open flames are to be extinguished
- Determine leak severity
- Do not enter building with audible leaking gas
- Test the environment to determine safe entry
- Evacuate people from adjacent buildings

### GENERAL PROCEDURES (CONTINUED)

- Shut off electrical power to building
- Eliminate all other potential sources of ignition
- Isolate the building from gas sources if possible
- Close necessary inlet and outlet block valves and open blowdown valves
- After gas sources are shut off utilize portable combustible gas indicator/detector to determine safe environment

### INITIAL ICS FORMS THAT MAY BE UTILIZED

- ICS Form 201 (Incident Briefing)
- ICS Form 202 (Response Objectives)
- ICS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

### DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P



**Chevron Pipe Line Company**

**OIL SPILL REMOVAL ORGANIZATIONS**

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**SECTION 4 OIL SPILL REMOVAL ORGANIZATIONS**

<b>OIL SPILL REMOVAL ORGANIZATIONS .....</b>	<b>1</b>
Local Area Response Equipment .....	1
Equipment Inspection/Testing .....	1
Other Company Resources .....	1
Contract Resources .....	1
Cooperative Resources .....	1
Marine Spill Response Corporation (MSRC) .....	1
Experts and Consultants .....	2
Internal Emergency Response Resources .....	2
Advisory & Resource Team .....	2
Worldwide Spill Response Team .....	2
Functional Teams .....	2
Communications Functions Team .....	3
Environmental and Technical Consultants .....	3
<b>PRIMARY OIL SPILL RESPONSE ORGANIZATIONS (OSRO'S) .....</b>	<b>4</b>
<b>OSRO CONTRACTS .....</b>	<b>6</b>
<b>MARINE SPILL RESPONSE CORPORATION SERVICE AGREEMENT .....</b>	<b>7</b>
<b>OSRO ADDRESSES .....</b>	<b>9</b>

## OIL SPILL REMOVAL ORGANIZATIONS

### Local Area Response Equipment

Company locations have response equipment stored at their facilities. Detailed equipment lists for each Response Zone can be located in the applicable Response Zone Appendix in each State Manual. Company will maintain company owned equipment.

### Equipment Inspection/Testing

Each Field Team Leader is responsible for testing, inspection and deployment of any facility owned equipment in accordance with PREP guidelines. Specifically, the equipment will be inspected monthly and deployed twice per year. A record will be made of each inspection, test, or deployment. The record must be signed and dated by the person performing the inspection test and/or deployment. Records will be maintained at the facility locations and available for agency inspection upon request.

### Other Company Resources

Additional Company operating oil spill response equipment and personnel resources may be available to supplement the response operation. These company resources are described in the applicable Response Zone Appendix in each State Manual and in the Resources Section of the State Plan.

### Contract Resources

In the event of a discharge beyond the capability of locally available Company resources, the response team may request activation of other Company resources, private contractors, cooperatives, Marine Spill Response Corporation (MSRC) and other experts and consultants. Additional specific contract resources are described in the applicable Response Zone Appendix in each State Manual. Contract resources are responsible to maintain their equipment.

### Cooperative Resources

Company is a member to numerous oil spill clean up cooperatives. Assistance may range from advice on prevention, containment and clean-up procedures to providing equipment and direction for major spill clean-up operations. However, the company responsible for or in charge of the spill clean-up operation will direct and coordinate the clean-up effort.

A listing of various nationwide Oil Spill Removal Organizations (OSRO) are listed below. Copies of contracts for these and other OSRO's can be located in each State Appendix Manual.

### Marine Spill Response Corporation (MSRC)

In the event of a discharge incident, which exceeds local company and private response capability, Company can request assistance from the Marine Spill Response Corporation (MSRC).

MSRC is an independent, not-for-profit corporation dedicated to providing a “best-effort” response to help clean up large oil spills in the United States offshore and tidal waters, including bays, harbors and the mouths of rivers. MSRC also responds to spills further up river as directed. It is expected that the U.S. Coast Guard will direct MSRC to respond to a spill if the spill exceeds the capabilities of local response organizations.

### **Experts and Consultants**

### **Internal Emergency Response Resources**

A variety of additional company-wide resource teams are organized to assist the Company in any emergency. When activated, team members will report to and work directly for the operating company managing the incident.

### **Advisory & Resource Team**

The Advisory & Resource Team is an assessment and support team comprised of a management representative from the impacted operating company plus a professional in each of the following areas: public affairs, ecology, emergency response, safety and law. The team’s role is to provide advice during the initial stages of the incident and to assist the field in marshaling additional resources as needed. Once notified, the team will be in route to the incident site within a few hours. To activate the team, contact the HES Staff.

### **Worldwide Spill Response Team**

The Worldwide Spill Response Team is a select group of experienced and highly trained individuals from the spill response organizations of the various operating companies. Team members are on call to fill and provide backup for key spill response and cleanup management positions. To activate team members, contact the HES Staff.

### **Functional Teams**

Functional Teams provide specialized services to support an emergency response operation. Team members are experts who generally perform the same or similar functions in their regular jobs within the Company. Each team has prepared a response plan with materials they need for rapid response. The functional teams are:

- Communications
- Comptrollers
- Environmental
- Facilities
- Human Resources
- Insurance/Claims
- Legal
- Medical
- Public Affairs
- Purchasing
- Safety, Fire & Health
- Security
- Transportation

To mobilize the Functional Teams, contact the HES Staff.

**Communications Functions Team**

The Communications Functions Team (San Ramon, California) maintains a cache of specially designated communications equipment for emergency response. Equipment and support personnel are available by contacting the Communications Functional Team. Operating companies are encouraged to use the equipment during drills and actual response. This helps Company responders become more familiar with the Communications Functional Team operations.

Communications Functional Team equipment includes a 40' mobile communications vehicle that can also be utilized as a Command Post. Equipment also includes a large supply of radios, phone systems and satellite terminals. Half of the equipment is mounted in the vehicle, which may be driven or flown (on C-130 aircraft) to an incident site. The other half is packaged for air shipment.

**Environmental and Technical Consultants**

The Company maintains a relationship with various environmental and technical consultants that can provide support in the event of an incident. These consultants can provide expertise and support in areas including emergency response management, environmental services, site assessment, permitting, waste treatment, recycling, de-watering, hazardous waste disposal and remediation. Contact should be made through the HES Staff.

**PRIMARY OIL SPILL RESPONSE ORGANIZATIONS (OSRO'S)**

Additional specific information regarding OSRO's, copies of agreements and other contract resources as well as their 24-hour emergency telephone numbers are listed in each Response Zone State Appendix.

<b>Louisiana</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors
Philip Services Corp.
Garner Environmental Services
ES&H
AMPOL

<b>Mississippi</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors
Philip Services Corp.
Oil Mop, Inc.
Garner Environmental Services
AMPOL
ES&H

<b>Texas</b>
Garner Environmental Services
Marine Spill Response Corporation (MSRC) and its STARS contractors
Oil Mop, Inc.
AMPOL
ES&H

<b>Colorado</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors

<b>Utah</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors

<b>Idaho</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors

<b>Oregon</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors
<b>Washington</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors
<b>New Mexico</b>
AMPOL
<b>California</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors
<b>Alabama</b>
Marine Spill Response Corporation (MSRC) and its STARS contractors
Philip Services Corp.
Garner Environmental Services
ES&H

## OSRO CONTRACTS



Global Gas

May 15, 2012]

**RE: USCG Approved OSRO's**

Dear Sir or Madam:

This letter certifies that we have current procurement contracts in place with the following Emergency Response contractors. Below is a table that identifies the pertinent information. All contracts are on file at our Corporate Office in Bellaire, Texas.

Contractor's Name	Agreement Number
AMPOL	Contract # 99015262 / C16174 Ariba # C965995
ES&H	Contract # C25524 Ariba # C700484
Enviro Care, Inc.	Contract # C688391 Ariba # C808977
Marine Spill Response Corporation (MSRC) and its STARS contractors	Contract # 6CHUSA01 / CW778784 Ariba # C782016
Oil Mop, Inc.	Contract # C952067 Ariba # C956670
Patriot Environmental Services	Contract # 99014187 Ariba # C16298
PSC Industrial Outsourcing	Contract # 99002233 Ariba # C17031
U.S. Environmental Services	Contract # C25863 Ariba # C948989

Should you have any questions, please feel free to contact me at 713-432-6926

Sincerely,

Terry Basham

Emergency Response Specialist  
Chevron Pipe Line Company  
4800 Fournace Place, Room E320A  
Bellaire, TX 77401-2324  
Tel 713 432-432-6926  
Fax 713-432-3477  
tgbasham@chevron.com

## MARINE SPILL RESPONSE CORPORATION SERVICE AGREEMENT

MARINE SPILL RESPONSE CORPORATION  
SERVICE AGREEMENT

## EXECUTION INSTRUMENT

The MSRC SERVICE AGREEMENT attached hereto (together with this execution instrument, the "Agreement"), a standard form of agreement for MPA members (or their affiliates) dated as of December 1, 1994, is hereby entered into by and between

Chevron U.S.A. Inc.

[Name of COMPANY]

a Pennsylvania Corporation

[Type of entity and place of organization]

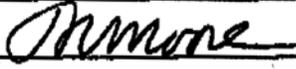
with its principal offices located at 575 Market Street, San Francisco, California 94105

(the "COMPANY"), and MARINE SPILL RESPONSE CORPORATION, a nonprofit corporation organized under the laws of Tennessee ("MSRC"), and shall be identified as

SERVICE AGREEMENT No. 6CHUSA01 [This is to be provided by MSRC.]

IN WITNESS WHEREOF, the parties hereto each have caused this Agreement to be duly executed and effective as of the 31st day of December, 1994.

Chevron U.S.A. Inc. [COMPANY]

By:  [signature]

T. R. Moore [print name]

Title: Attorney in Fact

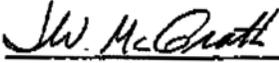
c/o Chevron Shipping Company

Address: 555 Market Street

San Francisco, CA 94105

Telephone: 415/894-3232 Fax: 415/894-4463

## MARINE SPILL RESPONSE CORPORATION:

By: 

John W McGrath  
Director, Marketing & Client Relations  
1350 I St. N.W. Suite 300  
Washington, D.C. 20005

202/408-7486; Fax: 202/371-0401

- (2) The first sentence of the text of Section 8 is revised to read as follows:

"Section 8. Termination and Expiration of this Call Agreement. Subject to the provisions of Section 9(b) of this Call Agreement, this Call Agreement and the other Call Agreements shall terminate and expire upon the later to occur of (i) the date on which the Company's Standard Agreement (or any successor agreement to the Company's Standard Agreement) terminates or (ii) the satisfaction and payment of all Indemnified Amounts owing with respect to Events occurring on or before the date on which the Company's Standard Agreement (or any successor agreement to the Company's Standard Agreement) terminates."

Except as set forth in the preceding paragraphs, this Amendment shall not be deemed in any way to modify or amend the provisions of the Call Agreement, all of which provisions remain in full force and effect. The effective date of this Amendment shall be as of the date hereof.

IN WITNESS WHEREOF, the undersigned have hereby executed this Amendment as of the 31st day of December, 1994.

MARINE PRESERVATION ASSOCIATION

By:   
 Name: Robert Aldag  
 Title: President and CEO

NAME OF MPA MEMBER:

Chevron U.S.A. Inc.  
 a Pennsylvania Corporation

[Corporation/partnership/other]:  
 c/o Chevron Shipping Company  
 555 Market Street  
 San Francisco, CA 94105

By:   
 Name: T. R. Moore  
 Title: Attorney in Fact

**OSRO ADDRESSES**

Ampol  
5619 Port Road,  
New Iberia, LA 70364

ES&H  
1730 Coteau Road  
Houma, LA 70364

Garner Environmental  
1717 W. 13<sup>th</sup> Street  
Deer Park, TX 77536

Marine Spill Response Corp.  
455 Spring Park Place, Suite 200  
Herndon, VA 20170

Oil Mop, Inc. 800-645-6671  
131 Keating Drive  
Belle Chasse, LA 70037

PSC Industrial Outsourcing  
543 Renaud Road  
Lafayette, LA 70507

US Environmental Services  
2809 E. Judge Perez Drive  
Meraz, LA 70075

**RESPONSE ACTIVITIES**

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**SECTION 5 RESPONSE ACTIVITIES**

<b>INCIDENT COMMAND SYSTEM.....</b>	<b>1</b>
<b>UNIFIED COMMAND .....</b>	<b>1</b>
<b>RESPONSE TEAM ORGANIZATION .....</b>	<b>1</b>
Tier 1 - Immediate Response Team.....	1
Tier 2 - Sustained Response Team .....	1
Tier 3 - Major Incident Response Team.....	1
<b>CHEVRON INCIDENT RESPONSE MATRIX .....</b>	<b>2</b>
Immediate Response Team.....	2
Sustained Response Team .....	3
Major Sustained Incident Response Team .....	3
<b>HAZWOPER TRAINING LEVELS.....</b>	<b>3</b>
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## INCIDENT COMMAND SYSTEM

Company utilizes the US Coast Guard Incident Command System (ICS) 2006 Incident Management Handbook (IMH) to manage incident response activities. ICS is readily expandable to help manage small incidents as well as larger more complex incidents. ICS is an effective safety and incident management tool and should be implemented for all emergency incidents that may cause potential harm to responders, the public, the environment or property. Staffing and resources needed to meet specific incident needs will be based on the size, complexity and severity of the incident. At minimum, HAZWOPER regulations require the ICS positions of Incident Commander and Safety Officer to be implemented during a response to a hazardous or potentially hazardous substance.

Refer to Section 6 of this Core Plan for the ICS organization and references to the US Coast Guard 2006 Incident Management Handbook (IMH).

## UNIFIED COMMAND

Many incidents will require unified participation of agency and Company response personnel. Depending on the location of the incident, the most senior Federal, State or possibly Local agency person on scene, will serve as that organizations On-Scene Coordinator (OSC) or Incident Commander (IC). The agency OSC or IC will work alongside the Company Incident Commander. External organizations, such as resources from other Operating Companies, OSRO's, Co-Ops and contractors may also be integrated into the Unified ICS organizational structure.

## RESPONSE TEAM ORGANIZATION

Company utilizes a three-tier incident response approach.

### **Tier 1 - Immediate Response Team**

The Immediate Response Team is made up of the local field team members from the system where the incident occurs and will be the initial responders to the incident.

### **Tier 2 - Sustained Response Team**

The Sustained Response Team is made up of Immediate Response Team members from other Teams and specifically trained employees from throughout Company. This Team will be activated to help supplement the local Field Team when the magnitude of the spill incident indicates the need for additional resources, or where it is anticipated that the response effort will be sustained.

### **Tier 3 - Major Incident Response Team**

The Major Sustained Response Team draws on specialists and specifically trained employees from throughout Company's Worldwide Organization.

**CHEVRON INCIDENT RESPONSE MATRIX**

<b>Company Incident Response</b>		
<b>Level of Incident</b>	<b>Response by (all or part of)</b>	<b>Augmentative Resources</b>
<b>Immediate (Tier 1)</b>	<ul style="list-style-type: none"> <li>• IMMEDIATE RESPONSE TEAM</li> </ul>	<ul style="list-style-type: none"> <li>• SUSTAINED RESPONSE TEAM</li> <li>• RELEASE CONTROL SPECIALISTS</li> </ul>
<b>Sustained (Tier 2)</b>	<ul style="list-style-type: none"> <li>• IMMEDIATE RESPONSE TEAM</li> <li>• SUSTAINED RESPONSE TEAM</li> </ul>	<ul style="list-style-type: none"> <li>• RELEASE CONTROL SPECIALISTS</li> <li>• MUTUAL AID TEAMS</li> <li>• WORLDWIDE FUNCTIONAL TEAMS</li> <li>• MUTUAL AID POOL</li> </ul>
<b>Major (Tier 3)</b>	<ul style="list-style-type: none"> <li>• IMMEDIATE RESPONSE TEAM</li> <li>• SUSTAINED RESPONSE TEAM</li> <li>• RELEASE CONTROL SPECIALISTS</li> <li>• MUTUAL AID TEAMS</li> <li>• WORLDWIDE FUNCTIONAL TEAMS</li> <li>• MUTUAL AID POOL</li> <li>• WORLDWIDE SPILL RESPONSE TEAM</li> </ul>	<p>Depending on the level and Nature of the incident, response can be by entire teams or selected members. Any response effort can be augmented as necessary by activating selected teams or personnel from other organizations.</p>

**Immediate Response Team**

The first Company employee on scene will implement the Incident Command System (ICS) and initially assume the role of Incident Commander (IC). Transfer of command may take place as more senior supervisors respond to the incident. The IC role will usually be filled by the Team Leader if available.

The number of positions needed to staff this minimum organization will depend on the size and complexity of the spill.

**Sustained Response Team**

This second level of response is utilized when the magnitude of the incident indicates the need for additional personnel and equipment, or where it is anticipated that the response effort will be sustained.

ICS positions under a sustained response may be transferred to others at anytime or at the end of the “Current” operating period. Establishing Operational Periods are often beneficial to help provide for adequate planning, safety and continuity of response activities.

Some ICS positions may require Deputies or Assistants (i.e. Deputy Incident Commander) to help manage span of control issues.

During sustained and major sustained incidents, functional operations and geographic areas of the incident may need to be divided into Branches, Divisions or Groups as the incident expands.

Branches are usually functional (i.e. Support Branch under the Logistics Section).

Divisions are usually geographic (i.e. a Division under the Operations Section may be utilized to denote a geographic area, like the Northwest Shoreline of an island undergoing cleanup operations).

Groups are usually functional (i.e. Containment or Cleanup Groups functioning under the Operations Section).

**Major Sustained Incident Response Team**

This Major Sustained Response Team is organized to manage larger complex incidents with widespread impact. A major event is an event that would require additional personnel and resources from the Corporation and elsewhere.

When implemented, this team would augment the Sustained Response Team, supplying additional resources and expertise in functional areas of the organization as necessary. This would help to increase the strength of the organization by utilizing the best specialists and professionals available.

**HAZWOPER TRAINING LEVELS**

The HAZWOPER regulations prescribe minimum training requirements for various incident responder levels. There are initial and refresher training requirements that must be met. The Team Leader is responsible for insuring that all employees that may be called on to participate in incident response have met these training requirements. Refer to Section 12 of this Core Plan for HAZWOPER training guidelines.

## CONTRACTOR TRAINING

Contract employees who will be utilized in incident mitigation and cleanup activities are also required to meet minimum HAZWOPER training requirements. The Team Leader is responsible for insuring that contractors which Company may utilize in the response, recognize HAZWOPER requirements and provide the training needed.

## CASUAL HIRE TRAINING

During post-incident responses it may become necessary to hire additional personnel for site clean up and rehabilitation. Whenever temporary personnel (casual hires) are involved, Company shall review the following items to ensure that post-emergency response personnel are properly trained:

- Job Site Safety Plan
- Chemical hazards at the site
- Appropriate personal protective equipment
- Specific role in the clean up
- Names and contacts for the incident's Incident Command System

Upon completing this review, temporary personnel will sign a roster sheet indicating that they have received training regarding the items covered. The roster sheet will then be forwarded to the Incident Commander for inclusion in the incident documentation.

## COMMAND ORGANIZATION LOGISTICS

Effective spill response requires an efficient deployment of field, supervision and support staff. Careful consideration should be given to help determine the physical location of Command, Staging and other elements of the organization like Branches, Divisions or Groups.

### Incident Command Post Location

The location of the Incident Command Post (ICP) depends on the location, severity and duration of the incident. Other influencing factors may include agency ICP location preference and whether or not agencies have formulated a location for the ICP before Company resources arrive.

Since each incident is different (i.e. location, type of product, weather, geography, time of day, agreements with mutual aid resources, agency resources and so forth) the Incident Commander should choose the location of the Incident Command Post carefully.

As an example, the Incident Command Post for an incident occurring offshore, may be established quite a distance from the event at a shorebase, regional company offices or a hotel with conference center capabilities.

On the other hand, should a release occur in a municipal area that may effect storm drains, drainage channels, streets, businesses and public areas, the local fire and police agencies may wish the Incident Command Post be located closer to the event in an open safe area.

Again, it is up to the Incident Commander, working with Local, State and/or Federal Agencies to determine the location of the Incident Command Post.

As the incident grows it may be necessary to establish physical “Branch” or “Division” locations away from the Incident Command Post. It may also be necessary to establish additional Staging areas depending on the size and complexity of the incident.

### **JOB SITE SAFETY PLAN DEVELOPMENT**

The Incident Commander will be responsible for ensuring that the Job Site Safety Plan is completed. This task is usually assigned to the Safety Officer in the ICS organization. See Section 7 of this Core Plan for a complete Job Site Safety Plan and instructions for completion.

### **OPERATIONAL PERIOD PLANNING CYCLES**

The use of organized operational period planning cycles is an important tool to help achieve increased organizational effectiveness and communications during an incident. An example of the accepted agency methodology concerning operational planning is located on page 3 of Section 6.

### **HUMANITARIAN ASSISTANCE**

The Incident Commander will determine if Company humanitarian assistance is needed during an emergency event, cleanup or disaster. Humanitarian assistance may include providing food, water and lodging to displaced persons. Humanitarian assistance may also include assisting Local and State Agencies with specific humanitarian assistance support. In such instances the Incident Commander will utilize the various Incident Command Sections to assist with this effort.

Initially, any food, water or lodging needs will generally be coordinated by the Logistics Section Chief within the Incident Command System.

### **INSPECTION AND MAINTENANCE OF OIL SPILL EQUIPMENT**

Company has a program to inspect and maintain the oil spill equipment stored at its facilities.

#### **Monthly Visual Inspections**

A monthly visual inspection will be made of all oil spill equipment and materials. The objective is to determine the following:

- Designated equipment and materials are present
- Designated equipment and materials appear in good condition

- Designated equipment and materials are properly stored and protected and are readily loaded or deployed
- Stocks have not been depleted or disturbed

The inspector will log his inspection on the Oil Spill Equipment Monthly Inspection Forms and make distribution as indicated. One copy will be maintained at the location.

### **After Deployment**

An additional inspection will be made of all equipment and supplies following deployment for spills or drills. Any deficiencies, missing parts or maintenance needs noted during the deployment will be rectified as soon as possible. Any equipment requiring work in the shop will be expeditiously transported and an equivalent replacement provided if practical. This inspection will also be logged on the Oil Spill Equipment Inspection Form and distributed.

### **Annual Detailed Inspection**

At least once annually, all equipment will be inspected to determine if any replacement or repair needs noted. This inspection can be made in conjunction with a drill; however, if a particular piece of equipment has not been deployed during drills, it may be separately deployed, inspected and tested for proper operation. Recommended repairs and replacements will be made promptly.

## **SAFETY / FIRE PROTECTION**

### **Fire Fighting Equipment**

Adequate firefighting equipment shall be maintained at all pump and breakout tank areas. The equipment will be:

- Inspected monthly to ensure that it is in proper operating conditions at all times
- Plainly marked (painted red), so that it is easily identifiable as fire fighting equipment
- Located so that it is easily accessible in case of a fire
- All personnel will be thoroughly trained in the use of each piece of equipment

### **Leak Repair Procedures**

Additional Safety/Fire Protection guidelines can be found in Company's Maintenance and Inspection Procedures Manual.

### **Smoking / Open Flames**

Smoking will be confined to designated smoking areas. Discarding matches, cigarettes or cigars from any vehicle is prohibited.

Hot work permits will be required before any welding/cutting operations commence or other operations that would introduce a source of ignition in a restricted area. A restricted area is any area within 150 feet of hydrocarbon service or storage facilities.

## NATIONAL CONTINGENCY PLAN

### National/Regional Incident Command Responsibilities

Company's ICS/Unified Command organization is in alignment with the National Incident Management System (NIMS) ICS response organization utilized under the National Contingency Plan.

The National Contingency Plan (NCP) describes the responsibilities of the Federal government when responding to a Spill of National Significance (SONS.) These responsibilities include providing strategic coordination in the coastal and inland zones either for, or as, the Federal on Scene Coordinator (FOSC). Based on the need for overall Federal coordination, a National or Regional Incident Command (NIC/RIC) organization may be activated at the discretion of the controlling Federal authority.

This model is based on the "Area Command" organizational model that is used for major/multiple incident management within (NIMS) ICS. The NIC/RIC organization's responsibilities will include the following:

- Brief the Commandant (and Area Commander if applicable) or Administrator of the EPA and obtain feedback regarding agency expectations, concerns and constraints.
- If operating as a Unified Command, develop a working agreement with all participants to employ (NIMS) ICS as the response management system.
- Assess incident potential and ensure the NIC/RIC infrastructure is capable of meeting response objectives.
- Set the stage for accomplishment of the best possible response, providing clear understanding of agency expectations, intentions and constraints. Provide overall direction and management of the incident(s), including setting overall objectives.
- Ensure that the response is addressing the priorities and direction set by the NIC/RIC.
- Establish priorities for assignment & demobilization of critical resources.
- Assign and approve demobilization of critical resources
- Establish/approve policy for release of information to the news media, the public, etc.
- Serve as public spokesperson for the overall incident response.
- Manage staff to ensure Incident Management Teams (IMTs) are supported, monitored.

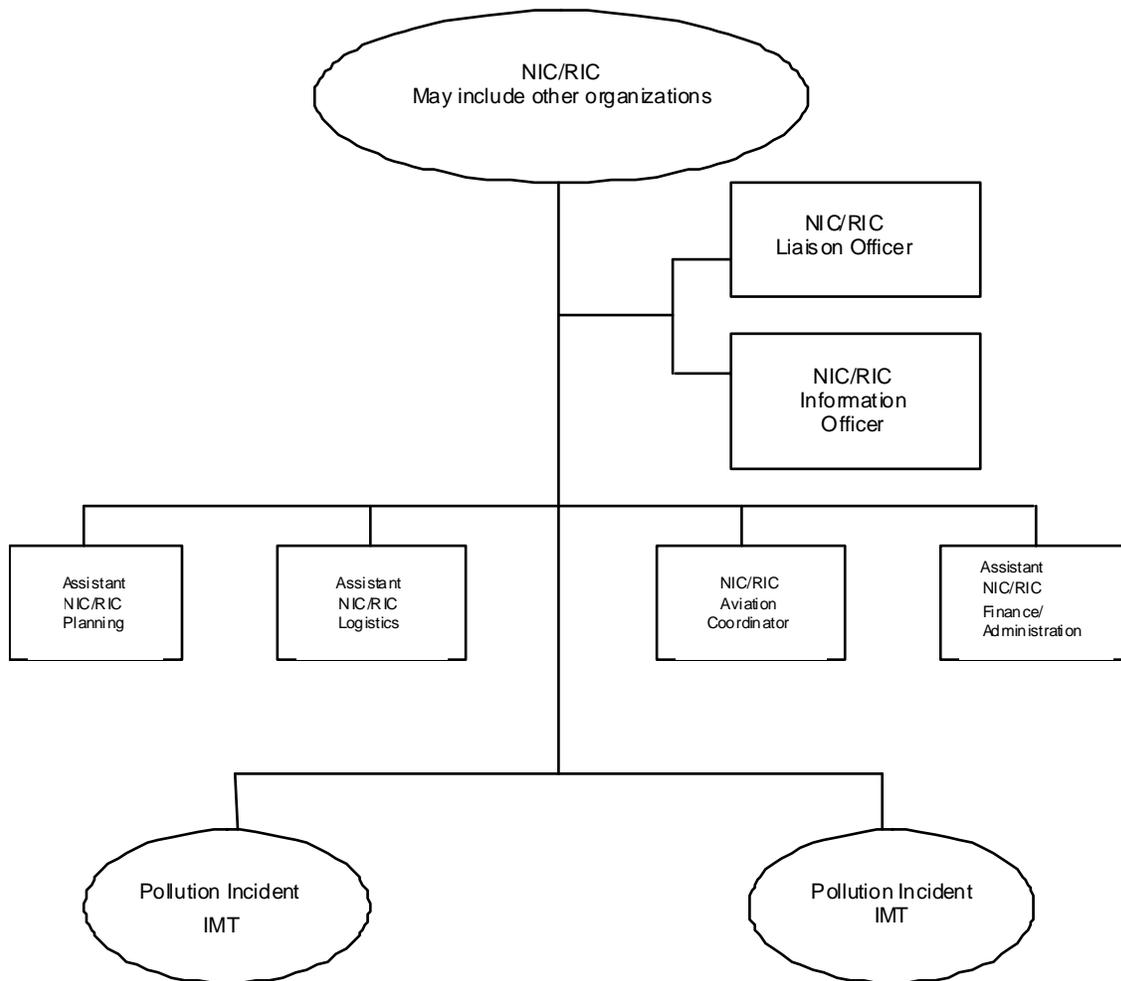
### NIC/RIC GUIDELINES

- Fundamental to the (NIMS) ICS organizational philosophy is that the organization be shaped to match the specific requirements of the incident. The division of responsibilities specified here should be considered the beginning framework. Shaping the interface between National Incident Commander (NIC)/Regional Incident Commander (RIC) and the Incident

Commander (IC) or Unified Command (UC) and their IMTs and establishing the best division of labor will be especially challenging.

- Avoid locating the National/Regional Incident Command with an Incident Command Post.
- The NIC/RIC role is to ensure support of, and coordination between a single or multiple IMTs, is enhanced if the NIC/RIC can be located with, or near, the expanded supply network. This facilitates NIC/RIC Logistics' ability to directly support the IMT(s) and positively influence critical resource issues.
- Implement additional positions as necessary for an effective and efficient response. Specific agency guidance on NIC/RIC, as specifics may change from time to time. Keep in mind, however, that the Responsible Party and other agencies may use different organizational structures (e.g., not based upon the (NIMS) Area Command Model) to conduct incident management activities. In such instances, the NIC/RIC will work with the RP and other agencies to agree on an organizational structure that best ensures effective strategic coordination.

NIC/RIC ORGANIZATION



Refer to (NIMS) ICS “Area Command” documentation and/or agency guidance for position-specific descriptions.

**DOT X Ref**

**COMPANY CORE PLAN**

**INCIDENT COMMAND SYSTEM  
SECTION 6**

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**INCIDENT COMMAND SYSTEM**

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**SECTION 6 INCIDENT COMMAND SYSTEM**

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT  
COMMAND SYSTEM (ICS)..... 1**

    USCG Incident Management Handbook (IMH) ..... 1

**ICS JOB DESCRIPTION ..... 1**

**NIMS ICS FIVE MAJOR FUNCTIONAL AREAS ..... 2**

**USCG IMH OPERATIONAL PERIOD PLANNING CYCLE GUIDE..... 3**

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**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT COMMAND SYSTEM (ICS)**

The National Incident Management System (NIMS) is a nationwide standardized approach to incident management and response. NIMS utilizes the Incident Command System (ICS).

The Incident Command System is used to manage incident response activities. ICS is readily expandable to help manage small incidents as well as larger more complex incidents. ICS is an effective safety and incident management tool and should be implemented for all emergency incidents that may cause potential harm to responders, the public, the environment or property. Staffing and resources needed to meet specific incident needs will be based on the size, complexity and severity of the incident. At minimum, HAZWOPER regulations require the ICS positions of Incident Commander and Safety Officer to be implemented during a response to a hazardous or potentially hazardous substance.

This Section contains an example of the basic NIMS ICS Organization (five functional areas) and the Operational Period Planning Cycle.

**USCG Incident Management Handbook (IMH)**

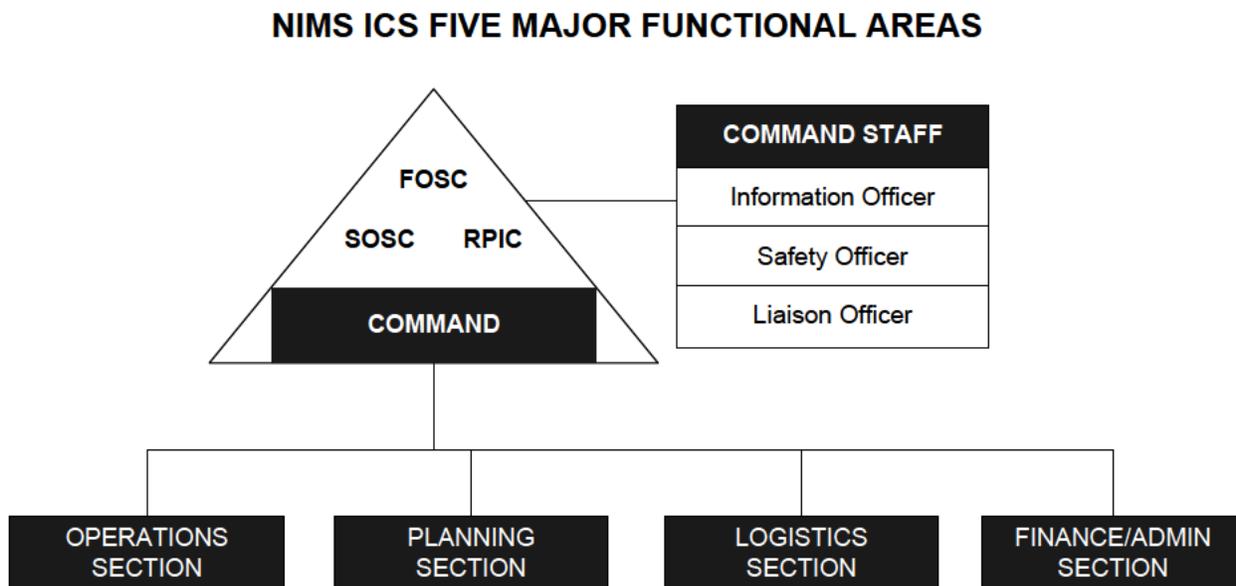
Company will utilize the U.S. Coast Guard 2006 Incident Management Handbook (IMH) as the primary guide for incident response.

Access to complete versions of the latest U.S. Coast Guard Incident Management Handbook (IMH) can be located on the U.S. Coast Guard web site at [www.uscg.mil](http://www.uscg.mil).

**ICS JOB DESCRIPTION**

ICS job descriptions listed in the 2006 USCG IMH are consistent with the Northwest Area Contingency Plan.

## NIMS ICS FIVE MAJOR FUNCTIONAL AREAS

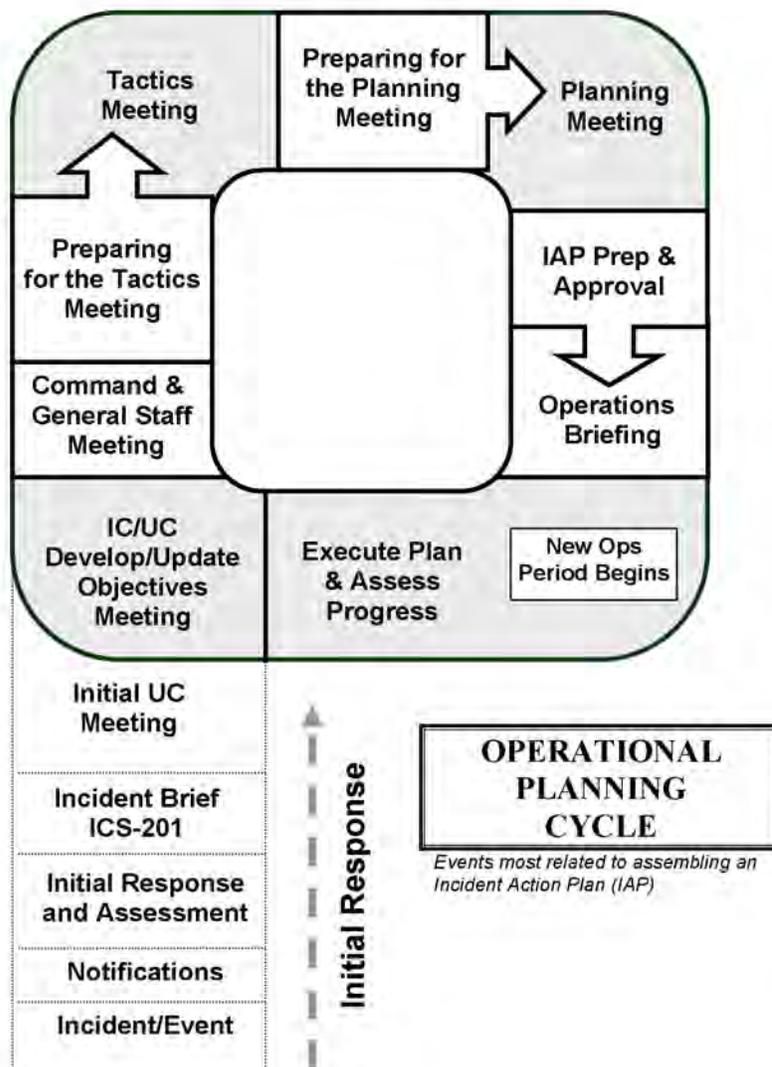


USCG IMH OPERATIONAL PERIOD PLANNING CYCLE GUIDE

AUGUST 2006

CHAPTER 3

OPERATIONAL PLANNING CYCLE, MEETINGS,  
BRIEFINGS, AND THE ACTION  
PLANNING PROCESS



3-1 OPERATIONAL PLANNING CYCLE OPERATIONAL PLANNING CYCLE

**DOT X Ref**

**JOB SITE SAFETY PLAN  
SECTION 7**

**COMPANY CORE PLAN**

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**JOB SITE SAFETY PLAN**

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## SECTION 7 JOB SITE SAFETY PLAN

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**ENTERING AN AREA WHERE LEL IS = OR > 10% OF LEL**

To enter an atmosphere that is  $\Rightarrow$  10 % LEL, you must address:

- Safety of yourself and of others.
- Complete a detailed site Hazard Analysis utilizing the JSSP.
- Determine the right equipment and PPE to mitigate the risk to the employees or contractors entering the area.
- Write out the plan and discuss in detail.
- Gain approval from the Team Leader, HES Safety Specialist and the Profit Center Manager prior to entry (verbal is permissible) and document this approval.
- Execute the written plan.

For all Emergency Response situations, the Field Team must implement the ICS (Incident Command System) and review the Emergency Response Guide First Responder under Section 3 of the Core Plan for the applicable situation.

**JOB SITE SAFETY PLANS (JSSP)****For Emergency Response Operations****The JSSP is not a substitute for the Safe Work Permitting Process****PURPOSE:**

This Site Safety Plan must be completed to:

- Comply with OSHA requirements for Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120; NOTE: All personnel reporting to the site, must have Level 3 Technician training.
- Comply with Chevron Pipe Line Company's Incident Reduction Program requirements.

This plan, which must remain on site, shall address all safety and health hazards and include the requirements for employee protection.

**SCOPE:**

This plan applies to all **Emergency Response operations** and the personnel, company and contractor, working in or on Chevron Pipe Line Company owned or operated facilities.

**Note:** The JSSP can be used as tool for planning work activities. The JSSP does not replace any CPL required permits for normal work activities.

---

**INSTRUCTIONS:**

Complete Section I, **Hazards Analysis** for all jobs listed above. A hazards analysis shall be performed by a qualified employee in order to aid in the selection of appropriate personal protective methods prior to commencing work activities.

Complete Section II, **Job Specific Activity Planning** for only those jobs listed above that involve confined space entry; excavation; lockout/tagout; or hot work. Complete only those sections that apply to the job.

Complete Section III, **Specific Requirements for Hazardous Waste Operations and Emergency Response** for those jobs involving activities covered by HAZWOPER (29 CFR 1910.120).

**I. HAZARDS ANALYSIS**

All suspected conditions that might pose safety and health hazards shall be identified and evaluated. Identify specific safety and health hazards and determine the appropriate safety and health control procedures needed to protect personnel from the identified hazards.

**DATE(s):**

**LOCATION:**

**SITE DESCRIPTION:**

Describe the work site and the surrounding terrain. Attach a map to this plan, if available.

**WORKPLAN:**

Brief description of the work (project/clean-up operation) and related work activities and tasks, approximate work force, tools to be used, expected duration of project/clean-up operation, and any special equipment to be used.

**SAFETY AND HEALTH HAZARDS:**

Describe safety and health hazards which may be associated with the work plan described above. Potential hazards may include: (check all that apply)

- |                          |  |                          |                                |
|--------------------------|--|--------------------------|--------------------------------|
| <input type="checkbox"/> | inhalation of hazardous substance (list below)     | <input type="checkbox"/> | hazards to eyes                |
| <input type="checkbox"/> | skin contact with hazardous substance (list below) | <input type="checkbox"/> | cuts and abrasions             |
| <input type="checkbox"/> | flammable or toxic substances (list below)         | <input type="checkbox"/> | vehicular / pedestrian traffic |
| <input type="checkbox"/> | heat stress and/or exhaustion                      | <input type="checkbox"/> | confined space entry           |
| <input type="checkbox"/> | cold stress  | <input type="checkbox"/> | excavation                     |
| <input type="checkbox"/> | noise  | <input type="checkbox"/> | lockout/tagout                 |
| <input type="checkbox"/> | water hazards                                      | <input type="checkbox"/> | hot work                       |
| <input type="checkbox"/> | other hazards / concerns (list)                    |                          |                                |

**Comments:**

## COMPANY CORE PLAN

**MATERIAL CHARACTERIZATION:**

Provide data for known materials, if any.

MATERIAL	PEL / IDLH	HEALTH HAZARDS	ROUTE(S) OF EXPOSURE

**ATTACHED MSDS(s):**

A MSDS's must be available on site for all chemicals used on the project or during the clean-up operations. Attach all MSDS's and list all MSDS's that are attached below.

--

**INITIAL ASSESSMENT:**

**PROVIDE INITIAL AIR MONITORING DATA. AIR MONITORING CONDUCTED AFTER THE INITIAL ASSESSMENT SHOULD BE ENTERED ONTO THE MONITORING LOG SHEET ON PAGE**

MATERIAL	DATE & TIME	LOCATION	RESULTS	SAMPLED BY

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED:**

(Check all that apply)

<input type="checkbox"/>	Boots	<input type="checkbox"/>	Air Purifying Respirators (check appropriate type)
<input type="checkbox"/>	Slicker Suit	<input type="checkbox"/>	Half-mask cartridge (refer to HES-502 for guidance)
<input type="checkbox"/>	Tyvek Suit (may include hoods/ booties)	<input type="checkbox"/>	Full mask cartridge (refer to HES-502 for guidance)
<input type="checkbox"/>	Nomex Clothing	<input type="checkbox"/>	Specific cartridge type for activity: (refer to HES-502 for cartridge selection)
<input type="checkbox"/>	Gloves	<input type="checkbox"/>	Self-Contained Breathing Apparatus
<input type="checkbox"/>	Goggles	<input type="checkbox"/>	Supplied Air Line Unit
<input type="checkbox"/>	Safety Glasses	<input type="checkbox"/>	
<input type="checkbox"/>	Hard Hat	<input type="checkbox"/>	
<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

**SAFETY EQUIPMENT:**

First aid supplies	location(s):	
Eye wash/Shower	location(s)	

**EMERGENCY EVACUATION:**

If an emergency occurs at this site, how will workers be alerted and where should personnel evacuate to? Review with all personnel.

--

**EMERGENCY INFORMATION:**

List phone numbers of local emergency services.

**NOTE: Best Practice- List direct dial numbers for local First Responders (Law Enforcement, Fire, etc).**

**Avoid using 911.**

FIRE:	
DOCTOR:	
AMBULANCE:	
HOSPITAL:	
SHERIFF:	

**Pre-Start Up Briefing:**

The Incident Commander or Safety Officer will ensure that pre-start up briefings are conducted before commencing any work to ensure employees and contractors are aware of this entire work plan. Briefly outline this process below.

--

**II. JOB SPECIFIC ACTIVITY PLANNING:**

Check and complete all sections that apply to this project or clean-up operations.

**Safe Work: (HES-204)**

Utilize the Safe Work Permit to initiate the Safe Work Permitting process.

**CONFINED SPACE: (HES-201)**

Briefly describe the work activity involving confined spaces and complete the Confined Space Entry Permit (App.B) and the Emergency Action Plan (App.B)

**EXCAVATION: (HES-202)**

Briefly describe the work activity involving excavation and complete the Excavation Permit (CPL-687).

**LOCKOUT/TAGOUT: (HES-203)**

Briefly describe the work activity involving lockout/tagout and complete the Equipment Specific Procedure Sheet (CPL-679)

**HOT WORK: (HES-205)**

Briefly describe the work activity involving hot work and complete the Hot Work Permit (App B)

### III. SPECIFIC REQUIREMENTS FOR EMERGENCY RESPONSE AND CLEAN-UP OPERATIONS

Complete this section for those jobs involving emergency response activities covered by HAZWOPER.

**NOTE: All personnel responding to the onsite release; that will be working in the Hot Zone or cleaning up the release must present their current Hazwoper Training card upon check-in to the site. NO ONE can enter the site prior to this verification.**

#### ORGANIZATION STRUCTURE:

List by name the following personnel in the ICS.

Incident Commander:

Safety Representative:

Public Affairs Representative:

Contractor's Project Manager:

#### TRAINING PROGRAM:

All personnel working in response operations and clean-up activities must be trained per OSHA's HAZWOPER requirements. Describe the process to ensure all personnel are HAZWOPER trained to their job responsibilities. If any safety, fire and health training must be conducted, attach the written training program and a list of the program's attendees.

#### EFFECTIVENESS OF SITE SAFETY PLAN:

Inspections shall be conducted by the Safety Representative to determine the effectiveness of this site safety plan. Any deficiencies in the effectiveness of the site safety plan shall be corrected. Describe this process below

## COMPANY CORE PLAN

**SITE CONTROL:**

Briefly describe the process and methods to control access to and egress from the various emergency response and clean-up operations. Describe the process to allow personnel into the various zones (i.e., hot zone).

Explain how the various zones are going to be marked.

**ENGINEERING CONTROLS:**

Engineering controls, work practices, and personal protective equipment, or a combination of these shall be used to protect employees from exposure to the hazardous substances listed above. Examples of engineering controls are: the use of pressurized cabs or control booths, and/or the use of remotely operated material handling equipment. Describe below the engineering controls in use during the emergency response and clean-up operations.

**WORK PRACTICES:**

Describe below the work practices in use during the emergency response and clean-up operations. Some examples of work practices are: removing all non-essential personnel from potential exposure during opening of drums, wetting down dusty operations, and locating personnel upwind of possible hazards.

**MEDICAL SURVEILLANCE REQUIRED:**

Personnel who may have developed signs or symptoms which may have resulted from exposure to hazardous substances resulting for emergency response or clean-up operations, or exposed during emergency response or clean-up operations to hazardous substances above the permissible exposure limits without the necessary personal protective equipment shall receive a medical examination as soon as possible following the incident or development of signs or symptoms. Describe below how this will be handled.

## COMPANY CORE PLAN

**MONITORING PROGRAM:**

Air monitoring shall be used to identify and quantify airborne levels of hazardous substances in order to continually determine the appropriate level of personal protective equipment that is required. Describe below what monitoring will be done and how the monitoring will be conducted. A monitoring log sheet is attached to this plan.

--

*NOTE: Attach Monitoring Log Sheet to plan.*

**DECONTAMINATION:**

A decontamination procedure shall be developed, communicated to all employees and implemented before any employees or equipment may enter areas on site where potential for exposure to hazardous substances exist. Describe these decontamination procedures below.

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**DISPOSAL METHODS:**

Describe the various methods available to properly dispose of the listed material and/or equipment. If you have any questions contact your Waste Specialist.

Hazardous Material:	
Personal Protective Equipment:	
Recovered Debris:	

PREPARED BY: \_\_\_\_\_ Date: \_\_\_\_\_

REVIEWED/APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_





**WORKPLACE EXPOSURE MONITORING RECORD**



**Workplace Exposure Monitoring Record**

**(See Chevron Guidance for Occupational Hygiene Exposure Assessment, Prevention and Control for instructions on completing this form)**

**Sampling Information**

Sample/Serial Number  Sample Date (MM/DD/YYYY) \_\_\_\_\_  
 Master Sample \_\_\_\_\_ Sample Type (P/W/BLNK) \_\_\_\_\_ Limit Type (TW/A/STEL/CE) \_\_\_\_\_  
 Operation Status \_\_\_\_\_ Sampled By (CAI/Name) \_\_\_\_\_  
 Survey Number \_\_\_\_\_  
 Sampling Strategy \_\_\_\_\_ Lab Name \_\_\_\_\_  
 Substance Group (for chemicals only) \_\_\_\_\_  
 Noise Type (Steady/Intermittent/Impulse) \_\_\_\_\_  
 Approve  Void  Void Reason \_\_\_\_\_ Jurisdiction \_\_\_\_\_

**Employee Information (Personal Samples Only)**

Employee Name (Last, First, Middle Initial) \_\_\_\_\_  
 OX Employee?  Yes  No If No, Contractor Company Name \_\_\_\_\_ Contractor's Birthday (MM/DD) \_\_\_\_\_  
 Job Position \_\_\_\_\_ PPE 1 \_\_\_\_\_  
 Similar Exposure Group \_\_\_\_\_ PPE 2 \_\_\_\_\_  
 Shift (24 hrs. HH:MM) \_\_\_\_\_ to \_\_\_\_\_ Shift Length \_\_\_\_\_ PPE 3 \_\_\_\_\_  
 Supervisor \_\_\_\_\_ PPE 4 \_\_\_\_\_

**Sample Location**

Operating Company \_\_\_\_\_ Organization \_\_\_\_\_  
 Department \_\_\_\_\_ Building / Zone \_\_\_\_\_  
 Division \_\_\_\_\_ Floor Area \_\_\_\_\_  
 Geographic Location \_\_\_\_\_  
 Location Comments \_\_\_\_\_

**Sampling Equipment**

Direct Reading Sampling Equipment \_\_\_\_\_ Collection Media \_\_\_\_\_  
 Equipment's Serial Number \_\_\_\_\_ Collector/Lot Number \_\_\_\_\_  
 Calibrator and Calibrator's Serial Number \_\_\_\_\_ Description \_\_\_\_\_

**Sample Time/Volume (24 Hours 00:00-24:00)**

**Flow Rate (L/min) and Air Volume (L)**

Start Time	Stop Time	Run Time (min)	Initial	Final
			Average (L/min)	Air Volume (L)
		Exposure Time (min)	Environmental Conditions	
			Temperature _____ (F/C)	Pressure _____ (MMNKPA)
			Humidity _____ %	Wind Direction _____ Wind Speed (MPH/KMH/KNOTS) _____

Notes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Workplace Exposure Monitoring Record**

Noise Sampling Parameters/Methodology		Noise Results	
Response Rate _____ (SLOW/FAST)		For Monitoring Time Period _____ dBA	Dose (D), % _____ %ADD
Exchange Rate _____ (3, 4, 5)	Criterion Level _____ (90/85)	Maximum _____ dBA	Reference Duration (T) _____
dB Lower Limit _____	dB Upper Limit _____	Impulse/Min _____	Sound level (Lavg), dBA _____
Exposed during non-sampled period <input type="checkbox"/> Yes <input type="checkbox"/> No		Impulse Count _____	TWA (8 hr. equivalent) _____

**Substance/Agent Sampled/Results**

Substance	> <	Concentration	Units	TWA/STEL	Non-Sampled Concentration

**Controls** \_\_\_\_\_

**Tasks** \_\_\_\_\_

**Some Common Codes** This does not include all codes. (See Chevron Guidance for Occupational Hygiene Exposure Assessment, Prevention and Control), or Medgate Industrial Hygiene database for all codes.

Sample Type	T/S/C/E	Operation Status	Sampling Strategy	PPE
Personal	TWA	C = Construction	AC = Aggressive Clearance	39 = Safety Glasses
Area	TW10	EM = Equipment Malfunction	CC = Concern – Community	18 = Face Shield
Source	TW12	EU = Emergency Upset	CE = Concern – Employee	20 = Goggles
Blank	STEL	I = Idle or Standby	CN = Concern – Other	56 = Welding Mask
Spike	CEIL	N = Normal	CO = Compliance	49 = No Eye Protection Worn
Bulk	EXCR	Q = Shutdown-planned	EP = Engr Control/Process or Work Practice	12 = Ear Caps
Wipe	BULK	S = Start-up	MC = Sampling Method Comparison	13 = Ear Muffs
Duplicate		TI = Turnaround/Inspection	NC = Non-Aggressive Clearance	14 = Ear Plugs
Media Blank		U = Unknown	P = Planned Special Exposure	15 = Ear Plugs and Muffs
			PE = Periodic Sample	31 = No Ear Protection Worn
			RS = Reg. Side-by-Side Sample	01 = Resp. Air Purifying Full Face
			SD = Shutdown Work Sample	02 = Resp. Air Purifying Half Face
			TSCA = TSCA Allegation	
			W = Worst Case Sample	
<b>Equipment</b>		<b>Collection Media</b>	<b>Substance Groups (Medgate)</b>	<b>05 = Resp. Supplied Air Full Face – Demand</b>
38 = Sound Level Meter		2 = Charcoal Tube	Asphalt Fumes (ASPH FUME)	37 = Resp. SCBA w/ Escape Bottle
		4 = Silica Tube	Benzene, Toluene, Ethylbenzene and Xylene (BTEX)	41 = Resp. SCBA – Pressure Demand (Pos. Pres)
40 = Noise Dosimeter		6 = Other Tube	Hydrocracker Catalyst Dust (CAT-HYDRO)	42 = Resp. Single Use Dust Mask
56 = High Flow Pump		16 = Glass Fiber filter	Crude Oil	50 = Gloves – Chemically Resistant
64 = Low Flow Pump		22 = MCE filter	Gasoline	51 = Gloves – Abrasion Resistant
69 = Passive Sampler OV		24 = MCE + cowl (asbestos)	Welding Fumes Scan	52 = No Gloves Worn
		26 = PVC filter	Inorganic Acids	54 = Slicker Suit
		28 = PTFE filter		55 = Disposable Tyvek
		20 = Other filter		
		18 = Glass Fiber + IOM sampler		
		8 = PVC filter + Cyclone		

**CLEANUP PROCEDURES**

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**SECTION 8 CLEANUP PROCEDURES**

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**CLEANUP PROCEDURES****Before Beginning the Cleanup**

Federal and State OSC's must be advised of cleanup plans prior to the start of any shoreline cleanup operation.

During the cleanup and restoration of oiled beaches it is the duty of the Incident Commander to ensure that all cleanup personnel adhere to the following Company safety policies:

- Personnel must be instructed adequately regarding their duties and about the associated potential health and safety risks (complete and review Job Site Safety Plan)
- Personnel must have the required HAZWOPER certification
- Personnel must be suitably protected from hazards by personal protective equipment and gear
- Hazardous materials must be properly labeled
- Personnel must be suitably clothed for protection from adverse weather conditions
- Heavy equipment must be operated by experienced contractors
- Cleanup personnel must avoid any affected wildlife and must contact the Environmental Specialist and the Wildlife Care Liaison to deal with the wildlife

**NOTE:** It is generally against the law to disturb or even touch many wildlife or birds. To avoid complications and insure a smooth cleanup operation, it is important that all contact with wildlife must be coordinated through the Environmental Specialist and the Wildlife Care Liaison.

**CLEANUP PROCEDURES FOR SAND BEACHES**

Timing is a main factor influencing efficient cleanup of sand beaches. Oil soaked sand must be picked up during a receding high tide. Solid oil usually can be picked up without beach sand adhering to it if temperatures stay below 75°F. At mid-day, when temperatures normally reach this range, the solids will melt; the result is a 50 percent oil, 50 percent beach sand mixture when the oil is either raked or shoveled.

The entire beach area impacted by the spill should be inspected to determine which areas need cleaning. Select two adjacent areas approximately 1,500 feet long. 1,500 foot sections are necessary to permit motorized equipment maneuverability and to allow the most efficient use of equipment.

City officials, police and lifeguards in the area should be notified. Their assistance should be requested to close areas of the beach and parking lots. Request permission from officials to use parking lots as transfer stations where necessary.

Determine the scope of the cleanup work and develop a cleanup plan. Determine proper cleaning methods, including the best use of motorized equipment and manual labor crews. If the oil spill is small and discing-in seems appropriate, solicit the review and approval of the appropriate government officials before any discing-in operation. If the discing-in method is not appropriate

or is not approved, the oily sand will have to be removed and transported for recovery, recycling, treatment and/or disposal.

### **Small Spills/Final Cleanup**

#### **Discing-In Cleanup Method**

For small spills of very light oil or for a "discing-in" of the oil, the oil is not removed, but buried into the top layer of sediments and left to degrade naturally. The oil is disced into the sand using a tracked loader or a tractor towing a discer.

### **Medium Size Spills**

#### **Manual Labor Beach Cleanup**

##### **Equipment and Personnel for Two Crews:**

**2 980-sized front-end loaders with operators (one for each crew)**

**8 Laborers with shovels and brooms (4 for ea. crew)**

**1 Foreman (supervises both crews)**

**1 5-cubic-yard dump truck (supports both crews)**

Each crew of four laborers should break into two teams of two persons. Two teams are then assigned to each loader. The teams should start working about 10 feet apart, in front of the loader. Each team should work toward the other, raking, shoveling and sweeping oil solids into the loader bucket. When the loader buckets are full, they will unload into the dump truck.

Charts should be kept on quantity of oil, location, crew size, equipment, crew work period, wind, high/low tide times and temperature on a daily basis. This information can be used by persons in charge of cleanup to forecast an increase or decrease in oil recovery activities. The quantity of oil recovered each day should decrease until small solids can be raked and mixed with the sand.

### **Large Spills**

#### **Heavy Equipment Beach Cleanup**

If oil contamination is extensive, the use of heavy earth moving equipment is far more efficient than manual labor. Beach restoration may include one or more of the following types of operations:

- Earth moving equipment for sandy beaches, such as graders, elevating scrapers, front-endloaders, unloading ramps and conveyors, hauling trucks to remove oil-contaminated sand and/or other contaminated debris

- Application of free sorbents into the oil-contaminated material and subsequent recovery of the sorbent mixture. Sorbents can be used on both land and water areas (However, sorbents may interfere with mechanical cleaning equipment)
- Vacuum trucks to remove pools of oil and contaminated water
- Use of high pressure flushing (hydroblasting) or steam and hot water cleaning to remove oil from contaminated surfaces such as retaining walls, rocks, structures, etc

Each option mentioned above is described below in detail.

### **Motorized Graders**

Motorized graders can be used on firmly packed beaches, between the high and low tide zones. They are primarily used on sand and gravel beaches where oil penetration is less than one inch and trafficability of the beach is good. They are used to scrape a thin layer of contaminated sand from a swath as wide as the blade, diverting it into a windrow for easy pickup.

### **Motorized Elevating Scrapers**

Motorized elevating scrapers are used to pick up and haul material short distances, then dump and spread. They are equipped with self-loading elevators that pick up the cut material and dump it into a hopper. Alone, they are used primarily on sand beaches where oil penetration exceeds one inch. When it is part of a larger detail, the motorized elevating scraper is used to pick up windrows left by a motorized grader.

### **Front-End Loaders**

Front-end loaders are designed for digging, loading and limited transport of material. The front loader (bucket) may carry by any type tractor, crawler tractor and four wheel-drive or two-wheel-drive rubber-tired tractors. Crawler tractors and four-wheel-drive tractors are used for heavy service and two wheel-drive models for lighter work. Front-end loaders can be used on mud, sand, or gravel beaches where trafficability is poor and oil penetration is light to moderate.

Front-end loaders should be used only for loading trucks with material from stockpiles or from windrows formed by motorized graders. Their operations on oil-contaminated beach areas should be kept to a minimum, especially in the case of crawler-tractor-mounted front-end loaders.

Front-end loaders equipped with slot buckets can be used for removing large quantities of oil-contaminated debris, such as kelp and driftwood. Slot buckets also allow loose sand to fall away through the slots.

## Unloading Ramp and Conveyors

An unloading ramp and conveyor system is a method of transferring beach material picked up by motorized elevating scrapers directly into trucks. The system also includes a screen to separate oil-soaked debris from the oil-sand mixture.

The unloading ramp and conveyor system can be used in large beach restoration operations.

There are two basic types of unloading ramps and conveyor systems: pit-type systems and the berm-type systems.

The *pit-type system*, as its name implies, consists of a pit dug in the sand or earth. The input end of the conveyor is located at the bottom of the pit and the hopper is suspended above it. Railroad ties are used to stabilize the rim of the pit. Railroad rails are welded to bearing plates and laid across the pit to bridge the gap. Ties are spiked down with timber spikes and the rails are bolted to the ties.

The *berm-type system* is very similar to the pit-type system, except that, instead of a hole dug into the ground, earthen berms are constructed in a rectangle, so that a pit is formed in the center of the rectangle. This requires moving approximately 100 cubic yards of material, which may be found on site or brought in. As in the pit-type system, the tops of the berms are reinforced with railroad ties.

It is essential that the entire bridging system be strong enough to support all anticipated loads, with an adequate safety factor. The bridging system includes railroad rails, bearing plates, welds, supporting railroad ties, timber spikes and the earthworks underneath. **DO NOT GUESS!** It is the responsibility of the on-site supervisor to insure that good engineering practices, including proper welding techniques, are followed in the construction of the bridging system in order to avoid accidents and injuries.

## Hauling Trucks

All trucks are to be lined with pre-cut polyethylene sheets (minimum thickness 6 mil) before sand loading, to prevent oil from leaking onto the streets. Use new liners for each load. Tarpaulin covers can be used to minimize blowing or spilling of loads. Decontamination of the truck tires with pressure hoses may be required before trucks leave the transfer locations to avoid tracking heavy oil onto streets and roads.

## Loose Sorbents

Sorbents are a class of chemicals which immobilize oil residues into a solid or semisolid mass to allow for improved pickup and handling. Their use is limited to specially trained crews. Sorbents may either be loose, i.e., spread as powders or liquids, or bound, i.e., incorporated into blankets or sheets and applied during deployment of the sheets. Permits and specialized training are generally required for the use of either type of sorbent.

**Vacuum Trucks**

Vacuum trucks can only perform simple vacuum lifting of oil/water admixtures; they cannot filter or separate the components and must discharge directly into a liquid waste transfer station when full.

**High Pressure Flushing (Hydroblasting)**

Hydroblasting is the most efficient method of removing oil from contaminated surfaces such as retaining walls, rocks and structures. Proper steps should be taken to contain the run-off water and oil in areas protected by booms. Hydroblasting uses a high pressure water jet that removes oil from almost any surface. Hydroblasting is a non-heated process.

**Steam and Hot Water Cleaning**

A variation on hydroblasting, in which the water is heated, is known as Steam and Hot Water Cleaning. Steam and Hot Water Cleaning is another efficient method of removing oil from almost any surface. The steam raises the temperature of the adhered oil, lowering its viscosity and allowing it to flow off a surface. Specially trained personnel are required for the use of Steam and Hot Water Cleaning methods.

*State Parks and Wildlife Department and/or U.S. Department of Fish and Game approval is required prior to the use of steam or hot water.* Prior to the use of steam or hot water cleaning, qualified personnel should inspect contaminated surfaces for biological activity. In many instances, cleaning these surfaces will remove attached plant and animal life. Several years may be required to re-colonize the area with these forms, so trade-offs may need to be made.

**Water Flooding**

Water flooding is a cleanup and restoration technique that should be considered for use on shoreline areas that have limited access for heavy equipment. High volume, low pressure water has been successfully used to move oil stranded on beaches back into the water (behind containment booms) or into collection trenches where it can be contained, concentrated and removed. Typically, this technique works most effectively on fine grained sediment shorelines where the oil has not penetrated to appreciable depths. Where penetration has occurred, significant amounts of oil can still be recovered, although the process will not be as complete and residual material will remain. Heating of the flood water has been successful in increasing the recovery effectiveness in some cases.

Water is pumped with a portable pump through a flexible, perforated discharge hose located above the oil. The oil-water mixture is washed down the beach and can be recovered from collection trenches or from the water surface using booms and skimmers and vacuum equipment.

For coarse-grained beaches, the flooding system can be supplemented with low to moderate volume agitation hoses to enhance removal. The agitation hoses are used by cleanup crew members, who spray them back and forth to keep the oil moving.

## Bioremediation

Bioremediation is a technique for beach treatment which uses biologically active agents, such as genetically-engineered microorganisms, to accelerate the degradation of the oil. Formal application to various agencies must be obtained for their use and specially trained crews will be required to do the work.

## Manual Labor

Site-specific and incident-specific conditions will determine the best use of motorized equipment during beach cleanup and restoration. Manual labor should generally be used to supplement motorized cleanup and restoration activities, although in some cases it may be the only method of cleanup. Tasks to be performed by manual labor crews include:

- Sorbent application
- Removal of oiled materials
- Collection of oil using hand tools
- Sorbent and bagged waste collection
- Temporary storage area maintenance
- Cleaning of hauling vehicles
- High pressure flushing, steam cleaning and water flooding operations

## Timing

Timing is the key element to efficient sand shoreline cleanup. The plan's schedule will be controlled by the times of receding tides. Maximum advantage should be taken of receding tide time to remove oil-contaminated soil from the shore line and move the recovered material to nearby transfer locations. Operating on a rising tide can cause new contamination to be deposited onto cleaned areas, resulting in extra work. In addition, there may be safety concerns associated with rising tides.

The distance the tides rise and recede can vary from day to day and even from one tide to the next. Tidal elevations are changing constantly, but the change is so slow near high and low tide that they will generally appear to be constant. However, it is extremely important to check tide tables very carefully. During some months tides can rise and fall as much as 9 feet in a single tidal cycle.

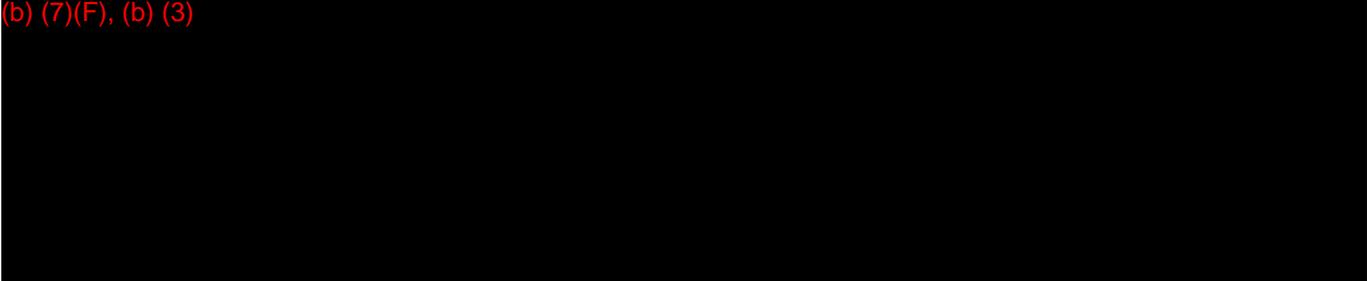
To take advantage of receding tides, beach cleanup may be continued at night. In populated areas, measures must be taken to reduce machinery and other noise, especially between the hours of 10 PM and 6 AM. Every reasonable effort should be employed to minimize adverse effects on the areas residents in implementing the cleanup operations, while holding the total cleanup time to a minimum.

Oil-contaminated soil will be deposited in piles at transfer locations and loaded onto waiting trucks by rubber-tired front-end loaders. At each transfer location, a loader and at least two dump trucks, or the equivalent, will be needed to handle the contaminated soil removal. Additional trucks may be required depending on the weather and traffic conditions.

A suitable combination of waste recovery, recycling, treatment and/or disposal will be chosen by the Waste Disposal Leader upon completion of cleanup operations. Oil and water mixtures removed by skimming or by vacuum trucks will be loaded for potential processing in the refinery separator system, including recovery, recycling, treatment and/or disposal.

Removal of contaminated soil from the transfer locations must be handled quickly and safely, but in such a manner as not to interfere with oil removal from the beach during receding tide periods. Cleanup operations may span several tide cycles. During cleanup, shortage of waste storage room at transfer sites may occur. If so, extra attention must be paid to coordinating the movements of the vehicles depositing and removing material at the transfer stations, in order to minimize backups and bottlenecks.

(b) (7)(F), (b) (3)



### **Wildlife Protection and Rehabilitation**

Environmentally sensitive areas and strategies are identified in the State Appendix Plan.

## PERSONNEL AND EQUIPMENT REQUIREMENTS FOR SHORELINE CLEANUP OPERATIONS

Type of Cleanup Operation	Number & Type of Equipment Required per Mile of Beach	Personnel Required	Other Support
<b>Heavy Equipment:</b> Sandy Beach	1 - Motor Grader 1 - Tracked Front-End Loader 2 - 20 cu yd Elevating Scrapers	1 Operator for each piece of equipment & 1 Supervisor	1 temporary dump site needed for every 2 miles of beach.
<b>Heavy Equipment:</b> Gravel/Cobble Beach - Trafficable for Rubber- Tired Equipment	1 - Motor Grader 3 - Rubber-Tired Front-End Loaders 1 - Tracked Front-End Loader	1 Operator for each piece of equipment & 1 Supervisor	1 temporary dump site needed for every 2 miles of beach.
<b>Heavy Equipment:</b> Gravel/Cobble Beach - Poor - Trafficability	1 - Angle-Blade Bulldozer 4 - Tracked Front-End Loaders	1 Operator for each piece of equipment & 1 Supervisor	1 temporary dump site needed for every 2 miles of beach.
<b>Light Equipment:</b> Boulder & Rock Beaches	Equipment per cleaning site 1 - Hydroblaster 1 - Skid-Mounted Vacuum System & 100 ft of boom	2 people  1 person	Fresh water supply for hydroblaster. Storage for collected oil.
<b>Light Equipment:</b> Human-made Structures & Sea Walls	1 - Steam Cleaner + 100 ft of Boom 1 - Vacuum Truck	2 people 1 person	Fresh water supply for steam cleaner.
<b>Hand Cleanup:</b> Shoreline & Marsh	Rakes, shovels, absorbents, machetes	2 to 10 people per 100 ft of shoreline	Debris boxes or empty barrels.
<b>* Requirements based on a 100-ft wide strip of beach that is 25 to 50 per cent contaminated with oil.</b>			

## PROCEDURES

## Cleanup Techniques

Cleanup Techniques			
Cleanup Technique	Description	Primary Use of Cleanup Technique	Technique Requirements
<b>Mechanical Removal</b>			
A) Motor Grader/Elevating Scraper	Motor grader forms windrows for pickup by elevating scraper.	Used primarily on sand and gravel beaches where oil penetration is 0 to 1 inch and trafficability of beach is good. Can also be used on mudflats.	Good trafficability. Heavy equipment access.
B) Elevating Scraper	Elevating scraper picks up contaminated materials directly off beach.	Used on sand and gravel beaches where oil penetration is 0 to 1 inch. Can also be used on mudflats. Can be used to remove tar balls or flat patties from the surface of a beach.	Fair to good trafficability. Heavy equipment access.
C) Motor Grader/Front-End Loader	Motor grader forms windrows for pickup by front-end loader.	Used on gravel and sand beaches where oil penetration is less than 0.5 to 1 inch. This method is slower than using a motor grader and elevating scraper but can be used when elevating scrapers are not available. Can be used on mudflats.	Good trafficability. Heavy equipment access.
D) Bulldozer/ Rubber-Tired Front-End Loader	Bulldozer pushes contaminated substrate into piles for pickup by front-end loader.	Used on coarse sand, gravel, or beaches where oil penetration is deep, oil contamination is extensive and beach trafficability is poor. Can also be used to remove heavily oil-contaminated vegetation.	Heavy equipment access. Fair to good trafficability for front-end loader.
E) Backhoe	Operates from top of a bank or beach to remove contaminated sediments and loads debris into trucks.	Used to remove oil-contaminated sediment (primarily mud or silt) on steep banks.	Heavy equipment access. Stable substrate at top of bank.
F) Front- End Loader: Rubber-Tired or Tracked	Front-end loader picks up material directly off beach & hauls it to unloading area.	Used on mud, sand, or gravel beaches when oil penetration is moderate and oil contamination is light to moderate. Rubber-tired front-end loaders are preferred because they are faster and minimize the disturbance to the surface. Front-end loaders are the preferred choice for removing cobble sediments. If rubber-tired loader cannot operate, tracked loaders are the next choice. Can also be used to remove extensively oil-contaminated vegetation.	Fair to good trafficability for rubber-tired loader. Heavy equipment access.
G) Dragline or Clamshell	Operates from top of contaminated area to remove oiled sediments.	Used on sand, gravel, or cobble beaches where trafficability is very poor (tracked equipment cannot operate) & oil contamination is extensive.	Heavy equipment access. Equipment reach covers contaminated areas.

<b>Cleanup Techniques</b>			
<b>Cleanup Technique</b>	<b>Description</b>	<b>Primary Use of Cleanup Technique</b>	<b>Technique Requirements</b>
H) Beach Cleaner	Picks up debris & small objects from surface of substrate.	Used to remove tar balls or flat patties from surface of beach. Can also remove small quantities of contaminated debris.	Light vehicular access. Fair to good trafficability.
<b>Hydroblasting, Steam Cleaning, &amp; Sand Blasting</b>			
A) High Pressure Flushing (Hydroblasting)	High pressure water streams remove oil from substrate where it is channeled to the recovery area.	Used to remove oil coatings from boulders, rock and human-made structures. Preferred method of removing oil from these surfaces.	Light vehicular access. Recovery equipment. Wildlife agency approval.
B) Steam Cleaning	Steam Removes oil from substrate where it is channeled to the recovery area.	Used to remove oil coatings from boulders, rock and human-made structures.	Light vehicular access Recovery equipment. Fresh water supply. Wildlife agency approval.
C). Sandblasting	Sand moving at high velocity removes oil from substrate.	Used to remove thin accumulations of oil residue from human-made structures.	Light vehicular access. Oil must be semi-solid. Need supply of clean sand.
Manual Removal	Oiled sediments & debris are removed by hand with shovels, rakes, wheelbarrows, etc.	Used on mud, sand, gravel and cooble beaches when oil contamination is light or sporadic with slight oil penetration or on beaches which are inaccessible to heavy equipment.	Foot or light vehicular access.
Low-Pressure Flushing	Low pressure water spray flushes oil from substrate where it is channeled to recovery points.	Used to flush light oils that are not sticky from lightly contaminated mud substrates, cobbles, boulders rock and human-made structures, & vegetation.	Light vehicular access Recovery equipment.
Sorbent Recovery	Sorbents manually to contaminated areas to soak up oil.	Used to remove pools of light, nonsticky oil from mud, boulders, rock and human-made structures.	Foot or boat access. Disposal containers for sorbents.
Vegetation Cutting and Removal	Oiled vegetation is cut by hand, collected, & stuffed into bags or containers for disposal.	Used on oil contaminated vegetation.	Foot or boat access. Cutting tools. Disposal containers.
On-Site Burning	Upwind end of contaminated area is ignited & allowed to burn to the down-wind end.	Used on any substrate or vegetation where sufficient oil has collected to sustain ignition. Used only if oil is a type that supports ignition and air pollution regulations allow it.	Light vehicular or boat access. Fire control equipment. Approval of air pollution agency.

<b>Cleanup Techniques</b>			
<b>Cleanup Technique</b>	<b>Description</b>	<b>Primary Use of Cleanup Technique</b>	<b>Technique Requirements</b>
Vacuum Trucks, Vacuum Pump, or Portable Skimmer	Oil collects in sump or behind booms as it moves down the beach & is removed by pump, vacuum truck, or portable skimmers.	Used on firm sand or mud beaches in the event of continuing oil contamination where sufficient longshore currents exist. Also used on streams & rivers in conjunction with diversion booming.	Heavy equipment access. Presence/absence of longshore current.
Oil Mop	Various size units to be used onshore or with boats in water with little or no currents.	Used to recover oil from natural or artificial containment.	Boat or light vehicle access. Little or no current.
<b>Assisted Natural Recovery</b>			
A) Push Contaminated Substrate into Surf	Pavement Bulldozer pushes contaminated substrate into surf zone to accelerate oil dispersion.	Used on contaminated cobble & lightly contaminated gravel beaches where removal of sediments may cause erosion of the beach or backshore area.	Heavy equipment access. High energy shoreline.
B) Disc into Substrate	Tractor pulls discing equipment along contaminated area.	Used on non-recreational sand or gravel beaches that are lightly contaminated.	Heavy equipment access. Fair to good trafficability. High energy environment.
C) Breaking up	Tractor fitted with a ripper is operated up and down the beach.	Used on 1) low amenity cobble, gravel, or sand beaches, 2) beaches where substrate removal will cause erosion or 3) where thick layers of oil have created a pavement on the beach surface.	Heavy equipment access. High energy environment.
<b>Substrate &amp; Groundwater Contamination Description</b>			
A) Removal by Excavation	Contaminated soil is excavated and replaced with clean soil.	Used on contaminated soils when drinking water wells are threatened & contamination does not exceed 20 to 30 feet.	Heavy excavation equipment access. Clean soil.
B) Recovery of Oil from Groundwater	Contaminated oil is pumped out.	Used on contaminated groundwater via recovery wells or by trenching.	Heavy equipment access.
C) In-Situ Treatment	Contaminated substrate is tilled into the ground or inorganic fertilizers are applied.	Used on contaminated soils where groundwater is not threatened or has been cleaned.	Heavy equipment access.
Natural Recovery	No action is taken. Oil is left to degrade naturally.	Used for oil contamination on high energy beaches (primarily cobble, boulder, & rock) where wave action will remove most oil contamination in a short period of time.	Exposed high-energy environment.

<b>Cleanup Techniques</b>			
<b>Cleanup Technique</b>	<b>Description</b>	<b>Primary Use of Cleanup Technique</b>	<b>Technique Requirements</b>
Bioremediation	Nutrients and/or micro-organisms are applied to accelerate the degradation of the oil.	May be used on rocky or sandy beaches, in marshlands, or on pooled oils.	Formal application for use must be obtained.

**Marsh Cleaning Techniques**

<b>Marsh Cleaning Techniques</b>	<b>Situations for Use of Techniques</b>	<b>Equipment Required</b>	<b>Environmental Impact of Technique</b>
Low-Pressure Water Flushing	Preferred method: Use in small channels around clumps of plants & trees and on vegetation along channel banks & the shoreline.	Small boat Small gasoline-driven pump Intake & discharge hoses Small floater skimmer Portable storage tanks Light curtain boom	Minimal impact if flushing is done from land, some marsh vegetation may be crushed.
Sorbents: Loose Sorbents, Pads or Rolls	Loose Sorbents: Use in small channels or pools with low currents. Pads or Rolls: Use in shallow pools and on shorelines without debris accumulations	Empty barrels for storing recovered sorbent. Industrial vacuum cleaner or nets for picking up loose sorbent. Can also be herded with water spray.	Loose sorbents are difficult to retrieve. Retrieval can crush marsh grasses.
Oil Mop	Preferred method: Use in open channels or pools with free-floating oil. Use upstream from containment boom and along marsh shorelines.	Oil Mop System Portable storage tanks for recovered oil. Pulleys.	Minimal Impact
Vegetation Cutting and Removal (Note: Use only when flushing fails to remove oil from plants)	Hand cutting of vegetation in small channels. Mechanical cutting along banks of channels or shoreline.	Hand cutting: Shears, power brush cutters or sickles. Mechanical cutting: Weed harvester.	Damages marsh surface. Foot traffic damages plants.
On-Site Burning For use on spartina-type (grass-like) marshes only.	Use in large contaminated areas. Can use if oil will burn. Probably suitable when marsh is in die-back stage.	Portable propane flame throwers or weed burners.	Produces considerable air pollution. Requires local approval by government agencies. Marsh areas not contaminated by oil are subject to damage by fire.

## CASCADING BOOM CONTAINMENT

A large oil slick may be contained by using cascading boom deflection to concentrate the oil into a collection point. This method of containment will require two boats on each open segment of boom deployed, as the booms must be constantly maneuvered to ensure that the oil slick stays within the containment area.

## RIVER CONTAINMENT BOOM

Containment booming of a narrow or shallow river channel can be accomplished without a boat. The boom can be positioned by hand or by using a motor vehicle (if the shoreline allows) to position the boom. Light duty boom or absorbent boom would be required for this procedure.

## DOUBLE BOOMING OF NARROW CHANNELS

Protection of a narrow inlet or channel can be accomplished by utilizing a double string of boom across the entire width of the channel. The first string of boom will contain most of the oil slick and the second string of boom should contain any oil escaping the first boom. This booming technique is best accomplished by using an absorbent boom as the second boom. This booming technique is most effective in channels having weak currents.

An emergency sorbent boom can be quickly constructed from readily available materials purchased at the local farm supply.

Hay or straw bales, placed end to end and secured with a roll of chicken mesh will make an effective (although cumbersome) sorbent boom for still or slowly running waters. This type of sorbent is cost effective and will absorb approximately five times its own weight. This boom must be constructed close to the water's edge, so that it can be fed into the water as it is assembled. Do not place over three bales in the mesh before feeding the boom into the water. The bales will provide flotation for a few days until they gradually absorb water and oil and eventually will sink if not recovered. As the bales sink, they expose fresh material at the surface capable of absorbing more oil. It is important to monitor the boom and remove it before it gets too wet (and heavy) in order to be able to recover it without special equipment.

Recovery is accomplished by reversing the launch/construct procedure, pulling the boom ashore, a few bales at a time and disassembling that portion before pulling more ashore. This should be done on a double layer of 6 mil polyethylene to avoid contamination of the shore. The contaminated bales should be handled as oily waste material and its disposal procedures handled like spent absorbent material.

**CAUTION!** While the bales are an effective absorbent, small amounts of oil can be released as the boom is pulled ashore. A secondary boom should be in place during recovery.

Clean new bales can be placed in the mesh to renew the assembly, if required.

Other types of sorbents include: foamed plastic, cotton waste, talc and dried volcanic rock. When sorbents are used, plan on using a lot of manual labor to recover the sorbent.

Sorbents may also be used with brooms, however, if the current or wind is high, oil sorbent will go over the top of the boom or may sweep under if the current is greater than 1 fps. The effects of the current can be countered by angling the boom to divert spillage to a quieter area. The angle becomes sharper as the current increases.

If straw or similar type of material is used, use a mulcher to spread the material. If straw is dumped, it tends to remain in large clumps even if there is wave action.

Nets may be more effective than booms for containing relatively small quantities of stringy material such as bark, hay and shredded foam. With a 1" net, velocities of 2 to 3 fps are possible without product loss for small quantities of sorbent. For large quantities, the velocity will probably be limited to 1 to 2 fps without failure.

Other sorbents are available, however they should be checked to be sure they will not cause environmental damage before being used.

### **PROBABLE DIRECTION AND RATE OF MOVEMENT FOR UNAUTHORIZED DISCHARGES**

For spills on water, oil will move in the direction of the wind and at a rate equal to approximately 3% of the wind velocity.

The water current will determine where the oil reaches the surface and will therefore determine where a boom should be placed. Large globules >1" in diameter, will rise approximately 1 foot per second (fps), while smaller droplets will rise at a rate of approximately 1.5" fps. With a stream current of 1 knot and a depth of 20 feet, oil would rise approximately 30 feet downstream of the source.

In the event of groundwater contamination, existing water wells or perennial streams can be helpful for determining the direction of the flow.

**ESTIMATING SPILL VOLUME**

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**SECTION 9 ESTIMATING SPILL VOLUME**

<b>ESTIMATING SPILL VOLUME .....</b>	<b>1</b>
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## ESTIMATING SPILL VOLUME

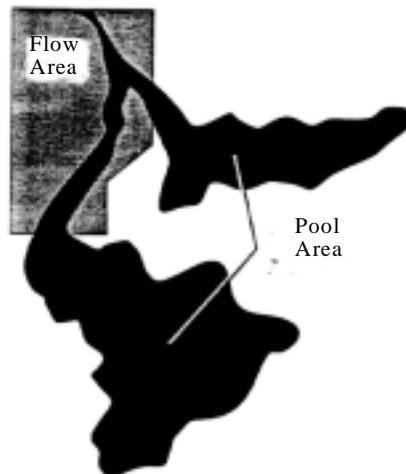
Oil spills on land are often as difficult to size as those offshore. A reasonably close estimate can be obtained by determining the area covered, average depth and average penetration into the soil. This process should be completed within 4 hours of discovery or, if daylight is necessary, within 3 hours after sunrise.

### Classifying the Areas

The surface of spilled oil is usually so irregular that it is extremely difficult to estimate the area covered. The problem can be simplified if the spill area is first separately divided into two main types of areas:

- Flow Areas: Area coated by oil flow with little or no penetration.
- Pooling Areas: Area where oil has pooled after flowing, allowing penetration to occur.

If the pool of oil has water underneath, the depth of oil should be reduced accordingly.



**Converting Irregular Shapes (Simpson's Rule)**

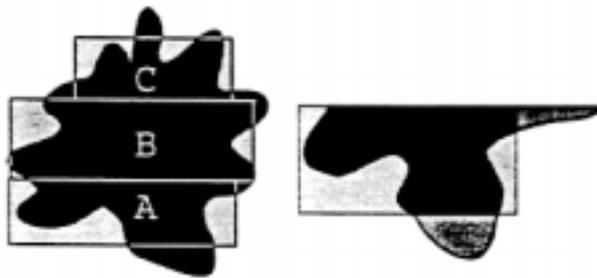
In order to estimate the area of an irregular shape, the shapes can be converted into a series of rectangles that approximate the area of the irregular shape, with about the same amount of spill area outside of the rectangle as there is dry area inside the rectangle. This can be done by stretching a steel tape along the ground outside the spill area. The area can then be quickly estimated by multiplying the length of the sides.

Area "A" 70' x 20' = 1400 square feet

Area "B" 60' x 10' = 600 square feet

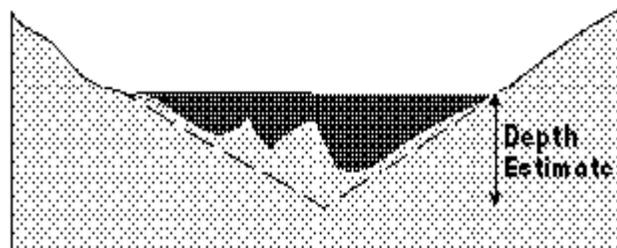
Area "C" 35' x 20' = 700 square feet 2700 square feet total

The more rectangles you use, the more accurate your estimate becomes.

**Estimating The Average Depth**

The next task is to estimate the average depth of oil in each of the areas. The oil will vary from very shallow at the edge to whatever depth the terrain is at the lowest point. This can be determined by "gauging" with a stick if it is shallow or accessible. If the pool is wider, you can heave a large stone into the pool to confirm depth. A good estimate can usually be made by observing the slope of the ground around the pool and assuming that the slope continues under the surface of the oil.

If you estimate that the deepest point in Area "A" is 20" and Area "A" has three boundaries of "shore", divide the depth figure by three to obtain average depth. If it has two "shore" boundaries, like Area "B", divide the depth by two to obtain average area depth.



**Obtaining the Free Oil Volume**

The irregular shaped area with unseen bottom has now been reduced to a familiar shape. The volume of free oil in Area "A" is:

Area "A":  $70' \times 20' = 1400$  square Feet

Average depth = 20" " 3 – 7"

7 inches " 12 inches per foot = 0.6 foot

Area "A" Volume =  $1400$  square feet  $\times$  0.6 ft

Area "A" Volume – 840 cubic feet

The total volume would be the sum of Areas "A", "B", & "C".

**Converting to Gallons and Barrels**

Each cubic foot is equivalent to 7.5 gallons.

$840$  cu. ft.  $\times$  7.5 gallons/cubic ft. = 6300 gal

Each U.S. Barrel is 42 gallons:

$6300 \div 42$  gallons/barrel = 150 barrels of oil.

**Considering Penetration**

Determining how much additional oil has penetrated into the soil can be accurately measured by taking a core sample of the oil covered soil, however, the following rule should suffice for estimates of oil spilled.

For penetration allowance in normal sand or soil, add 5% to the total volume for every foot of average depth. In the case of Area "A", the average depth was 7 inches, or 0.6 foot, so we add 3%.

$150$  barrels  $\times$  1.03 = 154.5

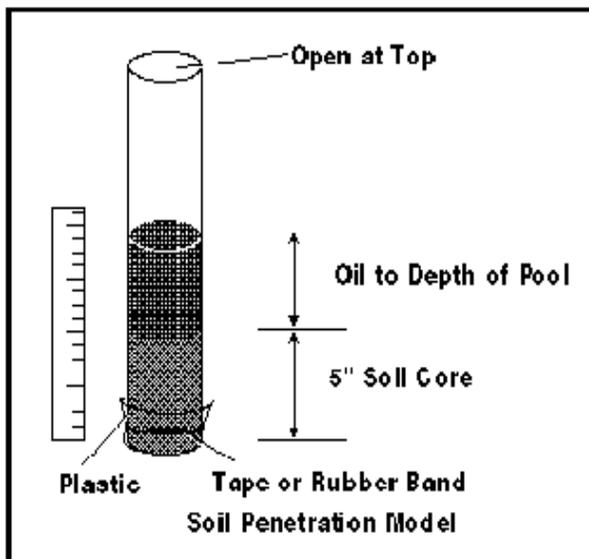
$6300$  gallons  $\times$  1.03 = 6489 gallons

- Do not add a penetration allowance to areas with slopes that allowed a reasonable flow rate
- Add an allowance for slow flowing areas
- Reduce allowance by half if area is wet from rain

This is a method of estimating the volume of oil in the penetration. In the case above, the oil would penetrate 3" to 6" into the soil.

**Precise Penetration Determination**

If more precise determination is required, drive a clear plastic tube about 2" or larger in diameter 6" into the uncontaminated soil adjacent to the spill. Twist and remove with soil core. Seal the bottom of the tube with plastic and tape. Pour free oil into the top of the tube to the depth of the oil in the pool, mark the level and let it set for one hour. Measure how much the oil level has dropped. Observe how deep the oil has penetrated. Retain the model to observe increased penetration with time.



**Walk Around Method**

If the pool of oil is roughly circular, you can estimate its area by pacing around the pool and counting your paces. Walk as closely to the pool edge as possible. Try to make your paces three feet, or one yard long. If you counted 700 paces, the circumference is 700 paces x 3 ft/pace or 2100 feet. The next step is to guess how much smaller the actual pool is, compared to the circle you walked. If you were pretty close, deduct 10%.



$2100 \text{ ft} \times .90 = 1890 \text{ ft}$  adjusted circumference.

The diameter (d) of a circle is related to the circumference by the formula:

$C = \text{PI } d$  (where;  $\text{PI} = 3.14$ )

If the circumference of our circle is 1890 ft., then the diameter is  $d = 1890 / \text{PI} = 1890 / 3.14 = 602'$  and the radius is  $1/2 \text{ } d = 602 / 2 = 301'$

The area of the pool is given by the formula:

$$\begin{aligned} \text{Area} &= \text{PI } r^2 \\ A &= 3.14 \times 301 \times 301 \\ &= 284,487 \text{ sq. ft.} \end{aligned}$$

Now you can estimate the average depth by guessing the maximum depth. If we guess the depth from the exposed slope to be 12" at the deepest part, we can divide by four (four sloping sides) to estimate an average depth of 3" or 0.25 feet. The volume is therefore:

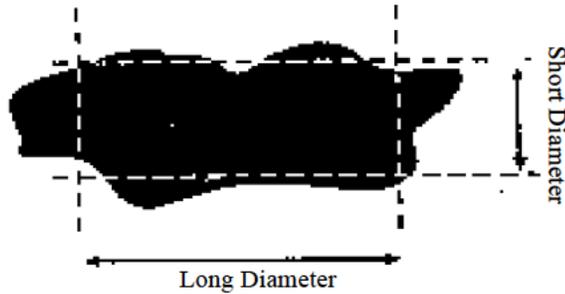
$V = 284,487 \text{ sq. ft.} \times .25 \text{ feet} = 71,122 \text{ cubic ft}$  As before, we know each cubic foot contains ~ 7.5 gallons, therefore  $71,122 \text{ cu. ft.} / 7.5 \text{ gallons/cu ft.} = 9,483 \text{ gallons}$

To convert to barrels =  $9483 \text{ gallons} / 42 \text{ gallons/barrel} = 226 \text{ barrels}$ .

Our average depth was 3" so we can add about one percent for penetration =  $226 \times 1.01 = 228 \text{ barrels}$ .

### Average Diameters

You can also estimate the area of an oval shaped pool by pacing off (3' per step) the width of the "short diameter" and the "long diameter" and averaging them.



First pace off the "short diameter", but stop short to allow for the irregular shape. Repeat the procedure for the "long diameter". Add them together and divide by two to get the "average diameter".

In this example, the "short diameter" was 75 paces or  $75 \times 3 = 225$  feet. The "long diameter" was 120 paces, or 360 feet.

The Average Diameter =  $(225+360)/2 = 292$  feet and, the radius is  $1/2$  the diameter =  $292/2 = 146$  feet.

$A = \pi r^2 = (3.14) (146) (146) = 66,932$  sq. ft.

The average depth is 3" or .25 feet

The volume is:  $V = 66,932$  sq. ft.  $\times$  .25 ft. = 16,733 cu. ft.

For Gallons:  $16,733/7.5 = 2,231$  gallons

For Barrels:  $2,231/42 = 53$  barrels

### Comparison Methods

Sometimes you can estimate area by comparing it to familiar areas, with adjustment for irregular shape. The following table gives the square footage of several familiar areas.

Type	Length	Width	Area
Football field	100 yds	50 yds	5,000 sq. yds.
Basketball court	94 ft.	50 ft.	3,700 sq. ft.
Tennis court	78 ft.	36 ft.	648 sq. ft.
Baseball diamond	90 ft.	90 ft.	810 sq. ft.
Parking space	20 ft.	10 ft.	200 sq. ft.
Office	10 ft.	10 ft.	100 sq. ft.
Service station	700 ft.	250 ft.	175,000 sq. ft.
4-lane intersection	55 ft.	55 ft.	3,025 sq. ft.

### **Inaccuracies In Estimates**

All examples presented offer quick methods of estimating for gross volumes and are generally accurate within 20%, if your assumptions and measuring was accurate within 20%. These accuracies should be sufficient for initial reporting and determining resource requirements. Drills have indicated that all of the estimates generally are within 10% of the others.

### **Estimating Spill Volume on Water**

#### **Purpose**

In the event of a sizable spill, a rough estimate of the spill's total volume provides the Incident Commander with preliminary data to plan and initiate the cleanup response. Generating this estimate early in the spill response aids in determining:

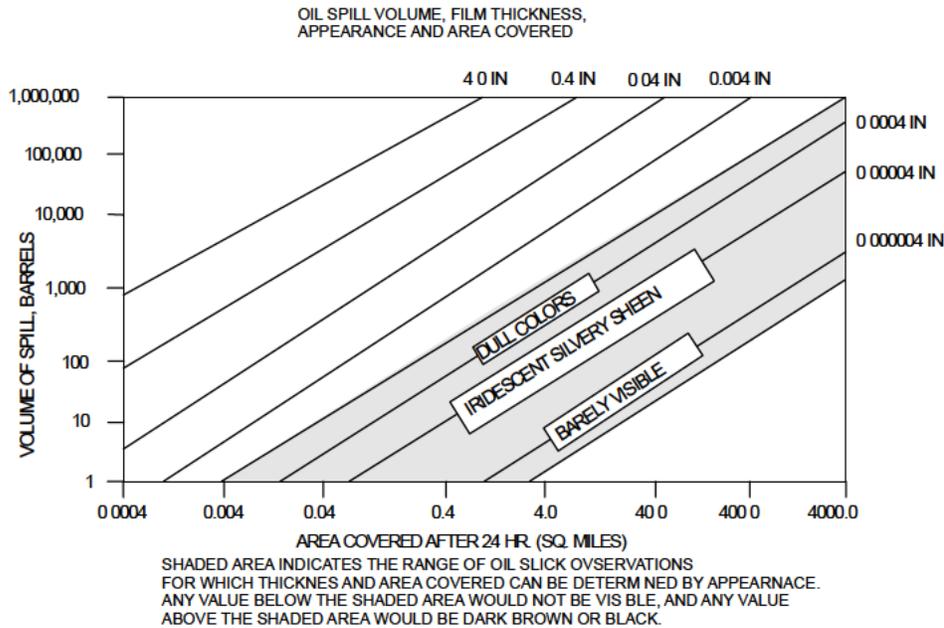
- the equipment and personnel needed
- the amount of oil that may reach shorelines and/or sensitive areas
- the requirements for temporary storage and disposal of recovered materials

This process should be completed within 4 hours of discovery, or if daylight is necessary, within 3 hours of sunrise.

#### **Estimating By Observation**

When conditions permit, direct measurements of spill parameters are preferred over visual estimates.

A rough estimate of spill volume can be generated from observations of the oil slick's size and thickness as demonstrated by the following figures.



Since oil slick spreading is influenced by the spill volume as well as physical forces, stopping the spill at its source is critical in controlling the spread of a slick on water. The more conservative the first estimate of the spill volume, the better the chances that response forces will arrive at the spill site prepared with adequate and appropriate equipment. It is preferable to over respond early to a spill, rather than to under respond and risk un-preparedness. To under respond will impede the effectiveness of spill control and cleanup efforts. A slow or poorly prepared initial response can incur more operational costs and increase the risk of damage to marine and shoreline resources and environments. Therefore, properly planning the initial response is critical in a spill situation.

If a release of any type of oil occurs in an urban area, there is a high probability that the oil can enter a municipal storm drain system. If the oil is found to be entering the storm drain system from a curb drain inlet or street drain inlet, block the inlets. Construct sandbag dams in the street to restrict the oil from spreading and to reduce the area that will be required to be cleaned up.

If the oil has already entered the storm drain, remove the closest storm drain manhole cover and determine the flow direction of the system. If the released oil is flowing in the storm drain, continue reconnaissance of the manholes down stream of the release until there is not a show of oil. At this point, dam the storm drain on the down stream side with absorbent material to stop further migration and begin removal of the oil with a vacuum truck. Flush the drain with water beginning at the point the oil entered the system. Continue to flush the drain and recover the oily water until there is no longer a sheen of oil on the water. As disposal of oily material creates additional problems, flush the drain with the minimum amount of water needed to ensure recovery.

**ESTIMATING SPILL VOLUME BY COLOR AND COVERAGE AREA****Estimating Spill Volume by Color and Coverage**

<b>Silvery Sheen</b>					
Width X Length (feet)	Sq. Ft	Thickness (feet)	Cu. Ft.	Gal. Per Cu. Ft.	Gallons Spilled
100 X 500	50,000	0.00000025	0.0125	7.48	0.1
100 X 1,000	100,000	0.00000025	0.0250	7.48	0.2
100 X 2,000	200,000	0.00000025	0.0500	7.48	0.4
200 X 1,000	200,000	0.00000025	0.0500	7.48	0.4
500 X 1,000	500,000	0.00000025	0.1250	7.48	0.9
200 X 2,000	400,000	0.00000025	0.1000	7.48	0.7
200 X 5,000	1,000,000	0.00000025	0.2500	7.48	1.9
500 X 5,000	2,500,000	0.00000025	0.6250	7.48	4.7
500 X 10,000	5,000,000	0.00000025	1.2500	7.48	9.4

<b>Bright Bands of Color (Purple, Blue to Green)</b>					
Width X Length (feet)	Sq. Ft.	Thickness (feet)	Cu. Ft.	Gal. Per Cu. Ft.	Gallons Spilled
100 X 500	50,000	0.000001	0.0500	7.48	0.4
100 X 1,000	100,000	0.000001	0.1000	7.48	0.7
100 X 2,000	200,000	0.000001	0.2000	7.48	1.5
200 X 1,000	200,000	0.000001	0.2000	7.48	1.5
500 X 1,000	500,000	0.000001	0.5000	7.48	3.7
200 X 2,000	400,000	0.000001	0.4000	7.48	3.0
200 X 5,000	1,000,000	0.000001	1.0000	7.48	7.5
500 X 5,000	2,500,000	0.000001	2.5000	7.48	18.7
500 X 10,000	5,000,000	0.000001	5.0000	7.48	37.4

Trace of Color (Yellow, Bronze, Violet)					
Width X Length (feet)	Sq. Ft.	Thickness (feet)	Cu. Ft.	Gal. Per Cu. Ft	Gallons Spilled
100 x 500	50,000	0.0000005	00.250	7.48	0.2
100 x 1,000	100,000	0.0000005	0.0500	7.48	0.4
100 x 2,000	200,000	0.0000005	0.1000	7.48	0.7
200 x 1,000	200,000	0.0000005	0.1000	7.48	0.7
500 x 1,000	500,000	0.0000005	0.2500	7.48	1.9
200 x 2,000	400,000	0.0000005	0.2000	7.48	1.5
200 x 5,000	1,000,000	0.0000005	0.5000	7.48	3.7
500 x 5,000	2,500,000	0.0000005	1.2500	7.48	9.4
500 x 10,000	5,000,000	0.0000005	2.5000	7.48	18.7

Colors Turning Dull (Brick Red, Turquoise, Pale Yellow)					
Width X Length (feet)	Sq. Ft.	Thicknes (feet)	Cu. Ft.	Gal. per Cu. Ft.	Gallons Spilled
100 x 500	50,000	0.0000033	0.1650	7.48	1.2
100 x 1,000	100,000	0.0000033	0.3300	7.48	2.5
100 x 2,000	200,000	0.0000033	0.6600	7.48	4.9
200 x 1,000	200,000	0.0000033	0.6600	7.48	4.9
500 x 1,000	500,000	0.0000033	1.6500	7.48	12.3
200 x 2,000	400,000	0.0000033	1.3200	7.48	9.9
200 x 5,000	1,000,000	0.0000033	3.3000	7.48	24.7
500 x 5,000	2,500,000	0.0000033	8.2500	7.48	61.7
500 x 10,000	5,000,000	0.0000033	16.500	7.48	123.4

**DOT X Ref**

**COMPANY CORE PLAN VOLUME 1**

**WASTE MANAGEMENT  
SECTION 10**

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**WASTE MANAGEMENT**

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**SECTION 10 WASTE MANAGEMENT**

**WASTE MANAGEMENT ..... 1**  
    **Overview ..... 1**  
**FACILITY WASTE MANAGEMENT FLOW CHART ..... 2**

## WASTE MANAGEMENT

### Overview

Various Federal and State laws and regulations strictly control waste management health and safety precautions as well as necessary permits. It is the responsibility of the Waste Management Coordinator in coordination with the Environmental Unit Leader to manage necessary waste issues during an incident.

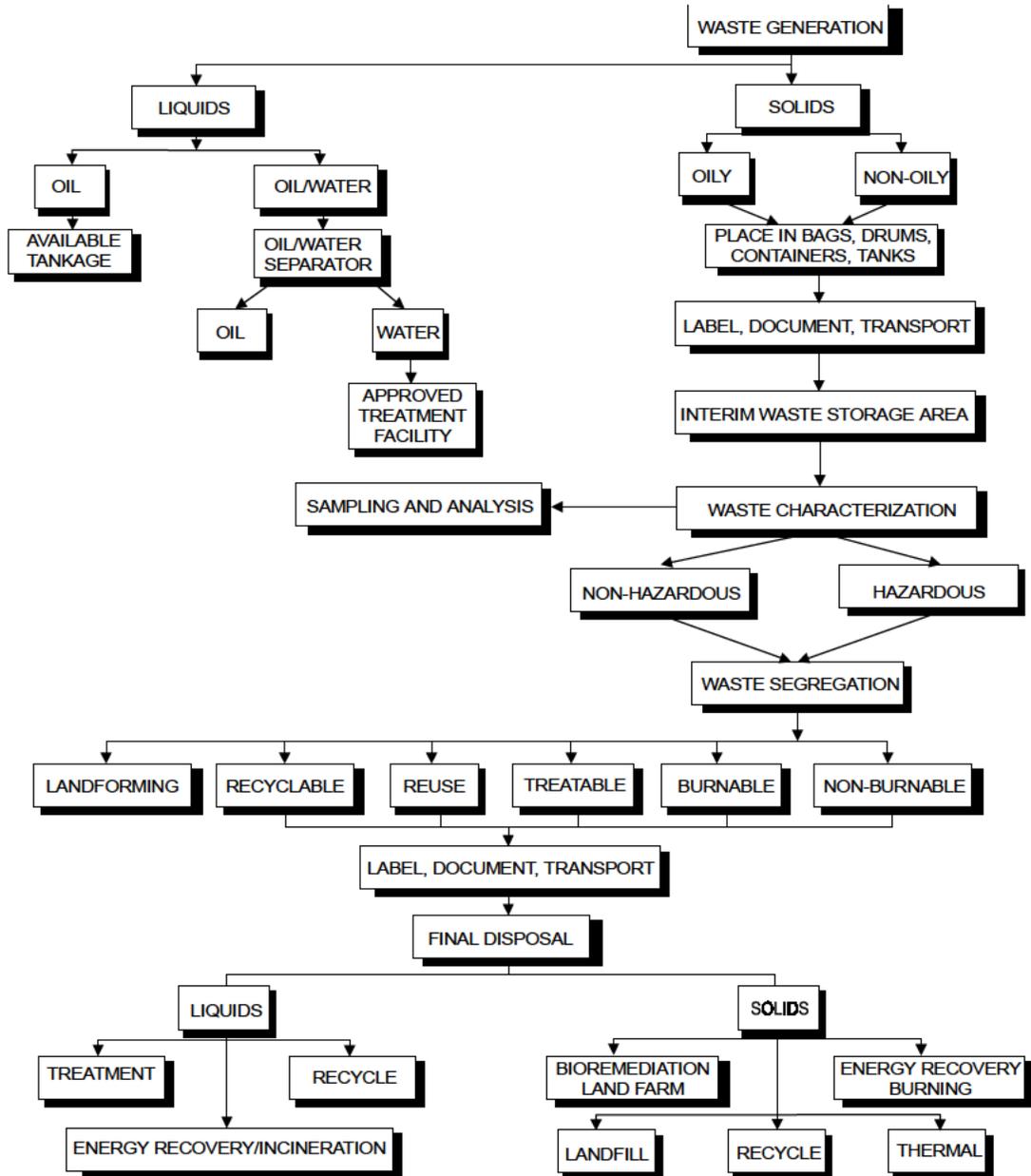
It is important that the Company HES Waste Management Specialist be notified as soon as possible anytime there is a potential for waste management issues. See Section 2 of this Core Plan-for Immediate Notifications for HES contact information.

Oil spill response can generate waste materials ranging from oily debris and sorbent materials to sanitary water and a variety of used contaminated equipment and supplies. These wastes must be properly classified, separated (i.e. oil, water, soil), transported from the site and properly treated and disposed of at approved sites. Each of these activities requires certain regulated health and safety precautions be taken. Proper waste management permits must be obtained.

A general Company Waste Management flowchart is provided on the next page.

In addition, it is important to refer to the State Appendix for specific guidelines regarding waste management including strategies, separation, transfer, storage, transportation and other necessary information.

FACILITY WASTE MANAGEMENT FLOW CHART



**DOT X Ref**

**COMPANY CORE PLAN VOLUME 1**

**COMMUNICATIONS  
SECTION 11**

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## **COMMUNICATIONS**

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**SECTION 11 COMMUNICATIONS**

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## COMMUNICATIONS

Effective and efficient communications systems are essential for emergency response at every level. Communications systems will be utilized to assist with coordination of necessary incident activities.

Several communications systems are available and will be utilized by the Immediate and Sustained Response Teams as follows.

- Primary method will be via Cellular Telephone System(s).
- Secondary method is landline telephone system.

Additional secondary methods includes:

- VSAT Telephone System
- 24 hour Conference Bridge
- Public Telephone systems
- Facsimile via Public Telephone System or Cellular System
- Contractor two-way radio systems
- Spill Cooperative radio networks
- Citizen Band radio systems

These systems may be augmented by additional communications systems as required:

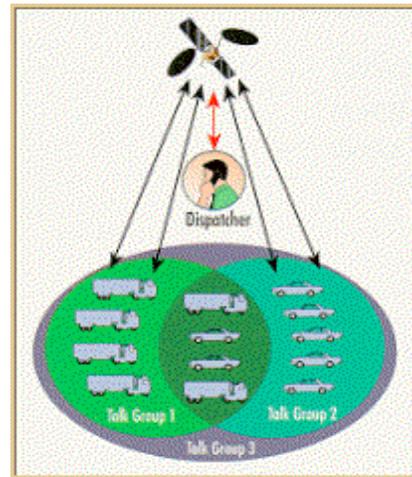
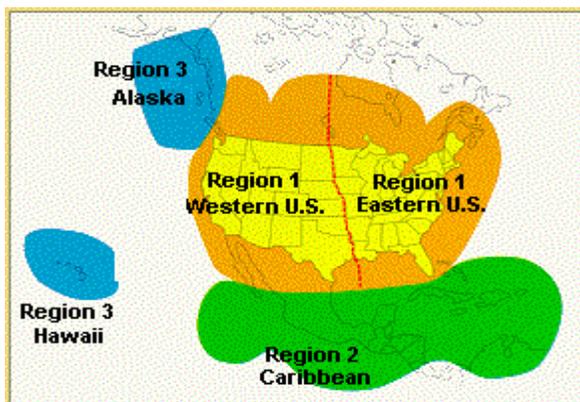
- Public Address Systems
- Marine radio System
- Air to ground radio System
- Local Amateur Radio operators

### VSAT Telephone System

The Company has a number of VSAT Telephones in place, which can be used as a secondary means of communications.

The Company has placed these telephones at each of the various Field Team locations and the Houston Control Center. These VSAT Telephones provide the local Field Teams with unlimited coverage to communicate with the Control Center Controllers, as well as State and Federal Agencies.

All communications on this system must pass through a satellite, even if units are adjacent.



*VSAT Telephone System Coverage Area of American Mobile Satellite. Note: All Company phones are served by Region 1 – Western U.S.*

The VSAT System has three Talk Groups which coincide with Regional Boundaries (Talk Group #1 being the Gulf Coast Region, #2 the Central Region and #3 the Western Region).

These units can operate in two separate modes. The first mode, or Dispatch mode uses the “Push To Talk” (PTT) microphone to communicate with the entire talk group. In this mode, when the PTT microphone is pressed it activates the satellite and allows all units in a specific Region to take part in the conversation.

When the PTT microphone is depressed, all units in the talk group can identify the unit which is in use by the unit number being displayed as the unit transmits. When you are in this mode it should also be noted that the speaker which the conversation is transmitted through is built into the rear of the handset. If you cannot hear the conversation you must pick up the handset and adjust the volume on the handset.

The second mode of operation is the “telephone”. This feature uses a handset, which looks much like a cellular telephone handset. This allows a users to call into or out of the satellite telephone system.

When using the handset the two parties can only hear the call, i.e., the unit that placed the call and the party receiving the call. In the Dispatch mode, the entire talk group can hear the conversation.

These two functions are built into the same base unit. The base unit has the capability of switching from the PTT to the handset when an incoming call is received. There is however a one-minute timer, which after placing a call, will prohibit the unit from switching back to the PTT. Therefore, when these units are in use it is recommended that they remain in the PTT active mode.

This system is Half Duplex so when talking on the system, it is necessary for one person to talk while the other person listens.

Along with the field units, which are on talk groups determined by geographical regions, the Control Center at the Texas Facility has a VSAT phone on each console. These units can join into any of the talk groups in any Region.

American Mobile Satellite Company has a 24-hour Customer Service Center which is capable of working with users to help talk them through opening trouble tickets.

### **Cellular Telephones**

Recent developments in the cellular telephone system permit unprecedented flexibility and access to the PSTN from remote and mobile locations. The cellular systems are so wide spread that there are few areas which cannot be reliably served by these networks. Units can be mounted in vehicles or hand carried to provide for the receipt or initiation of telephone calls.

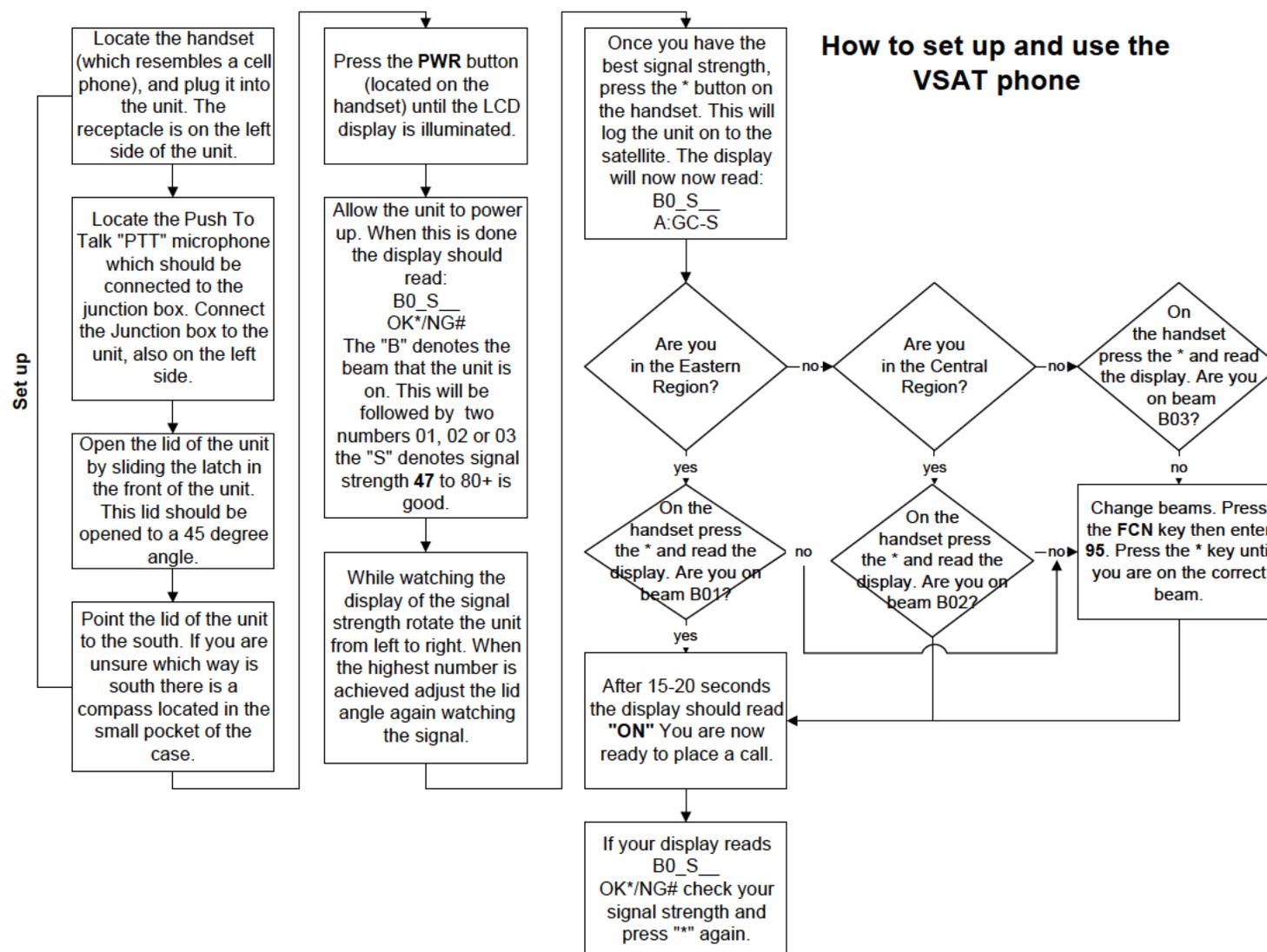
This extensive system provides a semi-private mode of telephone use which can be a valuable tool for emergency response. It permits immediate telephone service at non-connected locations like a Command Post, or remote strategic deployment areas.

The Company owns many cellular telephones that are currently connected to local cellular networks.

In the event of a sustained response effort additional vehicular mobile and/or hand held cellular telephones can be purchased, installed and activated in a few hours time. This helps to establish a more secure network of communications between the Command Post and remote work locations. Cellular telephones may provide telephone access for the Command Post in its initial hours of operation before telephone connections can be made and service established.

In the event of a wide spread event that affects local power distribution and telephone service, cellular telephones may not continue to operate if the cellular repeater power source is affected. Some repeater sites are provided with backup systems. It is likely but not assured, that cellular telephones will be in service and usable on some occasions when local telephone service has been disrupted.

If there is a significant widespread incident or natural disaster such as a hurricane, earthquake, tornado or other major man made disaster, the PSTN may be out of service or overwhelmed by traffic. Should this occur, Company Teams must rely on the VSAT Telephone system as previously described.



**TIPS FOR SUSTAINED USE OF HAND HELD RADIOS AND CELLULAR PHONES**

- Place unit in charging unit for any period of non-use
- Step into a clear area out of doors for improved reception
- Hold radio with antenna vertical to match polarization of base antennas
- Hold the transmission to minimum to conserve power
- Turn unit completely off when unused or when you are within hearing of other radio units
- Keep a spare battery in the charging unit

**NOTICE**

Cellular telephone conversations can be intercepted and monitored by outsiders equipped with scanning receivers. Due to complicated switching and multiple frequency paths, deliberate monitoring of any specific parties is extremely difficult and is unlikely to occur. However, such monitoring is possible. Cellular telephones should be used with the understanding that privacy is not absolute.

**Regular Telephone Service**

Telephone service should be requested immediately as soon as a decision is made on the location of the Unified Command Post.

**Facsimile**

Communication of documents, maps, diagrams, reports, correspondence and other material can be accomplished quickly and accurately via facsimile over commercial telephone lines from stationary and mobile cellular phones.

Facsimile machines can be operated over a cellular telephone. To do so, a device known as an acoustical coupler is required. If this is needed, the request should be made to the Communications Unit Leader.

All Facsimile transmissions should be accompanied by a FAX cover sheet. A typical cover sheet for use during an incident is shown in Section 2 of this Core Plan. This sheet can be copied if cover sheets are not available. This sheet should not be used for non-response related facsimiles.

**Contractor Radio System**

Contractors likely to be employed in and emergency response effort frequently have vehicles equipped with VHF or UHF FM mobile radio systems. While these systems are not compatible with the other systems described, they will provide communications between work groups from the same contractor and the contractor's office. Additionally, many foremen and supervisory personnel have cellular telephones in their vehicles. These radio systems can be utilized to augment the operational radio system during response efforts. Messages for contractor work

groups or for their Company representative can be relayed through the contractor's office or their vehicles.

### **Spill Cooperative Radio Systems**

An extensive radio system is available and can be utilized through Oil Spill Cooperatives. These radios operate on Federal Communications Commission frequencies that are specifically reserved and assigned for oil spill response.

### **Communications Matrix**

The Logistics Section will be responsible for coordinating the distribution and operation of radios. Logistics will also be responsible for maintaining assignment records for the hand held units and chargers.

The units should not be swapped or given to others for extended use without notifying Logistics. Units requiring repair or maintenance should be turned in to Logistics who will log the unit as returned and issue a replacement unit. The defective unit will be tagged with a repair tag immediately upon return. The tag should be taped to the unit and turned over to the Company technician or sent to the repair shop for service.

### **Public Address Systems**

Electronically amplified voice systems can be employed in response for several purposes:

- To assist with traffic control
- To assist with crowd control
- To direct containment or diversion efforts
- To direct repair efforts
- To address a large gathering of the media

The most useful system for these tasks is the hand held hailing horn. It consists of a battery powered amplifier mounted on a projection horn. The unit has an on/off volume control, a push-to-talk switch and a microphone mounted on a pistol grip. The units are sturdy and will continue to operate satisfactorily under adverse conditions. The units are shock and weather resistant and can be used in marine service.

To use the unit, turn it on, adjust the volume and aim it in the direction you wish to speak. Hold the unit so the microphone is between 4" to 1" from your mouth. Speak in a normal voice level slightly slower than normal for clear understanding. Important instructions should be repeated.

If the unit is equipped with a signaling tone for gaining attention it should be used sparingly. The Company has several of these units that are carried in vehicles for emergency response. Additional units may be purchased if needed for extended use during an incident.

## Marine VHF Radio

Should an emergency occur that involves a spill into the ocean marine radio systems provide local communications between vessels and between a vessel and the shore. The oil spill response vessels of most cooperatives are equipped with multi-channel marine VHF radios. Channel 16 is used and monitored by all vessels as a designated emergency and hailing frequency. Use Channel 16 to gain contact with a vessel, then change to a mutually agreed channel for communications. This keeps the emergency and hailing frequency clear for other users. The US Coast Guard port offices and vessels continuously monitor Channel 16 and can be contacted on this frequency.

When coordination and communications between vessels and the shore is required, hand held 80 channel marine VHF transceivers or 80 channel base stations may be used. Although the Company does not have such radios, base and hand held units are available which can be utilized until units can be obtained through the Communications Technology Department.

Additional marine VHF base and hand held transceivers are available through the Company's cooperatives. Hand held and base units are readily available.

Marine VHF radios operate on a "line of sight" principal between stations. The signal does not bend around large obstacles or over the horizon. Antenna height is the single most important factor in the range of the units. Accordingly, reliable communications can be accomplished by relatively low power hand held units if you are above water level and have a clear path. The hand held units are particularly effective for communicating with vessels operating near the shore in oil spill clean up operations.

## Air to Ground Radios

All leased aircraft and helicopters are equipped with VHF air to ground radio transceivers. The air to ground VHF also operates on a "line of sight" basis. Because the aircraft is operating at altitude its antenna is at a height which permits communication over a considerable range. Hand held units are also available but not widely stocked. Initial communications with aircraft and helicopters can be handled through the aviation contractor who has base units installed.

## Amateur Radio Resources

Amateur Radio Operators are private citizens who have passed the licensing requirements of the Federal Communication Commission to hold communication privileges on various assigned frequency bands. They own and operate base stations and mobile units primarily as a hobby. Frequently these amateur radio operators, or "Hams," establish reliable communication networks and undergo training and drills to establish proficiency in providing emergency communications during disasters when conventional means of communication are out of service. They have a rich history of such assistance and service in times of earthquakes, floods, hurricanes and other natural disasters. Their communications equipment is frequently very modern and capable.

Although the Company radio system is equipped with emergency generators and other standby provisions and should remain in operation under foreseen emergencies it is possible that

telephone trunk lines, microwave paths and fiber optics links could be disrupted. Amateur networks would be a reliable link to communicate with other Company facilities.

**NOTE:** FCC regulations prohibit the use of amateur radio for commercial use for profit or gain. Any use of this resource should be restricted to emergency communications and not in any way connected with routine business matters.

There are two different types of emergency networks in operation by amateur radio operators. The first type is organized and sponsored by the American Radio Relay League (ARRL) and will accept and transmit radiograms routinely or in times of emergency. The messages should be given a proper priority "routine," "urgent" or "emergency" and delivered by telephone to any operator on the net. Radiogram messages should be in the form of a telegram; brief, abbreviated and restricted to the essential message.

The second network is called the Military Affiliated Radio System (MARS). It is sponsored by military organizations (i.e. ARMY, Air Force) and networked with powerful radio stations located at military bases. This system is primarily intended to assist personnel in the armed forces but it will also process radiograms in times of crisis.

The ARRL networks and arranges direct communications if you can go to their station and arrange to have a party at the receiving station. Radiograms are the preferred medium. In an extreme emergency, contact the local County or Parish Sheriff's Radio Dispatch or the local County Office of Emergency Preparedness. They will be in direct contact with amateur radio relays. Radiograms can be sent to other cities by getting in touch with these individuals.

### **General Radio Use**

Use of the radio in emergency response is essential to the coordination of the effort. Many Company employees use the radio on a daily basis during regular operations and maintenance and are familiar with their utilization. Other members of the Response Team do not regularly use radios and are not experienced in their use. A brief explanation of efficient radio use to help assist with effective communications is as follows:

**Rules For Efficient Radio Communication**

- Be sure you know how to operate the unit you have been assigned. If you aren't sure, ask.
- Hold the microphone from 1" to 2" from you lips when you speak. Speak clearly and distinctively.
- Repeat or spell essential or difficult to understand phrases such as street names.
- Identify yourself and the party you are calling at the beginning and end of your conversation.
- Yield routine calls to any proclaimed emergency.
- Listen before you transmit to see the frequency is clear.
- Keep transmissions as brief as possible. Do not "ramble on."
- If within range, use the repeater to establish communications then move to the talk-a-round mode for longer transmissions. (Don't forget to put the unit back to repeater mode when the conversation is complete).
- Use the word; "over" to indicate you are ready for the other party to transmit, then release the Push-to-Talk button promptly.
- Wait for others to "Sign Off" before starting your call.
- Except for unusual circumstances communications should be "one on one."
- Clearly indicate your "Sign Off" so others will know the frequency is clear.
- Be courteous and considerate of others.
- Do not use the radio for sensitive or confidential transmissions. The radio is not secure. Media personnel can and often do monitor company frequencies during emergencies.
- The use of cell phones or similar electronic devices while driving is prohibited. Guidelines demand the stopping of the vehicle in a safe location prior to sending or receiving calls.

**DRIVE CAREFULLY!**

**TRAINING & DRILLS**

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**SECTION 12 TRAINING & DRILLS**

**TRAINING AND DRILLS..... 1**

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## TRAINING AND DRILLS

### Introduction

Company has developed an annual training and education plan and a long range training process to meet the requirements of emergency response regulations, as well as other business needs.

In order to gain practice in the application of their local emergency response plan, Team locations also conduct hypothetical drills.

All employee training is documented using Company's standard documentation process.

Where required by State or Federal regulations, a summary of employee training records is kept at the facility. The summary of employee training records will be maintained as long as personnel have duties under the Response Plan. This summary is available for review by agency representatives as provided for by regulations. Complete training records, including signed course rosters, copies of certificates of completion and course outlines, are maintained by the Headquarters Human Resource Group and may also be made available as required.

### Regulatory Overview

The emergency response training program is designed to assure that an adequate number of trained personnel are available to respond to emergencies along pipelines, pumping stations and terminals. The program is designed to comply with all applicable laws and regulations. Company's emergency response drill and exercise program is consistent with Federal PREP requirements. These drills and exercises are discussed in detail following the discussion of Company's training programs.

The emergency response training program complies with OSHA requirements under 29 CFR 1910.120, EPA regulations in 40 CFR 113 and Coast Guard requirements under 33 CFR 154 and 156, 49 CFR 194, 49 CFR 195 & 402 and applicable state requirements.

The program complies with these regulations by:

- Identifying training provided to each individual with responsibilities under the plan.
- Ensuring that all response personnel are trained to meet OSHA standards under 29 CFR 1910.120.
- Identifying the methods of training volunteers and casual laborers receive during a response to comply with 29 CFR 1910.120.
- Training personnel in preventing pollution during operations and oil transfers.
- Instructing personnel in the operations and maintenance of equipment and applicable laws, rules and regulations.

- Scheduling and conducting periodic spill prevention briefings for operating personnel at frequent intervals. The briefings discuss known spill events or failures, malfunctioning components and recently developed precautionary measures.

PREP exercise guidelines specify record-keeping requirements for drills and exercises.

Company maintains drill and exercise records for five years.

Records of training conducted as part of drills and exercises will be maintained as long as personnel have duties under the Response Plan. They will be made available upon request. The records include:

- Documentation of the training received by facility personnel. This documentation consists of a summary of training in which each employee has participated.
- Documentation of drills for facility personnel and the Spill Management Team.
- Documentation of drills of the oil spill response organization and response resources identified in the plan.
- Documentation of training received by those contract personnel that participate in either drills or actual incidents.

### **Company Emergency Response Training Program**

The training program for emergency response is designed to prepare personnel to respond properly to non-routine activities or emergencies such as fires, spills, or leaks involving crude oil, pressure distillates, gasoline, or other petroleum products normally transported or stored in the pipeline system. This program is *not* currently designed to prepare personnel to respond to spills or fires involving other types of chemicals (e.g., boiler feed water treatment chemicals), product transportation accidents other than spills (e.g., tank truck rollover or fire), fires beyond the incipient stage, or interior structural fire fighting.

## Training Levels

The variety of jobs in Company requires a range of awareness and expertise to cope with potential emergencies. Training levels have therefore been designed to provide a tailored curriculum for defined levels of response capabilities. Company has established a comprehensive training program to insure that their response teams are properly trained, qualified and capable of carrying out the responsibilities and duties associated with immediate and sustained response to an incident.

Company also maintains an annual training program for additional regulatory required environmental and safety training. This training prepares employees to handle routine and emergency situations by reviewing:

- Notification procedures and phone numbers
- Job site safety
- Emergency scene assessment
- Damage control

This training is provided to employees annually. The level of detail and the type of training each employee receives is based on their job description and requirements. If an employee changes jobs, then the level and type of training they receive will be amended to meet the job requirements. All training records are maintained in the company's database.

The specific objectives of the training program are designed to:

- Define levels of training required for all personnel and within pipeline operations, including awareness training for administrative staff through more advanced specialized response training for those personnel with primary responsibility for the management and mitigation of emergencies.
- Establish the content of in-house classroom, computer-based and hands-on training and identify specialized outside training courses to supplement the in-house program
- Determine the duration and frequency of all training courses.
- Assure attendance and proficiency of personnel.
- Devise and schedule drills to assess response capabilities to a variety of incidents as required by the applicable regulations.
- Maintain compliance status of all Regional System personnel with designated training level requirements using the training tracking system.

Each of the objectives listed above is addressed in the following sections.

**HAZWOPER Emergency Responder Training**

Federal Regulations 29 CFR 1910.120 and various State Regulations require that those employees whose job descriptions require that they participate in the response to spills, which are classified as hazardous materials, receive training commensurate with their duty descriptions. This training series, popularly known as “HAZWOPER”, is illustrated on the matrix following this page. The Company Immediate and Sustained Response Team duties and responsibilities have been evaluated and the appropriate level of HAZWOPER training has been defined for each position.

**Casual Hire Training**

During post-emergency responses, it may become necessary to hire additional personnel for site clean-up and rehabilitation. Whenever temporary personnel (casual hires) are involved, Company shall review the following items to ensure that they are properly trained:

- Job Site Safety Plan
- Chemical hazards at the site and wearing of appropriate personal protective equipment
- Their specific role in the clean-up
- Names and contacts for the incident’s Incident Command System

**Drills and Exercises**

Company conducts regular drills to assure adequate preparedness and in order to remain in compliance with Local, State and Federal government regulations. Company’s drill program is based on the National Preparedness for Response Exercise Program (PREP) and has additional key elements that comply with various State Regulations. These drills are summarized in this Section. Drills and exercises will be conducted under the direction of each Region to ensure that preparedness objectives are met.

Company contacts State Representatives prior to conducting tabletop and deployment drills. Post-drill documentation for drill acceptance and certification by the State is submitted following tabletop and deployment drills.

**State of Washington Training Program**

The State of Washington Training Program will include (at minimum):

- Applicable ICS training
- NWACP Polices
- Use and location of GRP's
- Contents of ERP
- Worker health and safety

New employees shall complete the training program prior to being assigned job responsibilities, which require participation in emergency response activities.

COMPANY CORE PLAN

SECTION 12  
TRAINING & DRILLS

HAZWOPER Training Summary

COMPANY HAZWOPER TRAINING

Type	Clean-Up			Emergency					TSD Sites	
	General Site Worker	Occasional Worker	Low Hazard Worker	Level 1 Responder Awareness	Level 2 Responder Operation	Level 3 HAZMAT Technician	Level 4 HAZMAT Specialist	Level 5 Incident Commander	General Site Workers	Emerg Resp Personnel
Reference 29 CFR	1(a) (3) (i)	1(a) (3) (ii)	1(a) (3) (iii)	1(q) (6) (i)	1(q) (6) (ii)	1(q) (6) (iii)	1(q) (6) (iv)	1(q) (6) (v)	1(p) (7) (i)	1(p) (8) (iii)
Time (Hours): Classroom Field	40 24	24 8	24 8	Training or Experience	8 or Experience	24 of Level 2+ Items*	24 of Level 3+ Items**	24 of Level 2+ Items**	24 or Experience	Training or Experience
Annual	8	8	8	Yes		Yes	Yes	Yes		Yes
Subject										
Site Safety & Health Organization	X	X	X						X	
Overview of Reg.	▲	▲	▲			▲	▲	▲	▲	▲
Hazard Communication	X	X	X	X	X	X	X**	X**	X	X
Personal Protective Equipment (PPE)	X	X	X		X	X	X	X	X	X
Medical Surveillance & Overexposures	X	X	X		▲	▲	▲	▲	X	X
Respiratory Protection	▲	▲	▲		▲	X	X	▲	▲	▲
Site Security & Control	▲	▲	▲	X	X	X	X	X	▲	
Decontamination	X	X	X		X	X	X	X	X	X
Containment & Clean-up	X	X	X		▲	X	X	▲	X	▲
Drum & Container	X	X	X					X		
Engineering Controls	X	X	X					X		
Emergency Response	X	X	X	X	X	X	X	X	X	X
Confined Space Entry	X	X	X	▲	▲	▲	▲	▲	▲	▲
Information				X	X	X	X	X		X
Electrical Lockout / Tagout	▲	▲	▲		▲	▲	▲	▲	▲	▲
Monitoring Equip &						X	X			
Fire and Rescue Equipment	▲	▲	▲	▲	▲	▲	▲	▲	X	X
Demo Competency/	X	X	X		X	X	X	X	X	X
Incident Command System						X	X	X		
Std. Op Procedures &	X	X	X		X	X	X	X	X	X
Federal/State/Local Emergency Plans							X	X		
Site Risk Assessment & Characterization						X	X			

\* Supervisors and managers of employees at clean-up sites shall have training equivalent to the employee being supervised plus eight hours of Hazardous Waste trainings

\*\* Individuals must be competent in the specific items listed

\*\*\* These individuals need more extensive training in this subject. See the appropriate paragraph of the

x = Required

▲ = Recommended if applicable

As previously noted, Company maintains a system of record keeping to document the drills described in this section. In the case of a spill, documentation is also maintained so that credit can be taken for the corresponding type of drill or exercise. These records will be maintained at the facility office and in the regional training files for at least five years as required by State and Federal spill response regulations.

Drills designed to comply with Local, State and Federal regulations may exercise different parts of the plan as necessary to ensure that all parts of the plan are able to be implemented. Drills will be designed so that all elements of the plan are exercised at least once every three years.

The discharge scenarios used for the drills and exercises will include the Reasonable Worst Case Discharge as described in the State Response Zone Appendix. The WCD will only have to be exercised once during any three-year cycle. The WCD scenario is only required to be a Table Top drill.

The drills will be conducted by Teams, Regional System Teams or Company multi-coop groups. Drills can be either announced or unannounced and will be initiated by a Company entity. Federal, State or Local agencies may also initiate drills. The drills conducted by Company will consist of:

- Quarterly notification drills
- Semiannual facility equipment deployment drills
- Annual table top drills
- Annual OSRO equipment drills
- Government initiated (unannounced) drills

Drills will cover all types of pipeline operations as well as drill exercise emergency procedures for both manned and unmanned facilities.

### **Quarterly Notification Drills**

The Qualified Individual and Facility Notification Drill will be exercised once a quarter. This drill will activate the notification procedures, including notifying the appropriate QI. While the spill team will be notified, it will not be activated. Any phone number changes or difficulties reaching parties will be noted on the drill log and the problem rectified by the next scheduled drill. Agencies do not need to be called during this type of drill.

### **Equipment Deployment Drills**

Periodic spill exercises are normally conducted twice a year and include deployment of booms and other facility owned equipment.

Spill exercises are conducted once a year with CO-OP Personnel and include deployment of booms and skimmers.

Supervisors and relief supervisors from Company participate in the exercises, as well as Field personnel.

Company equipment is deployed during the semi annual drills. Equipment deployed during either of these deployment drills may be credited toward the required triennial-cycle of deployment drills. Equipment deployed during an actual spill may be counted if properly documented.

### **Annual Table Top Drills**

After the completion of the requisite training, Company will conduct a drill at least once a year of the Spill Management Team. These drills will simulate an actual incident. A detailed scenario with a realistic set of “existing conditions” will be prepared prior to the drill and delivered to the participants at the start of the drill. This scenario will be prepared by HES staff and each Team and will be structured to test the Team and the plan. The drill may last a complete day and may simulate a longer period of time. The drill rules require the actual mobilization of the Spill Management Team, actual notifications of the company cooperative and contractor resources, but do not require actual mobilization of non-Company resources or mutual aid groups. The drills will be supported and observed by personnel outside the Response Teams (and at times, outside Company) who will act as umpires and will assess the drill critically and prepare reports evaluating the Team’s effectiveness.

The participants will also be required to prepare debriefing reports evaluating their own performance and offering recommendations for improvement.

The umpire’s reports and the participants debriefing forms, along with recommendations will be evaluated by Company Management. A summary report to Regional and Team Leaders will be prepared along with suggested actions to be taken on the recommendations.

**Agency Drills (Announced or Unannounced)**

Company will participate in internal and agency unannounced drills in accordance with Local, State and Federal requirements.

Provisions for the agencies to require participation in an agency led announced or unannounced drill are contained in several regulations. Company will respond as required by the agency when such a drill is called. In such cases, the agencies will advise the Company Incident Commander of the drill objectives and goals. Such a drill can be used to take the place of either a table top or a full deployment drill in Company's Drill Schedule, if the level of required response approximates the planned drill. Any unannounced drill called by State and Federal agencies can be credited toward other agencies requirements, provided the drill meets each agency's guidelines. Equipment deployed during the drill may also be credited toward one of the required semiannual equipment deployment drills. The Office of Pipeline Safety may schedule announced drills that would require activation of the spill team. A facility is not required to participate if it produces records of an equivalent drill in the past 24 months. Company will document all aspects of the drills and all agency/Company interactions and be prepared to verify adequate response. Provisions for declining to participate in an unannounced drill, due to critical operational considerations, should not be invoked lightly. This may result in a subsequent drill and could be viewed as an indication of Company being unprepared for an emergency.

Participant debriefing forms, participating agency personnel comments and the documentation of the drill will be collected and summarized in a written report. The report will be presented at a later meeting of all participants, where the drill will be analyzed in detail. Recommendations from the report and any comments in the meeting will be forwarded to Region Management as an Appendix to the report.

**Team Member Conduct Toward Agency Personnel During Observed Drills**

Agency personnel participating in or observing a drill should be considered to be guests of Company and afforded the courtesy and respect of all Team members. Every Team member should be prepared to stop activities and provide an explanation for any action or activity at any time during a drill, even if your performance or the critical timing of an activity is interrupted by the query.

Participating agency personnel should be considered as a resource that can be utilized to assist Company in a difficult time. The amount of assistance received will depend largely on the Team's ability to keep the agency personnel adequately informed as well as the Team's ability to coordinate the agency's resources and efforts with those of the Team. Coordination is required at every level of response in an actual incident and this is an opportunity to develop this ability to cooperate as a unified force.

Experienced agency observers usually make notes but seldom offer criticism or advice during a drill. If the observer offers criticism or advice during a drill, offer explanations if appropriate, but do not attempt lengthy defenses for your (or the Team's) actions. Report any such criticism to your supervisor, or the Incident Commander, when convenient to do so. Never participate in arguments with observers during the drill. Just do your job as trained and directed. Criticism will be properly responded to, after the drill.

### Summary of Response Drill Requirements

Frequency	Drill Summary
<b>Quarterly</b>	Facility Personnel, Qualified Individual, Contractor and Spill Management Team Notification Drills.
<b>Semi-Annual</b>	Facility equipment deployment drills <i>(The unannounced annual drill may be credited for one of these)</i>
<b>Annual</b>	Spill Management Team tabletop drills
<b>Annual</b>	Drills requiring the activation of the spill response resources identified in the plan. Includes deployment of equipment.  <i>(Any other unannounced drill called by another Federal or State agency that meets NVIC-92 satisfies this requirement.)</i>
<b>Unannounced Annual *</b>	Unannounced drills conducted by a government agency or by Company. Drill may involve equipment deployment. Government Agency unannounced drill may count as an annual unannounced drill.
<b>Triennial Cycle</b>	Drills may be designed by Company to exercise components of the plan, so that at least once every three years all components of the plan have been exercised.
<b>EPA 40 CFR 112</b>	Mock alert drills, as required by the Clean Water Act, Section 311(j)(5). Actions taken, both predicted and unanticipated, by the response team should be noted and problems resolved as soon as possible. <i>(This drill is the same as the annual full deployment drill).</i>

\* Annually, each plan holder should ensure that one of the following exercises is conducted unannounced:

- Emergency procedures exercise for vessels and barges;
- Emergency procedures exercise for facilitates (optional);
- Spill management team tabletop exercise: or
- Equipment deployment exercise.

An unannounced exercise is where the exercise participants do not have prior knowledge of the exercise, as they would be the situation in an actual spill incident.

**DOT X Ref**

**COMPANY CORE PLAN**

**PLAN REVIEW & UPDATES  
SECTION 13**

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**PLAN REVIEW & UPDATES**

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**SECTION 13 PLAN REVIEW & UPDATES**

**PLAN REVIEW, REVISION AND UPDATE PROGRAM..... 1**

    Plan Review and Updates Overview ..... 1

    State of Washington Post-Spill Review and Documentation Procedures..... 2

**PLAN REVIEW, REVISION AND UPDATE PROGRAM****Plan Review and Updates Overview**

The Company has established an ongoing program designed to keep its Emergency Response Plans (ERPs) updated and current.

- Annual review and subsequent revisions or additions by Team locations and by the Emergency Response Coordinator
- Routine update
- Ongoing and annual updates from lessons learned from annual HAZWOPER training, drills, exercises (Plus/Deltas) and or actual events

In addition, a change order is generated from Company to Field Teams annually to review and make necessary modification in the ERP.

When a new or different operating condition or information substantially affects the implementation of the Emergency Response Plan, it must be immediately modified to address such a change. Within 30 days of the modification, the modification must be submitted to the Pipeline and Hazardous Material Safety Administration (PHMSA).

Examples of changes in operating conditions that would cause a significant change to the ERPs are:

- An extension of the existing pipeline or construction of a new pipeline in a response zone not covered by the previously approved response plan
- Relocation or replacement of the pipeline in a way that substantially affects the information included in the response plan, such as a change to the worst case discharge volume
- A change in the type of oil transported, if the type affects the required response resources such as a change from crude oil to gasoline
- The name of the oil spill removal organization
- Emergency response procedures
- The qualified individual
- Change in ownership
- A change in the National Contingency Plan (NCP) or an Area Contingency Plan (ACP) that has significant impact on the equipment appropriate for response activities
- Any other information relating to circumstances that may affect full implementation of the response plan

The Emergency Response Plan will be resubmitted to PHMSA for approval, every 5 years from the last approval date.

**State of Washington Post-Spill Review and Documentation Procedures**

Company will conduct post-spill reviews to review both the effectiveness of this Company ERP and make plan improvements. Debriefs with Washington State Department of Ecology and other participating agencies and organizations may be appropriate if:

- Unified Command has been established during a spill; and
- Will occur when significant plan updates are identified or
- Significant lessons can be recorded and implemented.

**DOT X Ref**

**COMPANY CORE PLAN**

**PUBLIC RELATIONS  
SECTION 14**

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**PUBLIC RELATIONS**

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**SECTION 14 PUBLIC RELATIONS**

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**PUBLIC RELATIONS**

A spill from a Company facility has the potential to seriously impact areas of high density population, sensitive recreational, sensitive public, commercial assembly and sensitive wildlife and botanical areas. Local news coverage is certain and nation wide coverage is likely.

**Media Coverage**

In any large incident it is necessary to mobilize the Company's Public Affairs professionals who have extensive training in the field and are experienced in working with the media.

**TEAM MEMBER RESPONSE GUIDE**

If the media approaches you, you should be guided by the following:

- You will be considered to be a Company spokesperson in the eyes of the media. As such, you should consider any contact with the media as important.
- It is important to communicate that the Company has an Oil Spill Response Plan and a trained organization to deal with the incident and that the team is taking measures to contain the spill and mitigate the impacts.
- You should not withhold information regarding the extent of the incident that you know. It is important that you do not speculate about anything you do not know for sure to be a fact.
- You should not indicate, unless it has been determined, that the spill belongs to the Company. You may say: "We are not sure, but we are responding as if it were a Company spill until it is determined otherwise and others take over."
- You should not speculate on the cause of the incident; instead, you should indicate that the cause is under investigation. An exception should be made if the cause is evident, such as outside party damage.
- You should not make statements or speculate in a manner that can be considered as a commitment by the Company or an assumption of responsibility. Such questions should be referred to the Incident Commander.
- Try to demonstrate the Company's concern regarding the impacts of the incident. The media will ask questions (see the table to follow) to gain your response. Many questions are designed to be difficult to answer in a positive manner. If you feel "trapped" by a question, you can respond by explaining what is being done by the Company in a positive manner.
- The best rule is to respond truthfully, show concern and exhibit confidence in the Company's ability to control and handle the problem.

## COMPANY CORE PLAN

## Sample Media Questions

<ul style="list-style-type: none"> <li>• How big is the oil spill?</li> </ul>	<ul style="list-style-type: none"> <li>• Where is the terminal located?</li> </ul>
<ul style="list-style-type: none"> <li>• Is it bigger than (<u>another incident</u>)?</li> </ul>	<ul style="list-style-type: none"> <li>• Is the Company prepared and trained to handle this?</li> </ul>
<ul style="list-style-type: none"> <li>• How and when did it occur?</li> </ul>	<ul style="list-style-type: none"> <li>• How old is this facility?</li> </ul>
<ul style="list-style-type: none"> <li>• Whose fault is it?</li> </ul>	<ul style="list-style-type: none"> <li>• Have you had leaks before? How many?</li> </ul>
<ul style="list-style-type: none"> <li>• Why hasn't the Company done something to keep this from occurring? Why didn't it work?</li> </ul>	<ul style="list-style-type: none"> <li>• Is this a routine leak?</li> </ul>
<ul style="list-style-type: none"> <li>• What are you doing? What are these men doing?</li> </ul>	<ul style="list-style-type: none"> <li>• Is this going to another Valdez?</li> </ul>
<ul style="list-style-type: none"> <li>• Why aren't you doing (<u>Whatever</u>)?</li> </ul>	<ul style="list-style-type: none"> <li>• I thought the Company was environmentally concerned? What happened?</li> </ul>
<ul style="list-style-type: none"> <li>• Is this spill dangerous to the people living here?</li> </ul>	<ul style="list-style-type: none"> <li>• How can a responsible company let this happen?</li> </ul>
<ul style="list-style-type: none"> <li>• Has there been loss of life? Injured?</li> </ul>	<ul style="list-style-type: none"> <li>• (<u>Organization or agency</u>) says you're doing nothing to prevent (<u>occurrence</u>).</li> <li>• Why are you ignoring their concerns?</li> </ul>
<ul style="list-style-type: none"> <li>• Will it explode? Catch fire?</li> </ul>	<ul style="list-style-type: none"> <li>• Is this under control?</li> </ul>
<ul style="list-style-type: none"> <li>• Will it go into the ocean?</li> </ul>	<ul style="list-style-type: none"> <li>• What are you objectives at this time?</li> </ul>
<ul style="list-style-type: none"> <li>• What's being done to protect wildlife and birds?</li> </ul>	<ul style="list-style-type: none"> <li>• Has this facility been safety-checked? When?</li> </ul>
<ul style="list-style-type: none"> <li>• Is this going to worsen?</li> </ul>	<ul style="list-style-type: none"> <li>• Will the Company accept volunteers to help?</li> </ul>
<ul style="list-style-type: none"> <li>• Has the leak stopped? Why not? When will it be?</li> </ul>	<ul style="list-style-type: none"> <li>• Is this all the people and equipment that Company intends to use?</li> <li>• Does the Company have more resources, or is this all?</li> <li>• If more, why aren't you using them?</li> </ul>
<ul style="list-style-type: none"> <li>• Is the spilled material toxic?</li> </ul>	<ul style="list-style-type: none"> <li>• What is the Company going to do about (<u>some impact</u>)?</li> </ul>
<ul style="list-style-type: none"> <li>• Will Company return everything like it was before the spill?</li> </ul>	
<ul style="list-style-type: none"> <li>• Does Company take total responsibility for this spill?</li> </ul>	
<ul style="list-style-type: none"> <li>• How long will Company work to clean up the spill?</li> </ul>	

## COMPANY CORE PLAN

**MANAGING THE MEDIA**

Immediate steps need to be taken to interface with newspaper, television or radio representatives. The Company policy requires that we interact with media in a positive, cooperative manner. The media is to be provided with pertinent factual information that reports incident facts and not distorted or exaggerated information. Initial statements must be confined to facts that will not be subject to dispute. The release should be consistent with the following criteria:

- Identification of the location or name of the facility.
- Time of the incident.
- Type of oil, gas or product involved.
- Action being taken to control, cleanup or handle.
- Who is involved in cleanup or correction.
- Amount of material spilled (IF CLEARLY ESTABLISHED).
- Cause (ONLY IF DETERMINED).
- Duration of fire or cleanup (IF KNOWN).

Public Affairs personnel, as well as all others directly involved in incident operations, should observe the following rules:

- Speculation on any aspects of the incident should be strictly avoided.
- Names of persons seriously injured or killed shall be withheld pending notification.
- Advise media representatives of personal hazards and hazard areas to be avoided.
- Do not attempt to bar photographs or video filming of a spill or fire.
- Guide photographers, video cameraman or reporters to safe vantage points and advise them of hazard areas to avoid.

Public Affairs personnel are specifically charged with following duties:

- Inform the Company Public Affairs Representative, or his/her alternate, of any incident occurring in their area of responsibility.
- Establish a news media facility with work tables, telephones and facsimile machines for media personnel assigned to an incident. This facility would serve as a site to facilitate news releases, conduct press conferences, interviews and coordinate media coverage of an incident. Hot and cold beverages, sandwiches and snacks should be provided.
- Coordinate media coverage, such as creating pool photographers, reporters, video crews, etc. to satisfy the media without overtaxing resources that are required for other operations.
- Provide photographs and videotape illustrating the Company's efforts in the incident.
- Provide statistical data regarding the numbers of Company employees, contractors, consultants and other involved in containment and/or cleanup and restoration.
- Arrange for upper management interviews and statement releases.

**LARGE AND SUSTAINED INCIDENTS**

The Public Affairs Representatives(s) will become advisors to the Incident Commander and should consider the following:

- Establishing a new update hot-line for the media.
- Establishing a news update hot-line for Company employees and families of the Response Teams.
- Providing periodic new releases to the media.
- Providing facilities and conducting periodic new conferences.
- Providing scheduled interviews with the Incident Commander, On-Scene Corporate Managers or other selected Response Team Members.
- Providing vessels for media tours of spills impacting the ocean.
- Providing aircraft and/or helicopters for media observation of the incident.
- Providing ground transportation to inaccessible areas for media tours of containment and cleanup efforts.
- Conducting tours of the Company and volunteer wildlife cleaning rehabilitation operations.
- Providing maps and graphic illustrations depicting resource employment.

**ADVANTAGES OF SETTING UP A NEWS CENTER**

During a large and newsworthy incident, consider setting up a large conference room in a nearby hotel to serve as a news center (See news center list on next page).

Advance notices of releases, particularly news conferences, should be made early enough to allow camera crews to set up and reporters to arrive at the center.

**Selecting The News Center Location**

The hotel selected for the news center should be a moderate and conservative facility. Appearances of undue economy or opulence (large and elaborate chandeliers, etc.) should be avoided. The hotel should be conveniently located near the incident scene. It is better to use a facility separate from the hotels used to quarter either Company personnel or evacuees.

**News Center Equipment List**

- Public address system with lavalier, podium and table microphones
- Remote boom directional microphone
- Overhead projector with stand
- 8' x 10' projection screen
- 30" video monitor with stand
- VHS recorder
- Podium and speaker tables on raised platform
- Reporter tables with three chairs/table (six tables suggested)
- Additional folding chairs for others
- Large scale map
- Supplemental portable light stands
- Pointer

**NEWS MEDIA PARITY**

In fairness, news releases and invitations to news conferences should include, or offer to include, each of the media in the area. Omissions can offend media representatives and result in poor media relations. It is acceptable to limit participation to local media who will provide coverage to their affiliates and networks. If a national network or wire service elects to directly participate, it is usually a good idea to include the other competing services.

Pooling arrangements should be encouraged, particularly for tours conducted by the Company or when the Company provides vessels, aircraft or helicopters for news and film coverage.

**COORDINATION WITH AGENCIES**

All news releases and news conferences and their content, should be announced to participating agencies prior to their actual release. Coordination with agencies should be directed toward eliminating surprise and averting subsequent interviews with agency personnel with opposing opinions or discrediting viewpoints. Joint news conferences with Federal, State or Local authorities should be considered.

**COMPANY CORE PLAN**

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**DEALING WITH SPECIAL INTEREST GROUPS**

Special interest groups of citizens can be informed groups, residents in the area, boat owners in a marina, fishermen or others who believe they have been individually or collectively impacted by an incident.

Other vocal and highly organized groups like environmentalists, anti-growth advocates, wildlife protection and anti-oil industry organizations may also become involved. Their participation may include active picketing, crashing news conferences, and participating in critical news interviews or other activities that may produce negative news coverage.

It is important that the Company identify these groups (if possible before any public reaction) and meet with them to hear and address their concerns. Although it will probably not be possible to prevent all negative press, some groups will be less vocal if they have been truthfully informed and feel that the Company is addressing their grievances. Also, positive press can be achieved when it is announced that the Company has met or will meet with critical groups(s) to address their issues and concerns.

If hostile groups surface and appear likely to interface with Company activities, security measures may be required to restrict attendance and/or interference. Local law enforcement agencies may be requested to provide assistance or private security personnel may be employed. Any observed indications of such activities should be reported immediately to the Security Coordinator.

**PUBLIC AFFAIRS FIELD OFFICES**

Refer to the State Appendix Plan, Notifications Section for Public Affairs Field Office telephone numbers.

**DOT X Ref**

**DOCUMENTATION/ICS FORMS  
SECTION 15**

**COMPANY CORE PLAN**

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**DOCUMENTATION/ICS FORMS**

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## SECTION 15 DOCUMENTATION

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## DOCUMENTATION

### Overview

During an emergency it is important to follow required internal and external documentation requirements.

Response Zone Specific documentation forms and flowcharts can be located in the State Appendix Plan.

Additionally, the Job Site Safety Plan is located in Section 7 of this Core Plan and must be completed as required by the Company.

Waste management forms can be located in the State Appendix Plan.

In order to assist with the efficient management of an emergency incident, it is usually necessary to utilize Incident Command System (ICS) Forms. This section contains copies of some of the more commonly utilized ICS Forms necessary to assist with the management of an incident. It is recommended that the ICS 201 Form be completed immediately and in conjunction with the Job Site Safety Plan.

A complete list of ICS Forms is also located in this Section. A complete electronic ICS Forms file is located on the Core Plan CD. The files and instructions for each form can be opened and printed as needed.

## ICS – CG FORMS INDEX

ICS Form #	Form Title	Prepared By
201-CG ±	Incident Briefing	Initial Incident Commander
202-CG ±	Incident Objectives *	Planning Section Chief
203-CG ±	Organization Assignment List *	Resources Unit Leader
204-CG ±	Assignment List *	Resources Unit Leader & Operations Section Chief
204a-CG ~	Assignment List Attachment	Operations & Planning Sections Staff
205-CG ±	Incident Radio Communications Plan *	Communications Unit Leader
205a-CG ~	Communications List	Communications Unit Leader
206-CG ±	Medical Plan *	Medical Unit Leader
207-CG ±	Incident Organization Chart	Resources Unit Leader
208-CG	Site Safety Plan	
209-CG +	Incident Status Summary	Situation Unit Leader
210-CG ±	Status Change Card	On-scene Incident Dispatcher
211-CG	Check-in List	Resources Unit/Check-in Recorder
213-CG ±	General Message	Any message originator
213 RR CG	Resource Request Message	Any Resource Requester
214-CG ±	Unit Log	All Sections and Units
215-CG ±	Operational Planning Worksheet	Operations Section Chief
215a-CG ±	Hazard/Risk Analysis Worksheet	Safety Officer
218 •	Support Vehicle/Vessel Inventory	Ground/Vessel Support Unit Leaders
219 •	Resource Status Card	Resources Unit Leader
220-CG ±	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
221-CG ±	Demobilization Checkout	Demobilization Unit Leader
230-CG ~	Daily Meeting Schedule	Situation Unit Leader
232-CG ~	Resources at Risk Summary	Environmental Unit Leader
233-CG ~	Open Action Tracking	Situation Unit Leader
234-CG ~	Work Analysis Matrix	Operations & Planning Section Chiefs
--- ~	IAP Cover Sheet *	Planning Section Chief
--- ~	Executive Summary	Planning Section Chief
--- ~	General Plan	Planning Section Chief
--- ~	Initial Incident Information Sheet	Person receiving initial report

- National Fire Equipment System (NFES) form unchanged, no OS version of these forms.
- ± NFES form has been slightly modified for oil spill response, either version can be used.
- + NFES form has been significantly changed for oil spill response.
- ~ New form for oil spill response, no NFES equivalent.
- \* Commonly used in written Incident Action Plans (IAP).

## INCIDENT SITUATION DISPLAY

The collection and display of information about an incident and the nature and status of response operations is a critical aspect of establishing and maintaining a command and control environment, and it promotes effective and efficient communications. Ideally, pre-designed status boards should be used for display to ensure that critical information is captured and presented in a clear and logical fashion.

Status boards that depict information that is of use to two or more Sections in an Incident Command Post should be grouped together in an area called the Incident Situation Display. Incident Situation Display should be viewed as the one place in an Incident Command Post where anyone can go, at any time, to learn about the nature and status of an incident and response operations.

Status boards in the Incident Situation Display should be limited in number and should be displayed in an ordered fashion to ensure that they impart an integrated and coherent message concerning: (1) the incident (e.g., nature and location of source, status of source, type and quantity of material spilled or emitted, and the environmental conditions affecting the response); and (2) the nature and status of response operations to address the incident. The diagram presents an example of an Incident Situation Display layout that is consistent with a logical left-to-right viewing.

An Incident Situation Display should be established and maintained by the Situation and Resource Unit Leaders. It should be situated in a highly visible and easily accessible location, in close proximity to the Planning Section and easily accessible to the Operations Section. Since it is an active work area, it should be located away from areas subject to heavy foot traffic.

Although an Incident Situation Display is established and maintained by personnel in the Planning Section, it belongs to everyone in the ICS. To the extent the Incident Situation Display contains information about activities underway in other Sections, it is the obligation of appropriate personnel in those Sections to work with Planning to ensure information posted in the Incident Situation Display is accurate and up-to-date. It is likewise the responsibility of the status board monitors within the Situation Unit to seek out sources and establish paths and schedules for needed information.

As time allows, black-and-white, 8" by 10" versions of the status board information should be prepared. These documents should be time-stamped and distributed within the ICS remotely, and copies should be made available at Incident Situation Display.

**DOT X Ref**

<b>1. Incident Name</b>	<b>2. Operational Period to be covered by IAP (Date/Time)</b> From: _____ To: _____	<b>CG IAP COVER SHEET</b>
-------------------------	--	-------------------------------

**3. Approved by Incident Commander(s):**

<u>ORG</u>	<u>NAME</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

- ICS 202-CG (Response Objectives)  
\_\_\_\_\_
- ICS 203-CG (Organization List) – OR – ICS 207-CG (Organization Chart)  
\_\_\_\_\_
- ICS 204-CGs (Assignment Lists)  
One Copy each of any ICS 204-CG attachments:  
\_\_\_\_\_
- ICS 205-CG (Communications Plan)  
\_\_\_\_\_
- ICS 206-CG (Medical Plan)
- ICS 208-CG (Site Safety Plan) or Note SSP Location \_\_\_\_\_
- Map/Chart
- Weather forecast / Tides/Currents

**Other Attachments**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<b>4. Prepared by:</b> _____	<b>Date/Time</b> _____
------------------------------	------------------------



**DOT X Ref**

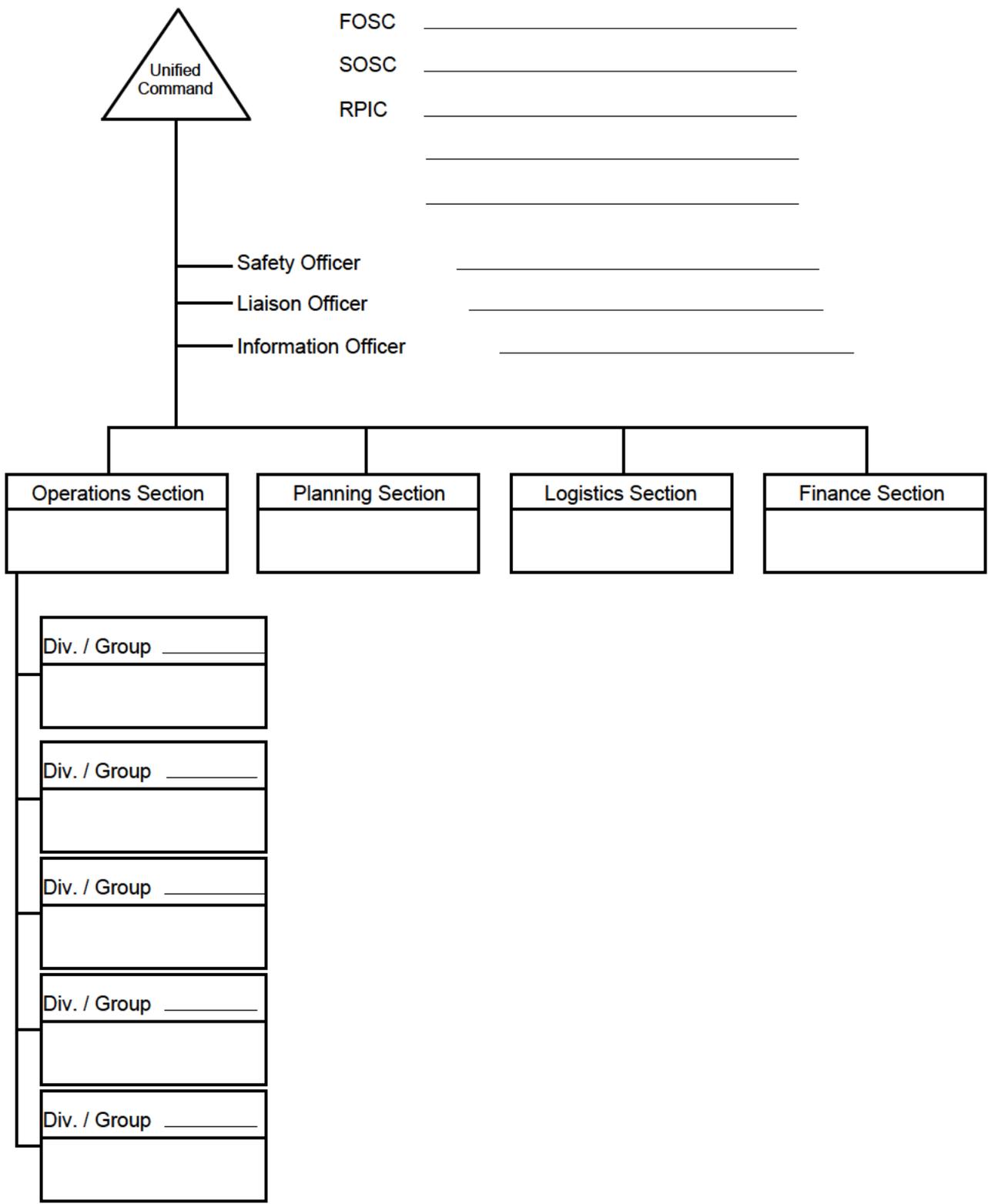
<b>1. Incident Name</b>	<b>2. Prepared by: (name)</b> Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-CG
-------------------------	--	---------------------------------

<b>5. Initial Response Objectives, Current Actions, Planned Actions</b>	

DOT X Ref

1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg 3 of 4)
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6. Current Organization



Electronic version: NOAA 1.0 June 1, 2000



<b>DOT X Ref</b>
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<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b> From: _____ To: _____	<b>INCIDENT OBJECTIVES</b> <b>ICS 202-CG</b>
<b>3. Objective(s)</b>		
<b>4. Operational Period Command Emphasis (Safety Message, Priorities, Key Decisions/Directions)</b>		
<b>5. Prepared by: (Planning Section Chief)</b> _____ <b>Date/Time</b> _____		

Approved Site Safety Plan Located at:

DOT X Ref
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## INCIDENT OBJECTIVES (ICS 202-CG)

**Purpose.** The Incident Objectives form describes the basic incident strategy, control objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

**Preparation.** The Incident Objectives form is completed by the Planning Section following each Command and General Staff Meeting conducted in preparing the Incident Action Plan.

**Distribution.** The Incident Objectives form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Objective(s)	Enter clear, concise statements of the objectives for managing the response. These objectives are for the incident response for this operational period and for the duration of the incident. Include alternatives.
4.	Operational Period Command Emphasis	Enter clear, concise statements for safety message, priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached. At the bottom of this box, enter the location where approved Site Safety Plan is available for review.
5.	Site Safety Plan Prepared By Date/Time	Note location of the approved Site Safety Plan. Enter the name of the Planning Section Chief completing the form. Enter date (month, day, year) and time prepared (24-hour clock).

NOTE: ICS 202-CG, Incident Objectives, serves as part of the Incident Action Plan (IAP)



**ORGANIZATION ASSIGNMENT LIST (ICS 203-CG) Instructions for filling out the form**

**Purpose.** The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207-CG) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

**Preparation.** The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

**Note:** Depending on the incident, the Intelligence and Information function may be organized in several ways: 1) within the Command Staff as the Intelligence Officer; 2) As an Intelligence Unit in Planning Section; 3) As an Intelligence Branch or Group in the Operations Section; 4) as a separate General Staff Intelligence Section; and 5) as an Intelligence Technical Specialist. The incident will drive the need for the Intelligence and Information function and where it is located in the ICS organization structure. The Intelligence and information function is described in significant detail in NIMS and in the Coast Guard Incident Management Handbook (IMH).

**Distribution.** The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS 202-CG) and given to all recipients of the Incident Action Plan. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5.	Section	Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/
8.		Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By	Enter the name and position of the person completing the form
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

**DOT X Ref**

<b>1. Incident Name</b>		<b>2. Operational Period (Date/Time)</b> From: _____ To: _____		<b>Assignment List</b> <b>ICS 204-CG</b>	
<b>3. Branch</b>		<b>4. Division/Group/Staging</b>			
<b>5. Operations Personnel</b>					
Name		Affiliation		Contact # (s)	
Operations Section Chief: _____					
Branch Director: _____					
Division/Group Supervisor/STAM: _____					
<b>6. Resources Assigned</b> <span style="float:right">"X" indicates 204a attachment with additional instructions</span>					
Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# Of Persons	Reporting Info/Notes/Remarks	
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
<b>7. Work Assignments</b>					
<b>8. Special Instructions</b>					
<b>9. Communications (radio and/or phone contact numbers needed for this assignment)</b>					
<u>Name/Function</u>	<u>Radio: Freq./System/Channel</u>	<u>Phone</u>	<u>Cell/Pager</u>	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
<b>Emergency Communications</b>					
Medical	_____	Evacuation	_____	Other	_____
<b>10. Prepared by:</b>	<b>Date/Time</b>	<b>11. Reviewed by (PSC):</b>	<b>Date/Time</b>	<b>12. Reviewed by (OSC):</b>	<b>Date/Time</b>

**ASSIGNMENT LIST (ICS 204-CG)**

**Purpose.** The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the Unified Command and General Staff agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202-CG), Operational Planning Worksheet (ICS 215-CG), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief and Operations Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for specific resources may be entered on an ICS 204a-CG for dissemination to the field. A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the form title. Also enter the number (roman numeral) assigned to the Branch.

**Special Note.** The Assignment List, ICS 204-CG submits assignments at the level of Divisions and Groups. The Assignment List Attachment, ICS 204a-CG shows more specific assignment information, if needed. The need for an ICS 204a-CG is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS 215-CG) development.

**Distribution.** The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Branch	Enter the Branch designator.
4.	Division/Group/Staging	Enter the Division/Group/Staging designator.
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division Supervisor.
6.	Resources Assigned	Each line in this field may have a separate Assignment List Attachment (ICS 204a-CG). Enter the following information about the resources assigned to Division or Group for this period:
	Identifier	List identifier
	Leader	Leader name
	Contact Information	Primary means of contacting this person (e.g., radio, phone, pager, etc.). Be sure to include area code when listing a phone number.
	# Of Persons	Total number of personnel for the strike team, task force, or single resource assigned.
	Reporting Info/Notes/ Remarks	Special notes or directions, specific to this strike team, task force, or single resource. Enter an "X" check if an Assignment List Attachment (ICS 204a-CG) will be prepared and attached. The Planning and Operations Section Chiefs determine the need for an ICS 204a-CG during the Operational Planning Worksheet (ICS 215-CG) development.
7.	Work Assignment	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
8.	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, or other important information.
9.	Communications	Enter specific communications information (including emergency numbers) for this division /group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205-CG). Note: Phone numbers should include area code.
10.	Prepared By	Enter the name of the person completing the form, normally the Resources Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
11.	Reviewed by (PSC)	Enter date (month, day, year) and time prepared (24-hour clock).
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
12.	Reviewed by (OSC)	Enter the name of the operations person reviewing the form, normally the Operations Section Chief.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

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1. Incident Name		2. Operational Period (Date/Time)		ASSIGNMENT LIST ATTACHMENT	
		From: _____ To: _____		ICS 204a-CG	
3. Branch			4. Division/Group		
5. Strike Team/Task Force/Resource (Identifier)		6. Leader		7. Assignment Location	
8. Work Assignment Special Instructions, Special Equipment/Supplies Needed for Assignment, Special Environmental Considerations, Special Site Specific Safety Considerations					
Approved Site Safety Plan Located at:					
9. Other Attachments (as needed)					
<input type="checkbox"/> Map/Chart		<input type="checkbox"/> Weather Forecast/Tides/Currents		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____		<input type="checkbox"/> _____	
10. Prepared by: _____		11. Reviewed by (PSC): _____		12. Reviewed by (OSC): _____	
Date/Time		Date/Time		Date/Time	

<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: _____ To: _____			<b>INCIDENT RADIO COMMUNICATIONS PLAN</b> ICS 205-CG	
<b>3. BASIC RADIO CHANNEL USE</b>						
SYSTEM / CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS	
<b>4. Prepared by: (Communications Unit)</b>				<b>Date / Time</b>		
INCIDENT RADIO COMMUNICATIONS PLAN					ICS 205-CG (Rev.07/04)	

**INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205-CG)**

**Special Note.** This form, ICS 205-CG, is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period; whereas, the Communications List, ICS 205a-CG is used to list methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.).

**Purpose.** The Incident Radio Communications Plan is a summary of information obtained from the Radio Requirements Worksheet (ICS 216) and the Radio Frequency Assignment Worksheet (ICS 217). Information from the Radio Communications Plan on frequency assignments is normally noted on the appropriate Assignment List (ICS 204-CG).

**Preparation.** The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on the preparation of this form may be found in ICS Publication 223-5, Communications Unit Position Manual.

**Distribution.** The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form, including the Incident Communications Center. Information from the plan is placed on Assignment Lists. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Basic Radio Channel System Channel Function  Frequency  Assignment  Remarks	Enter the following information about radio channel use: Radio cache system(s) assigned and used on the incident. Radio channel numbers assigned. Function each channel is assigned (e.g., command, support, division tactical, and ground-to-air). Radio frequency tone number assigned to each specified function (e.g., 153.400) ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A). This section should include narrative information regarding special situations.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



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## COMMUNICATIONS LIST (ICS 205a-CG)

**Special Note.** This optional form is used in conjunction with the Incident Radio Communications Plan, ICS 205-CG. Whereas the ICS 205-CG is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS 205a-CG, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

**Purpose.** The Communications List records methods of contact for personnel on scene.

**Preparation.** The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

**Distribution.** The Communications List is distributed within the ICS and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Basic Local Comms Information	Enter the communications methods assigned and used for each assignment.
	Assignment Name	Enter the ICS Organizational assignment.
	Method(s) of contact	Enter the name of the contact person for the assignment.
		Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



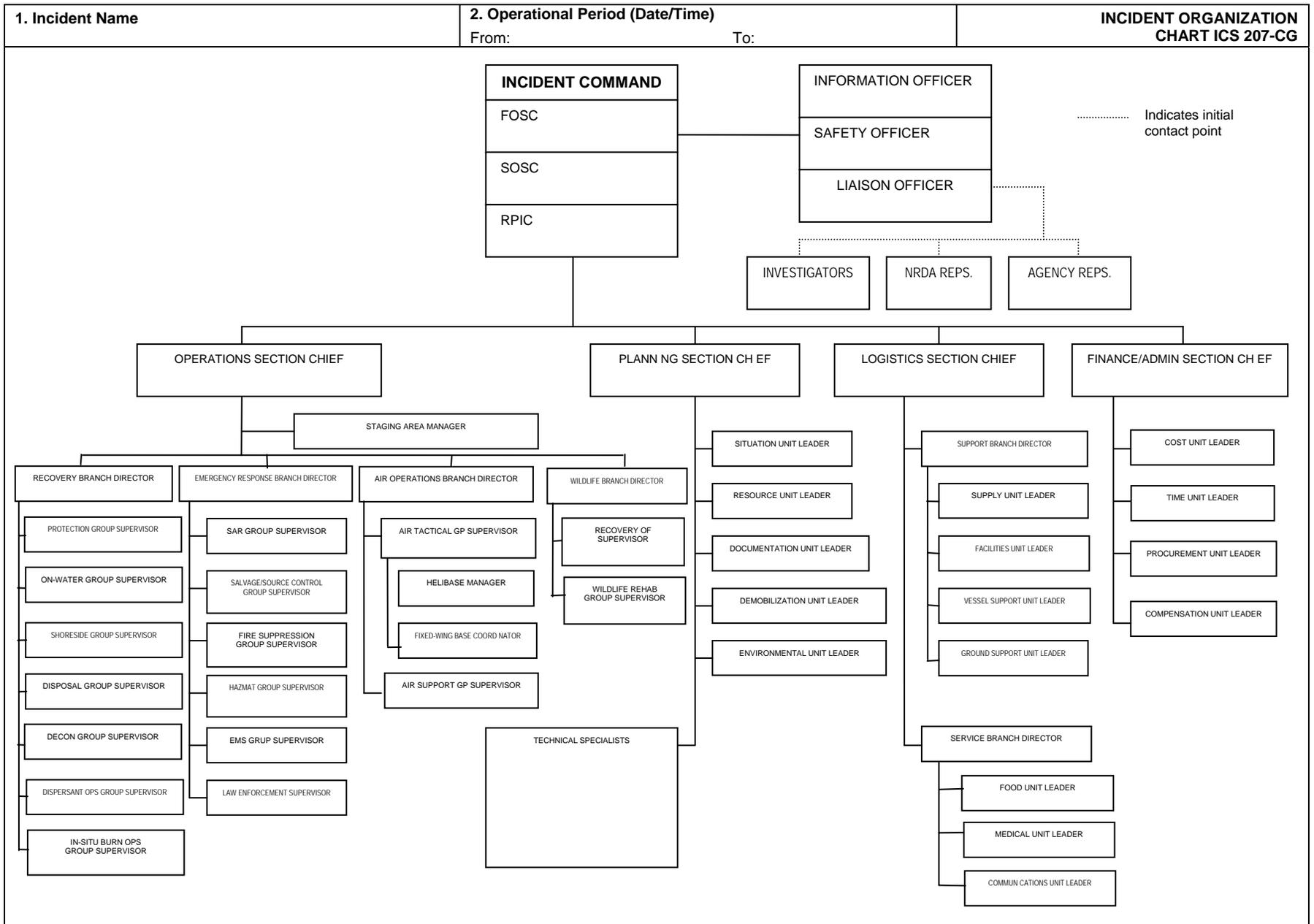
**MEDICAL PLAN (ICS 206-CG)**

**Purpose.** The Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

**Preparation.** The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer.

**Distribution.** The Medical Plan may be attached to the Incident Objectives (ICS 202-CG), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and noted on the Assignment List (ICS 204-CG) or on the Assignment List Attachment (ICS 204a-CG). All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Medical Aid Stations	Enter name, location, and telephone number of the medical aid station(s) (e.g., Cajon Staging Area, Cajon Camp Ground) and indicate if paramedics are located at the site.
4.	Transportation	List name and address of ambulance services. Provide phone number and indicate if ambulance company has paramedics.
5.	Hospitals	List hospitals that could serve this incident. Enter hospital name, address, phone number, the travel time by air and ground from the incident to the hospital, and indicate if the hospital has a burn center and/or a helipad.
6.	Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel.
7.	Prepared By Date/Time	Enter the name of the Medical Unit Leader preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
8.	Reviewed By Date/Time	Enter the name of the Safety Officer who must review the plan. Enter date (month, day, year) and time reviewed (24-hour clock).



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<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: To: Time of Report		<b>INCIDENT STATUS SUMMARY ICS 209-CG</b>	
<b>3. Type of Incident</b>					
<input type="checkbox"/>	Oil Spill	<input type="checkbox"/>	HAZMAT	<input type="checkbox"/>	AMIO
<input type="checkbox"/>	SAR/Major SART	<input type="checkbox"/>	SI/Terrorism	<input type="checkbox"/>	Natural Disaster
<input type="checkbox"/>	Marine Disaster	<input type="checkbox"/>	Civil Disturbance	<input type="checkbox"/>	Military Outload
<input type="checkbox"/>	Planned Event	<input type="checkbox"/>	Maritime HLS/Prevention	<input type="checkbox"/>	
<b>4. Situation Summary as of Time of Report:</b>					
<b>5. Future Outlook/Goals/Needs/Issues:</b>					
<b>6. Safety Status/Personnel Casualty Summary</b>					
		Since Last Report	Adjustments To Previous Op Period	Total	
Responder Injury					
Responder Death					
Public Missing (Active Search)					
Public Missing (Presumed Lost)					
Public Uninjured					
Public Injured					
Public Dead					
Total Public Involved					
<b>7. Property Damage Summary</b>					
Vessel				\$	
Cargo				\$	
Facility				\$	
Other				\$	
<b>8. Attachments with clarifying information</b>					
<input type="checkbox"/>	Oil/HAZMAT	<input type="checkbox"/>	SAR/LE	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Marine Disaster	<input type="checkbox"/>	Civil Disturbance	<input type="checkbox"/>	Military Outload

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<b>9. Equipment Resources</b>					
Kind	Notes	# Ordered	# Available	# Assigned	# Out of Service
<b>USCG Assets</b>					
Aircraft – Helo					
Aircraft – Fixed Wing					
Vessels – USCG Cutter					
Vessels – Boat					
Vehicles – Car					
Vehicles – Truck					
Pollution Equip – VOSS/SORS					
Pollution Equip – Portable Storage					
Pollution Equip – Boom					
<b>Non-CG/Other Assets</b>					
Aircraft – Helo					
Aircraft – Fixed Wing					
Vessels – SAR/LE Boat					
Vessels – Work/Crew Boat					
Vessels – Tug/Tow Boat					
Vessels – Pilot Boat					
Vessels – Deck Barge					
Vessels –					
Vehicles – Car					
Vehicles – Ambulance					
Vehicles – Truck					
Vehicles – Fire/Rescue/HAZMAT					
Vehicles – Vac/Tank Truck					
Vehicles –					
Pollution Equip – Skimmers					
Pollution Equip – Tank Vsl/ Barge					
Pollution Equip – Portable Storage					
Pollution Equip – OSRV					
Pollution Equip – Boom					
Pollution Equip –					
<b>10. Personnel Resources</b>					
<b>Agency</b>				<b>Total # of People</b>	
USCG					
DHS (other than USCG)					
NOAA					
FBI					
DOD (USN Supsalv, CST, etc.)					
DOI (US Fish & Wildlife, Nat Parks, BLM, etc.)					
RP					
State					
Local					
Total Personnel Resources Used From all Organizations:					
<b>11. Prepared by:</b>			<b>Date/Time Prepared:</b>		

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<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: To: Time of Report		<b>ICS 209-CG OIL/HAZMAT ATTACHMENT</b>		
<b>3. HAZMAT/Oil Spill Status (Estimated, in gallons)</b>						
Common Name(s):						
UN Number:		<input type="checkbox"/> Secured		<input type="checkbox"/> Unsecured		
CAS Number:		Remaining Potential (bbl):		Rate of Spillage (bbl/hr):		
	Adjustments To Previous Operational Period	Since Last Report	Total			
Volume Spilled/Released						
<b>Mass Balance - HAZMAT/Oil Budget</b>						
Recovered HAZMAT/Oil						
Evaporation/Airborne						
Natural Dispersion						
Chemical Dispersion						
Burned						
Floating, Contained						
Floating, Uncontained						
Onshore						
Total HAZMAT/Oil accounted for:	N/A	N/A				
Comments:						
<b>4. HAZMAT/Oil Waste Management (Estimated, Since Last Report)</b>						
	Recovered	Disposed	Stored			
HAZMAT/Oil (bbl)						
Oily Liquids (bbl)						
Liquids (bbl)						
Oily Solids (tons)						
Solids (tons)						
Comments:						
<b>5. HAZMAT/Oil Shoreline Impacts (Estimated in miles)</b>						
Degree of Impact	Affected	Cleaned	To Be Cleaned			
Light						
Medium						
Heavy						
Total						
Comments:						
<b>6. HAZMAT/Oil Wildlife Impacts (Since Last Report)</b>						
					Died in Facility	
Type of Wildlife	Captured	Cleaned	Released	DOA	Euthanized	Other
Birds						
Mammals						
Reptiles						
Fish						
Total						
Comments:						
<b>7. Prepared by:</b>				<b>Date/Time Prepared:</b>		

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<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: To: Time of Report		<b>ICS 209-CG SAR/LE ATTACHMENT</b>	
<b>3. Evacuation Status</b>					
	Since Last Report	Adjustments To Previous Operational Period	Total		
Total to be Evacuated					
Number Evacuated					
<b>4. Migrant Interdiction Status</b>					
	Since Last Report	Adjustments To Previous Op Period	Total		
Vessels Interdicted					
Migrants Interdicted at Sea					
Migrants Interdicted Ashore					
Injured					
MEDEVAC'd					
Deaths					
Migrants Repatriated					
<b>5. Sorties/Patrols Summary (List of Sorties Since Last Report)</b>					
<u>Air</u>		Since Last Report	Total		
Number of Sorties/Patrols					
Area Covered (square miles)					
Total Time On-Scene (In Hours)					
<u>Surface</u>		Since Last Report	Total		
Number of Sorties/Patrols					
Area Covered (square miles)					
Total Time On-Scene (In Hours)					
<b>6. Use of Force Summary</b>					
<u>Category</u>		Since Last Report	Total		
III - Soft Empty Hand Control					
IV - Hard Empty Hand Control					
V - Intermediate Weapons					
VI - Deadly Force					
VSL - Force to Stop Vessel from Cutter/Boat					
A/C - Force to Stop Vessel From Aircraft					
Arrests					
Seizures					
Deaths					
<b>7. Operational Controls Summary</b>					
<u>Currently In Force</u>					
Type	Initiating Unit	Initiated Date	Activity #		
<u>Removed Since Last Report</u>					
Type	Initiating Unit	Initiated Date	Date Removed	Activity #	
<b>18. Prepared by:</b>				<b>Date/Time Prepared:</b>	

## INCIDENT STATUS SUMMARY (ICS FORM 209-CG)

### **Purpose.** The Status Summary:

1. Is used by Situation Unit personnel for posting information on Status Boards or attaching as a file to the MISLE Case.
2. Is duplicated and provided to Command Staff members, giving them basic information for planning for the next operational period.
3. Provides information to the Information Officer for preparing news media releases.
4. Summarizes incident information for local and off-site coordination/operations centers.

**Preparation.** The Situation Unit prepares the Status Summary. Resources information should be obtained from the Resources Unit. It may be scheduled for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required at more frequent intervals by the Unified Command or Planning Section Chief. Suggested sources of information are noted in brackets.

**Note:** The values on the ICS form 209-CG are the **best available estimates at the Time of Report** (Item # 2 on form). This form is usually in high demand and should be filled out early and often. A suggested source within the ICS organization is noted in brackets [ ] at the top right of each section of the form. **All fields need not be completed in order to distribute the form.**

**Distribution.** When completed, the form is duplicated and copies are distributed to the Unified Command and staff, and all Section Chiefs, Planning Section Unit Leaders, and the Joint Information Center. It is also posted on a status board located at the ICP. All completed original forms **MUST** be given to the Documentation Unit.

### **How to Save and Use the Word Template Form:**

The 209 template (.dot file) can be edited to match most incident situations and can be saved into the Word template directory. Open the blank 209 (ICS 209 CG.dot) – do not add any content. Save the blank in the Templates directory. Create a new 209 from File>new picking the 209 template. Type in the file to add any desired content and use “save as” to save the work using a new file name. The file will automatically become a .doc file.

**Comments:** Please send comments/corrections about this form to the ICS Program Manager, Ms. Kristy Plourde, email: [kplourde@tcyorktown.uscg.mil](mailto:kplourde@tcyorktown.uscg.mil)

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Period Covered by Report	Enter the date and time interval for which the report applies. Use 24-hour clock for all times.
	Time of Report	Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
3.	Type of Incident	Indicate (check box) and/or fill-in the type of incident(s).
4.	Situation Summary	Summary of current situation at time of report.
5.	Future Outlook	This section is for the IC/UC to discuss/project their future outlook, goals, requirements, needs and issues.
6.	Safety Status/Personnel Casualty	This information pertains to responders and assisted public personnel. Indicate the number of serious injuries, death, and missing. Values entered in the column labeled since Last Report are from the start of the

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- Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
7. Property Damage Enter estimated dollar values for each item, if known.
  8. Attachments Indicate (check box) and/or fill-in the attachment(s) the help further clarify the incident status.
  9. Equipment Resources Indicate the number of each type of resource in each status category. There are blank lines below each general type of resource for additional equipment.
    - Ordered Ordered but not yet arrived/available.
    - Available Arrived on scene, stored in staging, not assigned to any task, available for use.
    - Assigned Assigned to a specific task.
    - Out of Service Not working and not assigned to any task (e.g., skimmer being repaired, boom broken, personnel off-duty for rest).
  10. Personnel Resources Indicate, by agency, the numbers of personnel assigned. There are blank lines for additional personnel, as needed.
  11. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

**OIL/HAZMAT ATTACHMENT**

1. Incident Name Enter the name assigned to the incident.
2. Period Covered by Report Enter the date and time interval for which the report applies. Use 24-hour clock for all times.
  - Time of Report Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
3. Spill Status This information is only tracked if there is spilled HAZMAT or Oil. Enter Common Name(s) of the released substance or spilled oil (i.e. Ethyl Alcohol/Ethanol or No. 2 Fuel Oil/Light Fuel Oil). Enter UN number and CAS Registry number, if known. Indicate whether the spill source is secured or unsecured (check box) and estimate the remaining potential and the rate of spillage discharge or release. Enter the estimated amounts in barrels for each category. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
  - Mass Balance This information is only tracked if there is spilled HAZMAT or Oil whether recovered, evaporated, dispersed, burned, floating, or on shore. The total of these estimates should approximate the total volume spilled, discharged, or released. Values for evaporation, dispersion, etc. can be obtained from the Environmental Unit and/or the Scientific Support Coordinator (SSC).
4. Waste Management This information is only tracked if there is spilled HAZMAT or Oil. Enter the estimated amounts in barrels or tons for each category. Total HAZMAT/ Oil (bbl) is the sum of the estimate of HAZMAT/oil in oily

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liquids and HAZAMT/oil in oily solids, and is the value to be entered under "Recovered HAZMAT/Oil" in Item 4.

5. Shoreline Impacts This information is only tracked if there is spilled HAZMAT or Oil. Enter the total miles in each category for each degree of oiling. Definitions for Light, Medium, and Heavy oiling can be obtained from the EUL/SSC and should be consistent throughout the incident.
6. Wildlife Impacts This information is only tracked after an animal is captured. Indicate the actual number of oiled wildlife in each category. Use numbers in parentheses to indicate the subtotal of threatened / endangered species included in the numbers given.
7. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.

**SAR/LE ATTACHMENT**

1. Incident Name Enter the name assigned to the incident.
2. Period Covered by Report Enter the date and time interval for which the report applies. Use 24-hour clock for all times.  
Time of Report Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.
3. Evacuation Status This information is only tracked if the incident involves evacuation of personnel. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
4. Migrant Interdiction Status This information is only tracked if the incident involves Migrant Interdiction. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
5. Sorties/Patrols This information is only tracked if the incident involves sorties tracked in MISLE Incident Management Activity. List Sorties since last report both Air and Surface. Values entered in the column labeled since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
6. Use of Force This information is only tracked if the incident involves Use of Force activities. Values entered in the column labeled since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
7. Operational Controls This information is only tracked if the incident involves Operational Control activities initiated, in force and removed.
8. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.





# Resource Request Message

ICS-213 RR CG (05/06)

<b>1. Incident Name:</b>	<b>2. Date/Time:</b>	<b>3. Resource Request No:</b>
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**4. ORDER** Note: Use additional forms when requesting different resource sources of supply

a. Qty.	b. Kind	c. Type	d. Detailed item description (Vital characteristics, brand, specs, experience, etc. & if applicable describe purpose/use, attach diagrams, & other amplifying info)	e. Requested Reporting Location:	f. ETA (LSC):	g. Cost (FSC):

**5. Suggested source(s) of Supply - POC phone no. if known & suitable substitutes:**

<b>6. Requested by Name/Position/Phone:</b>	<b>7. Date/Time:</b>	<b>8. Section Chief Approval:</b>	<b>Date/Time:</b>
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<b>9. Check box if request is for tactical/personnel resources &amp; Submit to RESL, otherwise submit directly to Logistics</b>	<b>10. RESL Review/Signature:</b>
<input type="checkbox"/>	<input type="checkbox"/> Resources as noted are Available <input type="checkbox"/> Resources Not Available

<b>11. Logistics Order No.:</b>	<b>12. Supplier Name/Phone/Fax/Email:</b>
---------------------------------	---

**13. Notes:**

<b>14. Approval Signature of Auth Logistics Rep:</b>	<b>15. Date/Time:</b>
--	-----------------------

**16. Order placed by (check box):**     SPUL     PROC

**17. Reply/Comments from Finance:**

<b>18. Finance Section Signature:</b>	<b>19. Date/Time:</b>
---------------------------------------	-----------------------

Full Instructions on back page. Requestor fills out # 1-9 & keeps yellow copy (bottom). If applicable, RESL reviews if resource available & signs # 10. Logistics fills in remainder of # 4 & # 10-15 & keeps pink copy. Finance, if needed fills out appropriate items & keeps green copy. Blue original is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

DOT X Ref

## Instructions for filling out the ICS-213RR CG Form (5/06)

### REQUESTOR: The requestor must fill in Blocks 1 through 9:

Block # 1	Incident name: This is the same as the name stated on the ICS-201 Form and/or the Incident Action Plan (IAP).
Block # 2	Current date and time when submitting request
Block # 3	Resource Request Number: This is to be assigned by the Section submitting request (i.e. CMD, OPS, PLAN, LOG, FIN)
Block # 4	Fill in blocks 4a through 4e. <u>Items requested</u> : Must include Quantity, Kind and Type (if applicable) and detailed description of requirements. <b>BE SPECIFIC AS POSSIBLE</b> . The request should focus on capability rather than naming the brand or specific item (e.g. helicopter capable of carrying 4 personnel from location A to B rather than requesting a Coast Guard H-65 helicopter). This gives the logistics section the ability to find the best resource to meet the need. <u>4.e Requested Reporting Location/Date/Time</u> : This is self-explanatory and is required for ordering official. <u>Leave blocks 4.f. ETA (LSC) and 4.g. Cost (FSC) blank</u> . These will be filled in later by Logistics and Finance.
Block # 5	Suggested sources of supply and suitable substitutes: Enter applicable information if known.
Block # 6 & 7	Requestor: Print Name and Signature and date/time.
Block # 8	Approval: This must be approved by the Section Chief or Deputy Section Chief.
Block # 9	Check box if request is for tactical or personnel resource(s) and submit request to Resources Unit Leader (RESL) to review and approve since RESL tracks all tactical and personnel resources.

### Request goes to RESOURCES UNIT if requesting Tactical/Personnel Resource(s):

Block # 10	Resources reviews request and checks to see if resource is available. If the resource is <u>available</u> , reassigns resource as appropriate and sends request back to requester with information noted as to reporting time, etc. The request form is then sent to Documentation Unit Leader (DOCL) for filing. If the resource is <u>not available</u> , RESL sends request to Logistics.
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### LOGISTICS SECTION: The following blocks are to be filled out by the Supply Unit (SPUL).

Block # 11	Logistics Order Number: To be assigned by Supply Unit.
Block # 12	Supplier Point of Contact, Phone Number and Fax Number: This information is needed for Credit Card purchases and/or Purchase Orders.
Block # 13	Notes: Enter applicable information as need for request.
Block # 4	ETA and Cost: SPUL or PROC fills in Estimated time of arrival (ETA) when determined and cost if known.
Block # 14 & 15	Approval: This must be approved by the Logistics Section Chief or Deputy Logistics Section Chief, printed name and signature is required with Date and Time of approval. Bottom Copy (pink) is retained.

### FINANCE SECTION: The following blocks are to be filled out by the Procurement Unit (PROC), if applicable.

Block # 16	Indicates who is to place order as necessary.
Block # 17	Comments concerning request from Finance Section Chief or Deputy Finance Section Chief.
Block # 18 & 19	Approval: This must be approved by the Finance Section Chief or Deputy Section Chief, printed name and signature is required with Date and Time of approval. Bottom copy (green) is retained.
<b>FILING</b>	Original blue copy is returned to RESL for tactical/personnel resources ordered, and the requester for non-tactical. RESL will inform requester of status of request when form received. The white copy is sent to DOCL.

**Note: Cost associated requests will not be ordered without approval from the Finance Section Chief or Deputy Finance Section Chief.**

**Form Filing: Blue (Original) – final disposition to RESL or originator for non-tactical resources, White (copy 1) to DOCL, Green (copy 2) to FIN, Pink (copy 3) to LOG, Yellow (copy 4) to Originator**





DOT X Ref
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## UNIT LOG (ICS FORM 214-CG)

**Purpose.** The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

**Preparation.** A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

**Distribution.** The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

OPERATIONAL PLANNING WORKSHEET		6. K I N D S O U R C E S	2. DATE & TIME PREPARED		3. OPERATIONAL PERIOD (DATE & T ME)		
1. INCIDENT NAME			7. OVERHEAD	8. SPECIAL EQUIPMENT & SUPPL ES	9. REPORTING LOCATION	10. REQUESTED ARRIVAL TIME	
4. DIVISION/ GROUP/ OTHER LOCATION	5. WORK ASSIGNMENTS	REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
ICS 215 USCG 12-02		11. TOTAL RESOURCES REQUIRED				14. PREPARED BY (NAME & POSITION)	
		12. TOTAL RESOURCES ON HAND					
		13. TOTAL RESOURCES NEEDED					



<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: _____ To: _____				<b>AIR OPERATIONS SUMMARY</b> <b>ICS 220-CG</b>							
<b>3. Distribution</b> <input type="checkbox"/> Fixed-Wing Bases _____ <input type="checkbox"/> Helibase _____													
<b>4. Personnel and Communications</b>						<b>5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)</b>							
		Air Operations Director	Air / Air Frequency	Air / Ground Frequency									
Air Operations Director		_____	_____	_____									
Air Tactical Supervisor		_____	_____	_____									
Air Support Supervisor		_____	_____	_____									
Helicopter Coordinator		_____	_____	_____									
Fixed-Wing Coordinator		_____	_____	_____									
_____													
6. Location / Function	7. Assignment	8. Fixed-Wing		9. Helicopter		10. Time		11. Aircraft Assigned	12. Operating Base				
		NO.	TYPE	NO.	TYPE	Available	Commence						
<b>13. TOTALS</b>													
<b>14. Air Operation Support Equipment</b>					<b>15. Prepared by</b> _____ <b>Date / Time</b> _____								
<b>AIR OPERATIONS SUMMARY</b>								<b>ICS 220-CG (Rev.07/04)</b>					

## AIR OPERATIONS SUMMARY (ICS 220-CG)

**Purpose.** The Air Operations Summary provides the Air Operations Branch with the number, type, location, and specific assignments of aircraft.

**Preparation.** The Operations Section Chief or the Air Operations Branch Director completes the summary during each Planning Meeting. General air resource assignment information is obtained from the Operational Planning Worksheet (ICS 215-CG). The Air and Fixed-Wing Support Groups provide specific designators of the air resources assigned to the incident.

**Distribution.** After the summary is completed by Air Operations personnel (except item 11), the form is given to the Air Support Group Supervisor, who completes the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Distribution	Check the block and enter the time and date when ICS 220-CG and attachments were sent to all fixed-wing bases and helibases supporting the incident.
4.	Personnel and Communications	List the names of those assigned to each position, and the air-air and air-ground frequencies to be used.
5.	Remarks	Enter the special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
6.	Location/Function	Enter the assigned location and function of the aircraft.
7.	Assignment	Enter the scope of work the aircraft is assigned to complete.
8.	Fixed Wing	Indicate the number and type of fixed-wing aircraft available for this Location / Function.
9.	Helicopters	Indicate the number and type of helicopters available for this Location / Function.
10.	Time	Indicate when aircraft will be available for use and when operations commence (use 24 hour clock).
11.	Aircraft Assigned	Enter the designators of the aircraft assigned. Gather information from Resources Unit, helibases, and fixed-wing bases.
12.	Operating Base	Enter the base (helibase, helispot, fixed-wing base) from which each air resource is expected to initiate operations.
13.	Totals	Enter the total number of fixed-wing and helicopter aircraft assigned to the incident in the Number columns. Enter the total number of each type of aircraft assigned in the Type columns.
14.	Air Operations Support Equipment	List the designators and location of other support resources assigned to Air Operations.
15.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

DOT X Ref

<b>1. Incident Name</b>	<b>2. Operational Period (Date / Time)</b> From: _____ To: _____	<b>DEMOB. CHECK-OUT</b> <b>ICS 221-CG</b>
<b>3. Unit / Personnel Released</b>		<b>4. Release Date / Time</b>
<p><b>5. Unit / Personnel</b></p> <p>You and your resources have been released, subject to signoff from the following: (Demob. Unit Leader "X" appropriate box(es))</p> <p>Logistics Section</p> <p><input type="checkbox"/> Supply Unit _____</p> <p><input type="checkbox"/> Communications Unit _____</p> <p><input type="checkbox"/> Facilities Unit _____</p> <p><input type="checkbox"/> Ground Unit _____</p> <p>Planning Section</p> <p><input type="checkbox"/> Documentation Unit _____</p> <p>Finance / Admin. Section</p> <p><input type="checkbox"/> Time Unit _____</p> <p>Other</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>		
<p><b>6. Remarks</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<b>7. Prepared by:</b> _____		<b>Date / Time</b> _____
<b>DEMOB. CHECK-OUT</b>		<b>ICS 221-CG (Rev.07/04)</b>

DOT X Ref
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**DEMOB. CHECK-OUT (ICS 221-CG)**

**Purpose.** This form provides the Planning Section information on resource releases from the incident.

**Preparation.** The Demobilization Unit Leader or the Planning Section initiates this form. The Demobilization Unit Leader completes the top portion of the form after the resource supervisor has given written notification that the resource is no longer needed.

**Distribution.** The individual resource will have the unit leader initial the appropriate box(es) in item 5 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Strike Team / Unit / Personnel Released	Enter name of Strike Team, Unit or personnel being released.
4.	Release Date/Time	Enter date (month, day, year) and time (24-hour clock) of anticipated release.
5.	Strike Team / Unit / Personnel	Demobilization Unit Leader will enter an "X" in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. NOTE: Blank boxes are provided for any additional unit requirements as needed, (e.g., Safety Officer, Agency Rep., etc.)
6.	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.).
7.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

DOT X Ref

1. Incident Name		2. Operational Period (Date/Time) From: _____ To: _____		DAILY MEETING SCHEDULE ICS 230-CG	
3. Meeting Schedule (Commonly-held meetings are included)					
Date/ Time	Meeting Name	Purpose	Attendees	Location	
	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members		
	Command & General Staff Meeting	IC/UC gives direction to Command & General staff including incident objectives and priorities	IC/UC, Command & General Staff		
	Tactics Meeting	Develop/Review primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OSC, LSC, RESL & SITL		
	Planning Meeting	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	Determined by the IC/UC		
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command & General Staff, Branch Directors, Div/Gru Sups., Task Force/Strike Team Leaders and Unit Leaders		
4. Prepared by: (Situation Unit Leader)			Date/Time		

DAILY MEETING SCHEDULE

ICS 230-CG (Rev.07/04)

DOT X Ref
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## DAILY MEETING SCHEDULE (ICS 230-CG)

**Purpose.** The Daily Meeting Schedule records information about the daily scheduled meeting activities.

**Preparation.** This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

**Distribution.** After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

DOT X Ref

<b>1. Incident Name</b>		<b>2. Operational Period (Date/Time)</b> From: _____ To: _____		<b>RESOURCES AT RISK SUMMARY</b> <b>ICS 232-CG</b>	
<b>3. Environmentally-Sensitive Areas and Wildlife Issues</b>					
Site #	Priority	Site Name and/or Physical Location	Site Issues		
Narrative					
<b>4. Archaeo-cultural and Socio-economic Issues</b>					
Site #	Priority	Site Name and/or Physical Location	Site Issues		
Narrative					
<b>5. Prepared by: (Environmental Unit Leader)</b>			<b>Date/Time</b>		
RESOURCES AT RISK SUMMARY			ICS 232-CG (Rev.07/04)		

**RESOURCES AT RISK SUMMARY (ICS 232-CG)**

**Purpose.** The Resources at Risk Summary provides information about sites in the incident area which are sensitive due to environmental, archaeo-cultural, or socio-economic resources at risk, and identifies incident-specific priorities and issues. The information recorded here may be transferred to ICS 232a-CG, which acts as a key to the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers shown on the Situation Map.

**Preparation.** The Environmental Unit Leader, with input from resource trustees, will complete this form for each operational period. It should be updated prior to the Planning Meeting.

**Distribution.** This form must be forwarded to the Planning Section Chief for possible inclusion in the IAP. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Env- Sensitive Area & Wildlife Issues	
	Site Number	Enter site number. Can come from Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident. Can come from an ACP/GRP or can be created during an incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Site Issues	Environmental concerns associated with this site and season.
	Narrative	Use the Narrative section to clarify any issues.
4.	Archaeo-cultural and Socio-economic Issues	
	Site Number	Enter site number. Can come from an ACP/GRP or can be created during an incident.
	Priority	Priority specific to this incident. Can come from an ACP/GRP or can be created during an incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Site Issues	Archaeo-cultural or socio-economic concerns associated with this site and season.
	Narrative	Use the Narrative section to clarify any issues.
5.	Prepared By	Enter name and title of the person preparing the form (normally the Environmental Unit Leader).
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



DOT X Ref
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**ACP SITE INDEX (ICS 232a-CG)**

**Special Note.** This optional form is designed to be a key to the site numbers or site names shown on the Situation Map. The information on priorities for environmentally-sensitive areas and archaeo-cultural and socio-economic issues from the ICS 232-CG may be transferred to ICS 232a-CG, which provides more information on the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers or names shown on the Situation Map.

**Purpose.** If used, this form is posted next to the Situation Map, providing a key to the ACP/GRP sites shown on the map.

**Preparation.** The Situation Unit personnel responsible for the Situation Map prepare this form, using ICS 232-CG prepared by the Environmental Unit.

**Distribution.** This form is posted next to the Situation Map and copies of this form should accompany any distributed copies of the Situation Map. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Index to ACP/GRP sites	Enter site information from the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or other sources specific to this incident.
	Site Number	Can come from an Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Action	Actions to be taken for designated protection and collection strategies or for other sites identified specifically for this incident.
	Status	Status of site action implementation (e.g., scheduled, in progress, completed).
4.	Prepared By	Enter name and title of the person preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		INCIDENT OPEN ACTION TRACKER					
		ICS 233-CG					
2. No.	3. Item	4. For/POC	5. POC Briefed	6. Start Date	7. Status	8. Target Date	9. Actual Date
1							
2							
3							
4							
5							
6							
7							
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## DOT X Ref

**Open Actions Tracker (ICS 233-CG)**

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	No.	Enter number of task in sequential order (1, 2, 3, ...).
3.	Item	Enter short descriptive of the task.
4.	For/POC	Enter responsible section/person.
5.	Briefed to POC	When the tasker has been briefed to the POC after initially assigned, an "X" is placed in the brief column. This was to ensure that taskers identified outside of the POC's presence (during UC Meeting for example) were assigned the to identified POC.
6.	Start Date	Enter the date the tasker was initially assigned under "Start Date."
7.	Status	Enter status of item. This includes things like: "Awaiting LE Gear", "Update needed", "Awaiting Feedback". When the item is completed, the word "completed" is entered and if working in MS Excel, the task is cut and pasted into the worksheet labeled "COMPLETED."
8.	Target Date	Target date is another way of saying deadline. When the target date is one day away, the block turns yellow. When it is overdue it turns red. When it is yellow, it serves as a reminder to the UC that the target date needs to be changed or the responsible section needs to complete the task.
9.	Actual Date	The block to the right of the Target Date (Actual Date) will always have today's date. It is merely the formula "=today()" inserted into the cell.

NOTE: In order to ensure the red and yellow reminders work for new tasks, the user simply copies a task line, inserts it into the worksheet and overtypes the new task information.

DOT X Ref

		WORK ANALYSIS MATRIX ICS 234-CG	
1. Incident Name		2. Operational Period From: _____ To: _____	
3. Operation's Objectives DESIRED OUTCOME	4. Optional Strategies HOW	5. Tactics/Work Assignments WHO, WHAT, WHERE, WHEN	
6. Prepared by: (Operations Section Chief)		7. Date/Time:	

**DOT X Ref**

1. Incident Name	2. Operational Period (Date / Time) From:                      To:	<b>EXECUTIVE SUMMARY</b>
3. Operations		
4. Environmental		
5. Planning		
6. Other		
7. Prepared by	Date / Time	
<b>EXECUTIVE SUMMARY</b>		June 2000

DOT X Ref
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## EXECUTIVE SUMMARY

**Purpose.** 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.

**Preparation.** The Situation Unit Leader prepares this form with input from Section Chiefs. Final authorization is provided by the Unified Command prior to dissemination outside the ICS organization.

**Distribution.** After authorization by the Unified Command, the Documentation Unit Leader will duplicate and post a copy on the Situation Status Display Board in the Command Post. Single copies may then be distributed to the Unified Command, Command Staff, Joint Information Center, and Section Chiefs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Operations	Operations Section Chief will summarize the tactical accomplishments for the previous operational period.
4.	Environmental	Environmental Unit Leader will summarize any significant impacts identified or mitigated during the previous operational period.
5.	Planning	Planning Section Chief will summarize the critical actions to be carried out during the next operational period.
6.	Other	Situation Unit Leader will indicate any anomalies to previous Executive Summaries, special meetings, community impacts, or items of special interest.
7.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name		<b>GENERAL PLAN</b>											
2. Prepared By		Date / Time Prepared		3. Operational Period (Date / Time)									
				From:					To:				
4. Notification (Date and time completed)				5. Response Initiation (Date and time completed)									
6. Plan Item	Timeframe ==> (Enter days or weeks)												
Site Characterization, Forecasts, and Analysis													
Site Safety													
Site Security													
Source Stabilization, Salvage, and Lightering													
Surveillance													
On Water Containment and Recovery													
Sensitive Areas / Resources at Risk													
Alternative Response Technology													
Shoreline Protection and Recovery													
Wildlife Protection and Rehabilitation													
Logistics Support													
Response Organization													
Communications													
Public Information													
Financial Management and Cost Documentation													
NRDA and Claims													
Training													
Information Management													
Restoration / Mitigation													
Waste Management													
Demobilization													
June 2000												<b>GENERAL PLAN</b>	

DOT X Ref
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## GENERAL PLAN-OS

**Purpose.** The General Plan form displays the progress and planned start and end dates for various incident response activities. Some standard activities have been listed on the form and blank lines are provided at the bottom of the form for planning and tracking additional incident-specific activities.

**Preparation.** The Planning Section completes the General Plan form when requested by the Unified Command.

**Distribution.** The General Plan form will be given to the Unified Command and all General Staff as part of the incident summary. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Planning Section Chief completing the form.
3.	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.
4.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
5.	Notification	Enter the date and time that required notifications were completed.
6.	Response Initiation Plan Item and Timeframe	Enter the date and time that the Response Initiation is completed. Enter specific dates, or day number or week number in the top row to indicate the timeframe being covered by this form. Then enter either descriptive text or shading to the right of each activity to indicate the beginning and estimated end for that activity during this incident response.

DOT X Ref

<b>INITIAL INCIDENT INFORMATION</b>		INCIDENT NAME		Information as of:		
				Date	Time	
NAME OF PERSON REPORTING THE INCIDENT						
Call-Back Number(s) of person reporting the incident:						
<b>VESSEL/FACILITY INFORMATION AND POINTS OF CONTACT</b>						
Vessel / Facility Name:			Number of people onboard/on site:			
Location:						
Type of Vessel / Facility:						
Contact / Agent:			Phone:			
Owner:			Phone:			
Operator / Charterer:			Phone:			
<b>VESSEL SPECIFIC INFORMATION</b>						
Last Port of Call:		Destination:		Flag:		
Particulars:	Length:	Ft.	Tonnage (Gross/Net/DWT):	Draft Fwd:	Aft:	
Year Built:						
Type of Hull: <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double-Bottom <input type="checkbox"/> Double-Sided						
Hull Material:						
Type of Propulsion: <input type="checkbox"/> Diesel <input type="checkbox"/> Steam <input type="checkbox"/> Gas Turbine <input type="checkbox"/> Nuclear <input type="checkbox"/> Other						
Petroleum Products or Crude Oil <input type="checkbox"/> Yes <input type="checkbox"/> No						
Type of Cargo:			Total Number of Tanks on Vessel:			
Total Quantity:	Barrels x 42=	Gallons	Total Capacity:	Barrels		
Type of Fuel:			Quantity on Board: Barrels			
<b>INCIDENT INFORMATION</b>						
Location:			Lat/Long:			
Type of Casualty: <input type="checkbox"/> Grounding <input type="checkbox"/> Collision <input type="checkbox"/> Allision <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Other						
Number of Tanks Impacted:			Total Capacity of Affected Tanks:			
Material(s) Spilled:			Viscosity:			
Estimated Quantity Spilled: ( <input type="checkbox"/> Gallons / <input type="checkbox"/> Barrels )			Classification: <input type="checkbox"/> Minor <input type="checkbox"/> Medium <input type="checkbox"/> Major			
Source Secured?: <input type="checkbox"/> Yes <input type="checkbox"/> No			If Not, Estimated Spill Rate: <input type="checkbox"/> Barrels <input type="checkbox"/> Gallons / Hour			
Notes:						
<b>INCIDENT STATUS</b>						
Injuries/Casualties:					<input type="checkbox"/> SAR Underway	
Vessel Status: <input type="checkbox"/> Sunk <input type="checkbox"/> Aground <input type="checkbox"/> Dead in Water			Set and Drift:			
<input type="checkbox"/> Anchored <input type="checkbox"/> Berthed <input type="checkbox"/> Under Tow			Estimated Time to Dock / Anchor:			
<input type="checkbox"/> Enroute to Anchorage / Berth Under Own Power			Estimated Time of Arrival:			
<input type="checkbox"/> Holed: <input type="checkbox"/> Above Waterline <input type="checkbox"/> Below Waterline <input type="checkbox"/> At Waterline			Approximate Size of Hole:			
<input type="checkbox"/> Fire: <input type="checkbox"/> Extinguished <input type="checkbox"/> Burning			<input type="checkbox"/> Assistance Enroute <input type="checkbox"/> Assistance On-Scene			
<input type="checkbox"/> Flooding: <input type="checkbox"/> Dewatering <input type="checkbox"/> Lightering			<input type="checkbox"/> Assistance Enroute <input type="checkbox"/> Assistance On-Scene			
<input type="checkbox"/> List: <input type="checkbox"/> Port <input type="checkbox"/> Starboard Degrees:			<input type="checkbox"/> Trim: <input type="checkbox"/> Bow <input type="checkbox"/> Stern Degrees:			
<b>ENVIRONMENTAL INFORMATION</b>						
Wind Speed:	Knots	Wind Direction:	Air Temperature:	F°	Water Temperature:	F°
Wave Height:	Feet	Wave Direction:	Conditions:		Tide: <input type="checkbox"/> Slack <input type="checkbox"/> Flood <input type="checkbox"/> Ebb	
Current:	Knots	Current Direction:			High Tide at:	Hours
Swell Height:	Feet	Swell Direction:			Low Tide at:	Hours
Prepared By:			Date / Time Prepared			
			June 2000			
<b>INITIAL INCIDENT INFORMATION</b>						

**DOT X Ref****INITIAL NOTIFICATION  
INCIDENT INFORMATION**

**Purpose.** The Incident Information form provides the Incident Commander (and the Command and General Staff assuming command of the incident) with basic information regarding the incident situation and conditions.

**Preparation.** The initial Incident Information form is prepared by the responder receiving the first call reporting the incident. Subsequent updates to the form would be made by the Situation Unit.

**Distribution.** The initial form will be given to the Incident Commander. When updated, the Planning Section Chief will duplicate the Incident Information form and post a copy at the Situation Display in the Command Post. Single copies may then be distributed to the Command Staff, Section Chiefs, and Joint Information Bureau. All completed original forms **MUST** be given to the Documentation Unit.

Item Title	Instructions
All items	Enter information appropriate for all relevant items.

**MATERIAL SAFETY DATA SHEETS**

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**SECTION 16 MATERIAL SAFETY DATA SHEETS**

**MATERIAL SAFETY DATA SHEETS ..... 1**

**MATERIAL SAFETY DATA SHEETS**

MSDSs can be accessed on the Company website. MSDS's are also located at Company locations.

Some typical MSDSs that may be utilized during an emergency response include but are not limited to:

- Crude Oil
- Regular Unleaded Gasoline
- Mid-Grade Unleaded Gasoline
- Premium Gasoline
- Jet Fuels
- Turbine Fuel, Aviation JP-5
- LS Diesel 1
- LS Diesel 2
- HS Diesel 1
- HS Diesel 2
- Gasoline Generic
- Natural Gasoline
- Ethylene
- LPG
- Natural Gas
- Ethane
- Ethanol

**GLOSSARY**

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**DOT X Ref**

**SECTION 17 GLOSSARY**

**GLOSSARY..... 1**  
    Definitions ..... 1

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**GLOSSARY****Definitions**

**AGENCY REPRESENTATIVE** - Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting his/her agency's participation at the incident. Agency Representatives report to the Liaison Officer.

**AIR OPERATIONS BRANCH DIRECTOR** - The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters assigned to the incident.

**ALLOCATED RESOURCES** - Resources dispatched to an incident.

**ASSIGNED RESOURCES** - Resources checked-in and assigned work tasks on an incident.

**ASSIGNMENTS** - Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

**ASSISTANT** - Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

**ASSISTING AGENCY** - An agency directly contributing tactical or service resources to another agency.

**AVAILABLE RESOURCES** - Incident-based resources that are immediately available for assignment.

**BASE** - The location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base") The Incident Command Post may be collocated with the base. There is only one base per incident.

**BRANCH** - The organizational level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

**CACHE** - A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, and available for incident use.

**CAMP** - A geographical site, within the general incident area, separate from the base, equipped and staffed to provide sleeping areas, food, water, and sanitary services to incident personnel.

**CHECK-IN** - The process whereby resources first report to an incident response. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, and Division/Group Supervisors (for direct line assignments).

**CHIEF** - The ICS title of individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.

**CLEAR TEXT** - The use of plain English in radio communications transmissions. No Ten Codes nor agency specific codes are used when using Clear Text.

**COMMAND** - The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander/Unified Command.

**COMMAND POST** - See Incident Command Post.

**COMMAND STAFF** - The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**COMMUNICATIONS UNIT** - A vehicle (trailer or mobile van) used to provide the major part of an incident Communications Center.

**COOPERATING AGENCY** - An agency supplying assistance other than direct tactical, support, or service functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).

**COST UNIT** - Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**DECONTAMINATION** – The process of removing or neutralizing contaminants that have accumulated on personnel and equipment.

**DEPUTY** - A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior, and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**DEMOBILIZATION UNIT** - Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

**DIRECTOR** - The ICS title for individuals responsible for supervising a Branch.

**DISPATCH** - The implementation of a command decision to move resources from one place to another.

**DISPATCH CENTER** - A facility from which resources are directly assigned to an incident.

**DIVISION** - The organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force/Strike Team and the Branch. (See also "Group")

**DOCUMENTATION UNIT** - Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

**EMERGENCY MEDICAL TECHNICIAN (EMT)** - A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

**EMERGENCY OPERATIONS CENTER (EOC)** - A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response.

**FACILITIES UNIT** - Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**FEDERAL ON-SCENE COORDINATOR (FOSC)** - The pre-designated Federal On-Scene Coordinator operating under the authority of the National Contingency Plan (NCP).

**FIELD OPERATIONS GUIDE (FOG)** - A pocket-size manual of guidelines regarding application of the Incident Command System.

**FINANCE/ADMINISTRATION SECTION** - The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

**FOOD UNIT** - Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

**FUNCTION** - In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., "the planning function."

**GENERAL STAFF** - The group of incident management personnel comprised of: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**GEOGRAPHIC INFORMATION SYSTEM (GIS)** - An electronic information system which provides a geo-referenced database to support management decision-making.

**GROUND SUPPORT UNIT** - Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining, and repairing vehicles, and the ground transportation of personnel and supplies.

**GROUP** - Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Single Resources in the Operations Section.

**HELIBASE** - A location within the general incident area for parking, fueling, maintaining, and loading helicopters.

**HELISPOT** - A location where a helicopter can take off and land. Some helispots may be used for temporary loading.

**INCIDENT ACTION PLAN (IAP)** - The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will include a number of attachments.

**INCIDENT AREA** - Legal geographical area of the incident including affected area(s) and traffic route(s) to corresponding storage and disposal sites.

**INCIDENT BASE** - See BASE.

**INCIDENT COMMANDER (IC)** - The individual responsible for managing all incident operations.

**INCIDENT COMMAND POST (ICP)** - The location at which the primary command functions are executed; may be collocated with the incident base.

**INCIDENT COMMAND SYSTEM (ICS)** - A standardized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**INCIDENT COMMUNICATION CENTER** - The location of the Communications Unit and the Message Center.

**INCIDENT OBJECTIVES** - Statements of guidance and direction necessary for the selection of appropriate strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**INCIDENT SITUATION DISPLAY** - The Situation Unit is responsible for maintaining a display of status boards which communicate critical incident information vital to establishing and maintaining an effective command and control environment.

**INFORMATION OFFICER (IO)** - A member of the Command Staff responsible for providing incident information to the public and news media or other agencies or organizations. There is only one Information Officer per incident. The Information Officer may have assistants.

**JOINT INFORMATION CENTER (JIC)** - A facility established within, or near, the Incident Command Post where the Information Officer and staff can coordinate and provide incident information to the public, news media, and other agencies or organizations. The JIC is normally staffed with representatives from the FOSC, SOSC and RP.

**JURISDICTION** - A range or sphere of authority. At an incident, public agencies have jurisdiction related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., city, county, state, or Federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multi-Jurisdiction).

**JURISDICTIONAL AGENCY** - The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**LANDING ZONE** - See Helispot.

**LEADER** - The ICS title for an individual responsible for a Task Force/Strike Team or functional Unit.

**LIAISON OFFICER (LO)** - A member of the Command Staff responsible for coordinating with stakeholder groups and representatives from assisting and cooperating agencies.

**LOGISTICS SECTION** - The Section responsible for providing facilities, services, and materials for the incident.

**MANAGERS** - Individuals within ICS organizational units who are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

**MEDICAL UNIT** - Functional unit within the Service Branch of the Logistics Section responsible for developing the Medical Plan, and for providing emergency medical treatment for incident response personnel.

**MESSAGE CENTER** - The message center is part of the Communications Center and collocated with or adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and handles administration and tactical traffic.

**MULTI-AGENCY COORDINATION (MAC)** – A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

**MULTI-AGENCY INCIDENT** - An incident where one or more agencies assists a jurisdictional agency or agencies. May be single or Unified Command.

**MULTI-JURISDICTION INCIDENT** - An incident requiring action from multiple agencies that have statutory responsibility for incident mitigation. In ICS, these incidents will normally be managed using a Unified Command.

**NATURAL RESOURCE DAMAGE ASSESSMENT (NRDA)** - The process of collecting and analyzing information to evaluate the nature and extent of injuries resulting from an incident, and determine the restoration actions needed to bring injured natural resources and services back to baseline and make the environment whole for interim losses. (15 CFR 990.30)

**OFFICER** - The ICS title for personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

**OPERATIONAL PERIOD** - The period of time scheduled for execution of a given set of operational actions specified in the Incident Action Plan. Operational Periods can be various lengths, usually not over 24 hours.

**OPERATIONS SECTION** - Responsible for all operations directly applicable to the primary mission. Directs unit operational plans preparation, requests or releases resources, makes expedient changes to the Incident Action Plan (as necessary), and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.

**OUT-OF-SERVICE RESOURCES** - Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

**PLANNING MEETING** - A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

**PLANNING SECTION** - Responsible for collecting, evaluating, and disseminating tactical information related to the incident, and for preparing and documenting Incident Action Plans. The section also maintains information on the current and forecast situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Environmental, Documentation, and Demobilization Units, and Technical Specialists.

**POLREP** - Pollution report.

**PROCUREMENT UNIT** - Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**QUALIFIED INDIVIDUAL (Q.I.)** - The person authorized by the responsible party to expend funds and obligate resources.

**RADIO CACHE** - A cache may consist of a number of portable radios, a base station, and, in some cases, a repeater stored in a predetermined location for dispatch to incidents.

**RECORDERS** - Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration.

**REGIONAL RESPONSE TEAM (RRT)** - A Federal response organization, consisting of representatives from specific Federal and state agencies, responsible for regional planning and preparedness before an oil spill occurs and for providing advice to the FOSC in the event of a major or substantial spill.

**REPORTING LOCATION** - Any one of six facilities/locations where incident assigned resources may be checked in. The locations are: Incident Command Post-Resources Unit, Base, Camp, Staging Area, Helibase, or Division/Group Supervisors (for direct line assignments.) Check-in for each specific resource occurs at one location only.

**RESOURCES** - All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

**RESOURCES UNIT** - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

**RESPONSIBLE PARTY (RP)** – The owner/operator of the vessel or facility which is the spill source.

**RESPONSIBLE PARTY INCIDENT COMMANDER (RPIC)** - Responsible Party's designated incident commander.

**SAFETY OFFICER (SO)** - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**SECTION** - The organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics, Finance/Administration. The Section level is organizationally between Branch and Incident Commander.

**SERVICE BRANCH** - A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

**SINGLE RESOURCE** - An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

**SITE SAFETY AND HEALTH PLAN (SSHP)** – Site-specific document required by state and Federal OSHA regulations and specified in the Area Contingency Plan. The SSHP, at minimum, addresses, includes, or contains the following elements: health and safety hazard analysis for each site task or operation, comprehensive operations workplan, personnel training requirements, PPE selection criteria, site-specific occupational medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings (tailgate meetings, initial and as needed), pre-operations commencement health and safety briefing for all incident participants, and quality assurance of SSHP effectiveness.

**SITUATION UNIT** - Functional unit within the Planning Section responsible for collecting, organizing, and analyzing incident status information, and for analyzing the situation as it progresses. Reports to the Planning Section Chief.

**SOURCE CONTROL** - Actions necessary to control the spill source and prevent the continued release of oil or hazardous substance(s) into the environment.

**SPAN OF CONTROL** – Span of Control means how many organizational elements may be directly managed by one person. Span of Control may vary from three to seven, and a ratio of one to five reporting elements is recommended.

**STAGING AREA** - The location where incident personnel and equipment are staged awaiting tactical assignment.

**STAKEHOLDERS** - Any person, group, or organization affected by, and having a vested interest in, the incident and/or the response operation.

**STATE ON-SCENE COORDINATOR (SOSC)** - The pre-designated State On-Scene Coordinator.

**STRATEGY** - The general plan or direction selected to accomplish incident objectives.

**STRIKE TEAM** - Specified combinations of the same kinds and types of resources, with common communications and a leader.

**SUPERVISOR** - The ICS title for individuals responsible for directing the activities of a Division or Group.

**SUPPLY UNIT** - Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

**SUPPORT BRANCH** - A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, Ground Support, and Vessel Support Units.

**SUPPORTING MATERIALS** - Refers to the several attachments that may be included with an Incident Action Plan (e.g., communications plan, map, site safety and health plan, traffic plan, and medical plan).

**TACTICAL DIRECTION** - Directions given by the Operations Section Chief including: the tactics appropriate for the selected strategy; the selection and assignment of resources; tactics implementation; and performance monitoring for each operational period.

**TACTICS** – Deploying and directing resources during an incident to accomplish the desired objective.

**TASK FORCE** - A group of resources with common communications and a leader assembled for a specific mission.

**TECHNICAL SPECIALISTS** - Personnel with special skills who can be used anywhere within the ICS organization.

**TEMPORARY FLIGHT RESTRICTIONS (TFR)**- Temporary airspace restrictions for non-emergency aircraft in the incident area. TFRs are established by the FAA to ensure aircraft safety and are normally limited to a five-nautical-mile radius and 2000 feet in altitude.

**TIME UNIT** - Functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

**UNIFIED COMMAND (UC)** - A unified team which manages an incident by establishing a common set of incident objectives and strategies. This is accomplished without loss nor abdication of agency nor organizational authority, responsibility, nor accountability.

**UNIT** - The organizational element having functional responsibility for a specific incident planning, logistic, or finance/administration activity.

**VESSEL SUPPORT UNIT** - Functional unit within the Support Branch of the Logistics Section responsible for implementing the Vessel Routing Plan; for fueling, maintaining, and repairing vessels and other vessel support equipment; and coordinating transportation on the water and between or among shore resources.

**VOLUNTEER** - Any individual accepted to perform services by an agency which has the authority to accept volunteer services. A volunteer is subject to the provisions of the authorizing statute or regulations.

DOT X Ref

**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

**COMPANY CORE PLAN**

**SECTION 18**

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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

**SECTION 18 EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

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**PURPOSE**

The purpose of this procedure is to:

- A. Provide guidelines for design, execution and evaluation of release response exercises
- B. Check the accuracy and logic of information contained in the Emergency Response Plan (ERP)
- C. Familiarize Team members with their ERP's contents and their assigned roles
- D. Verify that resources required for a successful response can be obtained and integrated
- E. Comply with the National Preparedness Response Exercise Program (PREP)
- F. Comply with the following Federal and State regulations:
  - 33 CFR 154, USCG, Marine Transportation Related Facilities – Transfer To/From Vessels
  - 40 CFR 112, Non Transportation Related On Shore Facilities (SPCC Facilities)
  - 49 CFR 194, Response Plans for Onshore Oil Pipelines
  - 49 CFR 192, Emergency Response and Recordkeeping
  - 49 CFR 195, Transportation of Hazardous Liquid by Pipeline
  - 30 CFR 254, Offshore Facilities Including Associated Pipelines
  - In California only, CCR Title 14 (Division 1, Subdivision 4)
  - In Oregon only, OAR 340-47-200(3) and OAR 340-47-150-27
  - In Washington only, Chapter 173-182 WAC

**SCOPE****Personnel Covered by this Procedure**

This procedure applies to all personnel, Company or contractor, involved in planning, executing or evaluating emergency response exercises for the Company.

**Activities Covered by this Procedure**

This procedure covers Qualified Individual (QI) Notification, Tabletop Exercises and Equipment Deployment Exercises initiated and developed by Company personnel. Combinations of these three exercise types may also be conducted utilizing this procedure. This procedure is intended to be used as a guideline. Deviations from the instructions may be appropriate in some cases to more effectively exercise the ERP and the Team. These deviations should be discussed with HES.

This procedure may also be used when conducting exercises with other Company operating companies, other companies and government agencies.

### Exemptions from this Procedure

This procedure does not address the schedule of exercises that a facility must conduct in order to satisfy regulatory requirements.

This procedure is not adequate for conducting large complex exercises such as Area PREP exercises. Consult with HES if there is any doubt whether the exercise to be conducted is too large or complex to use this procedure.

### PREREQUISITES

#### Training/Personnel Requirements

Exercise participants must have completed the level of HAZWOPER training that is required for their specific role in the exercise. Participants must carry current HAZWOPER cards during the exercise. Formal training on this procedure is not required. HES will typically assist the Exercise Design Coordinator in use of this procedure.

#### Other Requirements

Obtain permission from property owners if the exercise could impact them.

Before conducting Tabletop and Equipment Deployment Exercises notify government agencies as described in this plan.

**In California Note:** For Office of Spill Prevention and Response (OSPR) regulated facilities: Notify and invite the OSPR Administrator of each exercise by letter according to the following minimum notification periods:

Annual Tabletop (In state)	30 days
Tabletop (out of state)	90 days
Semi-Annual Equipment Deployment	30 days
Full scale combination exercise	60 days
Triennial	60 days
Internal unannounced exercise	30 days

**Northwest Area Contingency Note:** For all facilities subject to the Northwest Area Contingency Plan (Washington, Oregon, Idaho), an annual exercise schedule must be submitted to the Washington Department of Ecology at [www.ecy.wa.gov/programs/spills/forms/drillform.htm](http://www.ecy.wa.gov/programs/spills/forms/drillform.htm). This schedule will then be distributed to State and Federal agencies, which have emergency preparedness responsibility. Changes to the schedule should be provided at least quarterly.

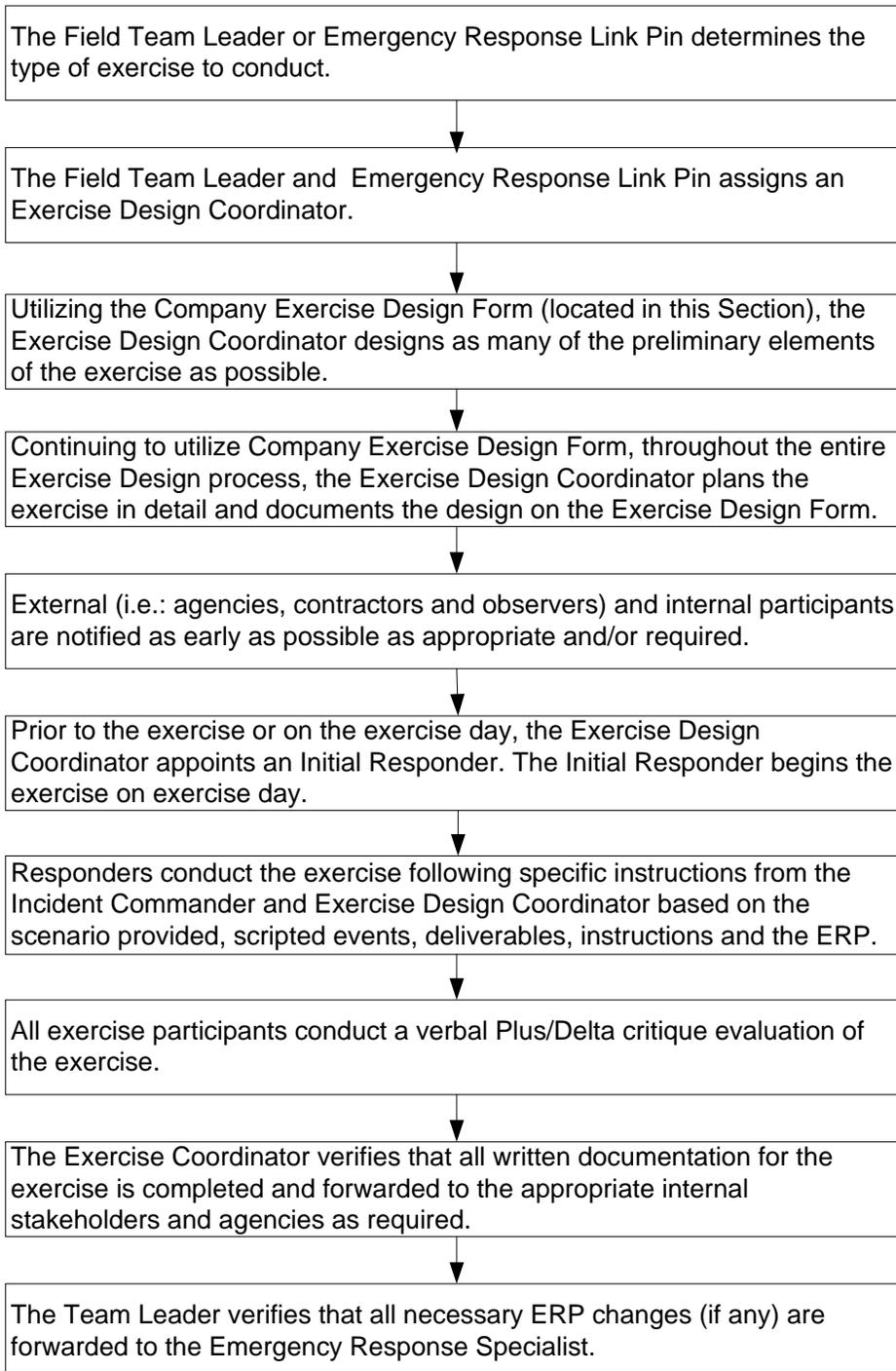
**In Oregon Note:** Notify the State Emergency Response Coordinator 90 days in advance of scheduled deployment exercises. During a three-year cycle, notify the State Emergency Response Coordinator 90 days in advance of at least one Tabletop Exercise, which involves a sustained or major incident. The State has the option of attending the exercise, providing a critique and/or accepting the exercise as complying with State requirements.

**In Washington Note:** Notify the Department of Ecology per the scheduling instructions below. The Department of Ecology should be involved in exercise design and deliverables and will provide an Observer and/or Evaluator during the exercise as well as a critique to determine whether the exercise meets State regulations.

<b>Washington Type of Drill</b>	<b>Scheduling Instructions</b>
Tabletop Drills (one in each year of the cycle)	Must be scheduled at least 60 days in advance, except the worst-case discharge scenario at least 90 days in advance.
Deployment Drill (two per year)	Scheduled at least 30 days in advance.
Ecology initiated Unannounced Drill	No notice.

## PROCESS OVERVIEW

## PROCESS OVERVIEW



02/08/05

## INSTRUCTIONS

### Select Type of Exercise

The Team Leader or Emergency Response Link Pin determines the type of exercise required. The Team's exercise schedule should be utilized to select a QI Notification Exercise, Tabletop Exercise or Equipment Deployment Exercise. See Section 12, Training and Drills of the Core Plan for a description of each exercise.

**Note:** Two or more types of exercises may be combined into a single exercise as long as adequate documentation is kept of the types of exercise incorporated.

If a QI Notification Exercise is selected, refer to the instructions located in this section. If a Tabletop or Equipment Deployment Exercise is selected, proceed to following step.

### Assign an Exercise Design Coordinator

The Team Leader or Emergency Response Link Pin designates an Exercise Design Coordinator to help design and arrange for facilitation of the exercise.

**Note:** If possible the Exercise Design Coordinator should not participate as a Response Team member, however from time to time participation may be necessary to fill a role in the Incident Command System.

### Preliminary Exercise Design

**Note:** Preliminary exercise design should be a fairly simple scoping.

- Work through the Exercise Design Form by hand or electronically completing as many design elements as possible based on your current knowledge.
- Attempt to check off as many of the Prep Objectives for each exercise as possible.
- Keep the Exercise Design Form in an accessible location (hard copy or electronic) since you will be utilizing this form to complete the remainder of the exercise design process.

**Note:** When designing the exercise, take into consideration the probability of the event, risk if the event were to occur, experience of the participants, and the required exercise schedule.

### Ongoing and Final Exercise Design

(Use the same Exercise Design Form to continue ongoing and final Exercise Design.)

As information becomes available, continue to work through the Exercise Design Form attempting to complete as many Exercise Design Elements as necessary.

## Scenario

Develop a scenario comprised of a paragraph or two, which will adequately describe the scenario and allow the selected objectives to be met and exercised. Some items to consider are:

1. Do you want a spill or gas release?
2. How will the spill or gas release occur?
3. Where does the release need to go to demonstrate response functions?
4. What control events need to be part of the exercise to obtain desired results? (i.e.: weather, media coverage, etc.)

**Caution:** All documents should include the words “This is an exercise.”

Additional items for consideration:

1. If possible, prepare some scripted inject cards to give to participants during the exercise that will help to keep the exercise flowing and allow the objectives to be accomplished.
2. For Equipment Deployment Exercises, consult with HES to determine the types and quantities of equipment that must be deployed to satisfy the minimum requirement.
3. When selecting the exercise participants, consider whether members of other Teams, regulatory agencies, HES, Public Affairs, Spill Removal Organizations (OSRO’s), CoOp’s, Company World Wide Spill Response Team members, community members, press members, other pipeline companies, railroad operators, utility companies, customers that tie into pipeline, etc. should act as participants, observers, facilitators, or evaluators. See this plan for required notification timeframes.

**Note:** Participation by local fire, police, DOT, State Fire Marshal, State Spill Agencies and other appropriate public officials satisfies the liaison requirements in 49 CFR 195.

4. When you finalize the location for the exercise verify that arrangements are made for necessary materials and accommodations (food, lodging, radios, maps, Emergency Response Plans, etc.).
5. Determine the ground rules for the exercise. You can record your ground rules on the last page of the Exercise Design Form. Some examples of ground rules are to consider:
  - All documents must state, “*This is an exercise.*”
  - All external exercise communications (i.e.: radio, phone) must begin and end with the phrase “*This is an exercise.*”
  - Will real time be used?
  - Will resources actually be mobilized?

- Will notifications be actual or simulated?
  - Will controlling events be introduced during the exercise?
  - What types of safety instructions are required for participants?
6. Prepare the following information before conducting the exercise to provide instructions for the participants:
- Completed ICS organizational chart (optional)
  - Safety instructions and list of required safety equipment
7. If Controllers, Evaluators or Facilitators are utilized for the exercise, verify that the following information is passed on to the persons assigned to these functions (this information should not be issued to the Response Team):
- Sequence of events
  - Scripted events
  - Anticipated responses
  - How the exercise will be terminated
  - Review the checklist on the Exercise Design form
8. Notify agencies and outside entities as needed or appropriate, requesting that all parties maintain the confidentiality required for a realistic evaluation and testing of response elements.

### **Execute the Exercise**

*Begin the exercise with a safety message, emphasize that no actions should be undertaken which will jeopardize the safety of any of the participants, and emphasize that any participants are empowered to cause an exercise timeout if an unsafe condition develops.*

- 1 The Exercise Design Coordinator should explain the process of the day (i.e.: exercise deliverables and the agenda/these items should be easy to access since they were part of the Exercise Design Form).
- 2 The Exercise Design Coordinator begins the event by turning over exercise play to the Initial Responder or the Incident Commander, depending on the scenario.
- 3 The Initial Responder begins by
  - Ensuring his or her own safety
  - Initiating role played assessment and mitigation of potential impacts of those in immediate danger
  - Initiating role played abnormal and emergency procedures per the System and Facility manuals
  - Recording events in the Incident Event Log

- 4 The Initial Responder notifies the Incident Commander. The Incident Commander should be someone who would normally fill the role during the type of incident being exercised. The Incident Commander documents the notification.
- 5 The Initial Responder performs an initial assessment of the size, scope, protection priorities, and, expected duration, and reports them to the Incident Commander. The Incident Commander and the Initial Responder conduct a resource evaluation that should consider the following needs for the first two days of the response:
  - Contract/CoOp equipment and manpower
  - Company resources including members of: other Teams, Support Groups, HES, and Procurement Services
  - Company resources including other OpCO's, Worldwide Spill Response Team, and Functional Teams
- 6 The Response Team establishes a Command Post and Staging Area. These may be pre-established.
- 7 The Incident Commander implements the Incident Command System (ICS). Using the Incident Command Organization Chart found on ICS Form 201, the Incident Commander or designated scribe writes down the names of the participants in their appointed ICS roles. At a minimum, the following positions should be filled:
  - Incident Commander
  - Safety Officer
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Public Information Officer

If agencies are participating in the exercise, appoint a Liaison Officer to integrate the agencies into the Incident Command System.

Continue to update the ICS organization chart and complete the ICS 201 Form throughout the initial period of the event. If pre-assigned roles have been designated in the Incident Command structure, then those individuals should fill their assigned roles.

- 8 The Incident Commander reviews the scenario with the Section/Unit Leaders. The Incident Commander establishes the objectives of the response (Incident Design Form objectives can be utilized). The Incident Commander verifies that the USCG Incident Management Handbook (IMH) Operational Planning Cycle P (Section 6 of this Core Plan) will serve as the exercise guide. The Incident Commander may also give specific directions to individual Response Team members. The Section/Unit Leaders in turn brief their groups.

- 9 Before proceeding further with the exercise, each Response Team member with an assigned role in the Incident Command System should read their duties per the USCG IMH. Each Response Team member is responsible for understanding and following their roles as described in the USCG IMH and exercise instructions.
- 10 Following the Operational Planning Cycle P, the Incident Commander directs the Planning Section Chief to establish a schedule for meetings to be conducted during the day. The Incident Commander also:
  - Provides a description of how far into the Operational Planning Cycle P process the exercise will precede
  - Ensures the Safety Officer begins a Job Site Safety Plan
  - Ensures completion of notifications per the ERP
- 11 Each ICS Organizational Section then follows the specific instructions from the Incident Commander and the USCG IMH.
- 12 The Planning Section Chief verifies that a meeting schedule is developed and the Operational Planning Cycle P process remains on track for the duration of the exercise.
- 13 Continue to repeat the above cycle until the Exercise Design Coordinator terminates the event.

### **Evaluate the Exercise**

- 1 Conduct a transparent Plus/Delta at the end of the exercise day. Capture lessons learned items during this process.
- 2 Evaluate the exercise design. Did the exercise, as designed, allow the objectives to be met? The evaluation may be done by the entire Response Team for small exercises or by the Exercise Design Team if applicable.
- 3 Ensure completion of a training roster, which includes each of the exercise participants.
- 4 Develop an action plan for items to be improved upon, e.g., ERP modifications, additional exercising, response equipment purchase, coaching Team members, etc.
- 5 Complete the required exercise documentation located in this section for each type of exercise and file copies per the current Company process.

## ROLES AND RESPONSIBILITIES

- 1 The Exercise Design Coordinator is responsible for:
  - Designing the exercise
  - Delegating specific exercise design tasks to other Team members and Support Team members
  - Facilitating the exercise including controlling the flow of the event
  - Appointing additional people to assist in facilitating the event, as needed
  - Inviting all exercise attendees
  - Facilitating the Plus/Delta at the end of the exercise and capture Lessons Learned
  
- 2 The Exercise Participants are responsible for:
  - The safety of all participants
  - Performing exercise deliverables and competing the ICS tasks identified in the USCG IMH as if the event were a real release
  - Documenting their activities during the event
  - Participating in the Plus/Delta and Lessons Learned verbal critique
  
- 3 The Team Leader is responsible for:
  - Ensuring that release response exercises are safely planned, executed, documented, and evaluated
  - Ensuring that all action items from the evaluation are completed
  - Designating an Exercise Design Coordinator
  - Maintaining facility and Team exercise files
  - Ensuring that all ERP modifications resulting from exercise findings are forwarded to the Emergency Response Specialist
  
- 4 HES is responsible for:
  - Providing regulatory guidance on exercise requirements
  - Providing guidance on the frequency and type of exercises required for each Team
  - Providing resources to assist in the design, execution and evaluation of exercises if requested
  - Making necessary changes to the Emergency Response Plan

## REPORTING REQUIREMENTS

In California, for OSPR regulated facilities: The Exercise Design Coordinator must submit a one-page form to the Administrator requesting credit for the exercise. The OSPR form is located on their web site at: [www.dfg.ca.gov/ospr](http://www.dfg.ca.gov/ospr).

In the event that the Tabletop Exercise is meant to satisfy the BSEE or Annual SMT Drill requirements under 30 CFR Part 254, the Exercise Design Coordinator must submit a formal notice to the BSEE 30 days prior to the commencement of the exercise in order to allow the BSEE the opportunity to attend.

## **QI NOTIFICATION EXERCISE**

### **BSEE Only**

The BSEE QI Notification Drill must be conducted on an annual basis. Furthermore, this exercise must be conducted outside of normal business hours. First, make contact (telephone, fax, pager, radio) with the following groups. All contacts must be acknowledged. Record contacts on the Incident Event Log.

- Team Leader or Immediate Spill Response Team Member as designated by Team Leader
- Control Center (optional)
- HES Hotline number (877-863-5196)

### **Washington and Oregon Only**

Make contact (telephone, fax, pager, radio) with the following groups. All contacts must be acknowledged. Record contacts on the Incident Event Log.

- Team Leader or Immediate Spill Response Team Member as designated by Team Leader
- Control Center (optional)
- HES Hotline number (877-863-5196)

### **California OSPR Regulated Facilities Only**

Make contact (telephone, fax, pager, radio) with the following groups. All contacts must be acknowledged. Record contacts on the Incident Event Log.

- Team Leader or Immediate Spill Response Team Member as designated by Team Leader
- Control Center (optional)
- Profit Center Manager (optional)
- HES Hotline number (877-863-5196)
- Primary response contractors (OSRO)

**All Others**

Make contact (telephone, fax, pager, radio) with the following groups. All contacts must be acknowledged. Record contacts on the Incident Event Log.

- Team Leader or Immediate Spill Response Team Member as designated by Team Leader
- Control Center (optional)
- Profit Center Manager (optional)
- HES Hotline number (877-863-5196)

**DOCUMENTATION AND RECORD RETENTION****Required Documentation**

- 1 The Notification Exercise and ERP Contact Verification Form located in this section is used to document the QI Notification Exercise.
- 2 Documentation for Tabletop and Equipment Deployment Exercises consists of the following items:
  - Training roster
  - Completed Exercise Design Form, which includes a written description of the scenario
  - Completed ICS Form 201
  - Required internal or external documentation listed in this ERP
  - Completed Job Site Safety Plan
  - Plus/Delta
  - Action item list
  - List of ERP changes, if any, forward to ER Specialists

**Documentation Storage and Retention Time**

- 1 The documentation package for each exercise must be retained at the Team office for a minimum of five years.
- 2 Copies of the following must be sent to the L&D coordinator. The L&D coordinator will enter the appropriate information in the Knowledge Plant, under Emergency Response Spill Exercises.
  - Training roster

## Description of Prep Objectives

### Exercise Elements and Objectives

#### 1. Notifications

The objective is to demonstrate the Field Team's ability to implement proper notification procedures.

#### 2. Staff Mobilization

The objective is to demonstrate the Field Team's ability to mobilize the Spill Response Organization.

#### 3. Unified Command

The objective is to demonstrate the Field Team's ability to implement Unified Command in cooperation with Federal, State and Local agencies.

#### 4. Incident Command System

The objective is to demonstrate the Field Team's ability to operate within the Incident Command System as described in the Emergency Response Plan.

#### 5. Discharge Control

The objective is to demonstrate the Field Team's ability to develop and implement a discharge control plan and utilize the guidelines established in the ERP, General Procedures and System/Facility Emergency Operating Procedures manuals.

#### 6. Assessment

The objective is to demonstrate the Field Team's ability to provide initial and continuing assessment of the release using the guidelines established in the Emergency Response Plan.

#### 7. Containment

The objective is to demonstrate the Field Team's ability to enter a contaminated area and stop the discharge at the source using guidelines established in the Emergency Response Plan and other Company procedures manuals. Either Equipment Deployment or Tabletop Exercises may be used to accomplish this objective.

**8. Recovery of Spilled Material**

The objective is to demonstrate the Field Team's ability to recover the discharged volume using the guidelines established in the Emergency Response Plan. Either Deployment or Tabletop Exercises may be used to accomplish this objective.

**9. Protection**

The objective is to demonstrate the Field Team's ability to protect people, property and the environment identified in the Emergency Response Plan and the Area Contingency Plan.

**10. Disposal**

The objective is to demonstrate the Field Team's ability to properly manage wastewater and recoverable product as identified in the Emergency Response Plan.

**11. Communications**

The objective is to demonstrate the Field Team's ability to establish effective communications as identified in the Emergency Response Plan.

**12. Transportation**

The objective is to demonstrate the Field Team's ability to provide effective transportation for all aspects of a release response.

**13. Personnel Support**

The objective is to demonstrate the Field Team's ability to provide the necessary personnel support during a release response.

**14. Equipment and Maintenance Support**

The objective is to demonstrate the Field Team's ability to provide the necessary support of equipment used during a release response.

**15. Procurement**

The objective is to demonstrate the Field Team's ability to establish an effective procurement system during a release response.

**16. Documentation**

The objective is to demonstrate the Field Team's ability to establish an effective documentation system within the release response organization.

**EXERCISE PLANNING CHECKLIST**

1. Have required agency notifications been completed?
2. Will the exercise achieve the desired results stated in your objectives?
3. Has your scenario been reviewed by an insider for realism/probability?
4. Has a contingency plan been developed for unexpected events such as bad weather, operational emergencies, radio transmissions picked up by others, etc?
5. Are a sufficient number of facilitators and equipment available to control and document the exercise?
6. If this is an Unannounced Exercise, has the element of surprise been maintained?
7. Have you visited the prospective hypothetical site?
8. Have you evaluated/eliminated actual hazards from the exercise?
9. Will the exercise cause a significant disruption to critical operations?
10. Are instructions clear and adequate so participants know exactly what is expected of them?
11. Has upper management of affected organization(s) been notified?
12. Have affected property owners, businesses and residents been notified?
13. Are props necessary to meet the objectives?
14. Has a location and time been established for the exercise evaluation?
15. Do you have an understanding of the correct procedures that should have been followed, so you can lead a discussion regarding lessons learned?
16. Has a historian been appointed for the evaluation meeting?

**GLOSSARY**

**ACP:** Area Contingency Plan. Response plan prepared by government agencies for a specific geographic region. These plans may include additional protection requirements.

**Announced:** An exercise where the participants know the scenario in addition to the date, time and location in advance of the exercise.

**DOT:** Department of Transportation

**Equipment Deployment Exercises:** Equipment Deployment Exercises involve mobilization and deployment of resources to a release scenario. Representative types and amounts of equipment are deployed and operated in their normal operating medium. Only reusable release response equipment (such as booms, skimmers, pumps, vacuum trucks, boats, etc.) need be deployed. These exercises are intended to give Response Team members practice with response equipment.

Additionally, this exercise will present an opportunity to inspect deployment equipment and record inspection findings on the Equipment Deployment/Inspection Form provided in this section.

**IC:** Incident Commander

**ICS:** Incident Command System

**IMH:** U.S. Coast Guard Incident Management Handbook

**NIMS:** National Incident Management System

**Notification Drills:** Drills designed to verify that contact can be made between facility personnel and the QI listed in the Response Plan.

**OPA 90:** Pollution Act of 1990

**OSPR:** Office of Spill Prevention and Response, California Department of Fish and Game

**OSRO:** Spill Removal organization

**PREP:** National Preparedness for Response Exercise Program Guidelines

**QI:** Qualified Individual is the person who has authority to activate OSRO's, act as liaison with On Scene Coordinator(s), and obligate funds required to effectuate response activities. This person is typically the same as the Incident Commander and is often the Team Leader.

**Qualified Individual Notification Drills:** Qualified Individual Notification exercises verify that contact can be made with a QI.

**Tabletop Exercise:** A Tabletop Exercise is an activity where a response team gathers together to play out and discuss response actions to be taken to a given scenario using their emergency response plan. Tabletop Exercises are typically conducted in a conference room, although they may also be conducted off-site in a field location.

**Unannounced Exercise:** An exercise where the participants do not know the scenario in advance of the exercise, but may know the date, time and location.

DOT X Ref

## EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)

COMPANY CORE PLAN

SECTION 18

## EXERCISE DESIGN FORM

Exercise Design Coordinator(s)	<hr/> <hr/> <hr/>		
Scheduled Date(s) of Exercise	<hr/>		
Location of Exercise	<hr/>		
Type of Exercise	<input type="checkbox"/> QI Notification	<input type="checkbox"/> Equipment Deployment	
	<input type="checkbox"/> Tabletop	<input type="checkbox"/> Area Exercise	
	<input type="checkbox"/> Unannounced	<input type="checkbox"/> Government-led PREP Exercise	
This Exercise is designed to satisfy the following National PREP Objectives:			
<input type="checkbox"/> Notifications	<input type="checkbox"/> Disposal of recovered material and contaminated debris		
<input type="checkbox"/> Staff Mobilization	<input type="checkbox"/> Communications		
<input type="checkbox"/> Ability to operate within the Response Management System described in the plan	<input type="checkbox"/> Transportation		
<input type="checkbox"/> Discharge control	<input type="checkbox"/> Personnel support		
<input type="checkbox"/> Assessment of discharge	<input type="checkbox"/> Equipment maintenance support		
<input type="checkbox"/> Containment of discharge	<input type="checkbox"/> Procurement		
<input type="checkbox"/> Recovery of spilled material	<input type="checkbox"/> Documentation		
<input type="checkbox"/> Protection of sensitive areas			
This Exercise is being designed to satisfy the following deliverables:			
<input type="checkbox"/> Notifications			
<input type="checkbox"/> Incident Briefing 201			
<input type="checkbox"/> Initial Unified Command Meeting			
<input type="checkbox"/> UC Objectives Meeting			
<input type="checkbox"/> Tactics Meeting			
<input type="checkbox"/> Planning Meeting			
<input type="checkbox"/> Construct and Complete Active Situation Display			
<input type="checkbox"/> Establish Joint Information Center and produce one written press release at least one verbal, role played press briefing			
<input type="checkbox"/> Other	<hr/>		
<input type="checkbox"/> Other	<hr/>		

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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

**COMPANY CORE PLAN**

**SECTION 18**

List Local, State and Federal Agencies and OSRO's you wish to invite:

Fire Department(s):      Name of Agency                      Contact                      Telephone Number

_____	_____	_____
_____	_____	_____
_____	_____	_____

State Spill Response Agency:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Federal Response Agency(s):

_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional agencies you wish to invite:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Oil Spill Removal Organizations (OSRO's):

_____	_____	_____
_____	_____	_____
_____	_____	_____

Brief paragraph(s) describing the Exercise scenario:



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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

**COMPANY CORE PLAN**

**SECTION 18**

Initial Response Team ICS Organization

Position	Name	Telephone Number
<input type="checkbox"/> Incident Commander	_____	_____
<input type="checkbox"/> Deputy IC	_____	_____
<input type="checkbox"/> Safety Officer	_____	_____
<input type="checkbox"/> Liaison Officer	_____	_____
<input type="checkbox"/> Operations Section Chief	_____	_____
<input type="checkbox"/> Logistics Section Chief	_____	_____
<input type="checkbox"/> Planning Section Chief	_____	_____
<input type="checkbox"/> Finance Section Chief	_____	_____
<input type="checkbox"/> Public Information Officer	_____	_____
<input type="checkbox"/> Documentation Unit Leader	_____	_____
<input type="checkbox"/> Resources Unit Leader	_____	_____
<input type="checkbox"/> Environmental Unit Leader	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____

Controllers, Evaluators, Facilitators, Observers you wish to invite:

Name	Agency or Company	Role (Controller, Evaluator, Facilitator and so forth)	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**DOT X Ref**

**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

**COMPANY CORE PLAN**

**SECTION 18**

Suggested lodging or other logistical notes for Exercise attendees:

<input type="checkbox"/>	Lodging _____
<input type="checkbox"/>	Nearest Airport _____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Anticipated Exercise planning meetings:

When	Where	Meeting or Teleconference
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will additional Exercise Design persons be needed?       Yes       No

Name	Company	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attachments as necessary:

<input type="checkbox"/> Command Post Floor Plan	<input type="checkbox"/> Trajectories
<input type="checkbox"/> Scenario Map Sketch	<input type="checkbox"/> ACP's

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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

**COMPANY CORE PLAN**

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Scenario map sketch:



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**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)**

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---

Command Post floor plan sketch:



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---

Additional notes or comments and supplies needed:



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## EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)

COMPANY CORE PLAN

SECTION 18

**Spill Management Team Tabletop Exercise**

Location: \_\_\_\_\_ Date(s) performed: \_\_\_\_\_

Team(s): \_\_\_\_\_

Exercise or actual response? \_\_\_\_\_

If an exercise, announced or unannounced? \_\_\_\_\_

Location of tabletop: \_\_\_\_\_

Time started: \_\_\_\_\_ Time completed: \_\_\_\_\_

**Response plan scenario used (check one):**

- Average most probable discharge
- Maximum most probable discharge
- Worst case discharge

Size of (simulated) release (bbls): \_\_\_\_\_

**Describe how the following objectives were exercised:**

Spill Management Team's knowledge of release response plan:

Proper notifications:

**Communications system:**

Spill Management Team's ability to access contracted release removal organized:

- Yes       No

The following OSRO's were successfully contacted and utilized during the response:

Additional non-OSRO contract resources were contacted and utilized from the following organizations:

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## EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)

COMPANY CORE PLAN

SECTION 18

**Spill Management Team's ability to coordinate release response with On-Scene Coordinator, State and applicable agencies:**

Unified Command was established with (Names of participating agencies):

Attach Unified Command Organization Chart

Were Unified Command meetings held?  Yes  No

Were Incident Action Plans developed and approved by the Unified Command?

 Yes  No

Additional agencies that participated on-scene included:

**Spill Management Team's ability to access sensitive site and resource information in the ERP or Area Contingency Plan:**

List sensitive areas or GRP's accessed:

**Identify which of the objective(s) of your response plan were exercised during this particular exercise:**

- |  |  |
|--|--|
| <input type="checkbox"/> Notifications           | <input type="checkbox"/> Protection                        |
| <input type="checkbox"/> Staff Mobilization      | <input type="checkbox"/> Disposal                          |
| <input type="checkbox"/> Incident Command System | <input type="checkbox"/> Communications                    |
| <input type="checkbox"/> Unified Command System  | <input type="checkbox"/> Transportation                    |
| <input type="checkbox"/> Discharge Control       | <input type="checkbox"/> Personnel Support                 |
| <input type="checkbox"/> Assessment              | <input type="checkbox"/> Equipment maintenance and support |
| <input type="checkbox"/> Containment             | <input type="checkbox"/> Procurement                       |
| <input type="checkbox"/> Recovery                | <input type="checkbox"/> Documentation                     |

(Certifying signature on next page)

<b>DOT X Ref</b>
------------------

**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)****COMPANY CORE PLAN****SECTION 18**

I hereby certify that this response/exercise has been conducted in a manner sufficient to satisfy The National Preparedness for Response Exercise Program (PREP) Guidelines in order to satisfy the requirements of 30 CFR 254, 33 CFR 154, 40 CFR 112, and 49 CFR Parts 192 and 194.

---

Certifying Signature	Title	Date
----------------------	-------	------

Retain completed forms for a minimum of 3 years (for USCG/PHMSA/BSEE) or 5 years (for EPA).

DOT X Ref

## EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)

COMPANY CORE PLAN

SECTION 18

**Response Equipment Deployment Exercise/Testing/Inspection**

Location: \_\_\_\_\_ Date(s) performed: \_\_\_\_\_

Team(s): \_\_\_\_\_

Exercise or actual response? \_\_\_\_\_

If an exercise, announced or unannounced? \_\_\_\_\_

Deployment location(s): (list or attach sketch)

--

Time started: \_\_\_\_\_ Time completed: \_\_\_\_\_

Equipment deployed was:

Facility-owned

OSRO-owned. If so, which OSRO? \_\_\_\_\_

List type and amount of all equipment (e.g., boom and skimmers) deployed and inspected and number of support personnel employed:

--

DOT X Ref

**EMERGENCY RESPONSE RELEASE EXERCISES (HES 706)****COMPANY CORE PLAN****SECTION 18**

Describe goals of the equipment deployment and list any Area Contingency Plan strategies tested. (Attach a sketch of equipment deployments and booming strategies):

Attach description of lesson(s) learned and person(s) responsible for follow up of corrective measures.

---

 Certifying Signature

Title

Date

Retain completed forms for a minimum of 3 years (for USCG/PHMSA/BSEE) or 5 years (for EPA).

**CHEVRON FUNCTIONAL & WORLDWIDE TEAM  
RESOURCES**

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**SECTION 19 CHEVRON FUNCTIONAL & WORLDWIDE TEAM RESOURCES**

<b>ADVISORY &amp; RESOURCE TEAM - INTERNAL .....</b>	<b>1</b>
<b>CHEMNET - EXTERNAL .....</b>	<b>3</b>
<b>CHEMTREC - EXTERNAL .....</b>	<b>4</b>
<b>CHEVRON EMERGENCY INFORMATION CENTER (CEIC) - INTERNAL .....</b>	<b>5</b>
<b>CHEVRON FUNCTIONAL TEAMS – INTERNAL .....</b>	<b>6</b>
<b>COMMUNICATIONS EQUIPMENT - INTERNAL.....</b>	<b>8</b>
<b>CORPORATE EMERGENCY RESPONSE STAFF - INTERNAL.....</b>	<b>9</b>
<b>CRAWFORD AND COMPANY - EXTERNAL.....</b>	<b>10</b>
<b>CHEVRON PARK CRISIS MANAGEMENT CENTER - INTERNAL .....</b>	<b>11</b>
<b>CSI AVIATION SERVICES, INC. - EXTERNAL.....</b>	<b>12</b>
<b>CULTURAL RESOURCES (HISTORIC PROPERTIES) - INTERNAL .....</b>	<b>13</b>
<b>ENTRIX, INC. - EXTERNAL .....</b>	<b>14</b>
<b>RETC HERO SQUAD - INTERNAL .....</b>	<b>15</b>
<b>INTERNATIONAL BIRD RESCUE RESEARCH CENTER (IBRRC) - EXTERNAL .....</b>	<b>16</b>
<b>TOM MCCLOSKEY / THE MCCLOSKEY GROUP, INC. - EXTERNAL .....</b>	<b>18</b>
<b>MARINE SPILL RESPONSE CORPORATION (MSRC) - EXTERNAL .....</b>	<b>19</b>
<b>OIL TRAJECTORY MODELING - (OILMAP) - INTERNAL .....</b>	<b>22</b>
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**DOT X Ref****EMERGENCY RESPONSE RESOURCE SHEET****ADVISORY & RESOURCE TEAM - INTERNAL**

**DESCRIPTION:** The Advisory & Resource Team can provide expert advice during the initial stages of an incident and assist in marshalling a wide variety of internal and external resources as needed. The team is composed of a management representative from the impacted operating company and experts in emergency response, ecology, law, public affairs, safety and health, and if needed, marine transportation.

Once activated, Members are prepared to arrive at their local commercial airport within two hours of notification. The Team will report to the Incident Commander upon arrival at the incident.

**HOW TO ACCESS:** To activate the team, call the Chevron Emergency Information Center at 1-800-231-0623 or 1-510-231-0623 and ask to speak to the Corporate Emergency Response Staff Duty Contact.

**ADDITIONAL INFORMATION:** The Advisory & Resource Team is organized to function only during the initial stage of an incident. As the response progresses, the responding organization may request individual members to become part of the local response team.

Team members who may respond to foreign incidents are prepared to travel internationally on short notice. They have passports and inoculations recommended by the Medical Staff.

The emergency response, safety and health, and ecology team members have received the required level of HAZWOPER training for their expected duties.

**EMERGENCY RESPONSE RESOURCE SHEET****INTERNAL****AIR DISPERSION MODELING (ETC)**

**DESCRIPTION:** During a fire, gaseous release or explosion, the Loss Prevention Unit can provide technical consulting services and interface with agencies conducting “real-time” air dispersion modeling. “Real-time” modeling is recommended only during incidents that are expected to continue for several hours or days such as a sour gas/crude well blow-out an extended flaring event, or a large tank fire. Air dispersion modeling can help estimate the potential impacts of such incidents on the facility and surrounding community.

**HOW TO ACCESS:**

During regular work hours contact the team directly:

<b>Name</b>	<b>Office</b>
<b>W. W. (Wilbert) Lee</b>	<b>510/CTN 242-9330</b>
<b>R. (Rick) Welty</b>	<b>510/CTN 200-7192</b>

After hours call Chevron Emergency Information Center (CEIC) at 1-**800-231-0623** or 1-**510-231-0623**. They will be able to place you in contact with a Loss Prevention Unit member.

Alternatively, contact the Emergency Response Staff (see Emergency Response Staff Resource Sheet) which will in turn notify the Loss Prevention Unit personnel.

**ADDITIONAL INFORMATION:**

The Team is available for conducting studies during pre-planning. Various hypothetical scenarios can be evaluated, potential hazard zone information developed and response actions planned in advance. For most short-term incidents, this is the preferred option. Procedures are developed and refined in well-designed studies as opposed to during an emergency when incorrect information can produce flawed and potentially unsafe recommendations.

The Process Risk Team expertise includes predicting the extent of flammable vapors, dispersion of toxic vapors/gases, radiant heat from jet/pool fires, radiant heat from a BLEVE, and the extent of blast over-pressure impacts from an explosion.

The Team can also provide support services in post-incident investigation (re-creation and simulation), litigation, and reporting.

**EMERGENCY RESPONSE RESOURCE SHEET****CHEMNET - EXTERNAL**

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**DESCRIPTION:** CHEMNET is a mutual aid network intended to provide technical expertise and assistance at the scene of a Chemical Distribution Incident (CDI) in the USA when the shipper cannot respond promptly. A CDI can involve any material including petrochemical intermediates, products and wastes. CHEMNET may also be used to identify companies capable of supplying HAZWOPER trained personnel for oil spill response.

Once at the scene, as directed by Chevron, the CHEMNET responder will provide technical advice and assistance to reduce the severity of the incident and/or determine the status of the incident and report back to Chevron.

Response will be by "For-Hire Contractors" meeting criteria set by the American Chemistry Council (formerly CMA). The initial commitment is for the first 24-hours. Chevron is obligated to send its own qualified representatives to the scene as soon as practicable or make other arrangements for a continued response.

**HOW TO ACCESS:**

Call CHEMTREC at its 24-hour number:  
**800-424-9300**

Provide your name, company, phone number, details of the incident and indicate that you wish to activate CHEMNET. The CHEMTREC Communicator will then discuss possible response contractors with you and set up a 3-way teleconference to get the response underway.

A Chevron representative must be available for contact by the response contractor and provide advice on the properties of the material(s) involved and other assistance requested. After establishing themselves at the scene of the incident, the responders will try to contact and maintain periodic communications with Chevron.

**ADDITIONAL INFORMATION:**

The American Chemistry Council (formerly CMA) via their CHEMTREC network operates CHEMNET. It was organized because of the realization that the consequences of a spill or potential release may be made less serious if a knowledgeable representative is at the scene to give advice and assistance.

If the incident cannot be resolved within 24 hours, the operating company involved must decide whether to: 1) contract with the CHEMNET Responder to continue its work, 2) bring in other third-party contractors to handle the incident, or 3) request mutual aid from other Chevron companies.

Costs for the response services will be in accordance with the current schedule of charges in effect under the CHEMNET For Hire Response Company Contract.

**EMERGENCY RESPONSE RESOURCE SHEET****CHEMTREC - EXTERNAL**

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**DESCRIPTION:** CHEMTREC (Chemical Transportation Emergency Center) can provide emergency response information such as: chemical hazards: initial response actions to take, or medical advice for chemical and hazardous material release emergencies. The information generally is taken from MSDSs supplied by shippers. CHEMTREC will also notify the material shipper and in some cases, the manufacturer so that they can take appropriate action.

**HOW TO ACCESS:**

**Chemical Emergency:** In the United States, Puerto Rico, American Virgin Islands, Canada, and parts of Northern Mexico call CHEMTREC at their 24-hour number **800-424-9300**. Outside of these areas and ships at sea dial the International/Maritime number **703-527-3887**.

Identify yourself (name, company, and phone number), state that you have a chemical emergency and give the chemical, product or trade name of the released material. Request the desired information regarding the material or advise CHEMTREC you are reporting a chemical transportation incident. If you are reporting a chemical transportation incident, the CHEMTREC communicator will ask specific questions to initially identify the chemical involved in the incident, the location of the incident, and the shipper of the chemical.

**ADDITIONAL INFORMATION:**

CHEMTREC was established and is operated by the American Chemistry Council (formerly CMA) at its Washington, D.C. headquarters. Through Chevron Oronite Company's membership in ACC, all Chevron facilities are entitled to use CHEMTREC to provide initial emergency response information on its products and are authorized to place the CHEMTREC telephone number on its shipping papers and MSDSs.

CHEMTREC maintains a state-of-the-art computer database with more than one-million product-specific MSDSs, including MSDSs for all of Chevron Oronite's products. CHEMTREC communicators can access an MSDS in seconds, view it on-screen and immediately FAX it to the incident scene if desired.

**CHEMTREC has contracted with the San Francisco Bay Area Regional Poison Control Center for 24-hour medical emergency response assistance and support. The contract enables CHEMTREC to more promptly respond to emergency requests for medical advice.**

CHEMTREC has interpretation services for over 140 languages and can bring a skilled interpreter into the call within seconds, 24 hours a day.

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****CHEVRON EMERGENCY INFORMATION CENTER (CEIC) - INTERNAL**

**DESCRIPTION:** The Chevron Emergency Information Center (CEIC) is Chevron's 24-hour single point of contact for accessing information and resources to address incidents involving ChevronTexaco and our affiliate's products and facilities. CEIC determines the appropriate expert personnel to contact within Chevron using information provided by the caller, following the "Immediate Notifications Procedure for HES Incidents" procedure, and a flowchart. CEIC immediately contacts and passes on the information about the incident to the Chevron personnel who are then responsible for further handling of the incident.

**HOW TO ACCESS:** Phone:

Inside United States and Canada	<b>1-800-231-0623</b>
Inside Area Code	<b>1-510-231-0623</b>
Outside United States	<b>1-510-231-0623</b>
Fax:	<b>1-510-242-3787</b>

**ADDITIONAL INFORMATION:** CEIC's contacts within Chevron include designated representatives from each Operating Company, the Corporate Emergency Response Staff, ETC toxicologists (HERO Team) and Corporate support staffs including Public Affairs and Law.

CEIC is operated by Chevron Business and Real Estate Services (BRES) personnel. The Center is located at the Chevron Energy Research and Technology Company's Facility in Richmond, CA.

CEIC maintains written records of each call received and summarizes these annually.

**EMERGENCY RESPONSE RESOURCE SHEET****CHEVRON FUNCTIONAL TEAMS – INTERNAL**

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**DESCRIPTION:** Thirteen Functional Teams are available to provide expert, specialized services that are essential to support a response organization. Each team has developed a ready organization to assist an operating company in responding to incidents worldwide. Functional Teams may assemble at the incident site and/or at the operating company's headquarters or other facility. Functional Teams are augmented by contract personnel or consultants when necessary to assure worldwide coverage expertise.

The 13 Functional Teams are:

Communications	Law
Comptroller's	Public Affairs
Documentation	Purchasing
Environmental	Safety, Fire & Health
Facilities	Security
Human Resources	Transportation
Insurance/Claims	

Operating companies may activate one or as many people they feel they need for the response. When activated, team members will report to and, work directly for the organization handling the incident.

**HOW TO ACCESS:** To activate the Functional Teams, contact the Corporate Emergency Response On-Duty Person by calling CEIC at 1-510-231-0623 or 1-800-231-0623.

Team members are preauthorized to respond to a call from any operating company and are prepared to arrive at their local commercial airport within 24 hours of notification.

**ADDITIONAL INFORMATION:** Team Services. The emergency response support services which the Functional Teams can provide are summarized below.

**Communications:** Set-up and operation of an integrated communications network using radios, telecommunications, and other technology.

**Comptroller's (Finance):** Accounting, cost control, office support functions.

**Documentation:** Responsible for maintenance of accurate up-to-date incident files, (IAP) Record keeping, situation status report documentation, and administrative support. Ensures each section provides and maintains appropriate documents.

**Environmental:** Environmental impact assessment, permitting, modeling, environmental monitoring, wildlife rescue and rehabilitation, response and remediation technology (dispersants, solidifiers, bioremediation), waste management.

**Human Resources:** Staffing of the response team, direct human resources services to response team members, emergency relief assistance to affected parties.

**Insurance/Claims:** Receive and resolve third-party injury and property damage claims, management of insurance-related matters.

**Law:** Advice on actual and potential legal and liability actions from governmental agencies and third parties, verify compliance with legal requirements, and other legal support.

**Public Affairs:** Media relations, press releases, government agency and community leaders interface, advice on communication to the public, volunteer referrals.

**EMERGENCY RESPONSE RESOURCE SHEET**

**Purchasing:** Procurement and storage of equipment and material management.

**Safety, Fire & Health:** Technical advice and direct field support on safety, industrial hygiene, fire protection, toxicology, medical support to response personnel and medical liaison with community public health authorities. Also includes three regional "Fire Strike Task Forces" that can respond to a fire or similar incident in their geographical area.

**Security:** Liaison with local law enforcement, site security, guard services, site access control, theft prevention, personal security.

**Transportation:** Transportation for personnel, equipment and supplies.

**EMERGENCY RESPONSE RESOURCE SHEET****COMMUNICATIONS EQUIPMENT - INTERNAL**

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**DESCRIPTION:** The Communications Functional Team maintains (in Bakersfield, California) a cache of communications equipment emergency response anywhere in the world. The equipment includes a complete data network, phone systems, satellite terminals and support equipment in addition to a land/sea/air transportable communications trailer.

**HOW TO ACCESS:** Contact the [Communications Functional Team](#) directly or contact the Emergency Response Staff by contacting CEIC at (800) 231-0623.

**ADDITIONAL**

**INFORMATION:** Half the equipment is mounted in the trailer, which may be driven, loaded aboard a ship, or flown (on C-130 aircraft) to an incident. The other half is packaged in weatherproof shipping cases ready for quick transport. Each half includes a VSAT Satellite Terminal, Telephone system (75 digital and 25 analog lines), Data System with 56 LAN drops, Shared file servers for files, video, and web applications, UHF and VHF radio base stations, marine and aviation radio scanners. Trained personnel will accompany, set-up and operate the equipment.

Estimated costs for calling out the communications equipment with support personnel are: \$5,000 to air deploy the portable equipment within the United States or \$2,000 per day to drive the communications trailer on-site. On-site costs will be \$2,000 per day for the equipment and two support personnel.

To gain familiarity with the equipment and services of the Communications Functional Team, operating companies are encouraged to use this resource during drills. For a complete listing of the equipment, contact the Communications Functional Team.

**EMERGENCY RESPONSE RESOURCE SHEET****CORPORATE EMERGENCY RESPONSE STAFF - INTERNAL**

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**DESCRIPTION:** The Corporate Emergency Response Staff is responsible for providing guidance and subject matter expertise for emergency response, crises management and business continuity. This group establishes and maintains mutual aid relationships with internal and external organizations, trains and supports emergency response teams and conducts drills to assess and improve readiness.

A member of the Corporate Emergency Response Staff will also function as the Team Leader when an Advisory and Resource Team is dispatched (see [Advisory and Resource Team Resource Sheet](#)).

**HOW TO ACCESS:** The Corporate Emergency Response Staff Duty Contact can be accessed during an emergency by calling the Chevron Emergency Information Center (CEIC - See Chevron Emergency Information Center Resource Sheet) at 1-800-231-0623 or 1-510-231-0623. During business hours, one can directly call any of the Staff members at their respective offices. The Staff members are identified in the Corporate Emergency Response Staff Intranet website (see Additional Information Section).

**ADDITIONAL INFORMATION:** Corporate Emergency Response has a website on the company's Intranet. The website can provide valuable information about the Emergency Response Staff and the internal and external resources available. The website provides information on business continuity and crises management, also. The location is:  
<http://operationalexcellence.chevron.com/ER/>

The Emergency Response Staff is part of the Corporate Health, Environment and Safety Department.

**EMERGENCY RESPONSE RESOURCE SHEET****CRAWFORD AND COMPANY - EXTERNAL**

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**DESCRIPTION:** Crawford & Company can handle third party injury and damage claims resulting from explosions, fires, chemical releases and oil spills. They also offer a cost containment program which uses bar-coders to identify and track cleanup resources. This database is used to provide logistics reports, cost estimation reports and reconcile contractor billings through invoice review.

Crawford adjusters work under the supervision and guidance of Chevron's Insurance Division, Liability Claims group (the Insurance/Claim Functional team).

**HOW TO ACCESS:**

Crawford & Company can be activated by contacting the 24-hour emergency number **404-705-3540**. Be prepared to provide the following information:

- your name, company name
- telephone and fax number
- nature and location of the emergency
- nearest airport
- if the public has been evacuated or threatened and if so how many
- if would you like to establish an "800" claims number.

Your call will be returned within 20 min. by a Crawford Claims Specialist who will act as the point of contact and coordinator of Crawford & Company's response.

Upon activation immediately contact the Insurance/Claims Functional Team (see call-out list). The team will immediately appoint a representative to provide supervision and guidance for Crawford & Company operations.

Alternatively contact the Emergency Response Staff (see Emergency Response Staff resource sheet) or the Insurance/Claims Functional Team (see call out list), which will in turn contact Crawford & Company.

**ADDITIONAL INFORMATION:**

For large incidents Chevron employs Crawford & Company's "PROACT" unit which is staffed with more than 200 adjusters specially trained to handle injury and property damage claims. The adjusters will process all claims that result from the incident. Adjusters work for a representative of Chevron's Insurance Division. The Insurance Division working with the impacted OpCo will establish the claims strategy, settlement authority, data collection and reporting requirements.

Crawford's cost containment services are limited to controlling the cost of an operation as opposed to directing the actual cleanup. They do not select contractors, determine appropriate cleanup methods, or authorize work to be performed.

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****CHEVRON PARK CRISIS MANAGEMENT CENTER - INTERNAL**

**DESCRIPTION:** The Chevron Crisis Management Center (CMC) is available to the Corporate Crisis Management Team and to any operating company or corporate department crisis or emergency management team. The CMC is in Building H at Chevron Park and is available 24 hours per day and 365 days per year. By pre-arrangement, it can be used for training and exercises. The CMC is a dedicated facility that includes a central open area designed to serve as a traditional incident command post. The open area is surrounded by three conference rooms and six private offices, copy/printer and storage rooms, and a break room to support catering.

**HOW TO ACCESS:**

(b) (7)(F), (b) (3)

Any member of the Corporate Crisis Management Team can request the CMC be activated.

- Call **CEIC (510-231-0623)** and ask for someone from the Emergency Response Staff to be paged. Leave a call-back number.
- When ERS Duty Person calls back, tell them to activate the CMC.
- The CMC will normally be available for use within two hours.
- Anyone else can request the CMC be activated by following the same procedure. In such cases, someone from the Emergency Response staff will need to approve the activation.

**ADDITIONAL INFORMATION:**

**For routine inquiries about the CMC, call Michele Linton at (925-842-7407)**

**EMERGENCY RESPONSE RESOURCE SHEET****CSI AVIATION SERVICES, INC. - EXTERNAL**

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**DESCRIPTION:** CSI Aviation Services, Inc. (d.b.a. Charter Services) arranges for and coordinates air charter flights to transport Chevron's personnel or cargo worldwide in emergency response situations. CSI has representatives on call 24 hours a day who are capable of initiating a priority response and taking the actions necessary to provide aircraft charters for an emergency response operation.

**CONTACT**

**INFORMATION:** Call CSI at their 24-hour telephone number **505-761-9000**. Identify yourself (name, company, and phone number) and describe the desired services and charter requirements needed. Reference the Master Professional Service Agreement dated January 31, 1992 in your service or work order.

Main Number: (505)-761-9000  
 Fax: (505)-342-7377  
 Email: csi@csiaviation.com (non-emergency info only)  
 emergency@csiaviation.com (emergency info only)

After standard business hours (8 am to 5 pm MST) please leave a message in option #3 "Emergency Service" for an immediate call back.

**ADDITIONAL  
INFORMATION:**

The Master Professional Service Agreement allows any Chevron operating company, subsidiary, or affiliate to retain CSI for arrangement of air charters for oil spill preparedness and response and for routine business. Charges will be invoiced directly to the organization which uses their services.

CSI is currently the nation's largest and oldest air charter management company of its kind. Established in 1979, CSI has grown to its present position as a diversified and uniquely specialized aviation services company. Capabilities range from individual, ad hoc passenger and cargo charters to comprehensive air charter management for multiple aircraft programs to aircraft leased on an Aircraft, Crew, Insurance, and Maintenance (ACIM) and Aircraft, Insurance, and Maintenance (AIM) basis. CSI provides on-demand air charters for corporations, incentives and meetings, athletics, and government agencies. It also provides technical services under contract to twelve (12) U.S. airlines for various government contracts. Charters vary from small, executive aircraft missions, to large wide-body aircraft movements of thousands of passengers, to on-demand freighter aircraft. CSI has similar agreements in place with several oil companies and corporations worldwide.



**EMERGENCY RESPONSE RESOURCE SHEET****ENTRIX, INC. - EXTERNAL**

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**DESCRIPTION:** ENTRIX can provide environmental expertise during oil and hazardous material emergencies worldwide. The services can include: environmental monitoring during and after response; Natural Resource Damage Assessment (NRDA) work; ephemeral data collection; Shoreline Cleanup Assessment Teams (SCAT); habitat protection and restoration; bioremediation; training programs; and other spill remedial actions.

**HOW TO ACCESS:** ENTRIX can be activated by contacting their 24-hour emergency number **800-476-5886** or through the Emergency Response Staff (see Emergency Staff Resource Sheet). Identify yourself (name, company, and phone number), state that there has been a spill, and request that ENTRIX respond to the incident. Supply as much information as possible about the incident, where ENTRIX should respond, and the name and phone number(s) of the on-scene contact person. Reference the Chevron Corporation Master Professional Service Agreement dated October 1, 1991 in your service or work order. Alternatively, contact the Emergency Response Staff, which will in turn contact ENTRIX.

**ADDITIONAL INFORMATION:** The contract allows for any Chevron operating company, subsidiary, or affiliate to retain ENTRIX, Inc. for oil and hazardous material spill preparedness and response consulting. The Chevron Environmental Functional Team has used ENTRIX's services in company spill exercises as well as several actual oil spills.

Cost of services performed by ENTRIX will be charged to the organization requesting the services. Contact Dr. P. Y. O'Brien, Mr. M. Ammann, or Dr. P. Samuels for a copy of ENTRIX's current fees schedule. The ETC-HES Group handles all invoices.

**Non-emergency Services:** Contact or send a written request to P. Y. O'Brien, M. Ammann, or P. Samuels. Allow at least two weeks for handling of the request.

Specify:

- services requested, dates or length of time for which services are desired
- work location, organization making the request, and name and phone number of contact person
- charge number

Alternatively, any Chevron organization can contact ENTRIX directly for immediate response to non-emergency services through:

Dr. Gordon Robilliard, ENTRIX Vice President  
 grobilliard@entrix.com  
 253-858-2114 (office)  
 1-800-316-1683 (pager)  
 web site: www.entrix.com

**DOT X Ref****EMERGENCY RESPONSE RESOURCE SHEET****RETC HERO SQUAD - INTERNAL**

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**DESCRIPTION:** The Hazmat Emergency Response Officer (HERO) squad at ETC is available to advise on chemical properties, reactivity and decontamination issues associated with Chevron products.

The HERO team provides advice to Operating Companies or on-scene Chevron responders when requested. They are available by phone 24/7. They would not normally participate at the scene of an incident.

**HOW TO  
ACCESS:**

To access the squad, call the Chevron Emergency Information Center (CEIC) at (800) 231-0623 or (510) 231-0623. Tell the technician you need to talk to someone from the HERO squad. Leave your name, location, and phone number. The technician will locate the on-call HERO or a back up and that person will call you back.

**ADDITIONAL  
INFORMATION:**

The team members are experienced chemists and chemical engineers. All are certified as Level 3 and Level 5 (Incident Commander) Emergency Phase and Management/Supervisor level HAZWOPER post-ER training.

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****INTERNATIONAL BIRD RESCUE RESEARCH CENTER (IBRRC) - EXTERNAL**

**DESCRIPTION:** IBRRC provides consultation and on-site management, training, development and direction for oiled bird and animal rescue and rehabilitation during oil spill response. IBRRC is recognized worldwide as the expert organization for oiled bird rehabilitation.

Upon notification, IBRRC will activate the necessary trained emergency response personnel who manage all aspects of an oiled wildlife response.

**HOW TO ACCESS:**

Contact IBRRC by calling the (707) 207-0380, dial operator, fax: (707) 207-0395. Identify yourself (name, company and phone number) and specify the type of service desired. Reference the Chevron U.S.A. Inc. Retainer Agreement in your service or work order. Or, contact the Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact IBRRC headquarters. During non-business hours the answering service will take a message and contact an IBRRC employee who will call you back for more details in order to assemble a team to respond to the incident.

**ADDITIONAL INFORMATION:**

Founded in 1971, IBRRC is a nonprofit organization in the field of rescue, rehabilitation, research and release of oiled wildlife. In addition to providing oil spill response services, IBRRC operates two facilities, the San Francisco Bay Area headquarters located at Fairfield, and the Los Angeles bay area facility at San Pedro for the treatment of oiled and non-oiled wildlife, with a specialty in aquatic birds.

Regional representatives are available for oil spills, exercises, training and consultations. For more information contact the following representatives:

**International Bird Rescue Research Center (IBRRC)**

4369 Cordelia Road  
Fairfield, CA 94534

Main line: (707) 207-0380  
Fax: (707) 207-0395

**Pacific Northwest**

Curt Clumpner  
1526 Franklin Avenue  
Astoria, OR 97103

Cell: (b) (6)  
Home: (b) (6)  
E-mail: curtc351@aol.com

Federal Express:  
1526 Franklin Avenue  
Astoria, OR 97103

**DOT X Ref****EMERGENCY RESPONSE RESOURCE SHEET****Hawaii/Pacific****Linda Elliot**

PO Box 506

Hawaii, HI 96719

Home: (b) (6)

E-Mail: [ibrichi@aol.com](mailto:ibrichi@aol.com)

Federal Express:

55-3435 Puu Mamo Drive

Hawaii, HI 96719

**Alaska****Barbara Callahan**

1142 H St.

Anchorage, AK 99501

Home: (b) (6)

Work: 907-562-1326

Nextel use outside of Alaska:

707-249-4871

Cell use for Alaska Calls:

(b) (6)

Fax: 907-562-2441

E-Mail: [bcallahan.ibrrc@ifaw.org](mailto:bcallahan.ibrrc@ifaw.org)

Federal Express:

Alaska Wildlife Response Center

6132 Nielson Way

Anchorage, AK 99518

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****TOM MCCLOSKEY / THE MCCLOSKEY GROUP, INC. - EXTERNAL**

**DESCRIPTION:** Tom McCloskey is an expert in the organization and management of emergency response and crisis management operations. Mr. McCloskey has worked extensively for every Operating Company in Chevron. His services are invaluable in helping an organization move quickly from an emergency to a project phase.

**HOW TO ACCESS:**

Contact The McCloskey Group at:

**Phone** 206-780-2282  
**FAX** 206-780-2383  
**Pager** 800-SKY-PAGE (Pin # 577-2668)  
**E-mail** mccloskeys@bainbridge.net

or contact the Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact Mr. McCloskey. Reference the Master Professional Service Agreement dated March 28, 1991 in your service or work order.

**ADDITIONAL INFORMATION:**

The McCloskey Group also provides other services, such as Incident Command System (ICS)-based Response Management System training, assisting with or conducting emergency exercises and drills, and contingency planning.

Tom McCloskey is considered a leading provider of emergency response and crisis management services not only for Chevron, but for dozens of other companies with operations in more than 30 countries.

The Master Professional Service Agreement allows for any Chevron Operating Company, subsidiary, or affiliate to retain The McCloskey Group's services for response activities, training, participation in exercises and drills, and contingency planning. Charges will be invoiced directly to the organizations which use their services.

**EMERGENCY RESPONSE RESOURCE SHEET****MARINE SPILL RESPONSE CORPORATION (MSRC) - EXTERNAL**

**DESCRIPTION:** MSRC provides equipment and personnel to respond to oil spills in the coastal and tidal waters of the USA except Alaska using its own extensive dedicated resources, as well as contractors. MSRC can provide traditional equipment such as boom and skimmers, dispersant application services, communications equipment, in situ burning equipment and, through a contractor network, inland spill response services, lightering and shoreline cleanup services. MSRC can also provide a significant amount of equipment and personnel for international deployment. See REACT Package under Additional Information. MSRC can assist in identifying contractors to provide services such as salvage and firefighting.

**HOW TO ACCESS:** MSRC will respond to call-out calls from an "Authorized Representative" (see Additional Information). To activate, call one of the following 24-hour numbers:

**1-800-259-6772 or 1-800-645-7745 or 1-732-417-0175**

and provide the following information (to extent known):

- Caller's name, position, phone, fax
- **CHEVRON/MSRC CONTRACT NUMBER - 6CHUSA01**
- Covered entity name (facility or vessel)
- Size and location of incident (nearest coastline)
- Spilled material and if it is classified as hazardous
- Specific resources wanted

The answering service will then quickly arrange a conference call between Chevron's Authorized Representative and/or Incident Commander and the appropriate MSRC personnel. The purpose is to review incident details and assist Chevron in deciding on the best initial response resources to mobilize.

**ADDITIONAL INFORMATION:** Authorized Representative  
In lieu of designating specific persons from each facility, which change frequently, MSRC has agreed to respond to calls from Chevron employees which appear to be legitimate. The likelihood is increased if the caller can cite the MSRC/Chevron Contract Number and/or if the caller has made previous contact with local MSRC personnel. In case of doubt, MSRC will still initiate the response but may call a member of the Corporate Emergency Response Staff for verification.

**EMERGENCY RESPONSE RESOURCE SHEET**MSRC Letters

Upon activation, MSRC will fax the Incident Commander a confirmation of call-out. This confirmation lists the resources requested by Chevron. If the Confirmation is inaccurate, please notify MSRC immediately. Depending on the situation, MSRC may also fax Chevron other letters requesting information and/or requiring action, such as:

- *Authorization for Discharge of Excess Water Associated with Mechanical Recovery Operations.* This letter asks Chevron to obtain the signature of the State and/or Federal on scene Coordinator to permit the discharge/decant of excess water back into the sea.
- *Hazardous Waste Generator Numbers for the Oil Spill.* This letter requests that MSRC be provided with Chevron's hazardous waste identification number as required by the EPA. In addition, the letter reminds the spiller that MSRC does not manage or dispose of hazardous waste.
- *Spill Response Activities Associated with the Spill.* This letter reminds Chevron of its responsibilities under the MSRC Service Agreement and highlights other related matters that MSRC believes should be addressed such as decanting, designation of the response area, etc.

Alert Status

MSRC has an "alert status" under which MSRC will undertake an internal readiness review but not mobilize resources.

24-Hour Rule

Chevron may activate MSRC resources under the 24-hour rule. Under this rule MSRC will only bill Chevron for out-of-pocket expenses, including fuel and overtime labor charges, if any, provided the resources are not used and turned around within 24-hours from the initial call-out.

REACT Package

The standard Package includes approximately 60,000 bbl of derated effective daily recovery capacity, 13,000 feet of boom and 7,000 bbl of temporary storage. The Package has been designed to fill out the cubic capacity and weight restrictions of a Boeing 747 aircraft. If 747 aircraft are not available, or the destination airport cannot accommodate one, smaller aircraft may be sourced. MSRC can also customize the Package. The REACT Package can also include handheld radios, base stations, and repeaters.

Communications Equipment

MSRC's Communications Suites, located throughout the continental U.S., have been designed for immediate transport. Each Suite can provide up to 100 Direct-in-Dial phones and dedicated fax circuits and equipment; radio service in the petroleum, marine and aviation bands; t; and LAN services. A Comms Suite is fully self-supporting and can be towed to a location and set up for full operation within 4-6 hours of arrival. MSRC provides the necessary personnel to operate the Comms Suite. The Communications Functional Team is very familiar with this equipment and can help supervise MSRC's personnel.

**EMERGENCY RESPONSE RESOURCE SHEET**Requirements for Access to MSRC Response Resource

In order for MSRC to provide response personnel and equipment the following criteria must be satisfied: (1) In U.S. jurisdictional waters the FOSC must be in a monitor or direct role, and (2) appropriate responder immunity or other suitable liability protection must be in place.

Response Management

Chevron will maintain responsibility for overall management and control of the response activity. MSRC will operate under Chevron's operation and control. If government directions are issued directly to MSRC, they will refer the directions to Chevron prior to taking action.

Operational Area

MSRC's Operational Area is the coastal and tidal waters, including the Exclusive Economic Zone and territorial seas of the U.S. (except Alaska and the Great Lakes), Hawaii, Puerto Rico, and the U.S. Virgin Islands, and inland on waterways with a navigable depth of 30 feet. On the Mississippi River, this area is limited inland to Baton Rouge.

Dues Credit

Chevron and other Marine Preservation Association (MPA) members receive a Dues Credit in the event they call out MSRC for a response. The dues credit equals the typical non-response mode cost of the equipment for the days it is used in the response. This credit reflects the fact that MPA's members have already funded the non-response mode cost of the equipment.

MSRC OSRO Classification

Within its operating area, MSRC is classified at the MM, W1, W2, W3 level for rivers/canals, inland and all 3 Ocean environments for vessels and MM, W1, W2 and W3 level for rivers/canals and inland environments for facilities. MSRC meets OSRO classification shoreline protection requirements throughout its Operational Area.

Contract

The Corporate Emergency Response Staff and Law Functional Team maintain ready access to the complete Service Agreement including the rate schedule.

Website - <http://www.msrc.org>

The following information is required for "Customer Access" to the MSRC website:

User: skimmer  
Password: transrec

**EMERGENCY RESPONSE RESOURCE SHEET****OIL TRAJECTORY MODELING - (OILMAP) - INTERNAL**

**DESCRIPTION:** OILMAP is a windows-based state-of-the-art oil spill trajectory and weathering model that runs on an IBM PC. It can be used both for contingency planning and spill response. Spill trajectories can be produced rapidly using basic coastline maps and ocean current data contained in the system and further enhanced for any location worldwide by the addition of more detailed data. OILMAP is replacing WOSM (Worldwide Oil Spill Model), our DOS-based spill response tool which is being phased out. WOSM is still available and in use in several operating companies, but will no longer be maintained.

**HOW TO ACCESS:** Modeling can be obtained through the Emergency Response Staff.

**ADDITIONAL INFORMATION:** The program operates in any of four modes:

- stochastic mode to identify probable impacts for contingency planning,
- trajectory mode without weathering,
- trajectory and fates including weathering by evaporation, emulsification, etc, or
- source identification mode (retracing to a probable source based location of impacts).

Detailed maps (NOAA BSB & NOS Charts, Map Tech Charts, etc.) water currents, wind data and oil properties (using NOAA's ADIOS database or nearly 1,000 oils) can be easily imported to improve modeling accuracy and usefulness. Users may add features such as facility maps, roads, shoreline types, and sensitive area locations. Data for these enhancements can be developed either using Chevron resources or outside contractors.

OILMAP runs on a Pentium PC, GIL compatible and Y2Kcompliant. OILMAP output can be viewed on-screen, printed directly in monochrome, gray-scale or color, or stored for further annotation. An OILMAP viewer is available (free) to review all model output, including animations.

For additional information on the model, training opportunities, or customizing it to a specific location, or ADIOS contact:

**Tim Finnigan ( CPTC) at 925 CTN 842 8006**

**EMERGENCY RESPONSE RESOURCE SHEET****OILED WILDLIFE CARE NETWORK (OWCN) - CALIFORNIA - EXTERNAL**

**DESCRIPTION:** The OWCN provides rescue and rehabilitation for sea birds, sea otters, other marine mammals, and sea turtles in the event of an oil spill in California's marine waters.

**HOW TO ACCESS:**

**Emergency Response:** Contact Dr. Mike Ziccardi, Director of OWCN, who will then contact the nearest facility or organization to begin a rescue and rehabilitation operation. (OSPR may also activate the OWCN directly.)

Dr. Mike Ziccardi      Pager - 530 792-7803  
Wildlife Health Center    530 752-4167

**Initial Notification:** Identify yourself (name, company, and phone number), and provide the approximate spill volume, location, and product type.

**Follow Up:** As soon as the potential impact to wildlife is better known, have the Environmental Unit or the on scene Department of Fish and Game Biologist contact Dr. Mazet with this information and the number and locations of oiled wildlife (species) already found.

**ADDITIONAL INFORMATION:**

The OWCN was developed in response to California's Oil Spill Legislation. The primary focus of the Network is to provide wildlife care and rehabilitation facilities and highly qualified personnel to staff those facilities. When maximum caseloads are approached, those personnel available for search and rescue may decline and additional volunteers will be identified through OSPR's Volunteer Coordinator under the direction of the Unified Command. In most situations, the OWCN activities will be incorporated into the Wildlife Branch of an ICS.

The OWCN is made up of the following participating organizations:

North Coast Marine Mammal Center	Crescent City
Humboldt State University Marine Wildlife Care Center	Arcata
Santa Rosa Bird Rescue Center	Santa Rosa
Marine Mammal Center	Marin Headlands
International Birds Rescue & Research Center	Berkeley
UC Davis Wildlife Health Center	Davis
The Alexander Lindsey Jr., Museum	Walnut Creek
Peninsula Humane Society Wildlife Care Center	San Mateo
UC Santa Cruz Oiled Wildlife Care & Research Center	Santa Cruz
Monterey SPCA	Monterey
Monterey Bay Aquarium	Monterey
Pacific Wildlife Care	San Luis Obispo
Marine Mammal Center of Santa Barbara	Santa Barbara
Santa Barbara Wildlife Care Network	Santa Barbara
Ft. McArther Marine Mammal Center	San Pedro
Wetlands & Wildlife Care Center of Orange County	Huntington Beach
Friends of the Sea Lion Marine Mammal Center	Laguna Beach
Project Wildlife	San Diego
Seaworld of California	San Diego

**DOT X Ref****EMERGENCY RESPONSE RESOURCE SHEET****OK'S CASCADE COMPANY - EXTERNAL**

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**DESCRIPTION:** OK's Cascade Company provides emergency feeding, laundry and housing throughout the US. Services are available 24 hours, 365 days a year. Consulting services are available for feeding operations outside of the US or Canada.

**HOW TO  
ACCESS:**

Call OK's Cascade at **1-800-458-8061** or **509-997-8072** for 24-hour service. Contact Jason Stuvland, Jake Conley or Howard Sonnichsen and identify yourself as Chevron.

Alternatively contact the Emergency Response Staff or the Facilities Functional Team (see call out list), which will in turn contact OK's Cascade.

**ADDITIONAL  
INFORMATION:**

Founded in 1970, OK's Cascade is experienced in providing catering and support services to wildland firefighters and to other emergency responders during disaster operations. They have participated in numerous major disasters through their contract with FEMA and have responded to over 500 emergency dispatches for the National Forest Service. With equipment stationed throughout the US, they have the capacity to provide thousands of high quality meals per day and set up a self-supported city in a few hours after arrival.

OK's Cascade can also provide mobile shower facilities, staffing of mobile equipment, logistics coordination & consulting, dispatching and coordinating client's equipment needs, mobile laundry facilities and food service consulting.

Additional Information available at <http://www.oks.com>

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****OSRL/EARL GLOBAL ALLIANCE - EXTERNAL**

**DESCRIPTION:** Oil Spill Response Ltd, the world's largest international oil spill response company in alliance with East Asia Response Ltd, the largest oil spill response company in the Asia Pacific region provides expertise and resources for responding to oil spills worldwide.

OSRL, located in Southampton, England, and EARL, located in Singapore, have one of the world's largest equipment stockpiles. The Alliance maintains two large, dedicated cargo aircraft to guarantee quick response or dispersant application anywhere in the world.

**HOW TO ACCESS:** Call the Duty Manager at OSRL or at EARL. The Duty Manager will take your details and ask for a faxed confirmation of authority to mobilize resources.

Alternatively call the Chevron Emergency Information Center and ask to speak to the Corporate Emergency Response Staff Duty Contact. The Duty Contact can assist in providing confirmation of authorization to mobilize resources.

<p><b>OSRL</b>  Telephone: +44 (0) 23 8033 1551  Fax: +44 (0) 23 8033 1972  Pager: +44 (0) 20 8345 6789  Ask for Pager "OIL39" and provide telephone number and message</p>	<p><b>EARL</b>  Telephone: +65 6266 1566  Fax: +65 6266 2312</p>
<p><b>Chevron Emergency Information Center (CEIC)</b>  Telephone: +1 800 231 0623 (calls within the United States)  +1 510 231 0623 (calls outside the United States)  Fax: +1 510 242 3787  E-mail ceichl@chevron.com</p>	

**ADDITIONAL INFORMATION:** The Alliance is available for the response to spills of oil (broadly defined as "crude petroleum oil and any fraction thereof or any petroleum product") for which Chevron or an affiliate (50% or more ownership) has any interest.

Chevron has access to 50% of each type of equipment and response personnel not otherwise allocated. Thus, if another spill response is in progress for which 50% of the equipment was allocated, Chevron will have access to only 25% of each type of equipment (50% of what is currently available at the center).

For information on response services, oil spill response training courses, and consulting services provided by the Alliance, contact the Corporate Emergency Response Staff, or see the following websites:

[www.oilspillresponse.com](http://www.oilspillresponse.com)

[www.earl.com.sg](http://www.earl.com.sg)

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****POLARIS APPLIED SCIENCES, INC. (PAS) – EXTERNAL**

**DESCRIPTION:** Polaris Applied Sciences, Inc. (Polaris) is a full-service integrated emergency response, scientific support, Natural Resource Damage Assessment, restoration, spill planning and training organization providing worldwide support for clients in the oil industry. Ed Owens of Polaris is one of the foremost experts on emergency response operations related to oiled shorelines, including shoreline assessment, protection, and clean-up. Gary Mauseth has been the principal investigator in over seventy spills, groundings, and natural resource damage assessment cases nationally and internationally. Elliott Taylor and Greg Challenger also provide primary response and investigation capabilities with expertise in ecology, geology, data management, Shoreline Clean-up Assessment or Advisory Team (SCAT) and NRDA support services. Polaris has worldwide experience including mangrove, coral and arctic environments. Polaris can also access other experienced personnel in a wide range of specialty fields as the need arises.

**HOW TO ACCESS:**

To request emergency services, contact:

	<b>Office</b>	<b>Cell</b>	<b>Home</b>
Ed Owens / Principal	<b>206 842-2951</b>	(b) (6)	
Gary Mauseth / President	<b>425 823-4841</b>		
Elliott Taylor / Associate	<b>206 780-0860</b>		
Greg Challenger / Associate	<b>425 823-4841</b>		
Polaris Fax:	<b>425 823-3805</b>	Kirkland	
	<b>206 842-2861</b>	Bainbridge Island	

For the Emergency Response Staff (see Emergency Response Staff resource sheet). Reference the Chevron Master Service Agreement in your work order.

**ADDITIONAL INFORMATION:**Planning

Polaris has a staff of 8 full-time employees that provide pre-spill planning including classification of shorelines, identification of protection strategies and suggestions for response priorities and clean-up methods.

Scientific Support for Spill Response

Polaris has expertise in shoreline protection and cleanup operations and has considerable field experience worldwide in arctic, tropical and temperate environments. Polaris has prepared spill response field guides and training manuals for Environment Canada, API, MSRC, and other industry clients.

Following the EXXON Valdez spill, Ed Owens established the shoreline assessment field program, aerial VTR surveys, and a long-term fate and persistence monitoring study for Exxon.

**EMERGENCY RESPONSE RESOURCE SHEET**SCAT

Polaris also provides training in SCAT (Shoreline Cleanup Advisory Team) methods and procedures. The pre-established agreements Polaris has in place define the terms and scope of services and pre-agreed rates, which range between \$75 and \$100 US/hour. These SCAT support personnel can be contacted through Polaris and can be contracted and managed directly by Chevron or Polaris.

NRDA

Implementation of scientific support during an oil spill response provides the client with a critical head start to Natural Resource Damage Assessment. Polaris personnel have provided scientific representation for damage claims ranging from simple to highly complex that require several years to settle. These natural resource damage claims have been based in marine, estuarine, freshwater and terrestrial environments and have included natural resources such as fisheries, birds, marine mammals, wetlands, coral reefs, aquatic and terrestrial vegetation, sand dunes, water, sediment, invertebrates, recreational use, and threatened and endangered species.

Restoration

Federal and many state regulations require restoration of services provided by injured resources in a spill either directly, by creation of similar services such as habitat, or by enhancing the quality of available habitats. Polaris personnel have acted as the technical representative for responsible parties on many restoration projects. Our services include: trustee liaison, development and assessment of alternative restoration/ compensation options, innovative conceptual project designs, project design coordination, permitting, contractor selection, and monitoring of construction and performance criteria.

Technical Training and Exercises

Polaris offers 1, 2 and 3-day Shorelines and Oil Spill Response training courses that provide a basic introduction to coastal processes, shoreline character, and the fate and behavior of spilled and stranded oil. Polaris personnel have also been key members of design, preparation, and control teams for a number of spill response exercises.

Training/Exercise Development

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****PRECISION PLANNING & SIMULATIONS, INC. - EXTERNAL**

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**DESCRIPTION:** Precision Planning & Simulations, Inc. (PPS) assists the oil industry in the conduct of oil spill response training and Preparedness for Response Exercise Program (PREP) exercises. In addition, PPS can assist with the establishment of a Situation Unit in the Planning Section for an actual oil spill or emergency response.

**HOW TO ACCESS:**

Contact Tom Marquette directly at:

Office: (252) 330-4254

Cell: (b) (6)

E-Mail [tmarquette@ppscorp.com](mailto:tmarquette@ppscorp.com)

Alternate Contact is Paul Gebert at:

Office: (610) 469-1810

Cell: (b) (6)

E-mail: [paulgebert@ppscorp.com](mailto:paulgebert@ppscorp.com)

Web-Site address: [www.ppscorp.com](http://www.ppscorp.com)

**ADDITIONAL INFORMATION:**

PPS is available to assist with the design; development, execution and evaluation of oil spill response training, and oil spill and security type exercises. In addition, PPS can provide assistance with actual oil spill emergencies. PPS personnel have in-depth knowledge of the federal government's PREP exercise program, and can assist with any type of exercise ranging from Spill Management Team (SMT) Tabletop exercises to large scale, multi agency Industry-Led Area exercises.

Rates for PPS' services:

**Training and Exercises**

Personnel:

In-Office: \$850.00 per day

On Site: \$1200.00 per day

**Response**

Personnel deployed: \$900.00 per day

Standard Equipment package: \$615.00 per day

3 – computers 2 - color printers

1 - poster printer 1 – LSD projector

1 – Digital camera Admin Kit

Response software (ICS forms, mapping, etc.)

Hubs & wireless networking equipment

All charges will be directly invoiced to the organization using PPS' services. The daily rates listed are effective for the period of 1/1/03 to 1/1/04. These daily rates do not reflect actual expenses, or material costs associated with the conduct of training, exercises, or actual response.

**EMERGENCY RESPONSE RESOURCE SHEET****RESEARCH PLANNING, INC. (RPI) - EXTERNAL**

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**DESCRIPTION:** Research Planning, Inc. (RPI) provides emergency spill response expertise in four areas: 1) identifying and prioritizing sensitive resources for protection; 2) selecting and obtaining approval for oil-spill treating agents (e.g., dispersants, burning, shoreline cleaning agents); 3) optimizing shoreline cleanup methods; and 4) assessment of impacts or damages to natural resources

**HOW TO ACCESS:** Contact Jacqueline Michel, Research Planning, Inc. at: Phone **803-256-7322** (24-hour answering service) FAX 803-254-6445, email = jmichel@researchplanning.com, or contact the Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact RPI. Reference the Master Professional Service Agreement dated January 1996 in your service or work order.

**ADDITIONAL INFORMATION:** RPI also provides a range of non-emergency services associated with oil spill planning, environmental impact studies, environmental assessments, risk assessments, and training.

RPI is the world leader in developing sensitivity maps and digital databases on sensitive natural resources for oil spill planning. They can develop simple to complex databases using Geographic Information Systems (GIS) technology for managing and presenting data.

RPI can prepare ecological risk assessments and environmental impact studies of oil exploration, development, and transportation operations overseas. They have expertise in marine and terrestrial ecology, fisheries, geology, coastal geomorphology, water quality, and socio-economics. They integrate Global Positioning Systems (GPS) methods into field studies to improve data quality and use in spatial databases. They have the ability for collection of nearly any type of complex field data that requires a spatial location, including ecological surveys, environmental or chemical sampling, ground-truthing of aerial or satellite imagery, or natural resource inventories. The system is also ideal for situations where the rapid collection and analysis of spatial data are essential, such as emergency spill response. They can integrate instruments with a digital output–barcode scanners, water quality instruments, thermometers, or digital cameras—with GPS units to simultaneously collect and store multiple types of data.

**DOT X Ref****EMERGENCY RESPONSE RESOURCE SHEET**

RPI offers a range of training courses on spill planning and response. The courses emphasis technical and environmental aspects of spills, such as decision-making for dispersant use, and conditions where burning of oiled wetlands is recommended.

The Master Professional Service Agreement allows for a Chevron operating company, subsidiary, or affiliate to retain RPI's services for oil and hazardous material spill preparedness and response consulting. Charge will be invoiced directly to the organizations that use their services.

**EMERGENCY RESPONSE RESOURCE SHEET****SECURITY FUNCTIONAL TEAM - INTERNAL**

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**DESCRIPTION:** The Security Functional Team can provide security services to Chevron Companies during and emergency. Functional Team members can assume the role of Security Unit Leader (or other security roles) in the Incident Command System (ICS).

The Security FT can provide specific assistance, as needed to:

- Protect senior management personnel who may be present
- Protect response personnel
- Establish and maintain liaison with public law enforcement authorities
- Conduct or manage investigations as requested
- Manage contract security personnel as required
- Advise the Incident Commander, Sr. Management and others on security issues.
- Counsel the Facilities FT with regard to the operation of security guard and access control of the Incident Command Center and operations in the field
- Counsel other FT members on any security related matters

**HOW TO ACCESS:**

In the event of an incident or crisis, which results in the activation of Security staff personnel, notification should be made to the Manager, Global Security, and to the Security FT Coordinator. When a person is notified to respond to the incident location, the request shall be given top priority.

**ADDITIONAL INFORMATION:**

[Global Security Website](#), [Security FT Plan](#)

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****THE MARINE MAMMAL CENTER (TMMC) - EXTERNAL**

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**DESCRIPTION:** The Marine Mammal Center (TMMC) is a world renowned private, non-profit institution (located in Marin County, California) licensed by the National Marine Fisheries Service to rescue and rehabilitate injured or oiled marine mammals. The Marine Mammal Center can dispatch a team of professionals worldwide for the capture and care of injured animals.

**HOW TO ACCESS:**

To activate call their 24-hour number: **415-289-7325**. The incident will be referred to TMMC's **On-Call** Stranding Coordinator. They will contact the spiller to confirm activation of center personnel.

Upon arrival at the scene, TMMC will immediately consult with Chevron and government officials to determine priorities, identify problem areas, and establish a response plan.

TMMC will also enlist our aid to identify an appropriate rehabilitation facility. Options include transporting all affected animals to TMMC's facility or establishing and equipping an on-scene emergency facility. TMMC will also provide medical and rehabilitative care for all oiled marine mammals delivered to the facility, and **will** provide training for volunteers in safety, animal handling and care.

**ADDITIONAL INFORMATION:**

For spills in Northern California (San Luis Obispo to the Oregon border) the Center **may be able to** mobilize 1-2 veterinarians and 50-100 volunteers within 2 to 4 hours of the incident. TMMC is permitted to operate as far north as the Oregon border, however, The North Coast Marine Mammal Center actually covers Humboldt and Del Norte Counties.

DOT X Ref

**EMERGENCY RESPONSE RESOURCE SHEET****THE O'BRIEN'S GROUP - EXTERNAL**

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**DESCRIPTION:** The O'Brien's Group offers a broad array of consulting services that include ICS training, exercise facilitation and evaluation, client-specific oil spill schools, 8-hour and 24-hour HAZWOPER refresher training, plan writing, plan review and plan management, and client-specific specialized emergency response training. The O'Brien's Group also is available 24/7 to respond to virtually any emergency worldwide – including oil spills, fires, industrial accidents, hazardous material releases or natural disasters. The Master Consulting Services Agreement allows for any Chevron operating company, subsidiary, or affiliate to retain “Services” by executing a Statement of Work found in the link below.

**HOW TO ACCESS:**

For emergencies, contact The O’Brien’s Group directly at:

24-hour telephone number: **(985)-781-0804**

FAX: **(985)-781-0580**

or contact the Corporate Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact The O’Brien’s Group. Identify yourself (name, company, and phone number), state that you have an emergency. Provide the details of the emergency and request assistance. Also provide the location where assistance is needed and the name and phone number of the Chevron contact person at the scene. Reference Master Consulting Services Agreement number 99016309 dated August 1, 2004.

For non-emergency consulting “Services”, contact The O’Brien’s Group at:

**(714) 577-2110 Office**                      **(714) 577 2118 Fax**

**ADDITIONAL INFORMATION:**

Use the following link for a copy of the Master Consulting Services Agreement and the Statement of Work used for obtaining “Services” under the Agreement.

**EMERGENCY RESPONSE RESOURCE SHEET****THE RESPONSE GROUP - EXTERNAL**

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**DESCRIPTION:** The Response Group offers emergency response pre-planning and support solutions to the domestic and international petroleum industry. They currently service over thirty major oil and gas companies. Their goal is to provide the finest service to their clients utilizing skilled personnel and the latest innovations in technology. Through close personal relations, attention to detail, and capitalizing on years of experience and leadership in the industry, the Response Group can provide you with effective emergency response solutions.

**HOW TO ACCESS:**

Call Roy Barrett – Project Manager:  
 Email: rbarrett@responsegroupinc.com  
 Mobile Phone: (b) (6)

**ADDITIONAL INFORMATION:****Services:****Pre-Planning, Response & Mapping**

- Inland & Shoreline Tactical Response Guides
- Emergency Response & Drill Trajectory Analysis
- Inland & Shoreline Tactical Response Guides
- Incident Management Team Support regarding trajectories, mapping & IAP software support
- Onshore & Offshore Mapping Support including Facility Maps, Pipeline Maps, Platform Maps, Spill Response Maps, etc.
- Offshore & Onshore Worst Case Discharge Response Guides
- Inland & Offshore DOT IMP Plan Mapping Support

**Software Support**

- IAP Software 3.X Crisis Management Support & Software Upgrades
- IAP Software 3.X Response Equipment Quarterly Updates
- Fact Sheet 1.0 Software
- Custom Database & Software Application Development

**Other Services**

- Custom Company Specific ICS Guides
- Pipeline GPS Services

**EMERGENCY RESPONSE RESOURCE SHEET****TRI-STATE BIRD RESCUE & RESEARCH, INC. - EXTERNAL**

**DESCRIPTION:** Tri-State Bird Rescue & Research specializes in the rescue and rehabilitation of oiled wildlife. During an oil spill response Tri-State can establish and operate rehabilitative facilities, provide medical and rehabilitative care for affected animals, train volunteers, and establish field protocols. Tri-State will respond to oil spills worldwide.

**HOW TO ACCESS:**

Call Tri-State Bird Rescue & Research, Inc. at their 24-hour telephone pager numbers:

Eileen Gilbert	800-710-0695 (pager)
Dr. Heidi Stout	800-710-0696 (pager)

If your call is not returned try the Main Office number:  
302-737-7241 (Tri-State Bird Rescue & Research, Inc.)

Be prepared to provide the following information: name, affiliation, position, responsibility regarding spill, telephone number during spill response, product spilled, time/date, amount, spilled if known, location, habitat, wildlife involvement, government agencies notified/involved and current wildlife rescue and rehabilitation plans. Caller will also need to initiate contract negotiations.

Alternatively contact the Emergency Response Staff (see Emergency Response Staff resource sheet), which will in turn contact Tri-State.

**ADDITIONAL INFORMATION:**

Charges for their services are generally "at cost" with no mark-up for overhead or profit.

Tri-State requests that they be contracted within the minimum amount of time possible to prepare for an on-scene bird rescue, usually 12-48 hours following the spill. Tri-State will immediately send a Response Team to assess the spill situation and if necessary mobilize a full Response team.

Tri-State offers pre-spill training and contingency planning services. They also maintain a full-time bird hospital/research facility in Newark, Delaware.

**EMERGENCY RESPONSE RESOURCE SHEET****UNEP WORLD CONSERVATION MONITORING CENTRE (UNEP-WCMC) - EXTERNAL**

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**DESCRIPTION:** The UNEP World Conservation Monitoring Centre is the biodiversity assessment and policy implementation arm of the United Nations Environment Program (UNEP), the world's foremost intergovernmental environmental organization. UNEP-WCMC aims to help decision-makers recognize the value of biodiversity to people everywhere, and to apply this knowledge to all that they do. The Center's challenge is to transform complex data into policy-relevant information, to build tools and systems for analysis and integration, and to support the needs of nations and the international community as they engage in joint program of action.

**HOW TO ACCESS:****UNEP-WCMC:**

Information Enquires Tel: + 44 (0) 1223 277722

Main Switchboard Tel: + 44 (0) 1223 277314

Fax: + 44 (0) 1223 277136

E-Mail: [info@unep-wcmc.org](mailto:info@unep-wcmc.org)Internet: <http://www.unep-wcmc.org>

Information Office

UNEP World Conservation Monitoring Center (UNEP-WCMC)

219 Huntington Road

Cambridge, CB3 0DL, UK

**The Centre is open Monday** – Friday from 8.30 AM – 5.30 PM (GMT & BST). To reach WCMC outside of regular business hours, contact the Emergency Response Staff (see Emergency Response Staff resource information required in as much detail as possible) for assistance. Identify the area of interest and the type of

**ADDITIONAL INFORMATION:**

UNEP-WCMC, based in Cambridge, UK Became an integral part of the UN Family in July 2000. UNEP-WCMC maintains a worldwide GIS database, the Bio-diversity Map Library relating to marine and coastal environments and their conservation.

Maps, databases and reports are available for most areas of the world, documenting important local features. The Bio Diversity Map Library is digital information, including maps as graphics files that can be produced within minutes of incident notification and dispatched via communications networks showing the important features of biodiversity that are under threat.

Information is of varying detail depending on the geographical area requested, with the tropical climates containing a higher degree. WCMC can also assist in locating information on international conservation agreements and programs.

**DOT X Ref****EMERGENCY RESPONSE RESOURCE SHEET****WORLDWIDE EMERGENCY RESPONSE TEAM - INTERNAL**

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**DESCRIPTION:** Worldwide Emergency Response Team (WWERT) members are on-call to fill and provide backup for key spill response and cleanup management positions. The team is a select group of about 30 experienced and highly trained individuals from the spill response organizations of the various operating companies.

Operating companies may activate one or as many people they feel they need for the response. When activated, team members will report to and work directly for the operating company handling the incident.

**HOW TO  
ACCESS:**

To activate WWERT members, contact the Corporate Emergency Response Staff On-Duty Person by calling CEIC at 1-510-231-0623 or 1-800-231-0623.

Team members are preauthorized to respond to a call from any operating company and are prepared to arrive at their local commercial airport within six hours of notification.

**ADDITIONAL  
INFORMATION:**

All team members are prepared to travel internationally on short notice. They have passports and inoculations recommended by the Medical Staff.

The team members are also certified as having at least received Level 5 (Incident Commander), Low Hazard Worker, and Management/Supervisor level HAZWOPER training.

## **GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**

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General portions of this Plan will be considered part of the Emergency Operating Plan for all gas pipelines and company gas facilities.

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**

<b>GENERAL REQUIREMENTS</b> .....	<b>1</b>
Emergency Operating Plan .....	1
Purpose .....	1
Scope .....	1
<b>GENERAL INFORMATION</b> .....	<b>2</b>
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## **GENERAL REQUIREMENTS**

### **Emergency Operating Plan**

#### **Purpose**

The purpose of this Plan is to provide emergency operating plan procedural guidelines for gas pipelines and facilities and shall be known as the Company Gas Pipelines & Facilities North America Emergency Operating Plan. These emergency procedures are intended to place the primary emphasis on the protection of life.

This Plan is not intended to stand alone, but should be utilized in conjunction with other applicable sections of this Core Plan and relevant State Appendices.

#### **Scope**

The scope of this Plan is limited to those emergency situations, as hereinafter are more fully defined, affecting or relating to Company gas pipelines and gas facilities.

## GENERAL INFORMATION

This Emergency Operating Plan provides guidelines to:

- Handle situations to minimize personal injury and property damage
- Handle initial responses to incidents
- Identify and define when an emergency exists
- Evacuate a facility as required
- Establish an Incident Command System
- Notify appropriate personnel and authorities
- Conduct emergency and post emergency operations
- Provide procedures for prompt reporting and investigation of incidents
- Outline procedures to evaluate risk for a facility and surrounding area
- Provide guidelines for integrating this plan with those of the surrounding community
- Operate during severe weather
- Handle bomb threats and other disturbances
- Maintain a trained organization that can mobilize quickly in response to incidents

### Lines of Authority

The plan has been developed so that it complies with the spirit and letter of all applicable local, state and federal regulations pertaining to emergency situations, including 29 CFR 1910 Occupational Safety and Health Standards, Department of Transportation 49 CFR 192 Transportation of Natural Gas and Other Gas by Pipeline, Department of Transportation 49 CFR 195 Transportation of Hazardous Liquids by Pipeline, and SARA Title III, Emergency Planning and Community Right-To-Know Act of 1986.

OSHA Standard 29 CFR 1910.120 mandates the use of an incident command system (ICS) during times of emergency defined as “a release of a hazardous substance which cannot be absorbed, neutralized, or otherwise controlled.” This act also mandates that “the Senior Emergency Response Official responding to an emergency shall become the individual in charge of a site-specific Incident Command System (ICS). All emergency responders and their communications shall be coordinated and controlled through the individual in charge of the ICS assisted by the Senior Official present for each employer. There is an Incident Commander in any declared emergency. If an emergency is not declared, it is assumed no hazard to the public or company personnel exists and normal chain-of-command prevails.

During a declared emergency, the Incident Commander carries the designation of “Command” and is in control of the immediate areas of the emergency scene. The boundaries of the immediate area would be dictated by the emergency. Simply defined, it would be all of the area in which a hazard exists to humans.

The Incident Commander controls all activities directed at response to the emergency. All subordinate positions established under the ICS report to the Incident Commander. Per 29 CFR 1910.120(q), a Safety Officer must be appointed along with an Incident Commander. Initially the Incident Commander may also be the Safety Officer.

### **Emergency Operations Center**

In addition to the Unified Command Post, an Emergency Operations Center may be activated. This is where incident support activities are performed and may be located in two (2) locations:

- Primary Emergency Operations Center located at the Team Office; and
- Secondary Emergency Operations Center- Pipeline Systems Control Center or other location as determined.

The Emergency Operations Center will coordinate all equipment and personnel support needs except for emergency response equipment requests, which are normally handled by the Incident Command Post.

### **Unified Command**

When other agencies with jurisdiction are involved due to the nature of the incident or the kinds of resources required (e.g., a natural gas release, natural gas liquids release, hazardous material spill, fire, etc.), the Incident Commander will ensure that those organizations are involved in developing incident objectives and strategy and kept informed of the Action Plan and its implementation.

### **Concept of Operations**

There are four basic elements of the Emergency Operation Plan to follow. These four elements are prevention, preparedness, response and recovery.

**Prevention** incorporates all those activities that eliminate or reduce the probability for a disaster occurring onsite;

**Preparedness** includes all activities necessary to ensure a high degree of readiness so that response to an incident will be swift and effective;

**Response** includes all measures taken during an incident to prevent the loss of life and to minimize damage to the facility and surrounding areas.

**Recovery** includes those short and long-term activities that return all systems to a normal state of operation.

Primary responsibility for emergency response involving a facility has been assigned collectively to Company and facility personnel with the local offsite response agencies agreeing to act in a support role. The authority for responding to minor emergency situations has been assigned to the lowest levels of the response organization possible.

Following an incident, an investigation will take place to formulate new or modify existing prevention activities.

### **Plan Assumptions and Situations**

This plan makes the following assumptions:

- The fire department, police department, civil defense, and other public emergency response organizations will be available to respond to an emergency occurrence and will be able to provide support
- The required training and drills will be conducted and facilities and equipment obtained
- Facility employees will recognize and carry out their roles in an emergency

The situations for which this plan is designed are emergency incidents with a potential for severe consequences. This includes, but may not be limited to, the following:

- Technological hazards, fire, explosion, utility failure, a hazardous materials accident, and onsite materials that might adversely impact the surrounding public under specific conditions
- Natural hazards such as hurricanes, floods, windstorms, tornadoes, winter storm
- Social emergencies such as bomb threats, riots, and sabotage

### **Job Site Safety Plan**

A Company Job Site Safety Plan (Section 7, Core Plan) must be completed as part of the emergency response process.

The Incident Commander will ensure completion of the Company Job Site Safety Plan. The Incident Commander may delegate the task of completion of the Job site Safety Plan to the Safety Officer. The Safety Officer will administer the Job Site Safety Plan.

## NOTIFICATION PROCEDURES

### Response

#### General

Notifications will be per Section 2 of this Core Plan and per additional notification listed in each State Appendix.

This Section outlines the various concerned departments and individuals that personnel should notify in the event of an emergency. An emergency is any situation demanding immediate corrective action, which involves company facilities or operations and may endanger human life or cause significant loss of property.

#### Notification of Emergencies

It is imperative to respond quickly to any actual emergency. It is also important to contact the Local Emergency Planning Committees (LEPCs) and Federal, State and Local emergency response organizations (police, fire, ambulance, etc.) as necessary. Contact with the appropriate Local, State, and Federal regulatory agencies is also important.

Follow the Notification Flowchart that is found in Section 2 of this Core Plan.

Do not wait to collect all the information concerning the incident but provide this information to agencies and Company resources as it becomes available.

**Note:** Notifications must begin immediately after the realization of an incident.

#### Initial Observation Responsibilities of Company Personnel During an Emergency

Any employee including the Pipeline Systems Control Center Dispatcher receiving a report of or discovering an emergency should attempt to gather and record the following information:

- Any injuries or potential hazards to the public or Company personnel
- Location of the observed phenomenon in relation to recognizable landmarks (both natural and man-made, such as rivers, highways, railroads, etc.)
- Description and time of the observed phenomenon

- Proximity to public, residential, storage and vacant buildings and the density thereof
  - ◆ If applicable name of the informant, their address, time and phone number where they can be contacted
  - ◆ Direction of prevailing winds from the accident location with respect to residential houses, commercial buildings or public roadways
  - ◆ Indications of any other pipelines and/or other utilities belonging to the area and the name of the operator, if available
  - ◆ Estimate of resources needed to control the Emergency / Incident

### **First Responder (Company Employee) Initial Notification Responsibilities**

Any employee who receives a notification of an incident from an outside party or is the first person to witness an incident will notify:

- Control Center and as applicable, the area control room impacted by the incident
- His/Her supervisor
- Follow the Notification Flowchart in Section 2 of this Core Plan

**Note:** A record of the time each call was made and the name of the individual notified must be maintained.

### **Pipeline Systems Control Center - Initial Notifications Responsibilities**

#### **Dispatcher Initial Notification Responsibilities**

- Upon receiving notification of an incident from an outside party/general public, the Pipeline Systems Control Center Dispatcher and if applicable the impacted area Control Room Operator should follow the Notification Flowchart found in Section 2 of this Core Plan.
- Upon receiving notification of an incident from Company employee, the Pipeline Systems Control Center Operator should follow the Notification Flowchart found in Section 2 of this Core Plan.

**Note:** A record of the time each call was made and the individual notified must be maintained.

### **Federal DOT and State Pipeline Safety Incidents**

#### **General**

Gather all information concerning an emergency incident, and then determine whether that incident should be reported to the Local, State, or Federal Agencies having jurisdiction over the pipelines. Immediate telephonic notifications of incidents shall be made to the Local, State and Federal Agencies (when applicable). Telephonic notifications must be made at the earliest practical moment following the discovery of an incident but within the time limits set by the different agencies.

**Local Emergency Planning Committee (LEPC)**

Along with other Local, State and Federal Agencies, the appropriate LEPC should be informed of any incident that could involve the community or attract attention of the community or news media. If an affect will be felt in any of the surrounding communities, be prepared to advise of the need for evacuation when making the report. Notification to LEPCs should be made for any incident of smoking that lasts for more than five minutes, or any odor or noise that could be detected outside the facility. Informing the LEPC should be considered if the wind and weather conditions are such that hazardous exposure could occur.

**State Emergency Response Commission (SERC)**

Notification is required if the release is either in excess of the reportable quantities (RQ) of materials on the CERCLA list or the list of extremely hazardous substances or if the roadway is blocked. The LEPC, SERC & National Response Center (NRC), requests verbal notification within 1 hour of the incident. Written follow-up should be made within 5 working days.

## **Emergency Communication**

### **General**

Effective communications is one of the keys to effective emergency response. The ability of the various emergency organizations to adequately respond, coordinate, report, and make requests depends on effective communication with other groups.

Land line telephones, mobile telephones, two-way radios and pagers will also be used during all emergencies except for bomb threats (also see Incident Response). Key people can be reached by mobile telephones and pagers at all times. For actual phone numbers, see Emergency Notifications and Communications Rosters contained in the Site Specific Sections of this Plan.

### **Requirements**

When a telephone system is designated as an emergency communication system, the following are required:

- At least one designated telephone instrument must be capable of continuous dial access directly to the telephone network or to the public telephone network or to another similarly manned location (station manned at least five hours a day, five days a week);
- A designated telephone must be in a continuously accessible location considered to be safe during a potential emergency situation;
- The designated telephone or telephone system must have a power source, with at least eight hours reserve, which will not become inoperable during a localized emergency situation. A large percentage of telephone systems furnished by local telephone companies do not require local power except for external bells, horns, or indicator lamps; and
- At locations where telephone systems do not remain fully operational during power loss situations, a separate telephone instrument, powered by telephone line voltage, must be installed.

### **Procedure**

Company owned and operated facilities have provided for communication among the following groups:

- Emergency Operations and Incident Command Post;
- Emergency Operations Center and response teams;
- Emergency Operations Center and all off-site agencies;
- Emergency Operations Center and support personnel, including press/public relations and technical support; and
- On-site emergency response teams and off-site emergency response teams.

In an emergency situation, Personnel use landline telephones, mobile telephones, pagers and/or 2-way radios.

## **Responsibility for Procedure**

The responsibility for administration belongs to the Team Leader.

A record of scheduled and documented tests of the communications facilities using the Company computer maintenance scheduling system.

## **Emergency Communications Training Program**

All new employees should be made aware of the emergency phone lists and the emergency operations center. These lists should be posted in manned stations, and tests of the emergency management should be regularly conducted as well as documented and recorded.

## **Emergency Equipment**

### **General**

Responders should be careful to protect personnel, vehicles, and other equipment during an incident. Protection of personnel from toxic exposures to hazardous substances involves wearing proper chemical protective clothing and respiratory equipment. Responders should stay away from potential fires or explosions. A rest and rehabilitation area where responders can cool off should be established. Heat stress can be a major problem. In situations where decontamination of protective clothing is required, the rest and rehabilitation area can be incorporated in the decontamination line.

Protection of personnel, equipment, and vehicles also involves approaching the danger area from upwind or an angle other than downwind. If response personnel can only approach the danger area from downwind, they will be at a tremendous disadvantage and will have to place themselves and their vehicles much further back. Generally, vehicles should be parked at a safe distance away from the danger area with the engines shut off.

### **Fire-Fighting Equipment**

Hand portable fire extinguishers are located in all operator vehicles and in designated facility areas.

All company owned fire equipment will be maintained and tested in accordance with established company procedures so that it will be ready for service at all times. All personnel will be trained in the use of personal protective equipment and fire fighting procedures in order to control any fires to the maximum extent possible with the equipment available.

Local fire departments may be called in when the emergency requires. Outside fire organizations should always be aided by Company personnel who have expertise in the location and probable cause and effect of the fire. It is essential to provide guidance to ensure that non-Company people do not enter an area where they may be trapped by fire or where a pipe rupture could occur.

## **Personal Protective Equipment**

All employees working in and around hazardous operations must be instructed in the hazards of their respective jobs and in the personal protective equipment (PPE) designed to protect against these hazards. Employees are to train in the selection, use, and limitations of PPE.

The Company must provide necessary personal protective equipment for eyes, face, head, and extremities. This equipment includes protective clothing, respiratory devices, and protective shields and barriers. These devices will be used and maintained in a sanitary and reliable condition. Hazards of process or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact will be mitigated by using personal protective equipment.

All personal protective equipment used by employees must be of safe design and construction for the work to be performed and must be properly maintained to retain its original effectiveness provided for their use.

## **Using Personal Protective Equipment**

Proper use of personal protective equipment by all employees is defined in the Company Procedures which covers equipment such as hard hats, safety glasses, footwear, clothing and respiratory protection pertinent to specific jobs or tasks. This equipment is specific in preventing personnel from exposures through absorption, inhalation, and physical contact. Also see Training and Drills in this Plan.

## **Reusable and Disposable Personal Equipment**

As required, safety equipment for the protection of employees is available. This equipment includes but is not limited to:

- Protective Clothing (including Nomex coveralls);
- Respiratory Protection (SCBA, AP);
- Splash goggles;
- Safety Glasses;
- Full-face shields;
- Hard hats;
- Chemical resistant gloves; and
- Hearing Protection.

### General Non-Personal Emergency Equipment List

The following list of equipment is not intended to be inclusive of all equipment that might be needed to deal with any emergency, nor is it intended to be the minimum acceptable list. It may be impractical for some facility to supply large or specialized items (e.g., bulldozers or hot-tapping equipment).

<b>Equipment</b>	<b>Amount</b>	<b>Location</b>
Portable Gas Detectors		
Pipeline Locator		
Rope, Signs, Cones, etc. (To mark hot zones)		
Rescue Lines		
Potable Water		
Shovels and Rakes		
Ladders		
Miscellaneous Hand Tools		
Windsock		
Communication Devices (Two-way Radios, Walkie-Talkies, Cellular Phones, CB Radios, etc.)		
Sorbent Materials		
Disposal Bags and Containers for used Sorbent Materials		
Boat(s)		
Fire Extinguishing Systems (Foam, Dry Chemical, etc.)		

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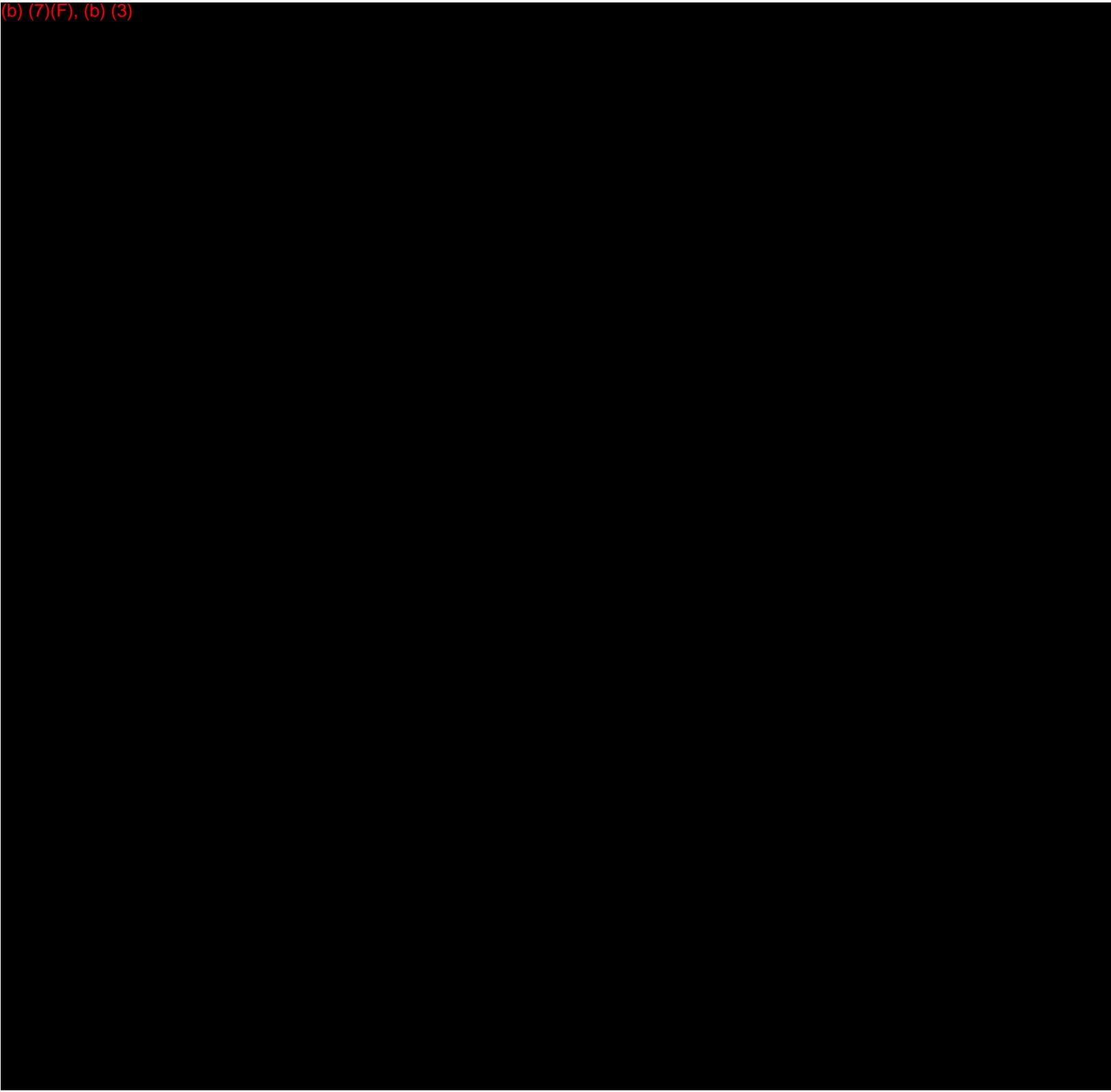
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COMPANY CORE PLAN**

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**SECTION 20**

**Security**

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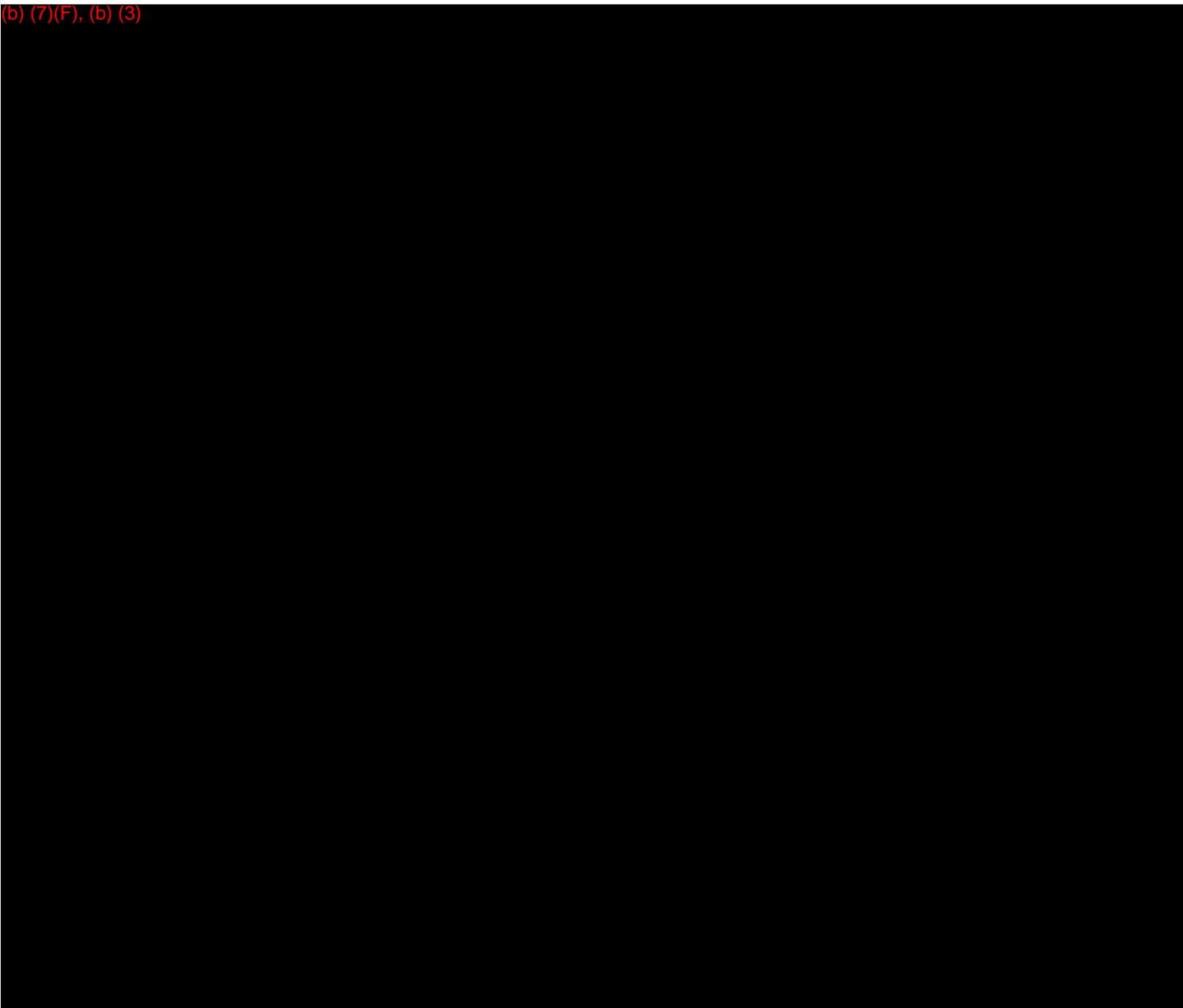
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COMPANY CORE PLAN**

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**SECTION 20**

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**DOT X Ref**

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN  
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**SECTION 20**

(b) (7)(F), (b) (3)



## **Evacuation**

### **General**

If evacuation is determined to be the best way to protect the health and safety of affected persons, responders must be sure that entry into the evacuated area is restricted. The Evacuation Designee is responsible for getting people out of the danger area and maintaining security from outside the perimeter. To a large degree, successful evacuations are based upon having pre-planned evacuation methods.

If evacuation is needed, it should be implemented as quickly as possible to allow for expected delays associated with people attempting to leave an area. The Evacuation Designee must be certain that the persons to be evacuated are not sent from an area of lesser danger to an area of greater danger.

### **Employee and Contractor Assembly Areas**

- Due to changing wind conditions and the possibility of a product release, it is not possible to designate a single assembly point. However, moving upwind of the problem source should be satisfactory for most situations.
- At the designated assembly point the Contractor Evacuation Designee and Company Evacuation Designee shall take a head count of their personnel and report to the Evacuation Designee.
- The Evacuation Designee is to report the total head count to the Command Post by radio, telephone, or in person.

### **Contractor Personnel Actions**

- All contractor personnel shall stop work, shut off all spark-producing tools and equipment, and exit the work area.
- Observe the wind direction and exit the area cross wind to the nearest evacuation route.
- Look around as you exit to see if there are people acting as if they are not aware of the evacuation. Do not go towards them, unless your exit path takes you there. Do not attempt to assist anyone who may be down, unless they are in your exit path. Make note of these conditions and report them to your supervisor in the assembly area.
- Follow evacuation routes determined in the pre-job meeting or those listed in this Plan and make your way upwind of the problem area to the designated assembly point.
- The appointed Contractor Evacuation Designee shall conduct an evacuation head count using the contractor evacuation checklist provided in this Section and also contained under the Forms and Checklist Section of this Plan. The Contractor Evacuation Designee shall be appointed by the Company Evacuation Designee.

### **Safe Havens - Places of Refuge**

If a product release or other Incident occurs in an area where buildings exist and personnel are unable to proceed away from the site to the assembly area, get inside, shut off heating and air-conditioning systems, and wait for instructions from the Incident Command Post and follow the instructions listed below.

An alternative to evacuation in certain situations is staying inside, or sheltering-in-place. Sheltering-in-place is generally a good action to take if there is a one-time release, short duration release, or a very small release of hazardous materials in the air. Sheltering-in-place sometimes involves moving people to an area of lesser danger within a building. Generally, determining whether sheltering-in-place is an appropriate alternative depends on the type of incident and the material involved. When responders determine that shelter-in-place is appropriate, people inside buildings should be advised to:

- Close all doors and windows;
- Turn off heating, cooling or ventilation systems; and
- Try to establish communication with the control room.
- Minimize the opening of doors to minimize the amount of contaminants entering the building.

**Note:** Only open doors to allow entry of individuals seeking refuge.

### **Responsibilities for Evacuation**

The Evacuation Designee is responsible for evacuating and accounting for all personnel under their direction.

The Evacuation Designee will ensure all personnel have evacuated.

Each Company Employee and Contractor Employee is responsible for knowing their assembly area and evacuation route.

Visitors and guests are the responsibility of their Company host. Visitors and guests will remain with their host until either the “all clear” signal or until their host has instructed them either to go to an assembly area or leave the facility. In case of the Company host being required to respond to the emergency scene or emergency command center, the host will quickly designate another Company Employee to be responsible for the visitor or guest. See the evacuation route maps contained in the Site Specific Sections of this Plan.

## Evacuation and Transportation of Injured Persons

Injured personnel should be transported to the hospital, if necessary, by ambulance.

## Rescue

Rescue operations may be necessary due to the severity of an incident. Use the following guidelines for rescue operations:

- “**Endangered persons**” are those individuals directly involved in the incident who are in immediate jeopardy and who because of injury may not be able to leave the area of danger. These people will require rescue.
- “**Affected persons**” are those whose health and safety are threatened. They include people adjacent to the incident as well as those that are subject to potential exposure to materials released in the air or surface water. It may be necessary for responders to evacuate or rescue those people who may be affected.
- “**Trapped or injured persons**” are those individuals who are unable to evacuate without the aid of a rescuer.

If rescue of trapped or injured persons is attempted, responders must be certain that they do not take any undue risks. Responders should always determine and evaluate the risk to themselves before a rescue of a victim is attempted.

After determining that a rescue is appropriate, responders should be certain that no first aid is given in the danger area. Rather, the rescued victim should be removed from the danger area as quickly as possible. This will ensure that the rescuers and the victim are not subjected further to the hazards associated with hazardous materials.

**Note:** Rescues shall be conducted by trained personnel only!



## **Facility Shutdown - General**

### **Purpose**

The objective of shutdown procedures is to shut down the facility as quickly as possible and not expose personnel to danger. Any of the following constitutes an emergency shutdown:

- Fire or explosion;
- Major equipment failure;
- Hurricane, tornado, floods, or other natural disaster; and
- Civil disorder involving facility intrusion by outsiders.

### **Emergency Shutdown Procedure**

- Make sure to turn off all instrument detectors. This will prevent a strong current surge when the main breakers are re-energized;
- Turn off all electrical equipment individually;
- Shut off the compressed gas cylinder block valves;
- Shut off each compressed gas cylinder in the gas rack and disconnect it from the manifold system. Replace the safety caps on each cylinder;
- Inspect the Compressed Gas Cylinder area to be sure that all cylinders are secured by safety chains;
- Shut off all utilities at the service entrance to the building; and
- De-energize the electrical circuits by disconnecting the main circuit breaker for each switch panel.

## **Gas Detected Inside or Near a Building**

### **General**

In the case of gas detected or suspected inside or near a building, all Company personnel shall take such action as necessary to protect the public first and then the facilities. On-site judgment is required in order to react properly to each individual situation.

Consideration should be immediately given to getting all people out of any building involved if gas is detected inside the building.

When approaching any building that contains natural gas facilities or that may contain escaped gas, an employee should always look and listen for any signs of escaped gas. Under no circumstances should an employee immediately open a building door, if escaped gas is detected.

### **Procedure**

If gas is detected near a building, then all people inside should be asked to extinguish all open flames, to open windows and doors and then get outside immediately. A determination should immediately be made as to severity of the leak and the potential and immediate danger involved.

If leaking gas is detected in a building, assess the nature of the problem, the potential danger to life or property and the actions required to bring the situation under control. Under no circumstances should an employee enter a building with audible leaking gas, until backup assistance arrives, and the environment has been tested and determined to be safe for entry. Actions taken will depend on the employee's assessment of the situation. General guidelines for responding to this type of emergency are as follows.

- Do not open any doors until explosion limits have been determined.
- Return to vehicle and reposition upwind, preferably blocking access to the location by others.
- If you need assistance with requesting local emergency/public safety agencies then contact the Team office or your supervisor and request assistance. The Team office or your supervisor should contact public safety agencies and utilities as applicable. Otherwise, contact local emergency/public safety agencies, as you deem necessary.
  - ◆ Describe the condition;
  - ◆ Give the location;
  - ◆ Give the wind direction;
  - ◆ Have them bring a portable combustible gas indicator/detector;
- Evacuate people from adjacent buildings if they are close enough to be injured in an explosion or fire;
- Shut off electrical power to building and eliminate other potential ignition sources;

- Isolate the building from gas sources if possible. Close service line valves on buildings receiving domestic gas service. On measurement buildings, close inlet and outlet block valves and open blowdown valves. As in any suspected or actual emergency, the Control Center Dispatcher and Team Leader should be notified just as soon as notice is received or the condition detected. Corrective actions and valve movement required should be done in consultation with the Pipeline Systems Control Center Dispatcher in all cases except where immediate action is required by the Incident Commander due to a dangerous or hazardous situation.
- After gas sources are shut off, proceed to the building with a portable combustible gas indicator/detector, and check door seams for an explosive mixture. If an explosive mixture is not found, open the door and insert gas detector in building. If the gas concentration is within safe limits, enter and ventilate the building and determine the cause of the detected gas.
- Once the cause of the detected gas has been determined, contact the appropriate personnel to investigate, repair, and return everything to service.

**Natural Gas or Natural Gas Liquids Escaping From a Pipeline Facility**

Gas or liquids escaping from a pipeline facility must be brought under control as quickly as possible. Leaks, ruptures, overflow of tanks, etc may cause these conditions. Such conditions must be reported to the Dispatcher or the Impacted Area Control Room Operator as well as the Team Leader. The Incident Commander will appraise the situation and direct such corrective action as necessary to bring the conditions under control. Any valve movements will be in consultation with the Control Center or Impacted Area Control Room Operator, in all cases except where immediate action is required by the Incident Commander due to a dangerous or hazardous situation.

Caution should be exercised as flammable vapors may accumulate in enclosed spaces and volatile liquids in mist form may accumulate on clothing or other objects. In either case ignition can cause secondary accidents. Even if there is not fire present, water spray can be useful in mitigating the hazards encountered during rescue and containment.

In the event liquids have migrated beyond dikes or Company Property, and immediate effort must be made to contain, retrieve or otherwise avoid contamination of the adjacent lands or waterways. Some spills may require immediate notification to regulatory agencies whose jurisdiction is involved.

## **Explosion Near or Directly Involving a Pipeline Facility**

### **General**

If an explosion has occurred, particularly where no fire has resulted, be especially alert to the possibility that additional explosions could occur. Keep at a safe distance. Secure the area and restrict access to trained personnel only.

### **Procedure**

Immediately upon the realization of an explosion involving a pipeline facility, the First Responder shall notify the Control Center Dispatcher or Impacted Area Control Room Operator and Team Leader. Once said notifications are made, the Incident Commander shall proceed to the incident scene and evaluate the situation. The action required depends upon whether the explosion actually involved a Company pipeline facility or was near or adjacent to pipeline facilities and the seriousness of the situation. Should there be a serious explosion on a pipeline facility, the Incident Commander will direct work crews as needed to the incident location. Appropriate outside Emergency Response organizations such as fire and ambulance should be dispatched to the location as quickly as possible.

Notifications will be made per the Notification Flowchart in Section 2 of this Core Plan.

The Incident Commander will evaluate the situation and inform the Control Center Dispatcher or Impacted Area Control Room Operator accordingly. Corrective actions and valve movements required should be in consultation with the Dispatcher or Control Room Operator in all cases except where immediate action is deemed necessary by the Incident Commander due to a dangerous or hazardous situation.

Where warranted, the Incident Commander will then cause the isolation of the section of pipeline by way of valves on either side of the explosion and open the proper blow down valves, if required for gas blow down or liquid flaring (this will depend on how close the blow down valves are to the actual site). In the event the explosion was too close to a blow down valve for safe operation, then a blow down valve farther away from the actual explosion would be used. In the event of a fire, following the explosion then in addition, the procedure, Fire Located Near or Directly Involving a Pipeline Facility, should be followed. Local fire and police officials should be contacted as determined by the Incident Commander.

In the event that there is a potential or actual fire spread to areas adjacent to Company Facilities, or people are injured and/or spectators are gathering or evacuation of people is needed, the appropriate local ambulance, hospital, fire and police officials should be immediately notified. Company employees should be assigned, if available, to assist local police and fire officials in evacuating personnel from the area by means of barricades or roping off the area or by other means as directed by the officials.

## **Fire Located Near or Directly Involving a Pipeline Facility**

### **General**

To help ensure public safety, on fires near or involving natural gas or natural gas liquids pipeline facilities, Company personnel will need to continue to practice Unified Decision making and control of the area even though outside fire fighting personnel are en-route or present.

### **Procedure**

Immediately upon the realization of fire near or involving a Company pipeline facility, the First Responder should notify Control Center Dispatcher or the Impacted Area Control Room; and the Team Leader. Once said notifications are made, the Incident Commander shall proceed to the incident scene and evaluate the situation. The seriousness of the fire, whether it be a major or of a minor nature, dictates the actions to be taken. Actions to be taken also depend on whether the fire actually involves our pipeline facilities or is located near or adjacent to Company pipeline facilities. The local fire and police officials should be notified as determined by the Incident Commander. The fire department, police and general public should be instructed to make no attempt to close or open any valves. The operation of Company pipeline facility equipment, including all valves, should be done only by Company personnel or Company authorized contractors.

Notifications will be made per the Notification Flowchart located in Section 2 of this Site Appendix.

All employees who are appropriately trained are allowed to fight incipient stage fires. An incipient stage fire is a fire that is in the initial or beginning stage and can be controlled or extinguished by portable fire extinguisher, Class II standpipe, or small hose systems without the need for protective clothing or a breathing apparatus.

The Incident Commander will direct work crews to the designated location, as he/she deems necessary. Local fire departments should be dispatched to the location as quickly as possible.

The Incident Commander will evaluate the situation and inform the Control Center Dispatcher or Impacted Area Control Room Operator immediately. Corrective actions and valve movements required should be done in consultation with the Control Center Dispatcher or Impacted Area Control Room in all cases except where immediate action is deemed necessary by the Incident Commander due to a dangerous or hazardous situation. Further action might involve the isolation of the section of pipeline where the fire occurred by closing main line valves on either side of the fire and opening the appropriate blow down valves for gas blow down or liquid flaring (this would depend on how close the blow down valves are to the actual fires). In case the fire is too close to a blow down valve for safe operation, a blow down valve further away from the actual fire should be opened.

In the event that fire spreads to areas adjacent to Company pipeline facilities and/or spectators are gathering or evacuation of people is necessary, then the appropriate fire/rescue and law enforcement officials should be immediately notified. Company employees should be assigned if available to assist law enforcement and fire officials in evacuating personnel around the fire by means of barricade or by roping off the area or by other means as directed by outside emergency response officials. If people are injured, appropriate ambulance, hospital, and other emergency services should be notified.

## **Fire, General**

### **Outside Assistance**

If, in the opinion of the Incident Commander outside assistance is necessary, then outside aid shall be requested. The following procedures shall be adhered to when calling for assistance:

### **All Clear Call**

If the fire has been controlled after a stand-by or call for assistance has been placed, the Incident Commander should contact the fire department and inform them of the controlled situation. The fire department shall be provided with the following information:

- The name of the person reporting the controlled event;
- An assurance that the fire is under control; and
- A repeated request for clarification that the facility is reporting the situation as "all clear".

### **Employee Consideration**

The following considerations must be taken into account by all employees:

- All actions should be defensive in nature and conducted from outside any danger area;
- At no time will any employee place themselves, or allow themselves to be placed, into a life threatening situation;
- Employees are expected to act only in accordance with their training. It is not the Company's intent to place any employee into a hazardous situation when the employee has not been trained to safely respond to the possible hazards present; and
- The safety of employees and the public takes precedence over all other considerations. Protecting a facility from damage or destruction will always be a secondary consideration.

### **Extinguishing Fires**

All employees who are appropriately trained are allowed to fight incipient stage fires. An incipient stage fire is a fire that is in the initial or beginning stage and can be controlled or extinguished by portable fire extinguishers, Class II standpipe, or small hose systems without the need for protective clothing or a breathing apparatus.

To extinguish burning hazardous materials, the proper extinguishing agent must be used. Although straight water streams are effective for extinguishing high flash point liquids such as kerosene and diesel fuel, water is generally ineffective for extinguishing low flash point liquids such as gasoline. Low flash point liquids may be extinguished with foam or dry chemicals.

When selecting the proper extinguishing agent, response personnel must be sure not to mix incompatible agents. For example, foam and water are incompatible. In some situations, water should be shut off prior to using any foam. If foam and water are used at the same time, the fire may not be extinguished. Moreover, the water may wash the foam away.

Another example of incompatible agents is foam and some dry chemical extinguishing agents. These agents are effective only when used separately. If response personnel are required to extinguish water reactive materials, dry powder should be used. Generally, a dry powder agent is shoveled onto the material to extinguish the fire. If an extinguisher containing this agent is used, the responder must be careful not to spread the burning material.

**Note:** Extreme caution should always be taken when using water for fire control. If water reactive chemicals are present, extreme reactions can occur which can escalate the severity of the incident.

### **Receiving Outside Aid**

The Incident Commander shall direct responding outside aid to the emergency scene.

The Evacuation Designee shall be responsible for logging in the fire department name, type of emergency equipment, and the number and names of persons responding who are directed to the fire scene. The Evacuation Designee will also be responsible for signing out responding equipment and personnel as they leave the emergency site.

### **Removing Ignition Sources**

Remove all potential ignition sources to prevent ignition of flammable (explosive) vapors and gases. Removing all ignition sources is usually a very difficult tactic to accomplish. If responders attempt this tactic, they should start downwind and remove all sources of flame, heat, or spark. To protect themselves, responders should continually monitor the area to determine the flammability hazard present. Also, to ensure that all ignition sources are removed, responders will require additional assistance from public utility personnel from the electric and gas companies.

### **Removing Oxygen Source /Letting Substance Burn**

A second tactic that may be used to extinguish ignited materials is to remove the fuel supply. To decrease the hazard, responders should consider closing valves and plugging leaks, and where appropriate, removing the fuel supply from the danger area. This is an appropriate tactic for flammable liquids or gas. Another tactic that may be used to extinguish ignited materials is the removal of the oxygen supply (i.e., smothering the hazardous material). For certain hazardous materials, a fire may be effectively extinguished by smothering the material with foam, sand, or dirt. Finally, responders may extinguish ignited material by letting the substance burn itself out. For example, for fires involving pesticides or poisonous gases, a tactic is to let the substances burn themselves out, making certain that people are evacuated from the area which may be effected by the “smoke” produced by the fire.

**Unauthorized Excavation Near or Exposure of a Buried Pipeline**

Any excavation near a Company pipeline facility may pose a serious threat to the facilities. Except for foreign construction being done with our knowledge, permission and authorized representative present, all such activities should be brought to the Team Leaders attention without delay. If such encroachment is approaching a buried pipeline, the excavator should be warned and the location of the pipeline pointed out to him/her. In no case is the excavation allowed to continue within Company rights-of-way without approval from Team Leader. Should such approval be granted, any further excavation must meet Company requirements in order to protect the facilities and a Company representative must be present during the excavation.

In the event of an unexpected exposure or contact with a buried pipeline, all work should cease until the Team Leader or designee can make a thorough examination of the pipeline. Hand digging should be employed to thoroughly expose the suspect area. Scratches, dents and coating damage or pipe should be appraised thoroughly. In cases where the wall thickness has been diminished, the Team Leader will coordinate with Control Center Dispatcher or Impacted Area Control Room Operator a reduction in pressure on that segment of pipeline until an accurate determination of damage can be made. HES should be contacted and given details concerning the damage to the pipeline in order to determine if a “Safety Related Condition” might exist.

## Spills

### General

The majority of hazardous substance spills encountered by Company facilities are reasonably easy to contain and clean up. Company employees are instructed to accommodate these spills through their operations and maintenance training programs.

### Spill Response

In the event of a spill or release, the following notification procedure should be followed:

- Contact the Control Center and Team Leader;
- Follow the Notification Flowchart located in Section 2 of this Core Plan;
- Outside assistance can be obtained, if necessary, by calling contractors listed in this Core Plan;
- For more information on spill prevention, control, and counter measures (SPCC), see Company Environmental Procedures Manual and Site Specific SPCC Plans not contained in this plan.

### Confinement and Containment

The normal strategy for handling small spills and releases can be located in the Core Plan.

### Responsibilities

Trained employees must identify the types of hazardous substances present and the hazards associated with a spill, and designate the type of response (normal or emergency) that will be used for control of a specific incident and report findings to the Incident Commander.

According to 29 CFR 1910.12 the Incident Commander must assess all hazardous substances and conditions present before taking action.

## **Containing the Hazard**

### **Stopping the Leak**

Often, a leaking hazardous substance may be contained by trained personnel by stopping the leak in a pipeline drum, tank, or other container. This can be accomplished by safely closing valves, plugging openings, or uprighting containers.

When dealing with a pressurized storage tank, trained responders should approach the tank from the sides. Most pressurized tanks have hemispherical heads that are welded to the body, or sides, of the tank. There is a higher probability of a failure in the heads, or ends, of the tank versus the side. Approaching a tank from the sides, however, does not provide a guarantee that response personnel will be protected. Extreme caution should be exercised in these situations.

### **Constructing a Barrier**

Another tactic that may be useful is to confine a substance by the construction of barriers (dams, dikes, or channels) to control run-off and to keep the material from being spread over a larger physical area. If a great deal of dirt or sand is used for constructing a containment dam, dike or channel, responders should consider the problems associated with the disposal of the now contaminated dirt and sand.

### **Handling Spills**

Liquids spilled at a facility can be difficult to handle. In most cases, containment may already be in place. For example, most tanks have a berm around their periphery, if required, for confining major leaks. If a transfer line breaks or an accident occurs in transporting or loading a liquid, there will be no “automatic” containment. On concrete, blacktop, or other hard surfaces, berms can be constructed with dirt, sand, absorbents, or urethane foam packs specifically designed for this purpose. If the spill is on the ground, berms can be constructed by simply mounding the soil itself. In many cases, though, it may be more advantageous to “herd” the liquids by ditches, swales, and berms to an existing low point or construct a catch basin. This allows the material to pool and may make cleanup easier.

### **Primary Tool Kit For Spills**

Often a leak may be controlled by simply tightening fittings such as bungs, caps, pipes or flange bolts. A variety of tools may be necessary to accomplish this. A basic tool kit shall be located in the command post or area office. The tool kit should contain, at a minimum, the following items:

### Suggested Primary Tool Kit for Spills

Tool / Material
Brass mallet
18" and 36" pipe wrench
Open end wrench set
Box end wrench set
Slip joint pliers (2 pair)
Common pliers
18" or 24" Flat blade screwdriver with plastic handle
Medium weight ball peen hammer
Pocket knife for carving wooden plugs
8" Vise grip pliers
6" Pry bar or pinch bar
Lock back knife
Portable explosion proof hand light
18" to 36" bolt cutters
Bung wrenches
Diagonal side cutting pliers
Needle nose pliers
Screwdriver set – common
Screwdriver set - cross point
Tin snips
Wire brush with long handle
Hacksaw with quick disconnect for blades
Hacksaw blades
Teflon tape - available in a wide variety of widths and used for wrapping threads on fittings and connections.
Duct tape – used to slow leakage from pipes, fittings, etc. by wrapping tightly around the affected area - also can be used as a gasket with wedges or plugs.
Rubber sheeting (old inner tubes work well) – useful as a gasket material for any type of patch or plug
Assorted sheet metal screws - when backed by flat washers and rubber gaskets, useful for small holes, pinholes and some cracks
Assorted pipe caps – can be used on threaded pipe ends
Bungs – used to secure drums
Assorted automotive clamps - used to secure rubber sheeting over pipe ends, etc.
Assorted threaded pipe plugs – used on internally threaded pipe ends
Flat washers for sheet metal screws

## **Hazardous Materials (HAZMAT)**

### **Characteristics of Hazardous Materials**

The process of size-up involves both identifying the materials involved and evaluating all of their hazardous characteristics. These hazardous characteristics include:

- Toxicity (whether the material is a poison);
- Corrosiveness (whether the material will eat away or gradually destroy another material);
- Radiation hazards (whether the material emits radiation);
- Etiological hazards (whether the material may potentially cause some type of disease in exposed humans);
- Asphyxiating hazards (whether the material may potentially kill or make unconscious humans or animals by replacing or depleting oxygen);
- Flammable hazards (whether the material may ignite and burn);
- Oxidizing capabilities (whether the material may change after combining with oxygen and become more dangerous);
- Reactive hazards (whether the material may interact with other chemicals yielding an undesired change or reaction);
- Instability (whether the material has a lack of resistance to chemical change - may undergo unwanted and dangerous alterations);
- Explosive hazards (whether the material may explode); and
- Cryogenic hazards (whether the material is very cold).

### **Type, Condition, and Behavior of Containers**

During size-up, response personnel should always consider the type, size, condition and possible behavior of any containers used to store or ship hazardous materials. Behavior of the container involves the manner in which a container may rupture, leak or explode.

Drums and bulk containers in the same general area may contain different or incompatible materials. During an incident that does not initially involve container failure, there may be a potential for container failure. For example, during size-up it may be determined that a container may fail because:

- It is under stress from heat or fire; and/or
- It is under stress from mechanical damage; and/or
- It is under stress from chemical reactions.

## **Cooling Containers**

One way to reduce the probability of container failure because it is on fire, or near a fire, is cooling the container. This is done by applying large quantities of water to the container. Generally, a minimum of 500 gallons per minute must be applied at the point of flame impingement. If there are several points of flame impingement, large quantities of water are needed in order to apply 500 gallons per minute at each point of flame impingement. Maintaining an adequate water supply may be difficult in areas that do not have a domestic water supply for fighting fires. In such a case the local fire department will be called for assistance.

If an adequate supply of water is available, heavy streams should be applied to the vapor space (the space in the container above the liquid), as well as the point of flame impingement. When the flames are thick and heavy and the relief valve is operating, it is likely that more and more of the product is being released into the environment. As the level of the product in the container goes down, greater vapor space is exposed. This vapor space, a critical area in the tank, is generally the point at which failure of the container will occur. Heavy streams of water must be applied to the vapor space in order to prevent the container from failing.

When a container holding a hazardous product is on fire, or near a fire, responders should also consider whether it may present an undue risk to response personnel manning the cooling streams. If it is determined that the risk is high, unmanned monitors shall be used. The equipment should be set up and then all response personnel shall leave the danger area. If unmanned monitors are used, it may only be necessary to enter the danger area occasionally to check the equipment to ensure that it is operating properly.

## **Using Stress Barriers**

Stress barriers between the fire and containers must be used to prevent container failure. Stress barriers absorb the radiant heat or prevent the container from coming into contact with the flame.

## **Removing Uninvolved Materials**

Another tactic is to remove containers (assuming they are mobile) that have not been affected or are not involved in the fire. This tactic shall be used with extreme caution. For example, in some cases, individual containers, having been exposed to fire, may have stabilizers that are driven away by the heat. In other cases, the chemical in the product itself, once heated, may cause the container to fail. Finally, it may be necessary to cool a container after it is moved. For example, if a hazardous material product remains in a container after it is moved, and the container is moved out of the danger area, but into the sun, pressure inside the container may continue to build up and a catastrophic failure may occur.

## **Modifying Conditions**

During the process of gathering information, response personnel must consider conditions such as the location, time factors and weather. The conditions must be evaluated in order to determine the most effective and appropriate response tactics. Consider complex street patterns, limited access, lack of water, whether the location of an incident is near a waterway and if so, what spill control measures must be used to prevent a release into the body of water.

## **Time**

As much as possible, response personnel must determine what is the probable or expected condition of the incident that will be encountered on their arrival at the scene. If response time is long, response personnel may have to expedite a preliminary size-up of the incident. If the response time is quick, response personnel may have more time to gather information about the incident and plan the response.

## **Weather Conditions**

The temperature on the outside as well as in the inside of a structure containing materials should be considered because the materials involved in the incident may have differing vapor pressures that are affected by temperatures. Also, wind direction and speed may yield information about possible plume location and/or dispersion rate.

Furthermore, if an air inversion occurs, this may cause vapors from materials to be concentrated or held near the ground, thus potentially exposing the public to a hazardous condition. Air inversions may also inhibit dispersion of vapors. Finally, because some chemicals react adversely with water, precipitation can have an effect on response operations.

## **Resources and Control Measures**

The number of individuals available to respond to a hazardous materials incident will affect the time and extent of the response operation. The fatigue of the response personnel and potential replacements must be factored into the number of available individuals for response. The level of training of the response personnel is important. Response personnel should determine the number of individuals that are prepared through proper training to handle a hazardous materials incident.

**Note:** Hazardous materials guides published by such groups as the Department Of Transportation (DOT) and National Institute of Occupational Safety and Health (NIOSH) yield information about hazardous materials.

## Strategy

The concept of incident control includes suppressing the source, instituting appropriate and effective measures to limit the various hazards associated with materials from happening; isolating the materials and hazards to the smallest possible physical area, and removing people from harm's way.

### Strategy - Priority Factors

The factors that need to be considered in establishing priorities are:

- Immediate rescue or life-saving activities;
- Protection of affected persons;
- Responders' safety;
- Protection of property;
- Protection of the environment;
- Fire or explosions (or potential for);
- Potential for container failure;
- Availability of necessary resources;
- Need for time; and
- Weather conditions.

### Strategy – Prevention and Minimizing

A strategy must be developed to prevent, or if the incident has already occurred, minimize the effects of:

- Explosions;
- Fires;
- Releases of chemicals from their containers;
- Toxic hazards from liquids, solids, vapors, or gases;
- Corrosive and reactive hazards;
- Radiation hazards; and
- Biological hazards.

### Strategy - Tactics

In general, the tactics that are employed to prevent or reduce the hazards associated with chemicals are:

- Extinguishing fires and wetting areas;
- Controlled burning or detonation;
- Cooling containers (that heat may cause to explode or ignite);
- Removing materials;
- Plugging, patching, and other methods (containment) to keep materials in their original containers;
- Using dikes, berms, dams, and other techniques to confine spilled materials to the smallest possible physical area; and
- Using various chemical and physical methods, for example, neutralization, absorption, dilution, transfer, dispersion, solidification, and others to minimize hazards.

### Rescue

Endangered Persons are those individuals directly involved in the incident who are in immediate jeopardy and who, because of injury, may not be able to leave the area of danger. These people will require rescue.

**Note:** Only individuals trained in emergency rescue techniques shall conduct emergency rescues.

Affected Persons are those whose health and safety are threatened. They include people adjacent to the incident as well as those that are subject to potential exposure to materials released in the air or surface water. It may be necessary for responders to evacuate those people who may be affected.

If rescue of trapped or injured persons is attempted, responders must be certain that they do not take any undue risks. Responders should always determine and evaluate the risk to themselves before a rescue of a victim is attempted.

After determining that a rescue is appropriate, responders shall be certain that no first aid is given in the danger area. Rather, the rescued victim should be removed from the danger area as quickly as possible. This will ensure that the rescuers and the victim are not subjected further to the hazards associated with hazardous materials.

### Tactical Withdrawal

Sometimes, responders may have to withdraw from an area to protect personnel, equipment and vehicles. Withdrawal from a danger area must always be considered a possibility and withdrawal plans should be prepared. Response personnel should never be placed in a situation where they can get trapped. Before entering an area, responders should plan withdrawal routes to ensure a quick and safe exit in case the situation becomes dangerous and requires withdrawal.

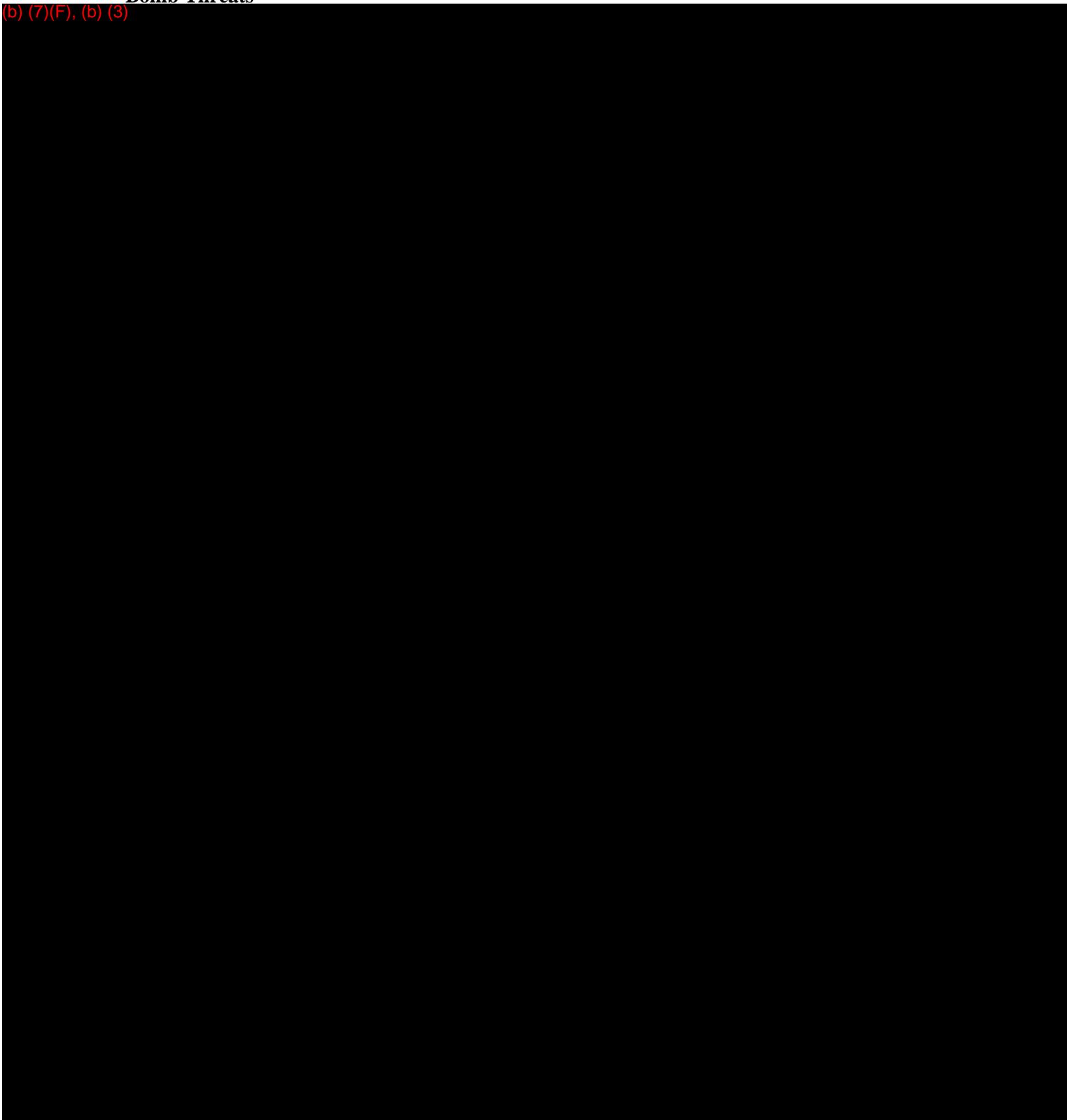
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**Bomb Threats**

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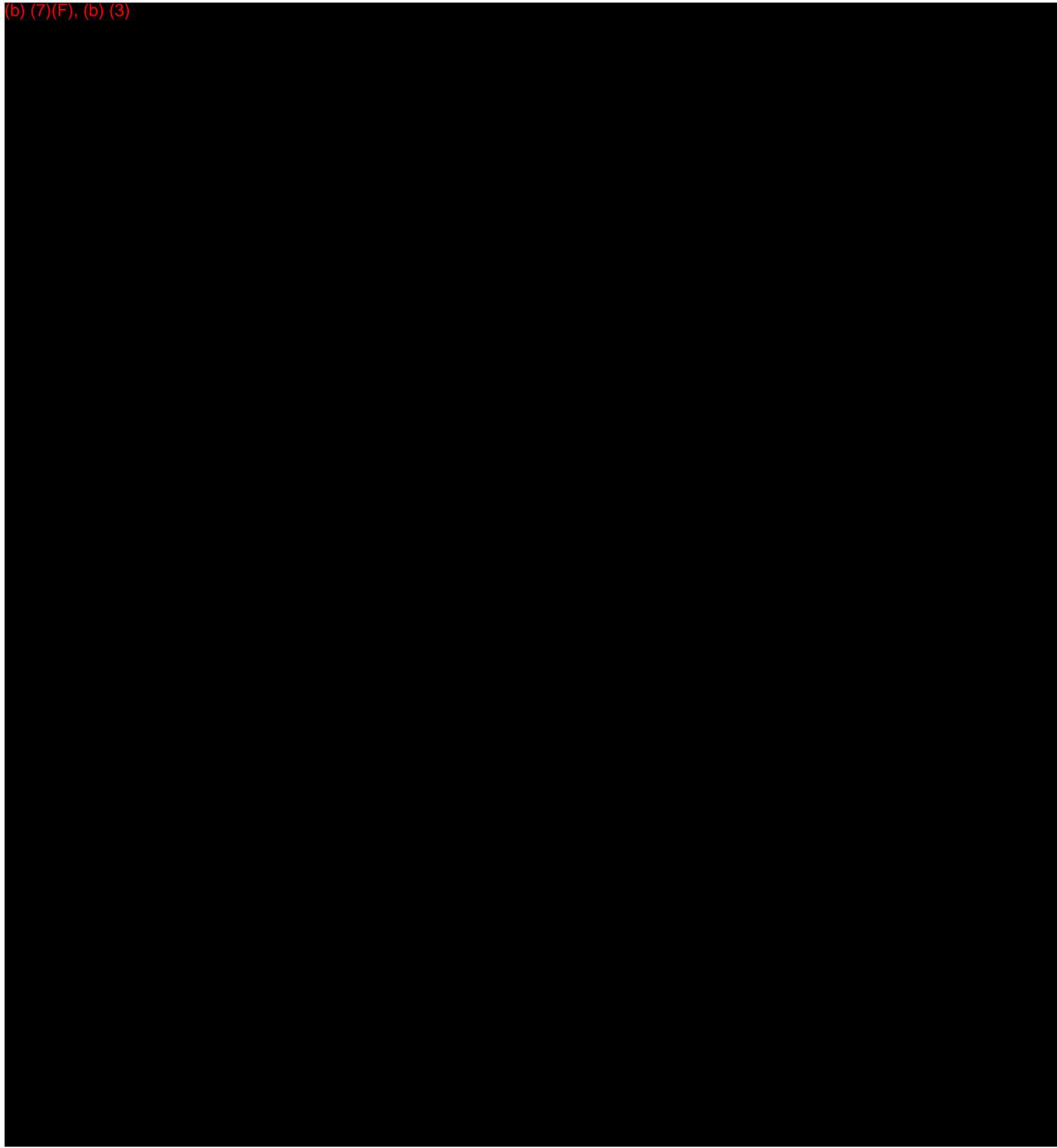
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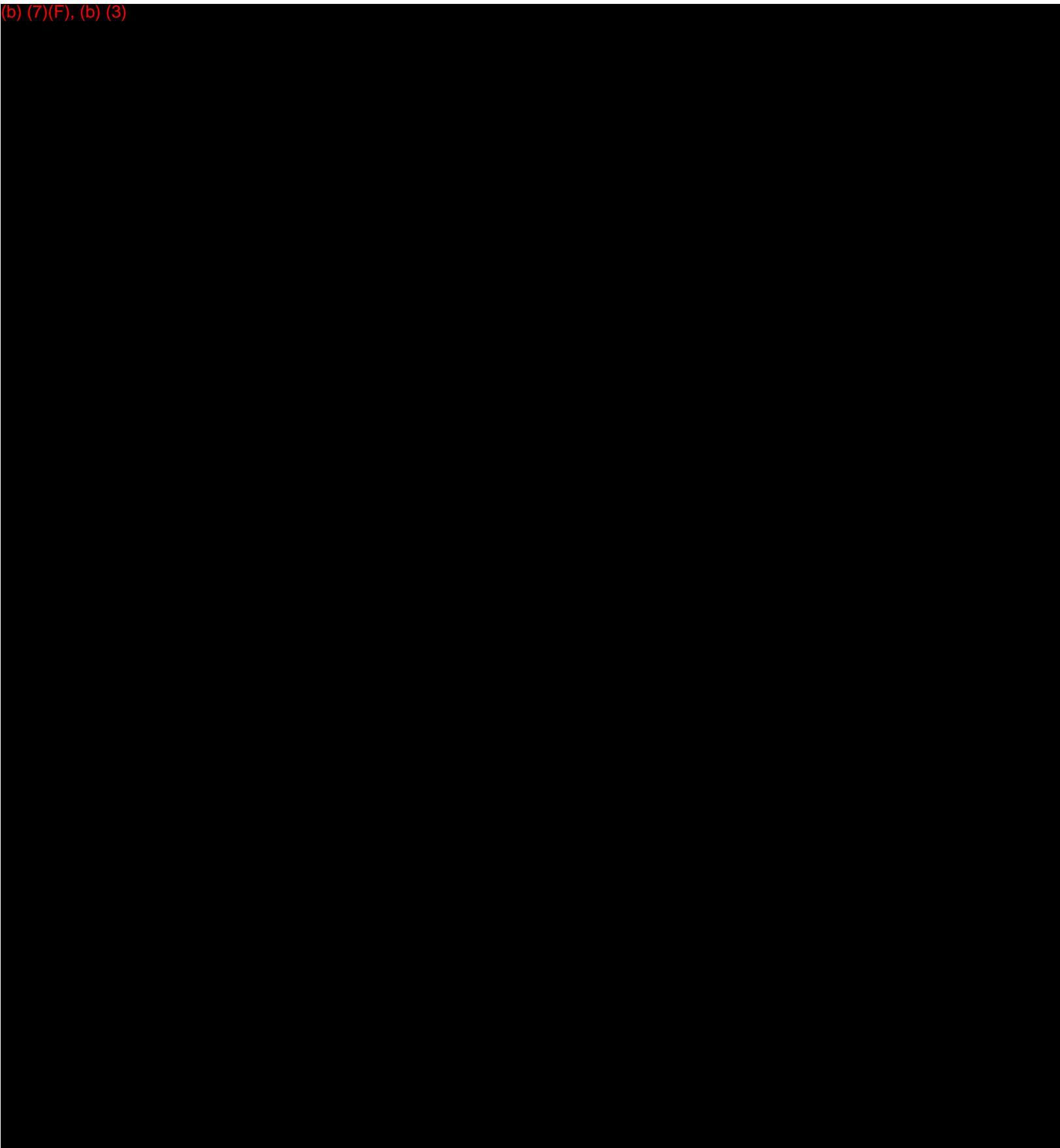
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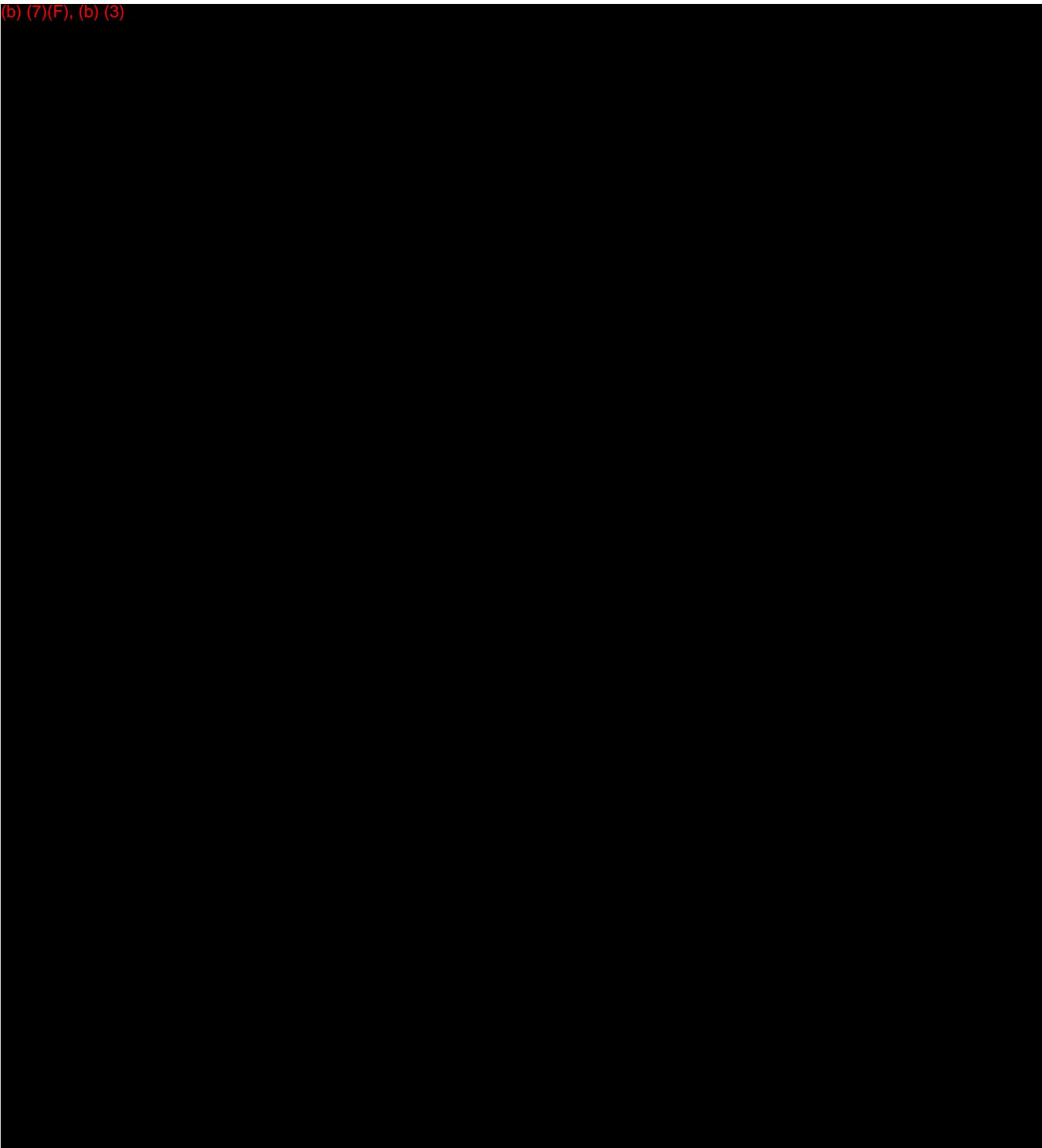


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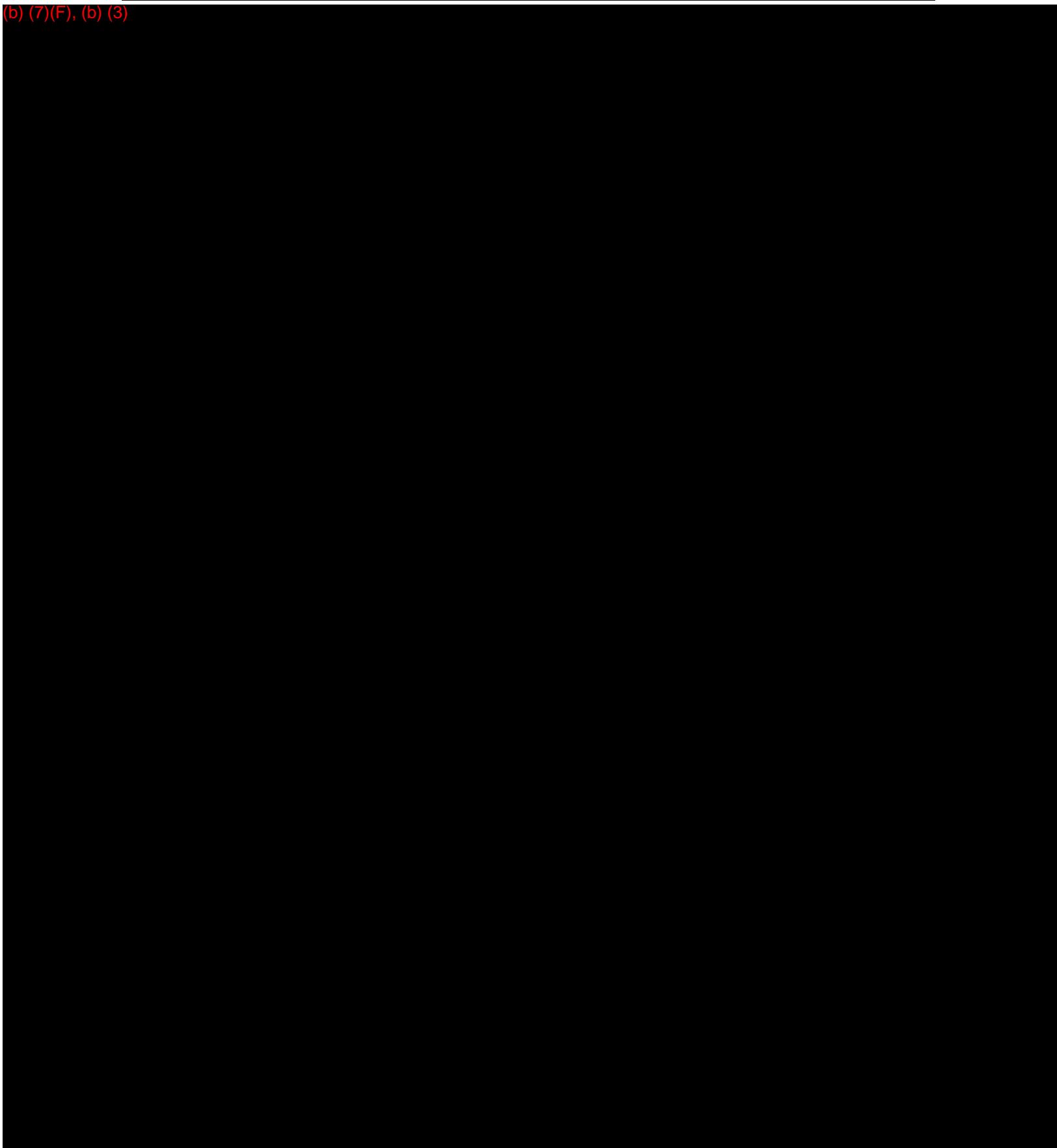


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## Severe Weather Plan

### Purpose

This Severe Weather Plan provides a coordinated, teamwork-based program intended to reduce the potential for personnel injury, damage to Company facilities and/or curtailment of production due to severe weather.

Since weather conditions are unpredictable, this plan cannot provide for all possible events. It is therefore, the intent of this plan to deal with threatening severe weather conditions. The Team Leader will be responsibility for implementing the applicable parts of this plan as needed.

### Scope

For purposes of this plan "Severe Weather" is defined as:

- Hurricanes;
- Sub-freezing temperature;
- High winds, severe thunderstorms, lightning or tornadoes; and
- Flooding (from other than hurricane-related rainfall or tides).

### Hurricanes

For specific information on hurricanes, please see Natural Disaster-Hurricane Preparedness Plan under the Incident Response Section contained in this Plan.

### Freezing Temperatures

A hard freeze is defined as the condition existing when temperatures remain below freezing for a period of six (6) hours or more. If the possibilities of a hard freeze is predicted, preventive measures must be taken to prevent damage to piping and equipment.

All lines subject to freezing must be protected. The cost of repair of even small water lines due to freeze damage can be a major expense, both in terms of direct maintenance costs and production loss. Freeze damage, especially to smaller water lines, is virtually always preventable.

When freezing conditions threaten, the area around any dripping water line (whether the drip is intentional or not) must be properly barricaded and marked as a hazardous area. The puddle formed by the drip will freeze and make the area too slick for the safe passage of personnel or vehicles.

## **High Winds, Severe Thunderstorms, Lightning, and Tornadoes**

This category of severe weather usually occurs on short notice and organized preparation is not usually possible. To the extent that preparation is possible, the applicable checklist items in mentioned Hurricane Preparedness Plan can be used as a guide.

If sustained high winds are predicted, then as a minimum, a general clean up of the facility should be ordered with special attention given to removing or securing loose items, trash, construction materials, and small equipment which could be damaged or become airborne. Winds above 40 mph can make dangerous projectiles out of otherwise harmless materials such as boards, buckets, cans, bottles, and even small stones.

Loose sheet metal in a high wind is especially dangerous to personnel and to electrical equipment. Flying sheet metal coming in contact with power lines or substation equipment can cause a power outage with serious consequences to facility operations.

### **Flooding**

Flooding from non-hurricane related causes usually happen with little advance warning. In the event such flooding is predicted, the applicable parts of the checklists in the mentioned Hurricane Preparedness Plan should be used as a guide in Flood Preparation Actions. Since advance warning may be limited to only a few hours, each individual with severe weather responsibilities should quickly prioritize the actions to be taken and ensure that the most critical of those actions are carried out first.

If a facility curtailment or shutdown is ordered and sufficient time is available before arrival of the flood, then the Site Specific Shut Down Procedures will be followed. If sufficient time is not available for a planned shutdown, then facility personnel will follow instructions from management and secure the equipment for which they are responsible in the best manner possible.

### **Severe Weather Checklist**

The following checklist should be reviewed during the approach of severe weather:

- Conduct severe weather planning meetings;
- Initiate a severe weather alert to all functional teams;
- Call alert meetings and issue instructions;
- Review weather information from Weather Service and make decisions to formulate action plan;
- Review plan with Supervisors;
- Conduct facility inspection to identify and correct potential hazards;
- Provide support for operations on securing and tying down of all necessary equipment;
- Ensure all trash bins are empty and removed from facility if not needed;

- Ensure all portable buildings and trailers are secured;
- Review electrical department procedures and make appropriate recommendations;
- De-energize all electrical equipment including switch gear, transformers, and motors that are in danger of flooding;
- Maintain liaison with contractors to ensure compliance with company procedures;
- Fill fuel tanks on equipment, including all vehicles;
- Locate supplies needed upon request from operations and maintenance;
- Ensure land line telephones, mobile telephones, pagers and two-way radio systems are operating properly;
- Coordinate repairs to defective radio equipment as needed;
- Coordinate installation of temporary phone lines;
- Provide environmental coordination with outside agencies;
- Establish and maintain communication with Emergency Operations Center;
- Coordinate meetings to assemble up-to-date information;
- Release all non-essential personnel from facility site;
- Review facility-wide shutdown plan;
- Review employee work schedule to ensure adequate coverage;
- Review procedures for loss of electrical power, pipeline, and/or marine movements;
- Ensure that all tanks and vessels are filled to normal operating levels;
- Coordinate operations activities to ensure minimal risk to employees and facility equipment;  
and
- Coordinate orderly shutdowns, clearing equipment, and securing process equipment, as needed.

**Natural Disaster – General**

In the event of a natural disaster affecting the operation of our facilities, Company employees should be prepared to provide for a prompt and effective response. The type and extent of the response required, depends upon the type of disaster involved and how our facilities are affected.

A natural disaster in our area could consist of the following: hurricane, earthquake, tornado, severe electrical or hailstorm, flood, wind combinations of one or more of these and others. Any of these disasters may or may not cause damage to our facilities or seriously interfere with our operations.

Possible company responses or actions required would be covered by one or more written procedures contained in this Emergency Operating Plan and Procedures, such as: rupture or line break, fire, explosion or leak. Therefore, references should be made to the appropriate section covering the situation.

For specific procedures covering each of the above said natural disaster please see the specific natural disaster procedures immediately following this Natural Disaster- General procedure.

## Natural Disaster – Hurricane Procedure

### Hurricane Emergency Procedure

This procedure is intended to cover the preparation and “weathering” of a hurricane without out-of-the-ordinary emergency conditions for a hurricane. If conditions during the storm develop that present hazards other than weather hazards to personnel, the Incident Command System (ICS) and appropriate emergency procedures will be utilized.

The National Weather Service (NWS) and NOAA are the official sources of hurricane weather information for the site. The following warning system is broadcast by the NWS on NOAA radio:

### Hurricane Watch

A hurricane watch is issued for a coastal area when there is a threat of hurricane conditions within 24-36 hours.

### Hurricane Warning

A hurricane warning is issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 miles per hour (64 knots) and/or dangerously high tides and waves. Actions for protection of life and property should begin immediately when the warning is issued.

### Hurricane Categories

- **Category One: 74-95 mph.** Primary damage to shrubbery, signs, and unanchored mobile homes. Tide level is 4 to 5 feet above normal.
- **Category Two: 96-110 mph.** Major damage to poorly structured signs and exposed mobile homes; some damage to roofs, windows, and doors. Tide level is 6 to 8 feet above normal and 2 to 4 hours before hurricane arrival. Immediate evacuation of shoreline homes and low-lying flood prone areas.
- **Category Three: 111-130 mph.** Large trees downed, serious roof, window and door damage. Tide level is 9 to 12 feet above normal. Serious flooding along the coast. Evacuation of low-lying residences within several blocks of the shoreline may be required.
- **Category Four: 131-155 mph.** Extensive roof damage on small homes, destruction of mobile homes, some wall damage. Tide level is 13 to 18 feet above normal. Terrain lower than 10 feet may be flooded inland as far as six miles.
- **Category Five: Over 155 mph.** Considerable roof and structure damage. Some complete building failure. Tide level greater than 18 feet above normal. Major damage to all structures less than 15 feet above sea level within 500 yards of shore. Massive evacuation of residential areas within 5 to 10 miles of the shore may be required.

## **Hurricane Preparation Stages**

### **Stage One - Ongoing Preparations**

The hurricane season extends from June 1 through November 30. On June 1 of each calendar year, or the first workday thereafter, the Team Leader will convene a meeting of appropriate personnel to initiate hurricane season preparations. At this meeting, the following steps should be initiated by the Team Leader.

- The Emergency Response Team Members shall inspect guy wires and portable building ties downs and assess the need for additional securing.
- The Emergency Response Team Members shall check facility drainage system for good drainage, and check all sheet metal insulation covering and building roofs.
- The Team Leader will review, revise if necessary, and issue detailed checklists for the shutdown and securing of the Company facilities (including material handling areas) in preparation for weathering any hurricane.

### **Stage Two (2)**

Stage two (2) goes into effect as soon as a hurricane watch is issued by the NWS radio. The major items for preparation should have been completed in stage one (1). The following steps will be taken immediately:

- The Team Leader will cause a facility-wide inspection listing conditions that must be corrected and monitor weather reports and keep his/her supervisor informed of any change in hurricane status.
- The Team Leader will remind all employees to prepare their family and homes for possible hurricane conditions and will hold a team meeting to establish the emergency team and discuss procedures in the event of stage three (3).
- The Team Leader will make arrangements with a local motel to reserve rooms for the families of the hurricane Emergency Response Team and will notify his/her supervisor as soon as arrangements are complete.

### **Stage Three (3)**

Stage three (3) will begin after a hurricane warning is issued for the area by NWS. The timing of the steps below will depend to some degree on the storm's position, direction, speed, and probability of affecting the coast.

The Team Leader will release the Emergency Response Team volunteers on an as-needed basis to take care of responsibilities outside the facility. This decision is strictly at the Team Leaders discretion; however, the goal should be to have the Emergency Response Team in place twelve (12) hours before hurricane force winds (74 miles per hour) are expected at the facility.

This action will allow the release of non-essential personnel in advance of development of hazardous conditions in the area. A careful staffing of the hurricane Emergency Response Team with personnel who can operate or shut down the facility will allow the delaying of the decision to shut down, should the storm change directions at the last minute, or just come close.

#### **Stage Four (4)**

Stage four (4) will begin four (4) to six (6) hours before hurricane force winds are expected to reach the facility.

The Incident Commander will coordinate an orderly shutdown of the Pipeline facilities (see stage one, above) and notify his/her supervisor or representative, of the shutdown.

**Storm Effects** - Hurricanes have four damaging effects: tides, heavy rains, high winds, and tornadoes. Approximately 90% of the damage and injury result from flooding. Persons in facilities in locations subject to flooding should seek shelter elsewhere before the storm. There should be no travel during the storm due to the danger of flying debris, falling trees, and power lines.

**Storm Surge** - In most hurricanes, “storm surge” caused most loss of life and property damage. Storm surge is different than regular tides. Together, regular tides and storm surge form the “hurricane tide”.

Storm surge development takes place over deep water, where the drop in barometric pressures in the storm center causes the sea to bulge. A second action develops as hurricane winds sweep across the sea surface. This causes a swirling movement of the surface water that gradually goes down to a depth of about 300 feet.

The maximum swirl moves to the right of the hurricane’s eye (track) where wind speeds are highest. There is no change in sea level due to the swirling motion so long as the water remains deeper than 300 feet.

As the hurricane approaches land, the swirling water mass scrapes bottom, tries to spread in all directions, and begins to pile up. Peak surge heights are seen at the shoreline about the time the hurricane center reaches land.

The maximum water swirl occurs 10-20 miles to the right of the storm track, near the point of maximum wind speeds. Thus, the greatest danger from both winds and surge usually is about 15 miles right of that track.

The surge may lift the ocean 15 feet or more at the coastline. Carla in 1961, produced a 21 foot surge at Matogorda Bay. Camille, which hit Mississippi in 1969, caused a 25 foot surge, the highest ever recorded in the Western Hemisphere.

Among the storms' worst killers and destroyers of property. Tornadoes always pose a threat in the hurricane area. The greatest outbreak of tornadoes on record was associated with Hurricane Beulah when 115 tornadoes were spawned during a five-day period. Sixty-seven of these occurred on one day, setting a national record.

### **Stage Five (5)**

Stage five (5) will begin as soon as storm conditions have subsided.

The Emergency Response Team is to survey the facility to assess the damage, availability of utilities (water, electricity, etc.), and the needs for facility re-start as soon as possible. The post storm assessment survey team should take the following precautions:

- Do not touch or go near fallen utility lines;
- Make sure to see where you are walking. If it's dark stay inside; or if water remains, take no chances wading unless absolutely necessary;
- Drive with extreme caution especially where roads are still under water;
- Poisonous snakes or insects are always a threat in this area during the post-storm clean-up; and
- Guard against spoiled food, contaminated water and fires.

All personnel are to contact the facility (by phone or in person) as soon as possible and advise their availability for returning to work. A list is to be maintained by and for the Incident Commander.

The Incident Commander is to organize a relief for the emergency team as soon as possible so they can take care of out-of-facility responsibilities.

During severe thunderstorm warnings monitor local radio stations for tornado warnings. Follow all National Weather Service instructions. If flooding occurs follow the above procedures.

## Natural Disaster – Tornado Procedure

### General

Certain weather conditions are conducive to the formation of tornadoes. When such weather conditions exist, personnel should be alert and on the lookout for an actual occurrence.

### Procedure

When weather conditions are such that a tornado could be formed, alert personnel to the fact and:

- Have personnel with conventional radios tune them to monitor weather information. On weather alerts:
  - ◆ Tornado watch means atmospheric conditions are favorable.
  - ◆ Tornado warning means a tornado has been sighted.
- During extreme weather conditions, or if a warning affecting your location is issued, assign an observer to watch storm conditions for a possible tornado.

If a tornado is sighted, notify all affected personnel. Take the following actions as time allows. Remember to protect life first.

- Notify the Control Center if it becomes necessary to seek shelter. Advise them that the location will probably be out of radio communication.
- Extinguish all unnecessary fires and lights.
- Switch over to auxiliary power.
- Do not trip the ESD system. It will function automatically if a fault occurs. Leave facilities in operation and seek shelter.

Personnel in a vehicle when a tornado approaches should:

- Drive at right angles, away from the tornado if possible.
- If the tornado cannot be avoided, seek shelter in a ditch or other low-lying area if below ground shelter is not available.
- Avoid locations under electric power lines.

After the storm has passed and if damage has occurred:

- Survey damage.
- Trip ESD shutdowns, if necessary.
- Isolate those portions of facilities that have been damaged.

Notify the Control Center that the storm has passed. Tell them the amount of damage that has occurred. Proceed with any repairs or other actions that are required.

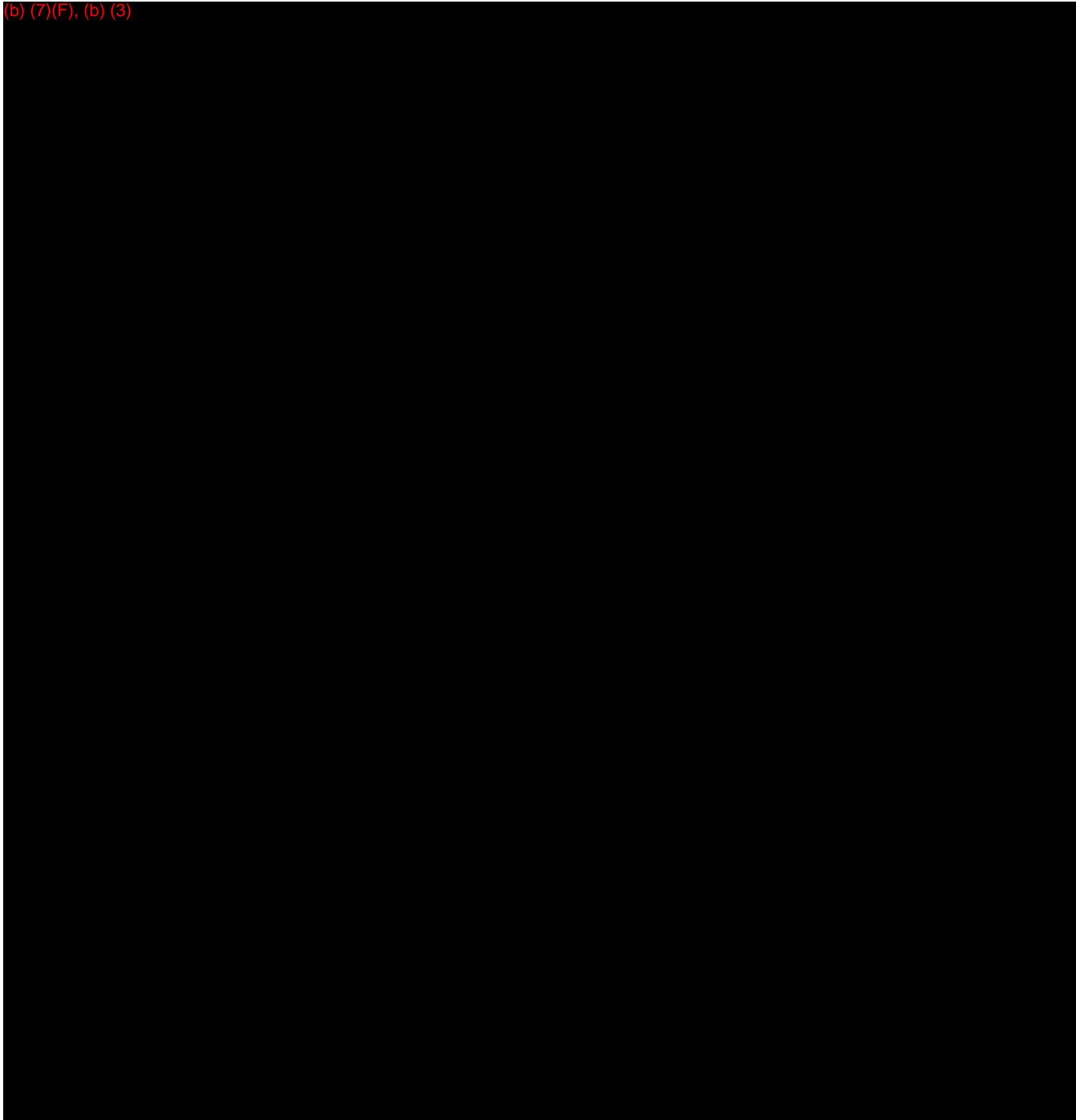
**DOT X Ref**

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN  
COMPANY CORE PLAN SECTION 20**

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**Civil Disturbance**

(b) (7)(F), (b) (3)

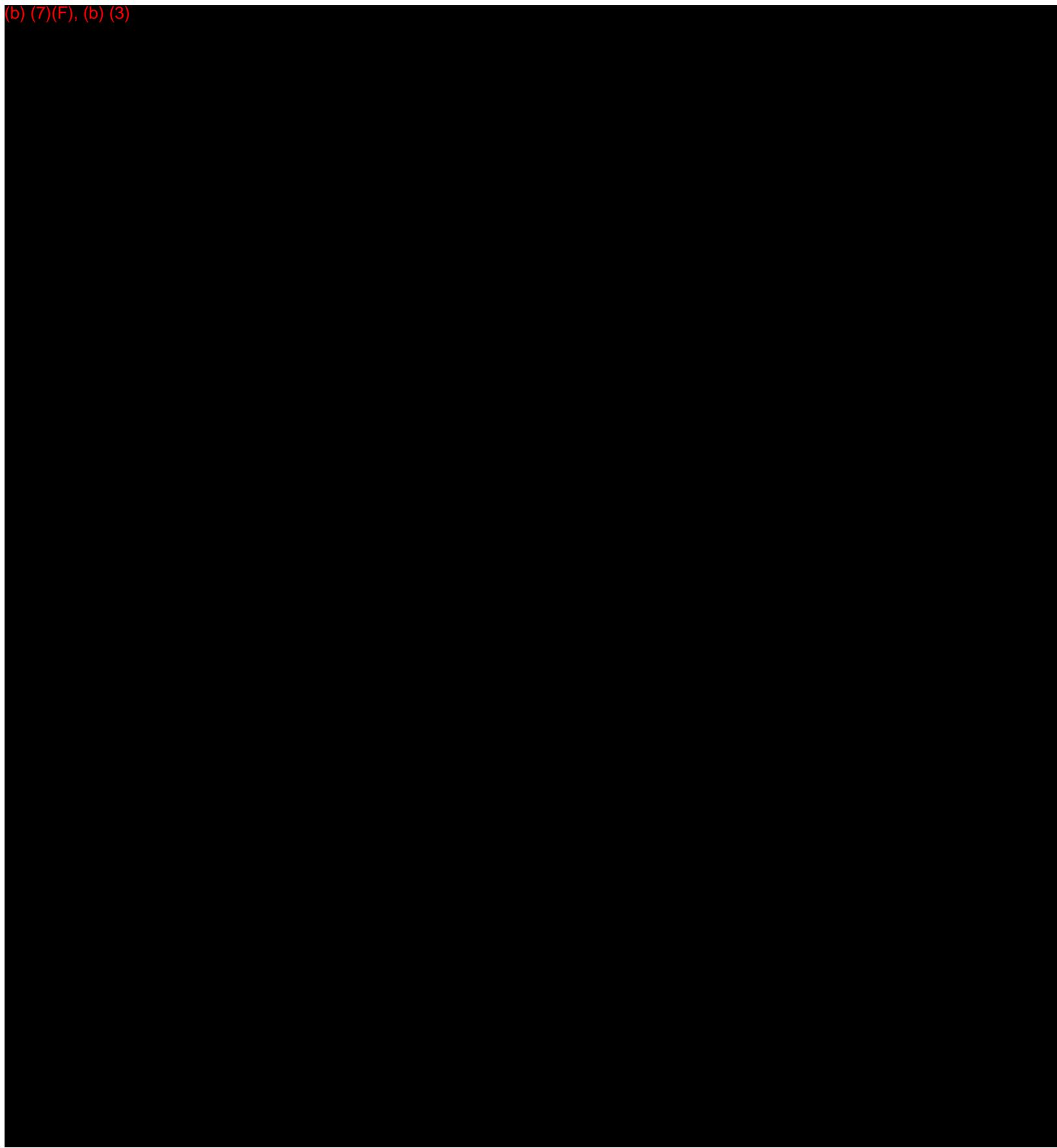


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(b) (7)(F), (b) (3)



**COMPANY ASSISTANCE – REGION/DIVISION LEVEL****Pipeline Systems Control Center****Notifications**

Follow the Notification Flowchart located in Section 2 of this Core Plan and contact the Pipeline Systems Control Center for all incidents meeting any one of the criteria as defined below:

- A release of flammable, toxic, or corrosive gas or liquid that causes death or injury requiring in-patient hospitalization
- Any incident that may result in regulatory or media attention, even though no release of gas or liquid occurred
- Any incident that requires reporting to an outside agency
- Any event that causes an intentional but unplanned shutdown of a pipeline facility
- A pipeline rupture that requires isolation and blowdown of gas pipeline facility or flaring of a liquids pipeline facility.

The Control Center will then promptly notify customers that may be impacted.

**Pipeline Systems Control Center Responsibilities**

The duties of the Pipeline Systems Control Center are to:

- Receive telephone calls on incidents. Immediately after receiving an outside party call, follow the Notification Flowchart located in Section 2 of this Sate Appendix.
- Notify all customers that may be impacted in the event of service disruption. Reference Emergency Shut-In Contact Roster contained in the Site Specific Sections of this Plan.

**COMPANY ASSISTANCE – DIVISION LEVEL****Records**

Company will maintain the official files on all incidents occurring on or impacting Company Facilities that are reported to outside regulatory agencies. Each file will be kept at least five years from the date of the incident. Legal department will be contacted prior to destroying a file.

**COMPANY ASSISTANCE - CORPORATE**

Follow the Notification Flowchart in Section 2 of this Core Plan.

## **OUTSIDE ASSISTANCE**

### **Medical**

It is up to the Team Leader in consultation with HES to determine non-emergency medical assistance needs.

### **Medical Surveillance Program**

Under Federal requirements, those persons who are members of a hazardous materials emergency response team or who are hazardous materials specialists are required to participate in medical surveillance program. The federal definition for employees who are members of hazardous material response teams is as follows:

“An organized group of employees, designated by the employer, who are expected to perform work to handle and control actual leaks or spills of hazardous substances requiring possible close approach the substance. The team members perform responses to releases or potential release of hazardous substances for the purpose of control or stabilization of the incident.”

The above definition covers, for the most part, the duties of the majority of the Emergency Response Team members who are part of a designated hazardous materials Emergency Response Team. In addition, the Company will make medical examination or consultations available to all employees who may have been exposed in an emergency situation to hazardous substances and/or who exhibit signs and symptoms from such exposure. These exposure occur at concentrations above the Permissible Exposure Limits (PEL)

- Medical examinations are to be scheduled before members are assigned to a hazardous material team or any Emergency Response Team.
- For those personnel currently members of a hazardous materials Emergency Response Team, examinations are to be scheduled at least once every twelve months.
- Examination are to be scheduled at the termination or reassignment of a team member to a position or classification where that employee will not be covered by the annual medical examination requirement, if that employee has not had an examination within the last six months.
- Examination are to be scheduled as soon as possible, upon notification by an employee (whether or not that employee is a member of the hazardous materials Emergency Response Team) that signs or symptoms indicating possible overexposure to hazardous substances or health hazards have developed, or that an employee has been injured in an emergency.
- Examination are to be scheduled at more frequent intervals, if the examining physician determines that an increased frequency of examination is medically necessary.

There is no standard medical examination suitable for all hazardous materials response team personnel. Under Federal requirements, the examining physician is to make the determinations as to the content and requirements of the medical examination. To assist the physician in making the proper determinations as to the content of the examination, the Facility is to provide the following documents to the examining physician:

- A copy of OSHA Standard 1910.120 and its appendices.
- A description of the employee's duties as they relate to chemical exposure.
- The employee's exposure levels or anticipated exposure levels.
- Information from previous medical examinations that the examining physician may not have readily available.

**Note:** OSHA also recommends that a copy of Chapter 5 from Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, which deals with the establishment of a medical surveillance program, be supplied to the physician. This publication is available through the National Institute for Occupational Safety and Health (NIOSH).

The physician, upon reviewing the information provided, will then develop a comprehensive medical examination for the type of activities for which the hazardous material Emergency Response Team will be responsible and the types of chemical that may be encountered. It is very important that hazardous materials Emergency Response Teams keep detailed records dealing with chemical exposure of their personnel

This information should be supplied to the examining physician at each employee's physical examination. Addition tests may be necessary based on the chemical exposure history of the employees.

Employee exposure reports are to be maintained for at least thirty (30) years, and are to be kept as part of the employee's medical records described below.

After the physician has examined the employee and reviewed the necessary test data, the following will then be proved to the Company Facility.

- Results of the medical examination and tests.
- The physician's opinion as to whether the employee has any detected medical conditions that would place him/her at an increased risk.
- The physician's recommended limitations upon the employee's work assignment (if any).
- A statement that the employee has been informed, by the physician, of the results or the medical examinations and any medical conditions requiring further examination or treatment.
- The written opinion given to the facility representative shall not reveal specific findings or diagnoses not related to occupational exposures.

A copy of the above written statements will be provided to the employees at the Company Facility.

Records of the results of the employee's medical information are to be retained according to established regulations. These records shall include at least the following information

- The name and social security number of the employee
- Physician's written opinions, recommended limitations and results of examinations and tests.
- Any employee medical complaints related to exposure to hazardous materials or substances.
- A copy of the information provided to the physician, which the physician used in determining the requirements of the physical, with the exception of the Federal standard and appendices.

## Local Emergency Planning Committee

### General

The Superfund Amendments and Reauthorization Act of 1986 requires that states established State Emergency Response Commissions (SERC) and communities establish Local Emergency Planning Committee (LEPC). Industrial facilities are required to assist the LEPC in establishing emergency plans to deal with chemical emergencies. In addition, industrial facilities are required to report certain incidents or release to the LEPC and SERC immediately by phone (within 15 minutes) or radio with a written follow-up report.

### Incidents to be Reported

- Any material in the Facility which appears on the EPA extremely hazardous substance list or on the EPA CERCLA list which is released and crosses the fence or property line in an amount equal to or greater than the reportable quantity (RQ) must be reported. Substance found in the Company Natural Gas Facilities which meet this criteria include:
- Visible smoke which lasts more than five minutes.
- Any unusual odor on site that might extend beyond facility boundaries.
- Any unusual noise which might be heard beyond facility boundaries (or anything that might attract the attention of the community).
- A rash of calls from concerned citizens or the news media.

**Note:** For further information regarding these substances see Notification Procedure Section of this Core Plan.

### Level One (1)

There is no community impact, but possible community awareness. This alert is for informational purposes only. The incident is internal to the facility, but heard, seen or smelled outside the facility. There is smoke, fumes or leaks inside the facility but with no impact outside the facility. No assistance from outside the facility is required.

### Level Two (2)

This is a standby alert. There is possible community impact as well as community awareness. An incident is in progress in the facility that can most likely be handled within the boundaries of the facility. However, outside areas could be affected and assistance from community personnel might be required. Community emergency response systems are asked to assume a standby position and wait for further information.

### Level Three (3)

This is a full emergency condition. There is definite community impact and action is required. The incident will not be contained within facility boundaries. Outside assistance will be required and evacuation or indoor protection may be advised. Communities are asked to activate their emergency response systems.

All Clear – Indicates this is the end of an incident; it is safe to return home or go outside. The situation has returned to normal.

### Local Emergency Planning Committee (LEPC) Call Procedure

In the event of an incident that falls into one of the categories described above, the LEPC must be notified within 15 minutes!

**Note:** See specific Local Emergency Planning Committee phone numbers listed in each Site-Specific Section of this Plan.

Call the number listed under the appropriate Parish Emergency Notification Roster contained in the Site Specific Sections of this Plan.

In all incident levels immediate notification must be made by HES Specialist or their Designee. DO NOT WAIT until all information is available. Make the initial call as soon possible and make follow-up calls to provide additional information and keep LEPC informed. Be prepared to provide the following information:

- Your name.
- The name of your company.
- Level of the incident: one (1), two (2) or three (3).
- Nature of the incident.
- Name of the chemicals released (if appropriate).
- Approximate quantity released (if appropriate).
- Wind direction (if appropriate)
- Precautions to be taken such as evacuation or sheltering in place
- Location of advisable evacuations (if appropriate).
- Location of advisable road blocks (if appropriate).

The LEPC requires that the facility be prepared to send a representative to the Emergency Operations Center for any emergency that affects the area.

After an “all clear”, the LEPC must be notified.

**Law Enforcement**

Law enforcement must be called during emergencies. During certain emergencies law enforcement must be contacted within the first fifteen (15) minutes to allow for notification and protection of the community.

**Note:** For further information on law enforcement bomb squads see incident response for bomb threats under the Incident Response Section contained in the General Section of this Plan.

## RESTORATION OF SERVICE

### Isolation, Repair, Restoration

#### General

Service will be restored as quickly as practical following isolation, control and repair of any emergency situation that interrupts service. When the need for control tactics has passed, there remains the task of termination for all parties. Termination includes the return of evacuees, removal of debris and maintenance of traffic. Company personnel with aid of contractors will attend to repairs of the pipeline facility and restoration of service.

#### Procedure

General procedures for responding to any service outage are as follows:

Contact the Control Center and the local Emergency Operations Center (primary) as soon as possible with the following information:

- A description of the situation;
- The location of the service outage and your relative location;
- An assessment of whether Company Personnel can handle the situation; and
- A request for type of assistance is needed.

Assign or call out the required personnel to complete any required repairs.

Follow the Notification Flowchart, as applicable, located in Section 2 of this Core Plan.

Emergency procedures to accomplish repair will be formulated as dictated by the situation but should approximate the following outline:

- Isolation of the affected pipeline facility by valving;
- Shut-in of all supply sources connected to the section;
- Extinguishing of any fire involved;
- Final depressurizing of the section;
- Repair (according to Company specification and procedure); and
- Repressurizing and equalization of the affected section with adjacent sections after proper purging.

Notify any affected customers and/or interconnected companies of service interruption. See Emergency Shut-In Contact Roster contained in Site Specific Sections of this Plan and coordinate any joint service restoration efforts with them.

Where service is provided directly to an end user (e.g., an industrial plant). Notify the affected customer and give them the following information:

- Why the service has been interrupted;
- Their service shall be restored as soon as possible;
- That if the outage is going persist they will be notified; and
- They will be notified when service is to be restored.

After necessary repairs have been completed and Company Facilities are back in service, restore service to all customers. All repair actions shall be in compliance with Company Operating Procedures and the General Engineering Standards. Restoration of service to interrupted customer will be coordinated with a responsible person(s) representing the customer should be in agreement with the procedure used to restore service.

Many restorations will require reference to but are not necessarily limited to the following Company operating and other procedures:

- Examination of Buried Pipelines;
- Repair Procedures;
- Operating Pressures - Limit Criteria; and
- Pipeline Defects and Repairs General Requirements.

In situations where service cannot be restored in a reasonable amount of time, consider the following alternatives:

- Supply the customers with volume bottles;
- Switch small numbers of users to alternate fuels such as propane; or
- Arrange for shelters or other temporary housing.

## **POST INCIDENT**

### **Clean Up and Disposal**

#### **General**

Clean-up operations can be either emergency response or post emergency operations depending on the personnel conducting the clean up. There are two possible groups that can conduct clean-up operations, Company employees and outside assistance contract personnel. All equipment to be used in the performance of clean-up work will be in serviceable condition and will have been inspected prior to use.

#### **Company Personnel**

If the clean up is done using Company employees who initially responded to the emergency, then the emergency response training requirements are still in effect. Once the clean ups phase begins, the Incident Commander will ensure that clean-up personnel responding during the Post Emergency Phase comply with 29 CFR 1910.120 paragraph (b) through (o).

#### **Contract Personnel**

If contract personnel from outside the Company facility are brought in to complete the cleanup of the facility, the contractor clean up is considered to be post emergency operations. The Incident Commander will ensure that the clean-up personnel comply with 29 CFR 1910.120 paragraph (b) through (o). An alternative would be a generic plan that addresses the appropriate elements listed in 29 CFR 1910.120 (b) through (o). It is possible that some of these elements would not be necessary at a particular site and others would have limited applicability. This determination should be made by Unified Command if State and Federal Agencies are on the scene. These elements include:

- Safety and health program;
- Site characterization and analysis;
- Site control;
- Training;
- Medical surveillance;
- Engineering controls, work practices, and personal protective equipment for employee protection;
- Monitoring;
- Informational programs;
- Handling drums and containers;
- Decontamination;
- Emergency response by employees at uncontrolled hazardous waste sites;
- Illumination;
- Sanitation at temporary work places; and
- New technology programs.

## All Clear Designation

For the purposes of this Plan, post response procedures are activities that follow the approval of the all-clear signal by the Incident Commander. If Local, State and Federal Agencies are on the scene and are participating in the response, this determination should be made in a Unified manner. The Site Safety Officer should also be consulted regarding this determination. There is a clear distinction between emergency operations and post response procedures. While the Emergency Response Team controls the site or a safety/health hazard exists, the emergency situation continues to be in effect. When the Emergency Response Team declares the response activity complete and leaves the site, any remaining activities, such as clean-up, are considered to be post emergency response procedures.

The Incident Commander will designate the site all clear only after the following:

- Ensuring that the safety/health hazard no longer poses a threat to Company or contract employees;
- Consulting with the Site Safety Officer regarding the all clear;
- Site security is maintained until clean-up operations are complete;
- Appropriate Controlled Response Procedures have been followed by all personnel;
- The appropriate Company management officials have been notified;
- The proper government agencies have been notified; and
- Termination procedures are in place and being followed.

## **Critique and Follow Up**

### **Purpose**

A review of an emergency response (critique) will allow involved parties to check the effectiveness of their response capabilities and the Emergency Response Plan as a whole. The ultimate goal of such an exercise is to review each aspect of the response, evaluate response actions, and to revise the existing plan where necessary. As many personnel as possible who served in key roles during the response and cleanup should take part in the critique.

### **Procedure**

A Plus/Delta critique shall take place as soon as possible after the incident.

The Incident Commander should facilitate the Plus/Delta critique and all Lessons Learned should be recorded and acted upon appropriately.

A written record of the Plus/Delta critique and Lessons Learned may become part of the Incident Documentation.

## **Investigation**

### **Purpose**

The Company Incident Investigation Procedure is intended to provide consistent and formal accident and incident reporting and investigating procedure for use by all operational entities within the Company. These procedures are intended to help prevent loss of life, injuries, property and environmental damage and other losses as well as provide a safer workplace for Company employees and contractors

Follow internal Company Incident Investigation Procedures that are separate from this Plan. Contact HES directly for assistance as necessary.



DOT X Ref

GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN  
COMPANY CORE PLAN SECTION 20

Pipeline Information Report

<b>COMPANY NATURAL GAS - NORTH</b>		<small>TNG-NA FORM EOP003</small>
COMPANY:	_____	
SYSTEM:	_____	
<b>PIPELINE INFORMATION REPORT</b>		
Received By:	_____	Time: _____ AM/PM
		Date: _____
Reported By:	Name: _____	Telephone: _____
	Address: _____	Employed By: _____
Type Of Event:	Encroachment On Right of Way _____	
	Other (New Structure, Construction Activity, Etc. _____	
	_____	
When Observed- Date:	_____	Time: _____
Location:	_____	
	_____	
Description of Reported Condition or Event:	_____	
	_____	
	_____	
<b>NOTE: IF DRAWING NEEDS TO BE MADE, USE BACK SIDE OF THIS SHEET.</b>		
Investigation of Report:	_____	
	_____	
	_____	
	_____	
	_____	
	_____	
	_____	
Signed:	_____	Date: _____
Disposition:	_____	
	_____	
	_____	
	_____	
	_____	
	_____	
Signed:	_____	Date: _____



**DOT X Ref**

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN  
COMPANY CORE PLAN SECTION 20**

**Buried Pipeline Inspection Report**

<b>COMPANY NATURAL GAS - NORTH</b>		TNG-NA FORM EOP005
COMPANY: _____		
SYSTEM: _____		
<b>BURIED PIPE INSPECTION REPORT</b>		
Location _____		Date _____
Line No. _____	Parish / County _____	
Landowner Name _____		
Address _____	City _____	State _____ Zip _____
Reason for Excavation _____		
Pipe Size _____	Depth _____	Length Exposed _____ Type Coating _____
Condition of Coating _____		Site Pipe-Soil Potential _____
Scale or Moisture Under Coating _____	Is Coating Bonded to Pipe ? _____	
Visible Damage _____		
Evidence of Corrosion on Pipe (Describe Fully) _____		
_____		
_____		
Depth of Pit _____	Approximate Number of Pits _____	
Length of Contiguous Corroded Area _____		
Distance to Nearest Foreign Line Crossing _____	Name of Company _____	
Nature of Repairs _____		
_____		
Type of Recoating Material Used _____		
<b>Attach Photographs of Exposed Pipe Before and After Repairs are Made, If Possible</b>		
Remarks _____		
_____		
_____		
_____		
_____		
_____		
Prepared By: _____		Date: _____
Reviewed By: _____		Date: _____

DOT X Ref

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

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**Emergency Occurrences and/or Upset Notification**

- I. Company Name \_\_\_\_\_  
 Physical Location \_\_\_\_\_  
 St. or P.O. Box \_\_\_\_\_  
 Telephone Number \_\_\_\_\_
- II. Date and time of verbal notification \_\_\_\_\_  
 DEQ official contacted \_\_\_\_\_  
 Company official who made the call \_\_\_\_\_
- III. Emission point source(s) involved? (including the process unit and EIQ numbers, if applicable) \_\_\_\_\_
- IV. Applicable permit # and the current permitted limit (lbs./hr) for the pollutant(s) Released from the emission point source involved? \_\_\_\_\_  
 \_\_\_\_\_
- V. Which applicable Air Quality regulation limits were exceeded? (so limit, Mass Emission limit, opacity limit, etc) \_\_\_\_\_
- VI. Give the **date** and **time** the release began and duration of release. \_\_\_\_\_  
 \_\_\_\_\_
- VII. Which specific pollutants were emitted and how much of each compound was released? [total amount of each compound expressed in pounds (**attach emission calculations**)]  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- VIII. Upset description, cause, and what off-site impact resulted? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- IX. Was the release preventable? Yes / No (circle one).  
 If no, explain why the release was not preventable: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- X. What other agencies were notified? \_\_\_\_\_  
 \_\_\_\_\_

**Emergency Occurrences and/or Upset Notification – Continued**

XI. Immediate corrective action taken? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

XII. Specific remedial action taken and / or planned to prevent recurrence? (Include timetable for completion of project, if applicable) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

XIII. Regulation notification requirement(s)? (check appropriate)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

XIV. **Company Official:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DOT X Ref

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

**Incident Report**

COMPANY NATURAL GAS - NORTH AMERICA				TNG-NA FORM EOP008
COMPANY: _____				
SYSTEM: _____				
<b>INCIDENT REPORT</b>				
<input type="checkbox"/> Test Failure	<input type="checkbox"/> Damage			<input type="checkbox"/> Preliminary
<input type="checkbox"/> Leak	<input type="checkbox"/> Other			<input type="checkbox"/> Final
Incident No _____	Line Number/Name _____	Date Suspect _____	Date Confirmed _____	Date Repaired _____
District No _____	Mile Number _____	City, State _____	County/Parish _____	Rechain Station _____
Sec _____	Twp _____	Rnge _____	Time of Incident _____	Texas:Block _____ Survey _____
Estimated Pressure at Point and Time of Incident (PSIG) _____	Maximum Allowable Operating Pressure (PSIG) _____	Elapsed Time Until Area Was Made Safe _____		
Nature and Size of Incident _____				
Cause of Incident _____				
<b>Incident Data</b>				
1 System: _____		9 Material Involved		
<input type="checkbox"/> Transmission System	<input type="checkbox"/> Gathering System	<input type="checkbox"/> Steel	<input type="checkbox"/> Other, _____	
<input type="checkbox"/> Transmission Line of Distribution System		10 Part of System Involved in Incident		
2 Occurred on:		a Part		
<input type="checkbox"/> Body of Pipe	<input type="checkbox"/> Fitting, _____	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Regulator / Meter Sta	
<input type="checkbox"/> Mechanical Joing	<input type="checkbox"/> Other, _____	<input type="checkbox"/> Compr Sta	<input type="checkbox"/> Other, _____	
<input type="checkbox"/> Valve	<input type="checkbox"/> Weld, _____	b Year Installed _____		
3 Nominal Pipe Size (In): _____		11 Area of Incident		
4 Wall Thickness (In ): _____		<input type="checkbox"/> Under Pavement	<input type="checkbox"/> Above Ground	
5 Specification: _____ SMYS: _____		<input type="checkbox"/> Under Ground	<input type="checkbox"/> Under Water	
6 Seam Type: _____		<input type="checkbox"/> Other, _____		
7 Valve Type: _____		12 Class Location: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
8 Manufactured by: _____ Year _____				
<b>Repair Data</b>				
Repair Type: <input type="checkbox"/> Pipe Replacement		<input type="checkbox"/> Pressure Vessel Sleeve	<input type="checkbox"/> Other: _____	
Details of Repair: _____				
Pipe Replacement or Sleeve Location: _____	Beg Sta # _____	End Sta # _____	Specification: _____	
	Manufacturer: _____	Test Rpt No _____	P O # _____	
<b>Cost Data</b>				
Gas Lost (Also Report on GS-95): _____	MCF _____	Office \$ _____	Field \$ _____	xxxxx
R/W Damages (Estimate - Actual): (total) _____	(rate) _____	xxxxx	\$ _____	
Field Hourly Labor: _____		xxxxx	\$ _____	
Supervision (Name - Classification - Hours) _____		\$ _____	xxxxx	
<b>Material Used:</b> _____				
		\$ _____	xxxxx	
Include Reference - Stock Nos , Purchase Order Nos , Etc				
Equipment Cost (Company and Rental): _____		xxxxx	\$ _____	
Other (Contractors, Etc ): _____		xxxxx	\$ _____	
		TOTAL: \$ _____	\$ _____	
(Prepared by) _____	(Date) _____	(Signed by) _____	Supervisor _____	(Date) _____

**DOT X Ref**

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN  
COMPANY CORE PLAN SECTION 20**

**Safety Related Condition Report**

<b>COMPANY NATURAL GAS - NORTH AMERICA</b>		TNG-NA FORM EOP009
<u>COMPANY:</u> _____		
<u>SYSTEM:</u> _____		
<b>SAFETY RELATED CONDITION REPORT</b>		
<u>Company</u> _____	<u>Date of Report</u> _____	
<u>Address</u> _____		
<u>City</u> _____	<u>State</u> _____	<u>Zip</u> _____
<u>Person Filing Report</u> _____	<u>Title</u> _____	
<u>Address</u> _____	<u>Tel No.</u> _____	
<u>Name of Informant</u> _____		
<u>Address</u> _____	<u>Tel No.</u> _____	
<u>Supervisor Determining</u> _____	<u>Title</u> _____	
<u>Condition Exists</u> _____	<u>Title</u> _____	
<u>Address</u> _____	<u>Tel No.</u> _____	
<u>Date Condition</u> _____	<u>Date Condition</u> _____	
<u>Discovered</u> _____	<u>Determined to Exist</u> _____	
<u>Location of Safety</u> _____		
<u>Related Condition</u> _____		
<u>Description of Condition</u> _____		
_____		
_____		
_____		
<u>Safety Effect on</u> _____		
<u>Pipeline and/or Public</u> _____		
_____		
<u>Corrective Action Taken</u> _____		
<u>to this Time</u> _____		
_____		
<u>Corrective Action</u> _____		
<u>Contemplated</u> _____		
_____		
<u>Expected Completion</u> _____		
_____		
<u>SIGNATURE</u> _____		<u>DATE</u> _____

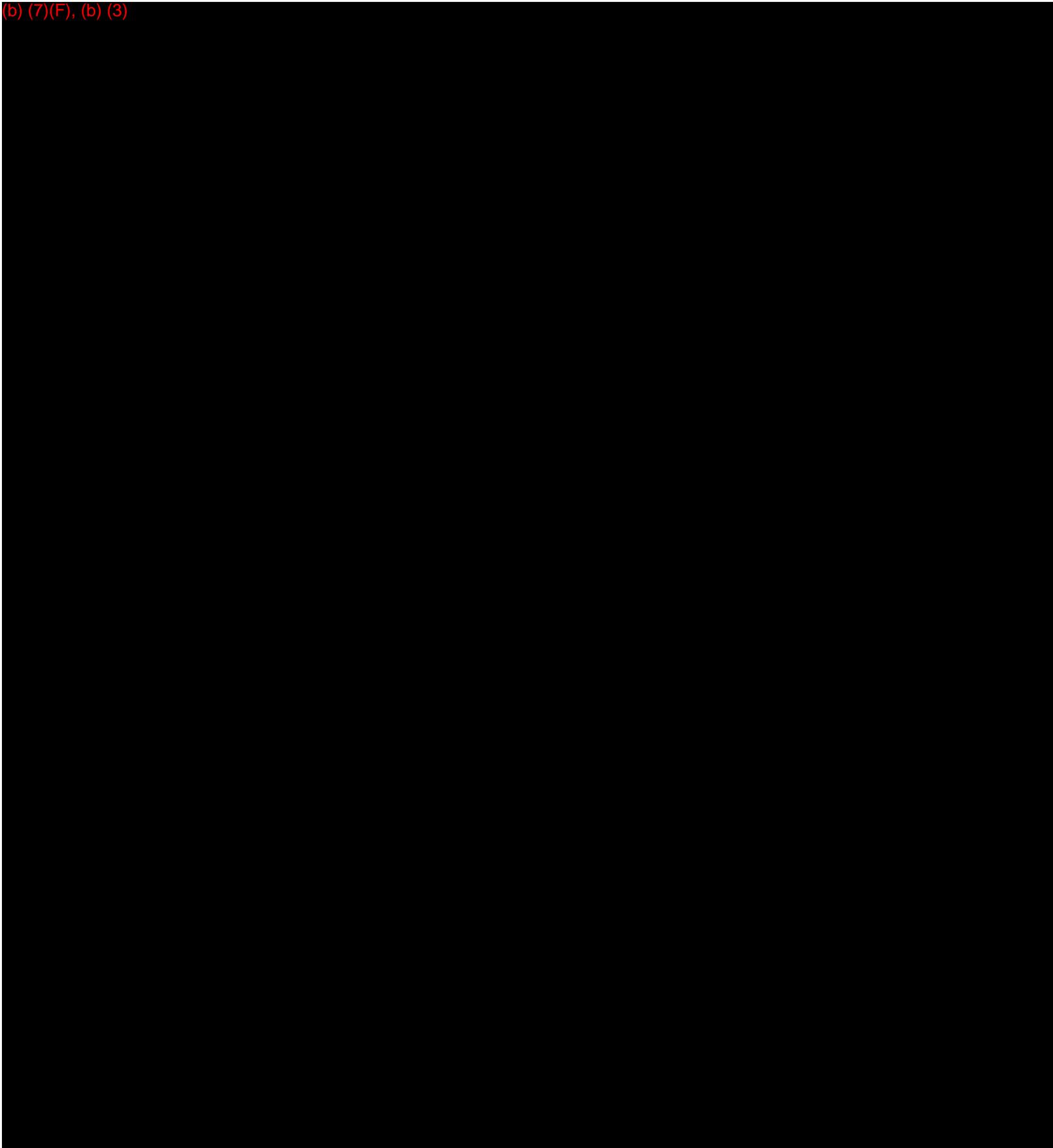
**DOT X Ref**

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN  
COMPANY CORE PLAN**

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**SECTION 20**

(b) (7)(F), (b) (3)

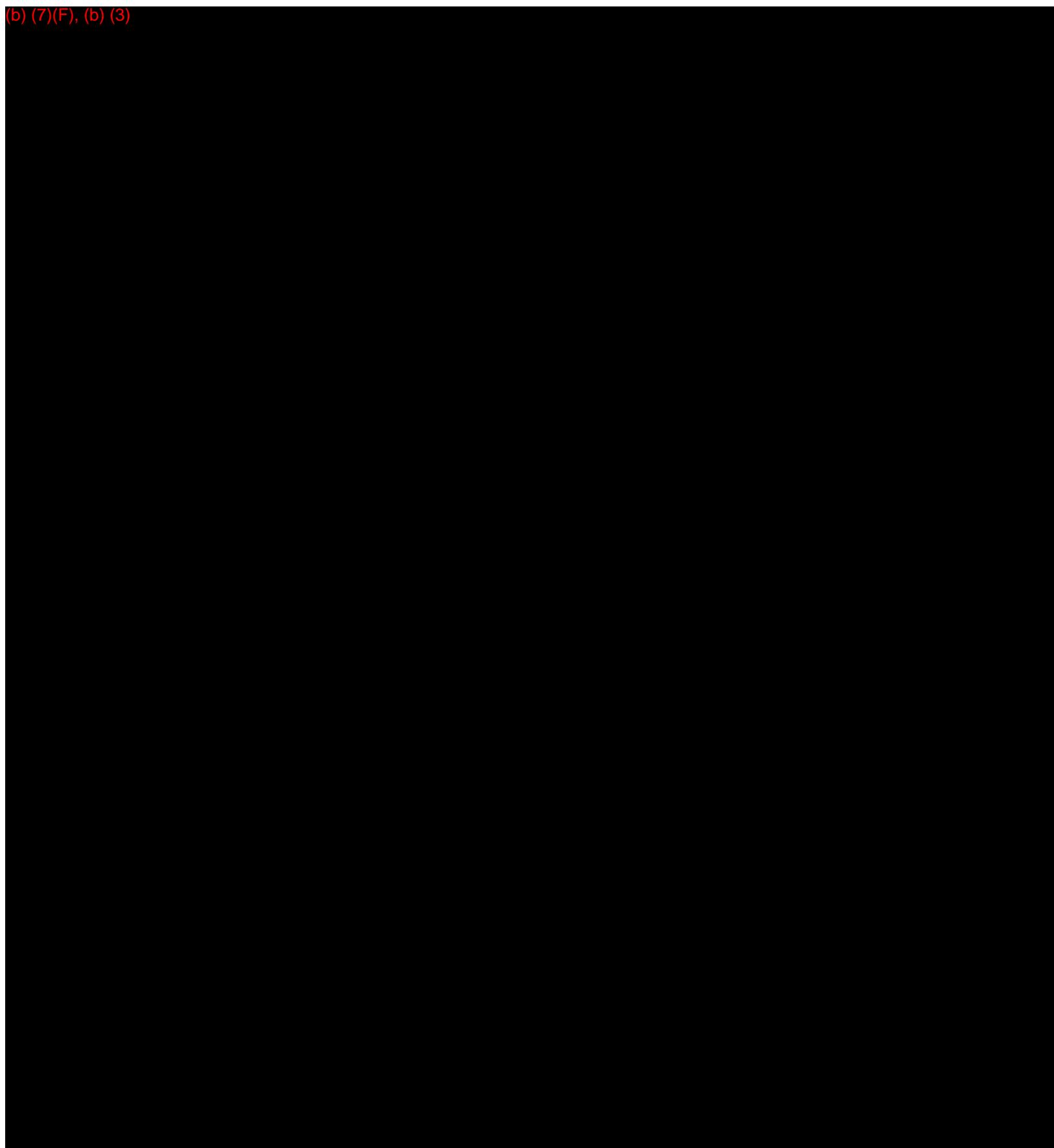


DOT X Ref

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

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(b) (7)(F), (b) (3)





## **PUBLIC EDUCATION**

### **Public Education Program**

#### **General**

This procedure outlines the Company Public education program. The public education program shall provide customers, the public, appropriate government organizations, and individuals engaged in excavation activities information on how to learn the location of underground pipelines, and how to recognize and report gas pipeline emergencies. The purpose of the public education program is to protect the general public, Company employees, and the environment. The public education program must also satisfy the requirements of the Department of Transportation regulations 192.614 (b) (2), and 192.615 (d) and 195.440.

#### **Responsibility for Administration**

The responsibility for administration of the public education program shall be with the Team Leader.

#### **General**

Each area and/or locations shall carry out a public education program which meets the requirement procedure.

The Team Leader is responsible for monitoring the effectiveness of the education programs and advising his/her supervisor if changes are necessary or could be made to improve the effectiveness of the program(s).

The Team Leader should determine if a significant number and concentration of non-English speaking population exists along the pipeline and determine if communications media are needed other than English.

#### **Procedure**

Identify customers, appropriate government organizations, and individuals or organizations who excavate, contract projects that require excavation, or those individuals or organizations involved in the planning of excavation activities, or those individuals or groups that live in the vicinity of Company pipelines.

Communicate the following with the applicable individuals or organizations at least annually, but more often if necessary:

- The purpose and existence of the Damage Prevention Program.
- How to learn the existence of underground pipelines prior to excavation.
- How to recognize a pipeline emergency so that it may be reported to the Company or appropriate public officials.
- Applicable details of this emergency plan.

To assist in identifying individuals, persons, organizations listed above, use the following criteria:

- Include the owner, manager, or tenant actively involved with use of property where the pipeline is located.

Include occupants of dwellings (single or duplex) and managers or operators of other buildings, public use areas, multifamily (three or more units) dwellings, and are not included above. The intent is to indicate the persons who would be most likely to hear, see, or otherwise identify a pipeline problem(s) so they can notify the Company or appropriate public officials.

Identification by mailing address is adequate for individuals and business locations where turnover is frequent. Identification of excavators, public use areas, organizations, other buildings and similar “persons” should normally include the name of the organization or facility (e.g. ABC Excavators, Inc.)

On non-jurisdictional gathering pipelines, it is not necessary to identify individual owners, managers, tenants or occupants addressed immediately above. Consider informing these “persons” through the use of mass media such as newspapers.

Communications media for use in the program may consist of calendars, letters, newspaper notices, maps, advertisements, brochures and other materials (pens, key chains, etc.) Communications may be via a one (1) call organization.

Communications Information shall include the following:

- Company name and telephone numbers.
- Facts about gas being distributed or transported.
- Importance of recognizing and reporting a gas emergency.
- What actions to take in an emergency or if gas leaks are detected or suspected.
- How to identify a pipeline marker.

**Records**

The identity of each of the individuals or organizations included in this procedure shall be maintained in tabulation form or other type of listing. Where mailings are involved the mailing addresses shall be included.

Update the listings at least once each calendar year.

Document the transmittal of information or the participation in activities publicizing the Companies Damage Prevention Program and Public Education Program. Retain documentation for at least three (3) years.

## **INCIDENT RECOGNITION AND PREVENTION**

### **Loss Prevention**

#### **General**

A loss prevention program is fundamentally an investigation of processes and systems to identify hazardous conditions or failures of the design, and then to make alterations to adequately protect people and property. The Company's facility loss prevention/loss control program (separate from this Plan) deals with areas of concern such as potential releases and their consequences.

Loss control personnel look for proactive engineering methodologies to control the occurrence of losses rather than incorporating countermeasures in a reactive response to a loss. A vital part of this is timely recognition of emergency conditions that allow prevention and control measures to be enacted prior to an incident.

The emergency recognition and prevention plan consists of continuous employee training, industrial hygiene, fire protection practices, the Process Safety Management Plan, and a reliable system of computerized and mechanical process control parameters.

Early warning is crucial to a loss prevention program.

## **Incident Recognition**

### **General**

Incident recognition is a major focus in an emergency plan, since personnel can only take appropriate response measures when they know with reasonable certainty what they are dealing with. Routine training is critical for employees who have responsibilities under the Emergency Operating Plan. It is impossible to over-estimate the beneficial effects of simulation exercises, though all forms of rehearsing the Plan are helpful.

Some of the major elements already covered in the Plan that relate to incident recognition will be listed here:

- Alarms, evacuation, monitoring devices, etc. are covered in various Sections in this Plan and in the Company Operating and Maintenance Procedural Manual for Company Pipelines
- General training requirements are covered in Training/Drills, Incident Response contained in this Plan and elsewhere
- Training employees in recognizing potential emergencies is covered in incident response, contained in this Plan, this Section immediately below, and elsewhere

### **Process Hazard Analysis**

Process safety management requirements (29 CFR 1910.119) have established that facilities maintain a source of information that will be useful in preparing for and preventing an emergency. For instance, process safety information is available at the facility and includes a process hazard analysis.

The basic components of a process hazard analysis include:

- An evaluation of processes that might be hazardous
- An analysis of the process area and its hazards
- An analysis of engineering and administrative controls and the consequences of their failing
- An analysis of the possibility of human error and any previous incidents

See previous hazard analyses for more information.

## Characteristics of Hazardous Materials

The characteristics of hazardous materials are described in material data safety sheets. The characteristics that must be recognized in an incident are:

- Toxicity (whether the material is a poison)
- Corrosiveness (whether the material will eat away or gradually destroy another material)
- Radiation hazards (whether the material emits radiation)
- Etiologic hazards (whether the material may potentially cause some type of disease in exposed humans)
- Asphyxiating hazards (whether the material may potentially kill or make unconscious humans or animals by replacing or depleting oxygen)
- Flammable hazards (whether the material may ignite and burn)
- Oxidizing capabilities (whether the material may change after combining with oxygen and become more dangerous)
- Reactive hazards (whether the material may interact with other chemicals yielding an undesired change or reaction)
- Instability (whether the material has a lack of resistance to chemical change, and whether it may undergo unwanted and dangerous alterations)
- Explosive hazards (whether the material may explode)
- Cryogenic hazards (whether the material is very cold)

For more information on material safety data sheets and the location of the material safety data sheet book(s) contact the HES Specialist.

## Comprehensive Characterization

Although it may not be needed in all responses, comprehensive characterization is a more methodical investigation than the initial steps of characterization, for which see “Incident Recognition.” A comprehensive characterization serves to enhance, refine, and enlarge the information base obtained during the preliminary inspection. This phase provides more complete information for characterizing the hazards associated with an incident. As a continuously operating program, the second phase also reflects environmental changes resulting from response activities.

Available information and information obtained through initial site entries may be sufficient to thoroughly identify and assess the human and environmental effects of an incident. If not, an environmental surveillance program needs to be implemented. Much of the same type of information as collected during the preliminary inspection is needed. However, it may be much more extensive. Instead of one or two groundwater samples being collected, an extensive ground-water survey may be needed over a long period of time. Results from the preliminary inspection provide a screening mechanism for a more complete environmental surveillance program to determine the extent of contamination. Also, since mitigation and remedial measures may cause changes in the original conditions, a continual surveillance program must be maintained to identify any changes.

Evaluating the hazards associated with an incident involves various degrees of complexity. The release of a single, known chemical compound may represent a relatively simple problem. It becomes progressively more difficult to determine harmful effects as the number of compounds increase. Evaluation of the imminent or potential hazards associated with an abandoned waste site, storage tanks, or lagoons holding vast amounts of known or unknown chemical substances is far more complex than a single release of an identifiable substance.

### **Incident Control**

The concept of incident control includes suppressing the source, instituting appropriate and effective measures to limit the hazards, isolating the materials and hazards to the smallest possible physical area, and removing people from harm's way.

The procedures to prevent or reduce the hazards associated with chemical incidents are:

- Extinguishing fires and wetting areas
- Removing materials
- Plugging, patching, and other methods (containment) to keep materials in their original containers
- Using dikes, berms, dams, and other techniques to confine spilled materials to the smallest possible physical area
- Using various chemical and physical methods such as neutralization, absorption, dilution, transfer, dispersion, solidification, and others to minimize hazards
- Cooling containers that heat may cause to explode or ignite

During an incident that does not initially involve container failure, there may be a potential for container failure. For example, it may be determined that a container may fail because it is under stress from heat or fire, from mechanical damage, from chemical reactions, etc.

### **Control of Chemical Hazards**

This Section identifies the some of the principal hazardous substances present at the Company pipeline facilities and the primary characteristics including some health effects resulting from a potential release or reaction. For more information on characterizing chemical hazards, see "Incident Response." Also consult your material safety data sheets and/or contact your safety coordinator.

For these and any other substances, see the material safety data sheets (MSDS). The *NIOSH Pocket Guide to Chemical Hazards*, latest edition, may be used as an additional reference.

## Preplanning

### General

Preplanning for an incident will greatly assist response personnel during an actual emergency. Indeed, all the topics in this Section should be rehearsed before any incident occurs.

Personnel who have response duties shall be trained in this Plan and in its procedures. These procedures shall provide for:

- Activation of the center, including notifying the staff
- Onsite communications
- Offsite communications
- Use of equipment and technical support
- Press information and public information
- Accident assessment capabilities

Security and access control provision should also be developed to prevent unauthorized individuals from interfering with emergency operations center staff. Procedures should be established and individuals assigned responsibility by the Team Leader for maintaining emergency operations center equipment in a state of readiness. All of these functions shall be rehearsed in exercises, simulations, etc.

### Reviewing the Emergency Chain of Command

The Team Leader is designated the Incident Commander and is ultimately in charge of all emergencies. However, until that individual arrives on location, other Company employees may be responsible for taking charge of an emergency until someone of higher sequence number arrives on site and assumes command:

### Assembly and Accounting for Personnel

Once outside the evacuated location, a role call will be taken to determine if any employees are missing.

If an employee is missing, a check will be made with other employees from the area to determine where the missing employee might be.

If a Company pipeline facility office is evacuated, the Company employee on duty/on call will be responsible for taking the visitors log book.

Personnel who are responsible for visitors will escort their guest(s) to the assembly point and wait with them. Facility hosts are responsible for accounting to the Emergency Evacuation Designee for their guests and visitors. If a guest or visitor is missing after checking the Visitors Log Book and visually counting each guest and visitor, the Incident Commander will be notified.

DOT X Ref

**GAS PIPELINES & FACILITIES NORTH AMERICA EMERGENCY OPERATING PLAN**  
**COMPANY CORE PLAN** **SECTION 20**

---

### Control Center Emergency Recovery Plans

This Section contains detailed recovery procedures for defined emergencies.

#### Loss of Electrical Power

<b>Roof-Mounted Standby Generator</b> Roof-mounted generator automatically supplies power. Determine reason for failure.	
Evaluate any damage to facility. Estimate time for repairs.	
Is time for repairs greater than 24 hours?	
No	Yes
Plan any required measures for personnel	Contract for repairs; maintain Control Center
Resumption of electrical service; generator automatically shuts down.	
<b>Return To Normal Operations</b>	

#### Outside Communications Failures

##### Gas Scada System Communications Failure

(b) (7)(F), (b) (3)

### Telephone System Failure - Gas & Liquid Scada Systems

(b) (7)(F), (b) (3)

#### Radio System Failure – Henry Area Only

Identify channels or towers not working; notify operators of service.	
Check truck to truck communications.	
If Nothing Works:	If Only Truck To Truck Works:
Contact operators of repeater towers in affected area.	Contact Equilion for microwave operation; confirm base stations are operating; replace defective base station if necessary.
Consider using cellular phones or beepers for temporary communications.	Use telephone for access to repeater towers in affected area.
Monitor radio system for return of service.	
<b>Return To Normal Operations</b>	

#### Minor Damage

<b>Minor Damage To Control Center? – Yes</b>
Advise personnel and customers of status.
Monitor system and make necessary adjustments.
Monitor condition of Control Center; begin necessary repairs.
When repairs completed, resume normal operations.
Advise personnel and customers of normal operations.
<b>Return To Normal Operations</b>

### Major Damage

<b>Major damage to Control Center? – Yes</b>
Advise personnel and customers of status.
Monitor system and make necessary adjustments.
Monitor condition of Facility; begin necessary repairs.
When repairs completed, resume normal operations.
Advise personnel and customers of normal operations.
<b>Return To Normal Operations</b>

### Catastrophic Damage

<b>Catastrophic Damage To Control Center? – Yes</b>
Monitor system and make necessary adjustments to the extent possible.
Advise personnel and customers of status.
Request telephone company to relocate critical telephone numbers.
Advise office personnel to relocate offsite.
Operate offsite as "call center" and use telephone / radio / cellular telephone / beeper to coordinate operational activities with field personnel.
Assess damage to computers and/or communications and begin necessary repairs.
Monitor repairs; begin any additional repairs that may be necessary.
When repairs are completed, notify personnel and customers of the reestablishment of the Control Center as the off-site location.
Reestablish the Control Center at the offsite location.
Advise personnel and customers of normal operations.
<b>Return To Normal Operations</b>

### Computer Failure

Emergency Response Team should review length of outage; use telephone list to advise personnel.
Information Systems to assess damage to computers and begin necessary repairs.
Monitor repairs to computers; begin any additional repairs that may be necessary.
Workers revert to pre-computer "manual" mode and work using alternate methods.
When service is repaired, advise personnel and customers that service has been restored.
Advise customers and telephone company to return to normal operations.
<b>Return To Normal Operations</b>

## Evacuation

Control Center evacuated due to an impending tropical storm or hurricane incident? – YES
Monitor system and make necessary adjustments to the extent possible.
Advise personnel and customers of status.
Advise office personnel to relocate to offsite location.
Operate offsite location and use telephone / radio / cellular telephone / beeper to coordinate operational activities with field personnel.
When possible, notify personnel and customers of the reestablishment of the Control Center as the offsite location.
When possible, notify personnel and customers of the reestablishment of the Control Center as the offsite location.
Reestablish the Control Center as the offsite location.
Advise personnel and customers of normal operations.
<b>Return To Normal Operations</b>

## Control Center Hurricane Plan

The purpose of this Section is to provide preparedness and response activities specific to an impending tropical storm or hurricane incident. These activities supplement those detailed in other sections of this Plan.

Each year at the beginning of hurricane season, the Emergency Response Team Coordinator will assure that a supply of non-perishable food items will be purchased and stored at the Control Center. This food will be available if the Control Center is operational during a hurricane. At the end of hurricane season, the food items may be donated to a local food bank.

When weather conditions predicted by the National Weather Service Hurricane Center indicate that the Control Center area may be affected, the following actions are authorized.

### General

In the event that employees based at the Control Center are released because of hurricane conditions, the following telephone numbers will be "manned" to provide information to employees.

**Condition 1**

Situation - Tropical Disturbance

The National Weather Service has advised that a tropical disturbance has developed in the Gulf of Mexico or will enter the Gulf of Mexico.

Action - The Emergency Response Team Coordinator will monitor weather reports to ensure preparedness and will keep the Emergency Response Team Manager advised of conditions.

**Condition 2**

Situation - Tropical Storm

A tropical disturbance has been upgraded in the Gulf of Mexico to a tropical storm or a tropical storm will enter the Gulf of Mexico, and may be upgraded to a hurricane within 72 hours.

Action - The Emergency Response Team Coordinator will contact the Emergency Response Team Manager to schedule a staff meeting at the Control Center to review the following:

- Emergency Preparedness and Recovery Plan.
- Personnel schedules.
- General pipeline system conditions.

The following additional actions will be taken:

- Assemble cellular telephones for possible use at the Control Center.
- Ensure that extra backup tapes or CD's are available.

**Condition 3**

Situation - Hurricane Watch

The National Weather Service has issued a Hurricane Watch that may include the Control Center within 24 hours.

Action - The Emergency Response Team Coordinator will begin to secure arrangements for the following:

- Food items.
- Sleeping facilities for employees who will be stationed at the Control Center.
- Bottled drinking water.
- Ice and ice chest.
- Key personnel schedules.
- List of Operations personnel that will be stationed at the Control Center for Conditions 4 and 5.

The following additional actions will be taken:

- Confirm availability of charged batteries for GFMCs.
- Secure availability of contract personnel.
- Confirm readiness of roof-mounted standby generator (primary) and trailer-mounted stand by generator (secondary).
- Confirm readiness of backup systems.
- Survey employees required to work at the Control Center to determine if anyone wants his/her house boarded. Material and boarding plan provided to employee prior to Condition 3.
- Notify customers of transportable telephone numbers and instructions for use in the event of a phone system outage.

#### **Condition 4**

Situation - Hurricane Warning

The National Weather Service has issued a Hurricane Warning that includes the Control Center.

Action - The Emergency Response Team Manager, or his/her designee, will communicate to the Executive Contacts that the Plan is in effect and will notify all Team members and begin the following:

- With input from the Executive Contacts, the Emergency Response Team Manager, or his/her designee, may decide to evacuate the Control Center and establish the offsite Control Center at a remote location.
- Move aluminum shutters from the closet in the Control Center.
- Decide which personnel will remain at the Control Center.
- Have truck transportation available.
- If personnel are available, move all office PC's away from windows.

#### **Condition 5**

Situation - Hurricane Conditions

Action - The following actions will be taken:

- Secure Control Center.
- Secure computer room if conditions appear extremely severe.
- Monitor pipeline system.
- Maintain operations.

## LEAK CLASSIFICATION AND ACTION CRITERIA

### Grade 1

DEFINITION	ACTION CRITERIA	EXAMPLES
<p>A leak that represents an existing or probable hazard to persons or property and requires immediate repair or continuous action until conditions are no longer hazardous.</p>	<p>Requires prompt action to protect life and property. Continuous action until conditions are no longer hazardous.</p> <p>Prompt action may require one or more of the following:</p> <ul style="list-style-type: none"> <li>A. Implementation of company emergency plan</li> <li>B. Evacuating premises</li> <li>C. Blocking off area</li> <li>D. Re-routing traffic</li> <li>E. Eliminating ignition sources</li> <li>F. Venting the area</li> <li>G. Stopping gas flow by closing valves or by other means</li> <li>H. Notification of police and fire departments</li> </ul>	<ol style="list-style-type: none"> <li>1. A leak judged by operating personnel at the scene to be an immediate hazard</li> <li>2. Escaping gas that has ignited</li> <li>3. Gas migration: into or under building, tunnel</li> <li>4. Indication of gas at outside wall of building</li> <li>5. Reading of 80% l<sub>el</sub> in confined space</li> <li>6. Leak that can be seen, heard or felt. Leak which may endanger general public or property</li> </ol>

**Grade 2 on next page**

## LEAK CLASSIFICATION AND ACTION CRITERIA – CONTINUED

### Grade 2

DEFINITION	ACTION CRITERIA	EXAMPLES
<p>A leak that is recognized as being non-hazardous at the time of detection, but justifies repair based on probable future hazard.</p>	<p>Leaks shall be repaired within one calendar year.</p> <p>Repair priority criteria should include the following:</p> <ul style="list-style-type: none"> <li>A. Volume and migration of gas</li> <li>B. Proximity of gas leak to buildings and sub-surface structures</li> <li>C. Extent of pavement</li> <li>D. Soil type and soil conditions including moisture content and natural venting</li> </ul> <p>Grade 2 leaks should be re-evaluated at least monthly. The frequency of reevaluation should be determined by the location and magnitude of the leak</p> <p>Grade 2 leaks may vary significantly in degree of potential hazard. Some leaks will require scheduled repair within 5 working days, others will allow repair within 30 days</p> <p>The Team Leader shall be notified on the day in which any leak is discovered</p>	<ul style="list-style-type: none"> <li>A. Leaks which require action ahead of any change in venting conditions: A leak which, due to rain-soaked soil conditions, may migrate to the outside of a building</li> <li>B. Leaks requiring action within six months: <ul style="list-style-type: none"> <li>1. A reading of 40% lel or greater under a sidewalk or in a wall-to-wall paved area</li> <li>2. A reading of 80% lel under a street or in a wall-to-wall paved area that has significant gas migration potential</li> <li>3. A reading less than 80% lel in small sub-structures from which gas would migrate</li> <li>4. A reading between 1% and 5% lel in a confined space</li> <li>5. A reading of 80% lel in gas-associated sub-structures</li> <li>6. A leak judged by operating personnel to warrant scheduled repair</li> </ul> </li> </ul>

**Grade 3 on next page**

### LEAK CLASSIFICATION AND ACTION CRITERIA – CONTINUED

#### Grade 3

DEFINITION	ACTION CRITERIA	EXAMPLES
<p>A leak that is recognized as being non-hazardous at the time of detection and can reasonably be expected to remain non-hazardous</p>	<p>Leaks should be re-evaluated during the next scheduled pipeline survey or within 15 months of the date of its report.</p>	<p>Leaks which require re-evaluation at periodic intervals:</p> <ol style="list-style-type: none"> <li>1. A reading of less than 20% lel in gas-associated sub-structures</li> <li>2. An lel reading below 80% under a street without wall-to-wall paved area where it is unlikely that gas could migrate to the outside wall of a building</li> <li>3. A reading less than 1% lel in a confined space</li> </ol>

**FRONT POCKET INFORMATION**

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**FRONT POCKET INFORMATION**

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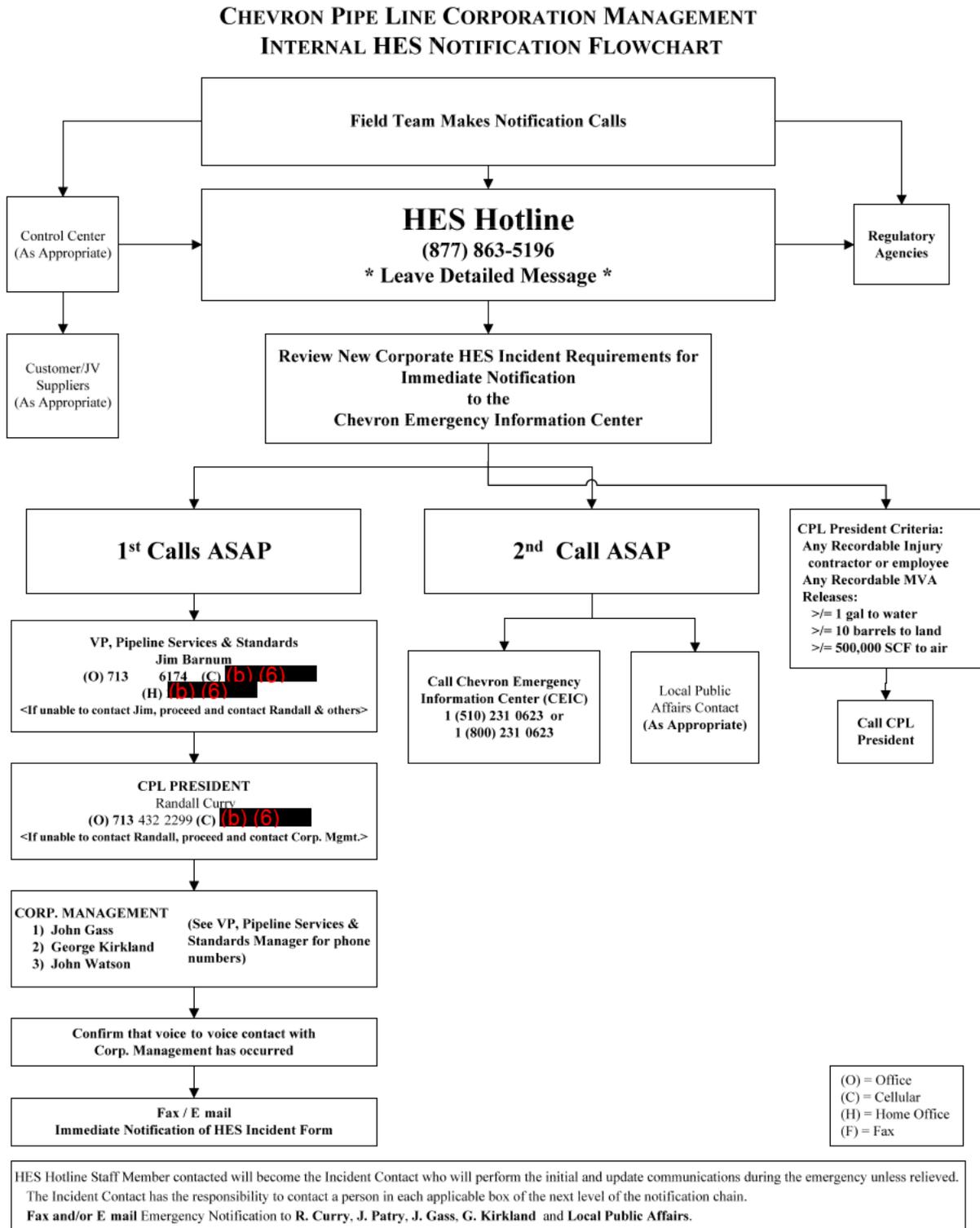
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INTERNAL HES NOTIFICATION FLOWCHART



2011 05 Internal HES Notification Flowchart

**INCIDENTS REQUIRING IMMEDIATE INTERNAL CORPORATE MANAGEMENT NOTIFICATION**

**Note:** Internal Corporate Notification information only, not synonymous with Federal or State spill reporting Notifications Criteria located elsewhere in this Plan.

**Incidents Requiring Immediate Notification to Corporate Management**

Highlighted Fields Indicate Reporting Requirements of a More Stringent Nature Within and Through the Chevron Gas & Midstream Organization

Incident Type	CG&M SBU* President or VP	CG&M President	Corp Emergency Response Staff and VP, HES	Reporting Officer and Chairman
Work-related fatality of employee, contractor, or third party	M	M	M	M
Work-related recordable injuries of employee, contractor, or third party	M	M		
Incidents resulting in multiple employee, contractor, or third party overnight hospitalization; (except for observation only)	M	M	M	M
Petroleum or petroleum product spills equal to or greater than 1 gallon and less than 1 barrels to water	M			
Petroleum or petroleum product spills equal to or greater than 1 barrels and less than 50 barrels to water	M	M		
Petroleum or petroleum product spills greater than 50 barrels to water	M	M	M	M
Petroleum or petroleum product spills greater than 10 barrels and less than 500 barrels to land	M	M		
Petroleum or petroleum product spills greater than 500 barrels to land	M	M	M	M
Any incident that attracts international or broad USA media coverage	M	M	M	M
Any incident that attracts significant local media coverage	M	M	M	R
Natural disaster, political unrest, civil disturbance, or other situations that threatens safety, health, or welfare of employees or contractors	M	M	M	R
Incidents resulting in the need for employees or public to shelter-in-place or evacuate	M	M	M	R
Release of Produced Gas, Natural Gas, or LPG greater than 500,000 SCF and less than 10 MMSCF or that presents fire/explosion hazard to populated area	M			
Release of Produced Gas, Natural Gas, or LPG greater than 10 MMSCF or that presents fire, explosion hazard to populated area	M	M	M	R
Any release of LNG that is reported to government agencies, or attracts, or is expected to attract media attention, or involves a vessel incident.	M	M	R	R
Chemical release to land, water, or air greater than 8000 Kg or that threatens human safety or health or adverse impact to environment.	M	M	M	R
Fire, explosion, well blowout or other incident damaging Company and/or third party assets with costs likely to exceed \$500,000 for physical damage, loss of product or production, and incident response	M	M	M	R
<b>Note:</b> kidnapping and ransom	See CVX Corporate Security Guidelines			

Note:  
M = Mandatory (Phone call via operating chain preferred for initial notification Details can follow via email or fax)  
R = Recommended  
20110530Upward Notification Require doc

\*SBUs may have requirements that differ for what is reportable to their management

## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

**IMMEDIATE NOTIFICATION OF HES INCIDENT FORM**

To be used when Upward Notification by telephonic and e-mail communication methods are either unable to be performed or prove unsuccessful.

Business Unit:		Location:	
Person Making Notification:	Local Date and Time of Notification:	Contact Number:	
Type of Incident: <input type="checkbox"/> Fatality <input type="checkbox"/> Spill/Release <input type="checkbox"/> Injuries <input type="checkbox"/> National/Significant Local News Coverage <input type="checkbox"/> Other Significant HES Incident _____			
Local Date and Time of Incident:			
Description of Incident/Name of Oil Involved/Estimated Volume of Oil Spilled:			
Injuries:			
Actions Taken or Planned:			
Assistance Required:			
Media Attention:			
Other Information, Including Weather Conditions:			
Corp ERS Team Member Taking Report:			

Fax: 1-510-242-3787

E-mail: ceichl@chevron.com

EMERGENCY NOTIFICATION TO MANAGEMENT FAX

EMERGENCY NOTIFICATION TO MANAGEMENT FAX

From: Chevron Pipe Line Company
4800 Fournace Place
Bellaire, TX 77401
Phone: ( ) -
Fax: (713) 432-3477
Date:

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Mr. Randall Curry (RCURRY)
Mr. George Kirkland (GLKIRKLAND)
Mr. John Gass (GASS)
CEICHL

At: (RCURRY)
(GLKIRKLAND)
(GASS)
(800) 231-0623 (CEICHL)

Remarks: [ ] Urgent [ ] Please Confirm Receipt [ ] Reply ASAP

CPL Emergency Incident Contact is: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Revised: 04/18/11



## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

## UTAH RELEASE NOTIFICATIONS

UTAH RELEASE NOTIFICATIONS			
RELEASE TO LAND (PRIMARY)		RELEASE OR POTENTIAL RELEASE TO WATER (PRIMARY)	
Department of Environmental Quality (Spills to land over 25 gallons or spills in any amount that may cause potential harm to humans or the environment.) Within 24 Hours	24 Hr (801) 536-4123	Department of Environmental Quality (Report all spills to water or have the potential of entering waters of the state, i.e. surface waters, groundwaters and wetlands. A sheen is a reportable release.) Immediately	(801) 536-4123  Also contact Division of Water Quality at: (801) 538-6146
Utah Department of Natural Resources Division of Oil, Gas and Mining (Report all fires, leaks, breaks, spills, blowouts, and other undesirable events occurring at any oil and gas drilling, producing, or transportation facility, or at any injection or disposal facility.) See additional information on Page 12	Office Hours: (801) 538-5340  24 Hours: (801)243-9466	Utah Department of Natural Resources Division of Oil, Gas and Mining (Report all fires, leaks, breaks, spills, blowouts, and other undesirable events occurring at any oil and gas drilling, producing, or transportation facility, or at any injection or disposal facility.)	Office Hours: (801) 538-5340  24 Hours: (801)243-9466
Environmental Response and Remediation (Release of CERCLA Hazardous Substances) (for spills not effecting water)	(801) 536-4100	Utah State Department of Health, Salt Lake, City Division of Environmental Health (Report spills directly into and/or has the potential of getting into waters.)	24 Hr (801) 536-4123
Bureau of Land Management (If on BLM land and 10 gallons or more)	(801) 539-4001		
State Wildlife Resources Division (If incident may impact sensitive fish or wildlife habitats or if any fish or wildlife are observed to have been in contact with crude oil, appear to be in or are dead near the scene of an incident.)		State Wildlife Resources Division (If incident may impact sensitive fish or wildlife habitats or if any fish or wildlife are observed to have been in contact with crude oil, appear to be in or are dead near the scene of an incident.)	
	Dispatch 24 Hr. (800) 662-3337 Salt Lake City (801) 538-4700		Dispatch 24 Hr. (800) 662-3337 Salt Lake City (801) 538-4700
Division of Air Quality	(801) 536-4000	Division of Air Quality	(801) 536-4000

## DOT SPECIALIST NOTIFICATIONS

## DOT Specialist Notifications

Note: In addition to following the HES Notifications Flowchart and making the required agency notifications above and below, notify the appropriate DOT Specialist when any of the following occurs: Spill, Releases, MVC's involving company operated commercial vehicles and may incident involving an OQ covered task. DOT Specialists geographic area and telephone numbers are listed below:

Name	Phone #	Area of Responsibility
Randy Burke	281-451-7537	Texas – Shares the responsibility for New Mexico, Colorado, Wyoming, Utah, Idaho, Washington, Oregon and Alaska.
Henry Leger	337-654-8915	Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Paul Falgout	337-519-7709	Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Gary Saenz	281-450-5523	California – Shares the responsibility for New Mexico, Colorado, Wyoming, Utah, Idaho, Washington, Oregon and Alaska.

## NATIONAL RESPONSE CENTER (NRC)

800-424-8802

Notify the NRC for any release to water.  
Refer to additional NRC requirements in the NRC Reporting Section of this document.

**NATIONAL RESPONSE CENTER****National Response Center (NRC)****800-424-8802**

For oil spills, liquid pipeline releases, gas pipeline releases, other releases as defined below:

**All Spills**

- Any release to water

**Liquid Pipeline Releases**

At the earliest practicable moment following discovery of a release of the hazardous liquid or carbon dioxide transported resulting in an event described in Sec. 195.50, the operator of the system shall give notice, in accordance with this section, of any failure that:

- Caused a death or a personal injury requiring hospitalization;
- Resulted in either a fire or explosion not intentionally set by the operator;
- Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;
- Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or
- In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

Reports made under this paragraph must be made by telephone to the National Response Center at 800-424-8802 or 202-267-2180 and must include the following information:

- Name and address of the operator.
- Name and telephone number of the reporter.
- The location of the failure.
- The time of the failure.
- The fatalities and personal injuries, if any.
- All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

**Telephonic Notification to NRC – Continued****Gas Pipeline Releases**

Per DOT, Gas means natural gas, flammable gas, or gas which is toxic or corrosive;

Incident means any of the following events:

- An event that involves a release of gas from a pipeline or of liquefied natural gas, liquefied petroleum gas, refrigerant gas, or gas from an LNG facility and that results in one or more of the following consequences:
  - (i) A death, or personal injury necessitating in-patient hospitalization;
  - (ii) Estimated property damage of \$50,000 or more, of the operator or others, or both, but excluding cost of gas lost;
  - (iii) Unintentional estimated gas loss of three million cubic feet or more;
- (2) An event that results in an emergency shutdown of an LNG facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.
- (3) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

At the earliest practicable moment following discovery, each operator shall give notice of each incident as defined above.

Each notice shall be made by telephone to 800-424-8802 and shall include the following information:

- Names of operator and person making report and their telephone numbers.
- The location of the incident.
- The time of the incident.
- The number of fatalities and personal injuries, if any.
- All other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damages.

**Chemical Spills to Land or Air**

- Chemical release that exceeds the RQ.

**SALT LAKE FIELD TEAM PHONE LIST**

<b>Salt Lake Operator Phone:</b> 801-539-7303			<b>Pocatello Operator Phone:</b> 208-236-1833			
<b>Operator Cell:</b> (b) (6)			<b>Operator Cell:</b> See list below			
<b>Fax:</b> 801-532-7420			<b>Fax:</b> 208-236-1824			
Last	First	CAI	Job Title	Location	Office Phone	Cell Phone
Anderson	Joe	ANJS	Pipeliner	Salt Lake Station	801-539-7303	(b) (6)
Ballesteros	Jose	JZQT	Trainee	Pocatello Station	208-236-1812	(b) (6)
Berge	Marcus	NBTO	Trainee	Salt Lake Station	---	(b) (6)
Bristol	Don	BBDO	Facility Inspector/ Mechanic	Salt Lake Station	801-539-7189	(b) (6)
Brinton	Alex	ALXB	Pipeline Operator	Salt Lake Station	801-539-7303	(b) (6)
Burdine	Matt	MXAF	Relief Pipeline Operator	Salt Lake Station	801 539 7375	(b) (6)
Christensen	Steve	SCHV	I&E Specialist	Pocatello Station	208-236-1813	(b) (6)
Gunter	Ralph	MGUN	Project Coordinator	Pocatello Station	208-236-1814	(b) (6)
Hutchins	Cody	CIBZ	Facility Inspector	Salt Lake	801 539 7285	(b) (6)
Johnson	Jason	JSJH	CP Tech	Salt Lake Station	801 539 7595	(b) (6)
Manzanares	Matt	NKPD	Mechanic	Salt Lake Station	801-539-7128	(b) (6)
Miller	Joe	MIJC	Pipeline Operator	Salt Lake Station	801-539-7303	(b) (6)
Mousley	Richard	RMYO	Maint. Coordinator	Salt Lake Station	801-539-7183	(b) (6)
Rydalch	Jamie	JPYR	Office Assistant	Salt Lake Station	801-539-7240	(b) (6)
Robbins	Jim	RJAS	HES Environmental	Decker Lake Office	801-975-2325	(b) (6)
Savage	Craig	CUGY	Pipeline Operator	Pocatello Station	208-236-1816	(b) (6)
Smith	Bart	BCSM	Operations Supervisor	Salt Lake Station	801-539-7581	(b) (6)
Smith	Burt	BULS	<b>Team Leader</b>	Salt Lake Station	801-539-7339	(b) (6)
Smith	Tony	TKSM	Pipeline Operator	Pocatello Station	208-236-1819	(b) (6)
Ulibarri	Rick	RIUL	I&E Specialist	Salt Lake Station	801-539-7208	(b) (6)

**Salt Lake Field Team Phone List – Continued**

Pocatello Terminal (Operations)	208-236-1833	Burley (Evans) Station	208-678-7113		(b) (6)
Pocatello Terminal (Dog House)	208-233-2114	Corinne Station	435-744-2993		
Pocatello Terminal (Driver Lounge)	208-232-9573	Idahome Station	208-645-2475	Hill Air Force Base Terminal	
Twin Falls Station	208-733-5481	Juniper Station	208-645-2374		
Woodland Station	435-783-4383	Kimball Junction Station	435-649-8291		
Pocatello Union Pacific Railroad	208-232-1727	Murtaugh Station	208-432-5583		
Salt Lake Terminal	801-539-7303				
Operational Emergency Only	877-502-1219	877-596-2819			

## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

**PRODUCT SYSTEM QUALIFIED INDIVIDUALS/INCIDENT COMMANDERS****24 Hour Contacts**

Qualified Individual / Incident Commander	Office Phone	Cell Phone	Resp. Time
Burt Smith – Salt Lake Area Team Leader	801-539-7339	(b) (6)	1 hr
<b>Office Address:</b> 651 S. Redwood Road, Salt Lake City, UT 84054			
<b>Alternate QI / IC</b>			
Dan Johnson – Boise Area Team Leader	208-373-2141	(b) (6)	>5 hrs
<b>Office Address:</b> Boise Terminal, Site 0056, 201 North Phillippi St, Boise, Idaho			
<b>Alternate QI / IC</b>			
Wil Ricard – Pasco Area Team Leader	509-543-6101	(b) (6)	>5 hr
<b>Office Address:</b> 2900 Sacajawea Park Road, Pasco, WA 99301-6406			

**RANGELY CRUDE SYSTEM QUALIFIED INDIVIDUALS/INCIDENT COMMANDERS****24 Hour Contacts**

Qualified Individual / Incident Commander	Office Phone	Cell Phone	Resp. Time
Rod Ficken – <b>Team Leader</b>	970-675-3777	(b) (6)	30 min
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			
<b>Alternate QI / IC</b>			
Charles (RON) Richens – Maintenance Coordinator	435-646-3109	(b) (6)	1 hr
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			
<b>Alternate QI / IC</b>			
JC Kenney – Operator	970- 675-3774	(b) (6)	1 hr
<b>Office Address:</b> 2750 County Road 102, Rangely, CO 81648			

## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

## RANGELY CRUDE SYSTEM SPILL RESPONSE TEAM

<b>Facility Name:</b>	Rangely	<b>Facility Address:</b>	2750 County Rd 102, Rangely, CO 81648			
<b>Phone Number:</b>	970-675-3773	<b>Fax Number:</b>	970-675-5742			
<b>Facility Name:</b>	Myton	<b>Facility Address:</b>	9900 South 4500 West, Myton, UT 84052			
		<b>Mailing Address:</b>	P.O. Box 160, Myton, UT 84052			
<b>Phone Number:</b>	435-646-3109	<b>Fax Number:</b>	435-646-3433			
<b>Facility Name:</b>	Hanna	<b>Facility Address:</b>	40700 West 7000 North, Hanna, UT 84031			
		<b>Mailing Address:</b>	HC63 Box 21, Hanna, UT 84031			
<b>Phone Number:</b>	435-848-5621	<b>Fax Number:</b>	435-848-5704			
<b>Last Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Station</b>	<b>Office Number</b> (CTN available for Rangely office only 675-XXXX)	<b>Cell Phone</b>	<b>Email Address (CAI)</b>
Curry	David	Pipeline Operator	Myton	435-646-3109	(b) (6)	DHCU@chevron.com
Enterline	Rory	Senior I&E Specialist	Rangely	970-675-3775		ente@chevron.com
<b>Ficken</b>	<b>Rod</b>	<b>Team Leader</b>	<b>Rangely</b>	<b>970-675-3777</b>		FICK@chevron.com
Jones	Barton R	CP Specialist	Myton	435-646-3109		BartonJones@chevron.com
Kenney	Heath	Pipeliners	Rangely	970-675-3776		HKBY@chevron.com
Kenney	JC	Pipeline Operator	Rangely	970-675-3774		JKID@Chevron.com
Nielsen	Joe	Facility Inspector	Rangely	970-675-3778		JNOD@chevron.com
Peterson	Jared	Pipeliners	Rangely	435-646-3109		JQOJ@chevron.com
Pflieger	Dennis	I&E Specialist	Myton	435-646-3109		DPPF@chevron.com
Richens	Charles (Ron)	Maintenance Coordinator	Myton	435-646-3109		RonRichens@chevron.com
Sanford	Anita	Office Assistant	Rangely	970-675-3773		ATLX@chevron.com
Zager	Brent	Mechanic	Myton	435-646-3109		BrentZager@chevron.com
Conference Room			Rangely	970-675-3781		

**Note:** The response time for the Rangely Spill Response Team individuals is <1 to 2 hours.  
Salt Lake responders' response times are <3 hours. Houston personnel response times are <6 hours.

**UTAH STATE APPENDIX**

**FRONT POCKET INFORMATION**

**SATELLITE PHONES**

<b>Control Center</b>					
<b>ESN Dec</b>	<b>MSN</b>	<b>Ph #</b>	<b>Data #</b>	<b>Ph # 800</b>	<b>Location</b>
8988169414000657518	300224010033530	(b) (6)	881693473431	(b) (6)	Phone 1 NGAS
8988169414000657526	300224010038500		881693473424		Phone 2 NWCP
8988169414000657534	300224010132330		881693473425		Phone 3 BPCC
8988169414000657542	300224010133330		881693473427		Phone 4 LALC
8988169414000657559	300224010036960		881693473426		Phone 5 GLFC
8988169414000657567	300224010032800		881693473428		Phone 6 CHEM
8988169414000657575	300224010034950		881693473429		Phone 7 LPG
8988169414000657583	300224010032510		881693473430		Phone 8 TSCP

<b>Rangely, Colorado</b>				
<b>Location</b>			<b>Satellite Phone</b>	
Houston CSC	Northwest Console	Houston	254-241-8456	(b) (6)
Rangely IC	Incident Command	Rangely		
Rangely Station	Rangely, CO	Rangely		
Myton Station	Myton, UT	Myton		
Hanna Station	Hanna, UT	Hanna		
Iridium to Iridium: 00 then number / Iridium to Public phone: 00-1-970-675-2133 / Public ph. to Iridium: use toll free number on side of phone.				

**CHEVRON USA PRODUCTION COMPANY, RANGELY, COLORADO**

Contact List and Telephone Numbers (Listed in order to be contacted)

CO <sub>2</sub> Plant/ SCADA Room	970-675-3832 / Cell: (b) (6)
Luke Allred	970-629-3846
Gary Dahl	970-629-1836

**REFINERY TELEPHONE LIST/EMERGENCY RESPONSE INFORMATION****Emergency Notification Phone List**

The following list of emergency numbers includes all phone numbers listed in the Chevron Refinery Response Plan.

**Chevron Local Contacts**

If additional resources are required, contact the Refinery Fire Department: 801-539-7311

**Medical**

Paramedics (Davis County Sheriff's Office).....801-451-4141  
Ambulance (Davis County Sheriff's Office).....801-451-4141

**Fire**

South Davis Fire Department (Davis County Sheriff's Office) .....801-298-6000  
Salt Lake City Fire Department Dispatch.....801-363-4401  
State Fire Marshall.....801-284-6350

**Police**

Davis County Sheriff's Office.....801-451-4141  
Utah State Highway Patrol.....801-965-4518  
Salt Lake City Police .....911  
Salt Lake City Bomb Squad.....801-799-3000

**Clinics and Hospitals**

First Med Industrial Clinic.....801-973-2588  
LDS Hospital .....801-408-1100  
Lakeview Hospital .....801-299-2200  
University of Utah.....801-581-2121

**State Environmental Agencies**

Utah Division of Air Quality (8:00 a.m. - 5:00 p.m.) .....801-536-4000  
Utah Division of Water Quality (8:00 a-m - 5:00 p-m) .....801-538-6146  
Utah Division of Solid and Hazardous Waste (8:00 a-m - 5:00 p-m) .....801-538-6170  
24-Hour for ALL of the above.....800-458-0145

**UTAH STATE APPENDIX****FRONT POCKET INFORMATION****Federal**

United States EPA, Region VIII.....	800-227-8917
National Response Center (NRC).....	800-424-8802
Federal On-Scene Coordinator (OSC).....	303-312-6839

**Local Service Providers**

Wastewater 1 – South Davis Sewer District .....	801-295-3469
Water Supply Provider – Weber Basin Water Conservancy District (24 hr- Emergency#).....	801-771-1677
Water Supply Provider – Salt Lake City Dept- of Public Utilities (24 hr- Emergency#).....	801-483-6700
Weather Report.....	801-524-5133
Local Radio Stations	
KSL AM 1160.....	801-575-5555
KUER FM 90 .....	801-581-5015
KSOP AM FM .....	800-255-5767

**Local Television Stations**

KSL Channel 5.....	801-575-6397
KSTU FOX 13 .....	801-536-1313
KTVX Channel 4.....	801-975-4444
KUED Channel 7 (University of Utah) .....	801-581-3263

**Neighboring Businesses**

CPC Concrete.....	801-266-4491
Rocky Mountain Fabrication .....	801-596-2400
Flying J Refinery.....	801-298-7733
SLC Water Reclamation Plant.....	801-799-4000
AMCOR Inc- .....	801-298-7628

**Enviro Care Inc. (Spill Response Contractor)**

Enviro Care Inc. ....	801-299-1900
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**Rocky Mountain Power Company (Power Outage)**

Dispatcher .....	888-221-7070
General Office (Monday -- Friday 8:00 a-m- -- 4:30 p-m-) .....	801-220-2000

**Other Resources**

**Williams Fire & Hazard Control.....1-800-231-4613**

Williams Fire & Hazard Control is an international emergency response company able to respond to a wide range of petrochemical emergencies. Chevron and Williams Fire & Hazard have a service agreement for emergency services worldwide. Chevron Fire Chief's are familiar with the services provided and available.

**Chemtrec.....1-800-424-9300**

In the event of a chemical emergency in which response personnel, the management and local authorities are unsure how to proceed, call CHEMTREC at 1 (800) 424-9300. CHEMTREC is a national emergency response center that is manned 24 hours per day, 365 days a year. CHEMTREC can give advice on how to proceed in hazardous materials incidents based on the information provided. So be certain that complete information is provided about the CHEMICAL(s) involved in the incident, quantities, weather conditions, etc.

**International Bird Rescue Research Center (Fairfield, CA) .....707-207-0380**

**International Wildlife Research (Galveston, TX) .....409-740-4712**

**Chevron Control Center**

Chevron Pipe Line Emergency .....800-762-3404

## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

<b>Salt Lake Pump Station/Chevron Property</b>			
<b>First Call Emergency</b>		<b>X7311 Chevron Refinery</b>	
<b>From station compound on cellular phones, dial</b>		<b>801-539-7311</b>	
<b>Sheriff's Office/Police</b>	<b>X7311</b>	<b>Fire Dept.</b>	<b>X7311</b>
<b>Area</b>	<b>Phone</b>	<b>Area</b>	<b>Phone</b>
Salt Lake County	(801) 535-5441	Salt Lake City	801-799-4231
Salt Lake City	(801) 799-3000	Salt Lake County	801-743-7100
N. Salt Lake	801-298-6000	Davis County	(801) 451-4150
Woods Cross	(801) 292-4422	Emergency	(801) 451-4151
Davis County	(801) 451-4100	Woods Cross	801-677-2400
Farmington	(801) 451-5453	South Davis	801-677-2400
Kaysville	(435) 544-0511	or	(435) 259-1843
Layton	(801) 497-8300	South Summit	(435) 783-2375
Roy	(801) 774-1063	Kimball Fire Station	(435) 645-9440
Clearfield	801-525-2806	Layton	(801) 336-3940
Park City	(435) 615-5500	Kaysville	(801) 544-2860
Wasatch	(435) 654-1411	Hill Air Force Base	(801) 777-3021
Odgen	(801) 629-8064	Clearfield	801-525-2850
Brigham City	(435) 723-5227	Odgen	(801)629-8069
Box Elder	(435) 734-9441	Weber	(801) 782-3580
Emergency	(801) 451-4151	Brigham City	(435) 723-4071
Environmental	(801) 538-6333	Box Elder	435-734-3831
<b>Highway Patrol (Salt Lake)</b>		Roy	(801) 774-1080
24 Hours	(801) 887-3800	<b>Doctor (Salt Lake)</b>	
Heber	(435) 655-3445	G. VanKomen	801-464-7660
Brigham City	(435) 723-7614	W. Michelsen	(801) 521-2551
<b>Ambulance</b>	<b>X7311</b>	<b>Hospital</b>	
Salt Lake County	(801) 972-1211	L.D.S.	(801) 408-1100
Salt Lake City	(801) 972-1211		
Davis County	(435) 451-4250		
Gold Cross	(801) 972-1211		

<b>Myton Station</b>			
<b>Sheriff's Office</b>	<b>911</b>	<b>Fire Department</b>	<b>911</b>
Uintah County	(435) 789-2511	Fort Duchesne	(435) 722-2911
<b>Highway Patrol</b>		Roosevelt	(435) 722-5001
Roosevelt	(435) 772-0259	<b>Hospital</b>	
	(435) 722-4583	Unitah Basin Medical Center	(435) 722-4691
<b>Ambulance</b>	<b>911</b>		
Duchesne	(435) 738-2424		
Altamont	(435) 738-2424		

## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

<b>Bonanza Station / Red Wash Station / Wonsit Station</b>			
<b>Area</b>	<b>Phone</b>	<b>Area</b>	<b>Phone</b>
<b>Sheriff's Office</b>		<b>Ambulance</b>	
Uintah County	911 <small>(Inside Area)</small>	Sheriff	(435) 789-2511
Business	(435) 789 2511	Gold Cross	(435) 789-6907
Emergency	(435) 789-4222	<b>Hospital</b>	
<b>Highway Patrol</b>		Ashley Valley	(435) 789-3342
Vernal	(435) 781-6740		
<b>Fire Department</b>			
Vernal	(435) 789-4222		

<b>Hanna Station / Tabiona Station</b>			
<b>Sheriff's Office</b>		<b>Ambulance</b>	
Duchesne	(435) 738-2424	Duchesne	(435) 738-2424
<b>Highway Patrol</b>		Tabiona	(435) 738-2424
Roosevelt	(435) 772-0259	<b>Hospital</b>	
<b>Fire Department</b>	(800) 243-0456	Duchesne/Unitah Basin Medial Center	(435) 722-4691

<b>Woodland Station</b>			
<b>Sheriff's Office</b>		<b>Doctor (Wasatch Med. Clinic)</b>	
Wasatch (24 hour)	(801) 654-1411	Heber	(801) 654-1501
<b>Heber City Police</b>	(435) 655-3445	<b>Ambulance (Kamas)</b>	911
<b>Highway Patrol</b>		Wasatch	(801) 654-3211
Heber City	(801) 654-1091	<b>Hospital (Wasatch)</b>	
<b>Fire Department (Kamas)</b>	911	Heber	(801) 654-2500
Wasatch	(801) 654-3211		
Fire Const. Board	(801) 654-0757		

<b>Kimball Station</b>			
<b>Sheriff's Office</b>		<b>Doctor (Salt Lake)</b>	
Park City	(435) 615-5500	G. VanKomen	(801) 328-7192
Emergency	(801) 649-9361/9321	W. Michelsen	(801) 521-2551
<b>Highway Patrol</b>		<b>Ambulance</b>	(801) 649-9321
Coalville	(801) 336-4461	<b>Hospital</b>	
Salt Lake City	(801)887-3800	L.D.S.	(801) 321-1180
<b>Fire Department</b>	911	St. Marks	(801) 268-7777
	(801) 649-9321	Holy Cross	(801) 350-4631
		Information	(801) 350-4111
		Life Flight	(801) 321-1234

## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

<b>Corinne Station</b>			
<b>Area</b>	<b>Phone</b>	<b>Area</b>	<b>Phone</b>
<b>Sheriff's Office (Box Elder)</b>		<b>Doctor</b>	
Brigham City	(435) 734- 3800	G. VanKomen	(435) 328-7192
<b>Highway Patrol</b>		W. Michelsen	(435) 521-2551
Brigham City	(435) 723-1094	<b>Ambulance</b>	(435) 734-9441
<b>Fire Department</b>		<b>Hospital</b>	
Brigham City	(435) 723-4071	Box Elder	(435) 734-9471

<b>Ogden Area</b>			
<b>Sheriff's Office</b>	<b>911</b>	<b>Doctor (Ogden)</b>	
Weber County	(801)778-6600	G. VanKomen	(801) 328-7192
HAFB Police	(801) 777-3056	<b>Ambulance</b>	(801) 399-8411
<b>Highway Patrol</b>		Military	(801) 777-3056/ <b>911</b>
Ogden	(801) 393-1136	<b>Hospital</b>	
<b>Fire Department</b>	<b>911</b>	McKay Dee	(801) 399-2870
Weber County	(801) 782-3580	St. Benedicts	(801) 479-2375
Ogden City	(801)629-8069		
Military Fire	(801) 777-3021		

<b>Salt Lake City</b>	
<b>Underground Utilities Location Center</b>	(800) 424-5555
<b>Utah Power And Light (Power Outages)</b>	(888) 221-7070
<b>Northwest Pipeline Co.</b>	
<b>Salt Lake City Water Dept. (Emergency)</b>	(801) 483-6700
<b>Mountain Fuel Supply Co.</b>	(801) 534-5111
(Line Location)	(800) 662-4111

<b>Tesoro Oil Company</b>		<b>Flying J/Big West</b>	
474 West 900 North		P. O. Box 175	(801) 298-7508
Salt Lake City, UT 84103		N. Salt Lake, UT 84111	(801) 298-7733
(Boiler Plant 24 Hours)	(801) 366-2048		
(Refinery Manager)	(801) 521-4813	<b>Tesoro Pipe Line Company</b>	
		1070 West 1500 South	
<b>Holly</b>		Woods Cross, UT 84087	(801) 292-0435
393 South 800 West			
Woods Cross, UT 84087		<b>Pioneer Pipe Line Company</b>	
(Max Staples M-F)	(801) 299-6630	245 East 11th North	
(24 Hours)	(801) 299-6647	North Salt Lake, UT 84111	
Or	(801) 299-6648	(Business Hours)	(801) 295-2325
		(Houston 24 Hours)	(800) 231-2551

## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

<b>Williams Pipe Line Company</b>		<b>Silver Eagle Refinery</b>	
295 Chipeta Way		2355 South 1100 West	
Salt Lake City, UT	801-584-6574	Woods Cross, UT 84087	801-298-3211
(24 Hours)	801-583-8800		
<b>Chevron Refinery</b>		<b>Silver Eagle</b>	
2351 North 1100 West		1600 West 1500 South	
Salt Lake City, UT 84116	801-539-7200	Woods Cross, UT 84087	801-295-9256

**In the event of a line break or other emergency involving JP-8 contact, within 24 hours:**

**Air Force Quality Control**

Lana Burnham  
Office 801-586-4297  
Cell (b) (6)

If unable to contact the Air Force Quality Control Center directly, leave a message on the answering machine, and the Air Force will contact the Control Center.

**Hill Air Force Base**

Information (801) 777-1110 (option 1)  
Assistance (801) 777-1411  
Terminal (801) 777-7993 (Main)  
(801) 777-7423  
(801) 777-7311

**Utah Air National Guard (UANG) (Facilities Idled)**

MP at the Gate (801) 245-2403  
Business Office (801) 245-2355  
or (801) 245-2353

## UTAH STATE APPENDIX

## FRONT POCKET INFORMATION

**THIRD PARTY UTILITIES OR PIPELINES**

<b>Field Team Area</b>	<b>Third Party Utility or Pipeline Company Name</b>	<b>Emergency Contact Number</b>
All	Blue Mountain Energy/Deserato Mine Rail Road	801-842-1021
All	Century Link Telephone	970-675-2158
All	Enterprise/Mapco	800-546-3482
Rangely	Moon Lake Electric	970-220-2006
Rangely	Merritt Energy	972-628-1540
Rangely	Moon Lake Electric	970-220-2006
Rangely	Tesoro Pipeline	432-687-9315
Rangely	Questar	800-300-2025
Rangely	Williams Pipeline	800-584-6948
Salt Lake	Kern River Gas	800-272-4817
Salt Lake	Rocky Mountain Power	888-221-7070

**OSRO CONTACT INFORMATION**

<b>Name &amp; Address</b>		<b>24 Hour Phone No.</b>
Marine Spill Response Corporation (MSRC)	1330 Industry Street Everett, WA 98203	888-242-2007
Enviro Care Inc.	505 N. Main N. Salt Lake, UT 84054	801-299-1900

**LOCAL SPILL CONTRACTOR**

<b>Name</b>	<b>Address</b>	<b>24 hr Emergency Telephone #</b>	<b>Response Time</b>
Target Trucking	2960 North 500 Street Vernal, UT 84078	435-789-5756	1 hr 15 mins
RNI Trucking	PO Box 98 Roosevelt, UT 84066	435-823-6196	1 hr

## MYTON STATION EMERGENCY RESPONSE ACTION PLAN

The purpose of this Emergency Response Action Plan (ERAP) is to provide quick access to key types of information that are often required in the initial stage of a spill response. The information provided in this ERAP is typically presented in greater detail in other sections of the plan, at locations shown in parentheses. The information provided in this section includes:

- **Qualified Individual/Incident Commander Information–Page 1** provides a summary of roles, responsibilities and authority of the QI/IC.
- **Emergency Notification Phone Lists–Pages 7 through 12** provide phone numbers for response personnel, regulatory agencies, response contractors and environmentally sensitive/ economically important area managers.
- **Spill Response Notification Form–Page 4** lists the information that should be provided when making internal and external notifications.
- **Immediate Response Actions–Page 16** provides a decision guide for determining the appropriate immediate response strategy and a checklist summarizing typical specific immediate response actions, respectively.
- **Response Equipment List–Pages 16 through 18** identifies the owned/onsite equipment available to respond to oil spills at the terminal.
- **Emergency Response Personnel–Page 11 and 12** depicts the Primary Qualified Individual/ Incident Commander and QI/IC Alternate as well as a list of Responders. Organization responsibilities are provided on page 8.
- **Facility Evacuation Plan–Pages 19 and 20** identifies evacuation routes and assembly points. The associated text provides a summary of evacuation procedures.
- **Facility Diagram–Page 20** shows the general layout and drainage patterns for the terminal.



**MYTON STATION EMERGENCY RESPONSE ACTION PLAN**

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## INCIDENT COMMANDER DUTIES

The duties of the Incident Commander may be delegated as appropriate to members of the Response Team, however, ultimately the IC is responsible to ensure that these items have been carried out.

1. Carry out QI duties below.
2. Activate internal alarms and hazard communication systems to notify all facility personnel.
3. Notify all response personnel, as needed.
4. Identify character, exact source, amount and extent of release.
5. Ensure notification of and provide necessary information to the appropriate authorities with designated response roles (NRC, State Emergency Response Commission and LEPC).
6. Assess the interaction of the spilled substance with water and/or other substances stored at the facility and notify response personnel at the scene of that assessment.
7. Assess the possible hazards of the release (direct and indirect) to human health and the environment.
8. Assess the implementation of prompt removal actions to contain and remove the substance released.
9. Coordinate rescue and response actions as previously arranged with all response personnel.
10. Use authority to immediately access company funding to initiate cleanup activities.
11. Direct cleanup activities until properly relieved of this responsibility.

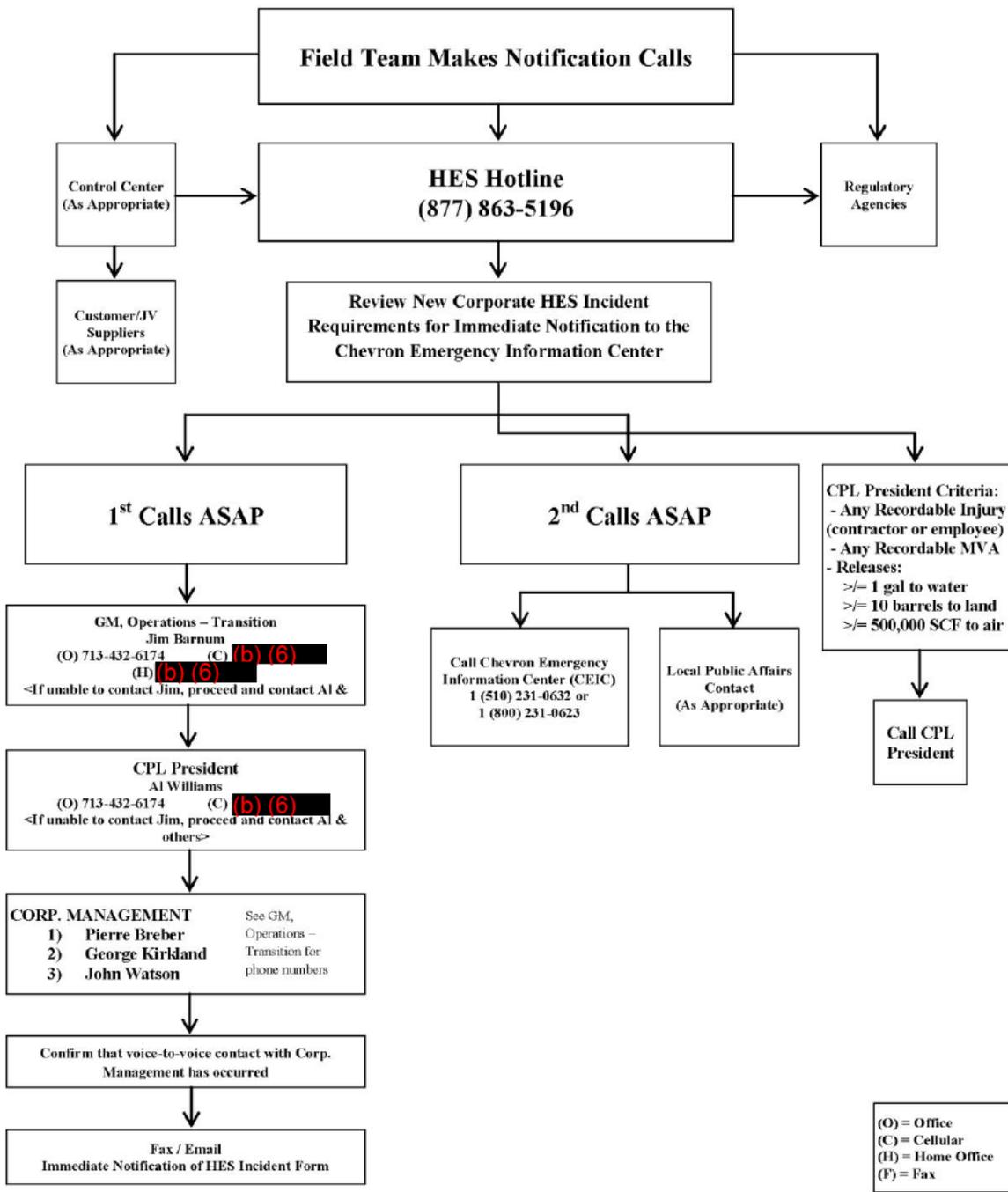
## QUALIFIED INDIVIDUAL (QI)

The Qualified Individual (QI) is the Incident Commander. Requirements state that a QI must be located in the United States and meet the requirements identified in the respective Federal regulations (EPA, PHMSA), and who is authorized to:

1. Activate and engage in contracting with oil spill removal organizations.
2. Act as a liaison with the pre-designated Federal On-Scene Coordinator.
3. Obligate funds required to carry out response activities. The QI will be the individual or a designee, as identified in the response plan.

INTERNAL HES NOTIFICATION FLOWCHART

CHEVRON PIPE LINE CORPORATION MANAGEMENT INTERNAL HES NOTIFICATION FLOWCHART



HES Hotline Staff Member contacted will become the Incident Contact who will perform the initial and update communications during the emergency unless relieved

- The Incident Contact has the responsibility to contact a person in each applicable box of the next level of the notification chain
- Fax and/or Email Emergency Notification to A. Williams, J. Patry, P. Breber, G. Kirkland and Local Public Affairs

Revised 05/2014

**INCIDENTS REQUIRING IMMEDIATE INTERNAL CORPORATE MANAGEMENT NOTIFICATION**

**Note:** Internal Corporate Notification information only, not synonymous with Federal or State spill reporting Notifications Criteria located elsewhere in this Plan.

**Incidents Requiring Immediate Notification to Corporate Management**

Highlighted Fields Indicate Reporting Requirements of a More Stringent Nature Within and Through the Chevron Gas & Midstream Organization

Incident Type	CG&M SBU* President or VP	CG&M President	Corp Emergency Response Staff and VP, HES	Reporting Officer and Chairman
Work-related fatality of employee, contractor, or third party	M	M	M	M
Work-related recordable injuries of employee, contractor, or third party	M	M		
Incidents resulting in multiple employee, contractor, or third party overnight hospitalization; (except for observation only)	M	M	M	M
Petroleum or petroleum product spills equal to or greater than 1 gallon and less than 1 barrels to water	M			
Petroleum or petroleum product spills equal to or greater than 1 barrels and less than 50 barrels to water	M	M		
Petroleum or petroleum product spills greater than 50 barrels to water	M	M	M	M
Petroleum or petroleum product spills greater than 10 barrels and less than 500 barrels to land	M	M		
Petroleum or petroleum product spills greater than 500 barrels to land	M	M	M	M
Any incident that attracts international or broad USA media coverage	M	M	M	M
Any incident that attracts significant local media coverage	M	M	M	R
Natural disaster, political unrest, civil disturbance, or other situations that threatens safety, health, or welfare of employees or contractors	M	M	M	R
Incidents resulting in the need for employees or public to shelter-in-place or evacuate	M	M	M	R
Release of Produced Gas, Natural Gas, or LPG greater than 500,000 SCF and less than 10 MMSCF or that presents fire/explosion hazard to populated area	M			
Release of Produced Gas, Natural Gas, or LPG greater than 10 MMSCF or that presents fire, explosion hazard to populated area	M	M	M	R
Any release of LNG that is reported to government agencies, or attracts, or is expected to attract media attention, or involves a vessel incident.	M	M	R	R
Chemical release to land, water, or air greater than 8000 Kg or that threatens human safety or health or adverse impact to environment.	M	M	M	R
Fire, explosion, well blowout or other incident damaging Company and/or third party assets with costs likely to exceed \$500,000 for physical damage, loss of product or production, and incident response	M	M	M	R
<b>Note: kidnapping and ransom</b>				

See CVX Corporate Security Guidelines

Note:  
 M = Mandatory (Phone call via operating chain preferred for initial notification Details can follow via email or fax)  
 R = Recommended  
 20110530Upward Notification Require doc

\*SBUs may have requirements that differ for what is reportable to their management

IMMEDIATE NOTIFICATION OF HES INCIDENT FORM

To be used when Upward Notification by telephonic and e-mail communication methods are either unable to be performed or prove unsuccessful.

Business Unit:		Location:	
Person Making Notification:	Local Date and Time of Notification:	Contact Number:	
Type of Incident: <input type="checkbox"/> Fatality <input type="checkbox"/> Spill/Release <input type="checkbox"/> Injuries <input type="checkbox"/> National/Significant Local News Coverage <input type="checkbox"/> Other Significant HES Incident _____			
Local Date and Time of Incident:			
Description of Incident/Name of Oil Involved/Estimated Volume of Oil Spilled:			
Injuries:			
Actions Taken or Planned:			
Assistance Required:			
Media Attention:			
Other Information, Including Weather Conditions:			
Corp ERS Team Member Taking Report:			

Fax: 1-510-242-3787  
E-mail: ceichl@chevron.com

EMERGENCY NOTIFICATION TO MANAGEMENT FAX

EMERGENCY NOTIFICATION TO MANAGEMENT FAX

From: Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401  
Phone: ( ) -  
Fax: (713) 432-3477  
Date:

Pages 2

Mr. Al Williams (CPL President)  
Mr. George Kirkland (Vice Chairman)  
Mr. Pierre Breber (Chevron President)

**Chevron**  
At: (AWilliams@Chevron.com)  
(GLKirkland@Chevron.com)  
(PBreber@Chevron.com)  
  
(800) 231-0623 (CEICHL)

CEICHL

Remarks:  Urgent  Please Confirm Receipt  Reply ASAP

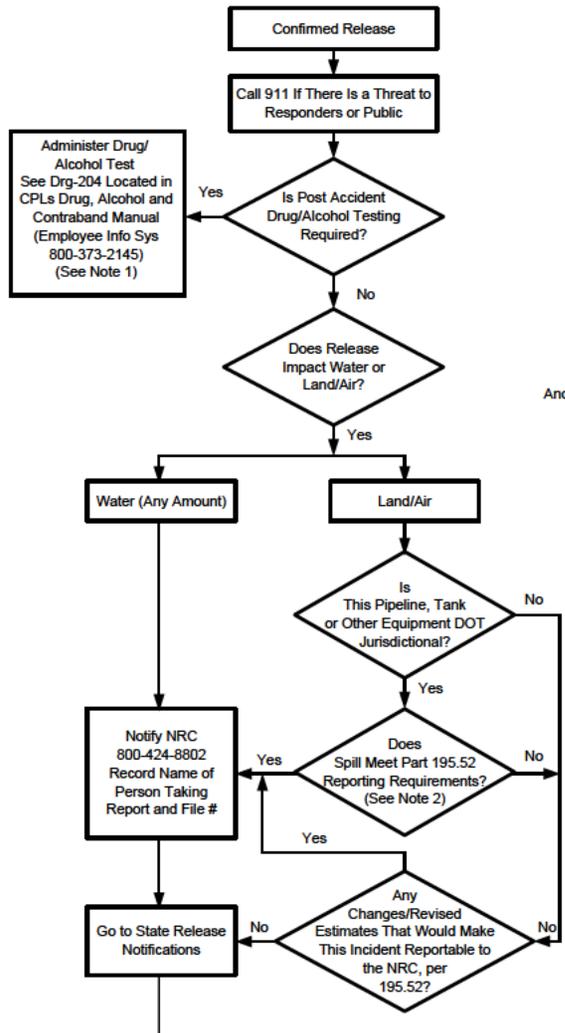
CPL Emergency Incident Contact is: \_\_\_\_\_

Phone Number: \_\_\_\_\_

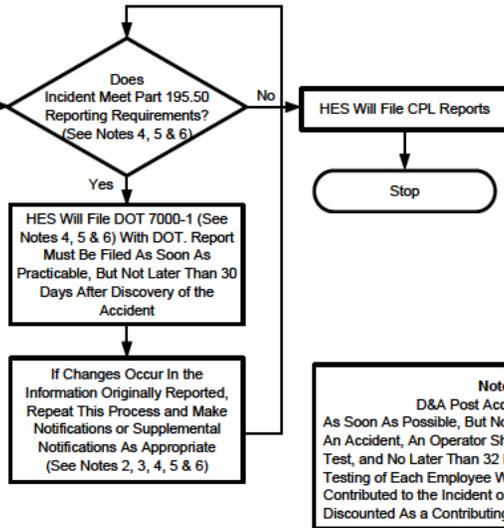
Revised: 05/14

AGENCY NOTIFICATION CHART

Agency Notification Chart



And



**Note 2:**  
 Dot Telephonic Reporting Requirements Part 195.52  
 1. Caused a Death or Personal Injury Requiring Hospitalization.  
 2. Resulted in a Fire or Explosion Not Intentionally Set By the Operator.  
 3. Caused Estimated Property Damage Including Cost of Clean-Up and Recovery, Value of Lost Product, and Damage to the Property of the Operator or Others, or Both Exceeding \$50,000;  
 4. Resulted in Pollution of Any Stream, River, Lake Reservoir or Other Similar Body of Water That Violated Applicable Water Quality Standards or Caused a Discoloration of the Surface of the Water or Upon Adjoining Shorelines; or  
 5. Was Otherwise Significant in the Operators Judgment Even Though It Did Not Meet the Criteria of Any Other Part of 195. (\* See CPL Comment Below.)  
 Telephonic Report Must Include the Following Information:  
 (1) Name and Address of the Operator  
 (2) Name and Telephone Number of the Reporter  
 (3) The Location of the Failure  
 (4) The Time of the Failure  
 (5) The Fatalities and Personal Injuries, If Any  
 (6) All Other Significant Facts Known By the Operator That Are Relevant to the Cause of the Failure or Extent of the Damages  
 \* CPL Comment: An Otherwise Significant Event in the Operators Judgment is Defined as:  
 • If the news media reports the incident  
 • Major evacuation (a school, hospital or health care facility, multiple dwellings, ect.)  
 • Rerouting of traffic or closing a highway by public emergency responders

**Note 3:**  
 Additional Responder/Agency Telephone Numbers Can Be Found Under Site Specific Tabs and In the Front Pocket Information.

**Note 4:**  
 DOT Written Reporting Requirements §195.50  
 An Accident Report Is Required For Each Failure In a Pipeline System Subject to This Part In Which There Is a Release of the Hazardous Liquid or Carbon Dioxide Transported Resulting In Any of the Following:  
 (a) Explosion or Fire Not Intentionally Set By Operator  
 (b) Release of 5 gallons (19 liters) or More of Hazardous Liquid or Carbon Dioxide, Except That No Report is Required for a Release of Less Than 5 barrels (0.8 cubic meters) Resulting From a Pipeline Maintenance Activity if the Release is:  
 (1) Not Otherwise Reportable Under This Section  
 (2) Not One Described in Sec 195.52(a)(4) (Pollution to Water)  
 (3) Confined to Company Property or ROW, and  
 (4) Cleaned Up Promptly  
 (c) Death of Any Person  
 (d) Personal Injury Necessitating In-Patient Hospitalization  
 (e) Estimated Property Damage, Including Cost of Cleanup and Recovery Value of Lost Product, and Damage to the Property of the Operator or Others, or Both, Exceeding \$50,000  
 Send Information Regarding the Incident to the Appropriate DOT Specialist Who Will Submit the Written Report DOT 7000-1.

**Note 5:**  
 195.54 Accident Reports  
 (b) Whenever An Operator Receives Any Changes In the Information Reported or Additions to the Original Report on DOT Form 7000-1, It Shall File a Supplemental Report Within 30 Days

**Note 6:**  
 For Spills 5 Gals to 5 BBLs Not Otherwise Reportable Under 195.50 (Note 4) Nor Resulting In Water Pollution. Complete Only Page 1 of DOT 7000-1.  
 For All Other Reportable Spills 5 Gals or 5 or More BBLs or Reportable By Other Criteria Under 195.50 (Note 4), Complete As Much As Possible of the Long Form Within the 30 day Filing Period.

2009-01-20 Agency/Notif.cablon

**UTAH RELEASE NOTIFICATIONS**

<b>UTAH RELEASE NOTIFICATIONS</b>			
<b>RELEASE TO LAND (PRIMARY)</b>		<b>RELEASE OR POTENTIAL RELEASE TO WATER (PRIMARY)</b>	
Department of Environmental Quality (Spills to land over 25 gallons or spills in any amount that may cause potential harm to humans or the environment.) Within 24 Hours	24 Hr (801) 536-4123	Department of Environmental Quality (Report all spills to water or have the potential of entering waters of the state, i.e. surface waters, groundwaters and wetlands. A sheen is a reportable release.) Immediately	(801) 536-4123  Also contact Division of Water Quality at: (801) 538-6146
(Report all fires, leaks, breaks, spills, blowouts, and other undesirable events occurring at any oil and gas drilling, producing, or transportation facility, or at any injection or disposal facility.) See additional information on Page 12	Office Hours: (801) 538-5340  24 Hours:	Undesirable events occurring at any oil and gas drilling, producing, or transportation facility, or at any injection or disposal facility.)	Office Hours: (801) 538-5340  24 Hours: (801)243-9466
Environmental Response and Remediation (Release of CERCLA Hazardous Substances) (for spills not effecting water)	(801) 536-4100	Utah State Department of Health, Salt Lake, City Division of Environmental Health (Report spills directly into and/or has the potential of getting into waters.)	24 Hr (801) 536-4123
Bureau of Land Management (If on BLM land and 10 gallons or more)	(801) 539-4001		
State Wildlife Resources Division (If incident may impact sensitive fish or wildlife habitats or if any fish or wildlife are observed to have been in contact with crude oil, appear to be in or are dead near the scene of an incident.)		State Wildlife Resources Division (If incident may impact sensitive fish or wildlife habitats or if any fish or wildlife are observed to have been in contact with crude oil, appear to be in or are dead near the scene of an incident.)	
	Dispatch 24 Hr. (800) 662-3337 Salt Lake City (801) 538-4700		Dispatch 24 Hr. (800) 662-3337 Salt Lake City (801) 538-4700
Division of Air Quality	(801) 536-4000	Division of Air Quality	(801) 536-4000

**DOT SPECIALIST NOTIFICATIONS**

<b>DOT Specialist Notifications</b>		
<p>Note: In addition to following the HES Notifications Flowchart and making the required agency notifications above and below, notify the appropriate DOT Specialist when any of the following occurs: Spill, Releases, MVC's involving company operated commercial vehicles and may incident involving an OQ covered task. DOT Specialists geographic area and telephone numbers are listed below:</p>		
Name	Phone #	Area of Responsibility
Randy Burke	281-451-7537	Texas – Shares the responsibility for Colorado, Utah.
Henry Leger	337-654-8915	Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Garrett Parker	713-598-0613	Shares responsibilities for Utah, and Texas, Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Gary Saenz	281-450-5523	California – Shares the responsibility for Colorado, Utah.
Jeff Richardson	713-628-6319	California – Shares the responsibility for Colorado, Utah, Texas, and Louisiana.

<b>NATIONAL RESPONSE CENTER (NRC)</b>
800-424-8802
Notify the NRC for any release to water. Refer to additional NRC requirements in the NRC Reporting Section of this document.

**NATIONAL RESPONSE CENTER****National Response Center (NRC)****800-424-8802**

For oil spills, liquid pipeline releases, gas pipeline releases, other releases as defined below:

**All Spills**

- Any release to water

**Liquid Pipeline Releases**

At the earliest practicable moment following discovery of a release of the hazardous liquid or carbon dioxide transported resulting in an event described in Sec. 195.50, the operator of the system shall give notice, in accordance with this section, of any failure that:

- Caused a death or a personal injury requiring hospitalization;
- Resulted in either a fire or explosion not intentionally set by the operator;
- Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;
- Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or
- In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

Reports made under this paragraph must be made by telephone to the National Response Center at 800-424-8802 or 202-267-2180 and must include the following information:

- Name and address of the operator.
- Name and telephone number of the reporter.
- The location of the failure.
- The time of the failure.
- The fatalities and personal injuries, if any.
- All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

**Telephonic Notification to NRC – Continued****Gas Pipeline Releases**

Per DOT, Gas means natural gas, flammable gas, or gas which is toxic or corrosive;

Incident means any of the following events:

- An event that involves a release of gas from a pipeline or of liquefied natural gas, liquefied petroleum gas, refrigerant gas, or gas from an LNG facility and that results in one or more of the following consequences:
  - (i) A death, or personal injury necessitating in-patient hospitalization;
  - (ii) Estimated property damage of \$50,000 or more, of the operator or others, or both, but excluding cost of gas lost;
  - (iii) Unintentional estimated gas loss of three million cubic feet or more;
- (2) An event that results in an emergency shutdown of an LNG facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.
- (3) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

At the earliest practicable moment following discovery, each operator shall give notice of each incident as defined above.

Each notice shall be made by telephone to 800-424-8802 and shall include the following information:

- Names of operator and person making report and their telephone numbers.
- The location of the incident.
- The time of the incident.
- The number of fatalities and personal injuries, if any.
- All other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damages.

**Chemical Spills to Land or Air**

- Chemical release that exceeds the RQ.

**ADDITIONAL TELEPHONE NUMBERS**

<b>Myton Station</b>			
<b>Sheriff's Office</b>	<b>911</b>	<b>Fire Department</b>	<b>911</b>
Uintah County	(435) 789-4222	Fort Duchesne	(435) 722-2911
<b>Highway Patrol</b>		Roosevelt	(435) 722-4558
Roosevelt	(435) 722-2310	<b>Hospital</b>	
	(435) 722-4583	Duchesne County	(435) 722-4691
<b>Ambulance</b>	<b>911</b>		
Duchesne	(435) 738-2424		
Altamont	(435) 738-2424		

Regional Response Center	303-293-1788
LEPC	435-738-1181
<b>Weather report</b>	<b>Local weather not available, use best source available</b>
<b>Local Television Stations</b>	
KSL Channel 5	801-575-6397
KSTU FOX 13	801-536-1313
KTVX Channel 4	801-975-4444
KUED Channel 7 (University of Utah)	801-581-3263
KVEL	435-789-0920
<b>State Fire Marshall</b>	801-284-6350

**RANGELY QUALIFIED INDIVIDUALS/INCIDENT COMMANDERS (24 HOUR)**

**Note:** Rangely Team responsible for initial response to Myton

<b>Qualified Individual / Incident Commander</b>	<b>Office Phone</b>	<b>24 Hr Cell Phone</b>	<b>Resp. Time</b>
Rod Ficken – <b>Team Leader</b>	970-675-3777	(b) (6)	30 min
<b>Office Address:</b> 2750 County Road 102, Myton, CO 81648			
<b>Alternate QI / IC</b>			
Charles (RON) Richens – Maintenance Coordinator	435-646-3109		1 hr
<b>Office Address:</b> 2750 County Road 102, Myton, CO 81648			
<b>Alternate QI / IC</b>			
JC Kenney – Operator	970- 675-3774		1 hr
<b>Office Address:</b> 2750 County Road 102, Myton, CO 81648			

## UTAH STATE APPENDIX

## MYTON STATION ERAP

## MYTON STATION SPILL RESPONSE TEAM

**Note:** Rangely Team responsible for initial response to Myton

<b>Facility Name:</b>	Rangely	<b>Facility Address:</b>	2750 County Rd 102, Rangely, CO 81648			
<b>Phone Number:</b>	970-675-3773 or 970-675-2133		<b>Fax Number:</b>	970-675-5742		
<b>Facility Name:</b>	Myton	<b>Facility Address:</b>	9900 South 4500 West, Myton, UT 84052			
		<b>Mailing Address:</b>	P.O. Box 160, Myton, UT 84052			
<b>Phone Number:</b>	435-646-3109 or 435-646-3940		<b>Fax Number:</b>	435-646-3433		
<b>Facility Name:</b>	Hanna	<b>Facility Address:</b>	40700 West 7000 North, Hanna, UT 84031			
		<b>Mailing Address:</b>	HC63 Box 21, Hanna, UT 84031			
<b>Phone Number:</b>	435-848-5621		<b>Fax Number:</b>	435-848-5704		
Last Name	Last Name	Title	Station	Office Number (CTN available for Rangely office only 675-XXXX)	Cell Phone	Email Address (CAI)
Ficken	Rod	Team Leader	Rangely	970-675-3708	(b) (6)	<a href="mailto:FICK@chevron.com">FICK@chevron.com</a>
Gomez	Roberto	Pipeliner	Rangely	970-675-3779		<a href="mailto:RZGD@chevron.com">RZGD@chevron.com</a>
Griffin	Matt	Mechanic	Rangely	970-675-3776		<a href="mailto:NWQG@chevron.com">NWQG@chevron.com</a>
Herrera	Matt	Pipeline Operator	Rangely	970-675-3771		<a href="mailto:OFDQ@chevron.com">OFDQ@chevron.com</a>
Jenkins	Travis	Pipeline Operator	Myton	435-646-3943		<a href="mailto:RJBD@chevron.com">RJBD@chevron.com</a>
Kenney	JC	Maintenance Coordinator	Rangely	970-675-3774		<a href="mailto:JKID@chevron.com">JKID@chevron.com</a>
Kettle	Nick	Pipeliner	Rangely	970-675-3780		<a href="mailto:NRQM@chevron.com">NRQM@chevron.com</a>
Nielsen	Joe	Facility Inspector	Rangely	970-675-3778		<a href="mailto:JNOD@chevron.com">JNOD@chevron.com</a>
Peterson	Jared	Pipeline Operator	Hanna	435-848-5621		<a href="mailto:JOOJ@chevron.com">JOOJ@chevron.com</a>
Pflieger	Dennis	I&E Specialist	Myton	435-646-3942		<a href="mailto:DPPF@chevron.com">DPPF@chevron.com</a>
Richens	Ron (Charles)	CP Specialist	Myton	435-646-3941		<a href="mailto:RonRichens@chevron.com">RonRichens@chevron.com</a>
Sanford	Anita	Office Assistant	Rangely	970-675-3773		<a href="mailto:ATLX@chevron.com">ATLX@chevron.com</a>
Zager	Brent	Sr. Pipeline Mechanic	Myton	435-646-3944		<a href="mailto:BrentZager@chevron.com">BrentZager@chevron.com</a>
Vacant		I&E Specialist	Rangely			
Conference Room			Rangely	970-675-3781		

**Note:** The response time for the Rangely Spill Response Team individuals is <1 to 2 hours.  
Salt Lake responders' response times are <3 hours. Houston personnel response times are <6 hours.

See previous page for Qualified Individual 24 hour contact information.

UTAH STATE APPENDIX

MYTON STATION ERAP

SATELLITE PHONES

Control Center					
ESN Dec	MSN	Ph #	Data #	Ph # 800	Location
8988169414000657518	300224010033530	(b) (6)	881693473431	(b) (6)	Phone 1 NGAS
8988169414000657526	300224010038500		881693473424		Phone 2 NWCP
8988169414000657534	300224010132330		881693473425		Phone 3 BPCC
8988169414000657542	300224010133330		881693473427		Phone 4 LALC
8988169414000657559	300224010036960		881693473426		Phone 5 GLFC
8988169414000657567	300224010032800		881693473428		Phone 6 CHEM
8988169414000657575	300224010034950		881693473429		Phone 7 LPG
8988169414000657583	300224010032510		881693473430		Phone 8 TSCP

Rangely, Colorado			
Location			Satellite Phone
Houston CSC	Northwest Console	Houston	254-241-8456
Rangely IC	Incident Command	Rangely	(b) (6)
Rangely Station	Rangely, CO	Rangely	
Myton Station	Myton, UT	Myton	
Hanna Station	Hanna, UT	Hanna	

Iridium to Iridium: 00 then number / Iridium to Public phone: 00-1-970-675-2133 / Public ph. to Iridium: use toll free number on side of phone.

CHEVRON USA PRODUCTION COMPANY, RANGELY, COLORADO

Contact List and Telephone Numbers (Listed in order to be contacted)

CO <sub>2</sub> Plant/ SCADA Room	970-675-3832 / Cell: (b) (6)
Luke Allred	Cell: (b) (6)
Kelly Brown	Cell: (b) (6)

**THIRD PARTY UTILITIES OR PIPELINES**

Field Team Area	Third Party Utility or Pipeline Company Name	Emergency Contact Number
All	Blue Mountain Energy/Deserato Mine Rail Road	801-842-1021
All	Century Link Telephone	970-675-2158
All	Enterprise/Mapco	800-546-3482
Rangely	Moon Lake Electric	970-220-2006
Rangely	Merritt Energy	972-628-1540
Rangely	Moon Lake Electric	970-220-2006
Rangely	Tesoro Pipeline	432-687-9315
Rangely	Questar	800-300-2025
Rangely	Williams Pipeline	800-584-6948
Salt Lake	Kern River Gas	800-272-4817
Salt Lake	Rocky Mountain Power	888-221-7070

**OSRO CONTACT INFORMATION**

Name & Address		24 Hour Phone No.	Response Time
Target Trucking	2960 North 500 Street Vernal, UT 84078	435-789-5756	< 1 hour
Marine Spill Response Corporation (MSRC)	1330 Industry Street Everett, WA 98203	888-242-2007	24 hours
RNI Trucking	PO Box 98 Roosevelt, UT 84066	435-823-6196	1 hr
Enviro Care Inc.	505 N. Main N. Salt Lake, UT 84054	801-299-1900	> 5 hr
Western Pipe Fabrications	267 West 1200 North Centerville, UT 84014	801-598-7988	> 5 hr

**Note:** Local resources including mutual aid resources from Chevron Pipeline and Chevron USA will provide initial response resources. Additional Company resources, local contractor and other Company-contracted OSRO's will be requested as necessary.

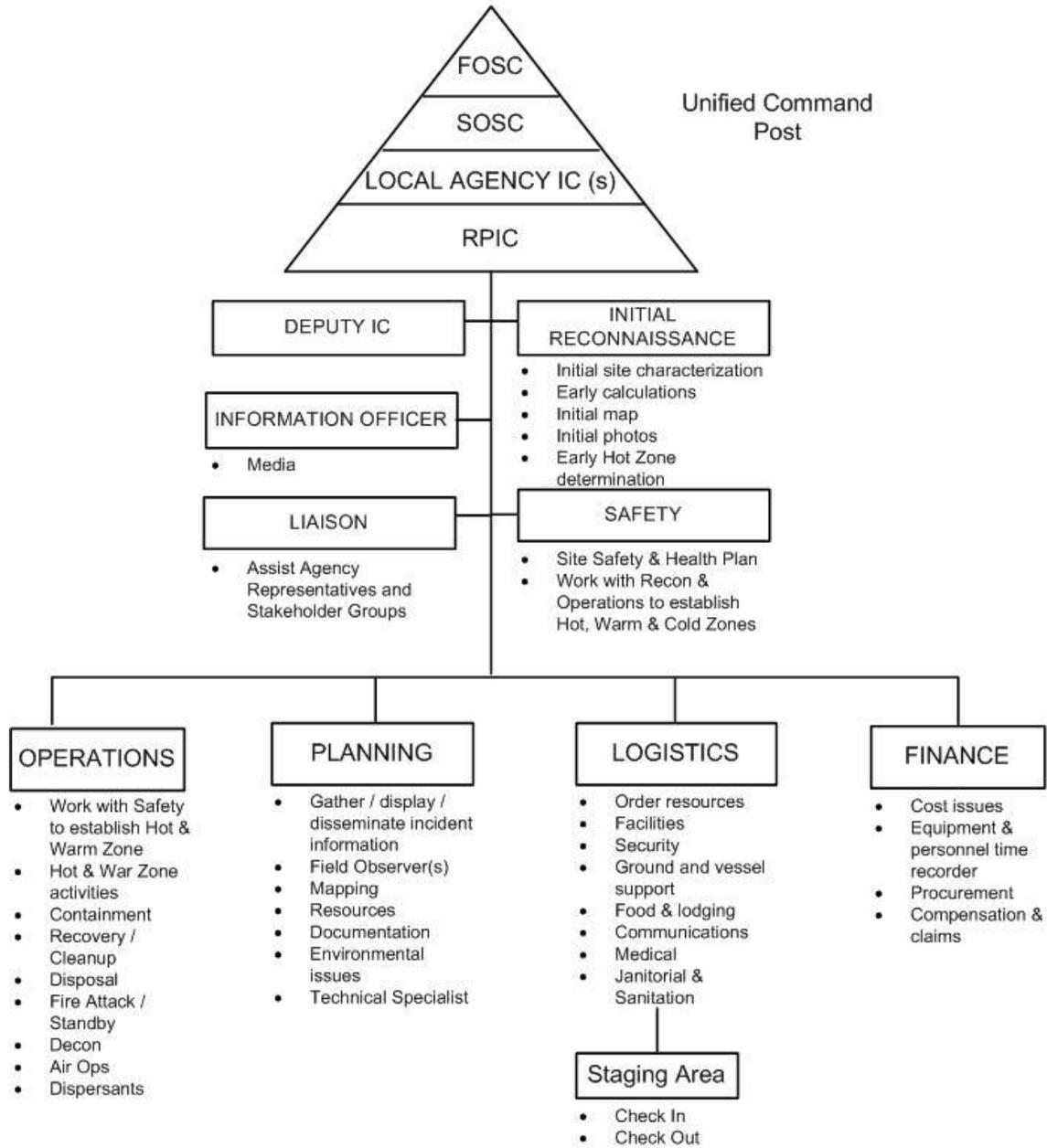
**LOCAL SPILL CONTRACTOR**

Name	Address	24 hr Emergency Telephone #	Response Time
Target Trucking	2960 North 500 Street Vernal, UT 84078	435-789-5756	1 hr 15 mins
RNI Trucking	PO Box 98 Roosevelt, UT 84066	435-823-6196	1 hr

OVERVIEW OF COMMON ICS/UNIFIED ORGANIZATION

FIRST RESPONDER UNIFIED COMMAND ORGANIZATIONAL GUIDE

To assist with management of sustained responses the US Coast Guard Incident Management Handbook is available at: http://homeport.uscg.mil



EMERGENCY RESPONSE GUIDE FIRST RESPONDER – OIL SPILL

# Emergency Response Guide First Responder

## Oil Spill

**SAFETY** ▲1

- Your safety first and then the safety of others
- Start a JSSP as soon as possible
- Stay out of the hazard area
- If performing Recon approach up wind, up hill, up stream
- Determine the immediate hot zone

**ISOLATE AND DENY ENTRY**

- Evacuate the immediate area
- Deny entry to the immediate area
- Ask others to help deny entry into the area
- If on the scene, ask police & fire resources to help deny entry into immediate area

**NOTIFICATIONS**

- Contact your Supervisor
- Contact Customer Service Center
- Dial 911 if ambulance, police or fire dept. assistance is needed
- Contact local OSRO
- Follow the Notifications Flowchart found in this Plan

**COMMAND MANAGEMENT** ▲2

- Assume role of Incident Commander/utilize USCG IMH
- Make an announcement to all on the scene that you have assumed Command
- Establish a Unified Command Post up wind, up hill and up stream of the incident in the cold zone
- Establish a Unified Staging Area up wind, up hill and up stream of the incident in the cold zone
- Begin assigning ICS positions as necessary
- Meet, greet & brief responding Agencies as they arrive at the Unified Command Post
- Ensure Safety Officer begins and completes a Job Site Safety Plan

**IDENTIFICATION AND ASSESSMENT**

- Continue to evaluate the hot zone and adjust accordingly
- Continue to monitor evacuation activities
- Ensure safe Recon to determine extent of impact on water, air, soil, plant life & wildlife

**ACTION PLANNING**

- Create an ICS 201 to serve as the de facto Incident Action Plan for initial period
- Create a Unified "Next" period Incident Action Plan

**FIRST RESPONDER GUIDE UNIFIED COMMAND ICS ORGANIZATION**

**PROTECTIVE EQUIPMENT** ▲3

- Ensure proper levels of PPE
- Ensure PPE is in line with Job Site Safety Plan

**CONTAINMENT & CONTROL**

- Containment & control strategies should be developed within the Unified Command process
- Operations Section Chief oversees containment & control tactical deployment
- OSRO's work under the Operations Section and should not freelance

**PROTECTIVE ACTIONS**

- Ensure safe Recon to assess impact on water intakes, adjoining properties, public recreation sites & sensitive sites
- Protective action tactical deployment should be part of the Unified Incident Action Plan

**DECONTAMINATION / CLEANUP** ▲4

- Decon activities take place under the ICS Ops Section
- Decon capabilities in place before entering Hot Zone
- Ensure proper PPE for Decon Team
- Clean up strategies should be part of the Unified IAP
- Decon runoff needs to be contained and properly disposed of

**DISPOSAL**

- Ensure early notification of HES Waste SME's
- Consult Waste Management Section of this Core Plan
- Consult State Appendix Plan for specific State requirements

**DOCUMENTATION**

- Ensure early completion of ICS Form 201 & JSSP
- Ensure proper retention of all incident related documents
- Ensure timely incident critique & record lessons learned

**TYPICAL EMERGENCY SCENE CONTROL ZONE DIAGRAM**

\* Typical Guide  
No Scale Suggested

**ERP QUICK REFERENCE TABLE OF CONTENTS**

Company Core Plan	
Sec 1 Information Summary	Sec 11 Communications
Sec 2 Immediate Notifications	Sec 12 Training & Drills
Sec 3 Spill Detection/Mitigation	Sec 13 Plan Review & Updates
Sec 4 OSRO Information	Sec 14 Public Relations
Sec 5 Response Activities	Sec 15 Documentation
Sec 6 ICS	Sec 16 MSDS
Sec 7 JSSP	Sec 17 Glossary
Sec 8 Cleanup Procedures	Sec 18 ER Spill EX-HES 706
Sec 9 Estimating Spill Volumes	Sec 19 Functional & VVW Teams
Sec 10 Waste Management	Sec 20 Gas Pipelines & Facilities

**GENERAL PROTECTION STRATEGIES**

- Shut down and isolate flow
- Eliminate sources of ignition
- Contain ahead of spill by booming or damming
- Protect storm drains or water intake areas ahead of spill
- Cleanup procedures Section 8 of this Core Plan
- All equipment used when handling product must be grounded
- Site sensitive strategies in State Appendix Plan

**INITIAL ICS FORMS THAT MAY BE UTILIZED**

- ICS Form 201 (Incident Briefing)
- CS Form 202 (Response Objectives)
- CS Form 214 (Unit Log)
- Job Site Safety Plan
- ICS Form 232 (Resources at Risk Summary)

**DOT EMERGENCY RESPONSE GUIDEBOOK QUICK REFERENCE PAGES**

Product	Guide #
Gasoline	128
Natural Gasoline	128
Diesel	128
LPG	115
Natural Gas	115
Crude Oil	128
Ethylene	116P

Chevron Pipe Line Company

05/11

Company Emergency Response Plan

16

Revised 05/11

**CHEVRON USA MUTUAL AID COMPANY EQUIPMENT LIST**

Company Equipment List. Mutual Agreement by and between Chevron Pipe Line Company and Chevron USA, Inc.

<b>Equipment</b>		<b>Month: December 14, 2010</b>
<b>Qty</b>	<b>Equipment</b>	<b>Location</b>
2	Chest Wader, Boot size 9, w / suspenders	Van Spill Trailer
3	Chest Wader, Boot size 10 w / suspenders	Van Spill Trailer
1	Chest Wader, Boot size 11, w / suspenders	Van Spill Trailer
13	Life Vest - Adult	Van Spill Trailer
7	Steel Toe pull-on PVC boot size 9	Van Spill Trailer
5	Steel Toe pull-on PVC boot size 10	Van Spill Trailer
2 pr	Steel Toe pull-on PVC boot size 11	Van Spill Trailer
4 pr	Steel Toe pull-on PVC boot size 12	Van Spill Trailer
2 pr	Leather palm canvas glove, size L	Van Spill Trailer
6	Leather palm canvas glove, size XL	Van Spill Trailer
17	Safety glasses, clear lens	Van Spill Trailer
6 pr	Rain Suit - 2 piece - size L	Van Spill Trailer
6 pr	Rain Suit - 2 piece - size XL	Van Spill Trailer
5 pr	Rain Suit - 2 piece - size XXXL	Van Spill Trailer
38	Carabiner, locking aluminum	Van Spill Trailer
3 pr	Double pulley set	Van Spill Trailer
8	Rope Ascenders - (Rope grab handles)	Van Spill Trailer
11	Prussick Cord - tied	Van Spill Trailer
1	Polypropylene Rope, twisted yellow - 600 ft spool x 3/8", 2500 lb tensile	Van Spill Trailer
22	Single pulleys	Van Spill Trailer
6	Cut Polypropylene Rope Lengths - 300'	Van Spill Trailer
9	Cut Polypropylene Rope Lengths - 200'	Van Spill Trailer
6	Cut Polypropylene Rope Lengths - 150'	Van Spill Trailer
4	Cut Polypropylene Rope Lengths - 100'	Van Spill Trailer
5	Cut Polypropylene Rope Lengths - 50'	Van Spill Trailer
27	Cut Polypropylene Rope Lengths - 18' - 20'	Van Spill Trailer
25	Steel fence stake with spade removed	Van Spill Trailer
1	Shovel, steel flathead	Van Spill Trailer
2	Shovel, steel roundhead	Van Spill Trailer
2	Post driver - steel	Van Spill Trailer
8	Tow Bridles	Van Spill Trailer
12	XL P.E. Tyvek suits	Van Spill Trailer
12	2XL P.E. Tyvek suits	Van Spill Trailer
12	L.P.E. Tyvek suits	Van Spill Trailer

## UTAH STATE APPENDIX

## MYTON STATION ERAP

<b>Equipment</b>		<b>Month: December 14, 2010</b>
<b>Qty</b>	<b>Equipment</b>	<b>Location</b>
1	Chest wader, boot size 8 w/suspenders	Van Spill Trailer
34 pr	Rubber canvas glove	Van Spill Trailer
15	Packages type 156 18"X18" absorbent sheets	Van Spill Trailer
6	12" Buoys	Van Spill Trailer
6 pr	PVC Gloves	Van Spill Trailer
2	Come-a-longs 2000#	Van Spill Trailer
500'	River boom	Van Spill Trailer
2 pr	Over Shoes size 12-13	Van Spill Trailer
8	Over Shoes size 10-11	Van Spill Trailer
1	Fencing Stretcher	Van Spill Trailer
3	DOT BARRELS	Smart Ash Building
1	Packages type 156 18"X18" absorbent sheets	Stinking Wash near CPL
1	Packages type 156 36"X36" absorbent sheets	Stinking Wash near CPL
100'	Thompson River Boom Set up for Deployment	Stinking Wash near CPL
2	Kappler level B suits (Size L) Fully encapsulated	Emergency Response Trailer
3	Kappler Level B Suit (Size XL)	Emergency Response Trailer
3	25' river boom	Emergency Response Trailer
1	16' flat bottom boat with 28 HP jet motor	Safety Shop
4	Life vests	Safety Shop
1	Fire extinguisher	Safety Shop
1	Fuel tank	Safety Shop
1	Rope	Safety Shop
1	Throw cushion	Safety Shop
2	Oars	Safety Shop
<b>Decon Equipment</b>		
5	Kappler Level B - Fully encapsulating suits	Emergency Cascade Trailer
1 roll	Duct Tape	Emergency Cascade Trailer
6 rolls	Assorted emergency barricade tape	Emergency Cascade Trailer
12 prs	Polyvinyl chloride gloves	Emergency Cascade Trailer

**MYTON FACILITY EVACUATION PLAN**

In the event of an emergency i.e. uncontrolled fire, pipeline or pump rupture, any team member will,

1. Initiate facility emergency shut down.
2. Notify Control Center of the situation.
3. Alert all other people within the facility.
4. Follow the Evacuation & Meeting Place Plan  
Secondary muster point will be outside in the front facility via safest route.
5. Start the Incident Command process to initiate plan of action.

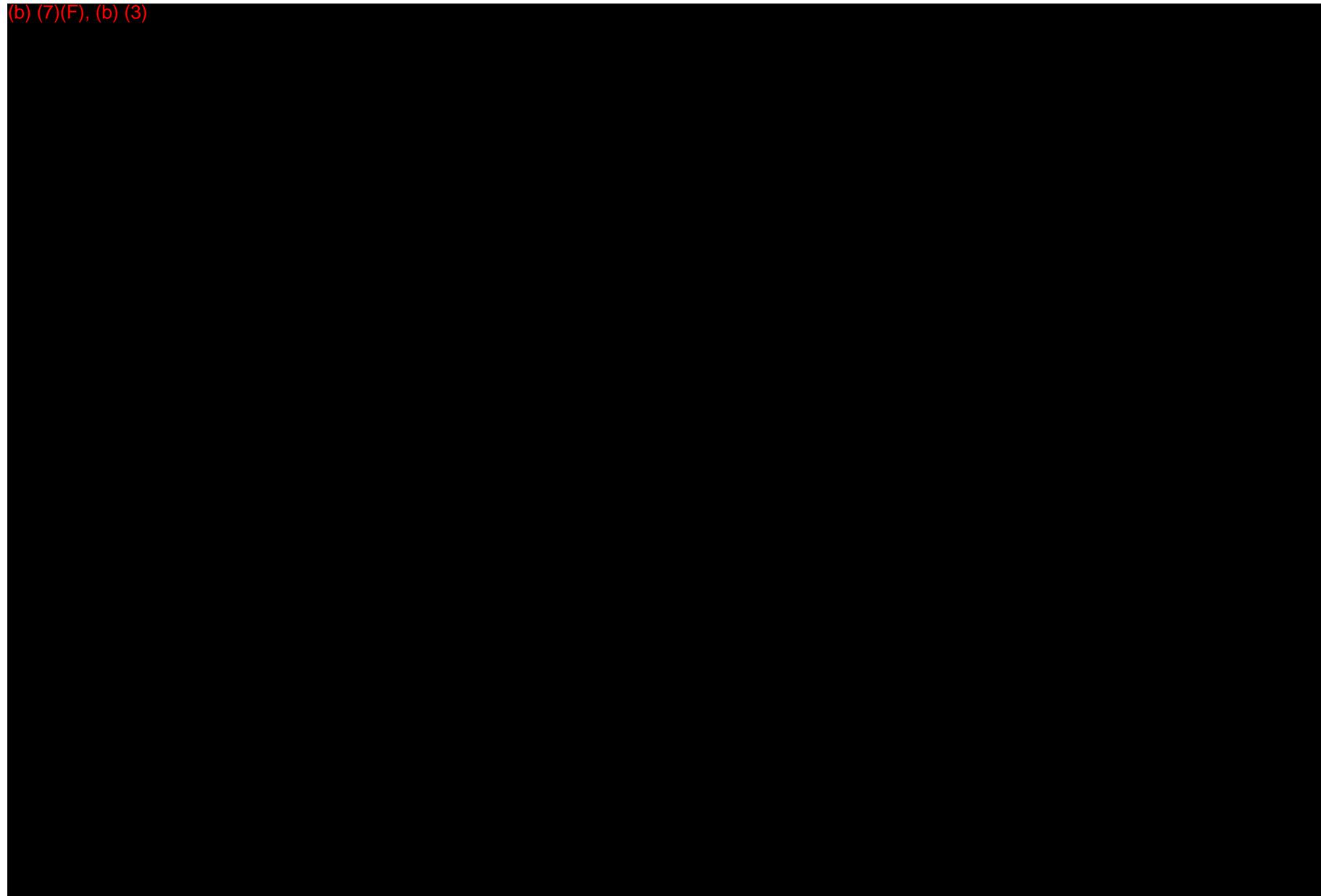
**Note:** While the facility office may be considered the primary location for the initial Incident Command Post, the Incident Commander will determine the Command Post location during an actual spill. The Incident Commander should consider the following when making a decision on where to locate the Command Post and Staging Area:

- Location of stored materials
- Hazard imposed by discharged materials
- Discharge flow direction
- Prevailing wind direction and speed
- Arrival routes of emergency response personnel and equipment
- Evacuation routes
- Alternative routes of evacuation
- Transportation of injured to nearest medical facility
- Location of alarm/notifications systems
- The need for centralized check-in
- The alternative to shelter in place at the facility

Facility is not manned 24 hour.

MYTON STATION DIAGRAM

(b) (7)(F), (b) (3)



## COMPANY PLAN DEFINITION



**COMPANY  
EMERGENCY RESPONSE PLAN**

**UTAH STATE APPENDIX  
NORTHWEST RESPONSE ZONE**

DOT/PHMSA Sequence Number 211

**THIS STATE APPENDIX ALONG WITH THE CORE PLAN  
ESTABLISHES EMERGENCY RESPONSE PLANNING CRITERIA FOR:  
CHEVRON PIPE LINE COMPANY  
CHEVRON MIDSTREAM PIPELINES, LLC (FORMERLY TEXACO PIPELINES LLC)  
BOTH OF WHICH ARE WHOLLY OWNED SUBSIDIARIES OF  
CHEVRON CORPORATION  
(HEREIN REFERRED TO AS "COMPANY")**

Prepared by:  
Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401  
(800) 762-3404 or (877) 596-2800

**REGULATORY COMPLIANCE**

This Plan combined with the Core Plan in addition to implementing Company policy, addresses the following Federal requirements:

- Oil Pollution Act of 1990: 49 CFR 194 Response Plans for Onshore Oil Pipelines (Department of Transportation).
- Oil Pollution Act of 1990: Bureau of Safety and Environmental Enforcement - Spill Response Plans for Offshore Facilities including State Submerged Lands and Pipelines.
- Oil Pollution Act of 1990: 33 CFR Parts 150 and 154 Response Plans for Marine Transportation Related Facilities (USCG).
- Oil Pollution Act of 1990: 40 CFR Parts 9 and 112 Oil Pollution Prevention; Non-Transportation Related Onshore Facilities (USEPA).
- Bureau of Safety and Environmental Enforcement – Notice to Leases (NTL) 92-04.
- Department of Transportation 49 CFR 192.615 Emergency Plans.

A cross reference between the format of this Plan and applicable regulations is provided in the State Appendix.



Please refer to the "OPS Plan Sequence Numbers" listed above in all plan-related correspondence, including e-mails. E-mail is the preferred method for submitting inquiries, questions and comments to me at le.herrick@dot.gov. You can also telephone me at (202) 366-5523 or fax me at (202) 366-4566. Thank you for your cooperation.

Sincerely,



L. E. Herrick  
Response Plans Officer

Enclosure

cc: EPA IV, EPA VI, EPA VIII, EPA IX, EPA X, MSO Morgan City, MSO New Orleans, MSO Port Arthur, MSO Galveston/Houston and MSO LA/LB.

Ext. # 9301

Fig # 2358, 2406

Act. # 9068



**Revision # 0001**

**To All Holders of the Utah State Appendix**

**Revision Date: February 2003**

This sheet contains instructions for switching out pages in your Utah State Appendix Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Front Pocket Information</b> Remove entire document	<b>Front Pocket Information</b> Print entire Front Pocket Information
<b>Section 2, Notifications</b> Remove pages 3/4 and 6	<b>Section 2, Notifications</b> Print and insert pages 3/4 and 6
	<b>Front of Book</b> Once your switchout process is complete, add this update notice to your Utah State Appendix Front of Book.

## UPDATE/REVISION NOTICE

**Revision # 0002****To All Holders of the Utah State Appendix****Revision Date: July 2003****Important – please read before you begin this update process:**

- Please have your hard copy of the Utah State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for switching out pages in your Utah State Appendix Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this State Appendix</li> </ul>	<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove entire document</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print the Front Pocket Table of Contents two pages double sided</li> <li>• Print pages 1 through 20 double sided</li> <li>• Print page 21 single sided</li> <li>• Staple the complete set and insert into the front pocket of the Plan</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Remove Table of Contents pages titled Front Pocket Information Table of Contents and its back page titled Section 1 Table of Contents</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Print out table of contents page Front Pocket Information Table of Contents (2 pages) and its back page double sided</li> <li>• Print out table of contents pages Section 1 Information Summary (2 pages) and its back page double sided</li> <li>• Insert Table of Contents pages in their respective place</li> </ul>
<b>Section 1 Information Summary</b> <ul style="list-style-type: none"> <li>• Table of Contents pages</li> <li>• Remove 11 X 17 color Team Map on page 1</li> </ul>	<b>Section 1 Information Summary</b> <ul style="list-style-type: none"> <li>• Table of Contents 2 pages and print double sided</li> <li>• Replace with new 11 X 17 color Team Map on page 1</li> </ul> <p>You can extract this page, write it to a CD and take it to a printer to print in 11 X 17 color. Or print out in black and white.</p>

**UPDATE/REVISION NOTICE****Revision # 0002****To All Holders of the Utah State Appendix****Revision Date: July 2003**

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<ul style="list-style-type: none"> <li>• Remove pages <ul style="list-style-type: none"> <li>• 2 and 3</li> </ul> </li> <li>• New to add</li> </ul>	<ul style="list-style-type: none"> <li>• Print pages 2 and 3 double sided</li> <li>• New to add – Print pages 34 to page 43 double sided</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages: <ul style="list-style-type: none"> <li>• 9 and 10</li> <li>• 15 and 16</li> </ul> </li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 9 and 10 double sided</li> <li>• Print pages 15 and 16 double sided</li> </ul>
	<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice double sided and add this update notice to your Utah State Appendix Front of Book.

**UPDATE/REVISION NOTICE****Revision # 0003****To All Holders of the Utah State Appendix****Revision Date: August 2003****Important – please read before you begin this update process:**

- Please have your hard copy of the Utah State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for switching out pages in your Utah State Appendix Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP.
- If you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail at [ptsdoug@hazassist.com](mailto:ptsdoug@hazassist.com).

<b>Remove Existing Pages</b>	<b>Replace With or Add New Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Delete all previous electronic versions of this State Appendix</li> </ul>	<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this State Appendix CD provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove entire document</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print the Front Pocket Table of Contents 2 pages double sided (back to back)</li> <li>• Print pages 1 through 20 double sided (back to back)</li> <li>• Print page 21 single sided</li> <li>• Staple the complete set and insert into the front pocket of the State Appendix</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove 11 X 17 Color Team Map on page 1</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• A replacement copy of the 11 X 17 color map has been provided for your convenience - insert as page 1</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages 3 and 4</li> <li>• Remove page 6</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 3 and 4 double sided (back to back)</li> <li>• Print page 6 single sided</li> </ul>
<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Remove page 13 and 14</li> </ul>	<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Print page 13 and 14 single sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice double sided and add this update notice to your State Appendix Front of Book.	
Notify the Emergency Response Coordinator Tracy Long via e-mail when you have completed updating your ERP	

## UPDATE NOTICE

**Revision # 0004****To All Holders of the Utah State Appendix****Revision Date: February 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Utah State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file.
- This sheet contains instructions for updating your Utah State Appendix Emergency Response Plan. Please follow the attached flowchart. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: ptsdoug@hazassist.com.

<b>Remove Existing Pages</b>	<b>Replace With New Print Out Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this State Appendix</li> </ul>	<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic version of this State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove entire section</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Print title page single sided</li> <li>• Print table of contents double sided</li> <li>• Print pages 1 through 20 double sided</li> <li>• Print page 21 single sided</li> </ul>
<b>Front of Book</b>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print Archive Letter of Approval (3 pages) single sided and insert behind Regulatory Compliance page</li> </ul>
<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Remove Section 2 and Section 3 (double sided)</li> </ul>	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Print Section 2 and Section 3 (double sided)</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Remove table of contents page (single sided)</li> <li>• Remove page 3/4 (double sided)</li> <li>• Remove pages 9 through 18 (double sided)</li> <li>• Remove pages 19 (single sided)</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print table of contents page single sided</li> <li>• Print page 3/4 double sided</li> <li>• Print pages 9 through 24 double sided</li> <li>• Print page 25 single sided in color</li> </ul>
<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Remove page 13/14 (double sided)</li> </ul>	<b>Section 3, Resources</b> <ul style="list-style-type: none"> <li>• Print page 13/14 (double sided)</li> </ul>
<b>Front of Book</b> <p>Once your update process is complete, print this Update Notice single sided and insert this update notice behind any previous update notices in your State Appendix Front of Book.</p>	
<p>Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.</p>	

**UPDATE/REVISION NOTICE****Revision # 0005****To All Holders of the Utah State Appendix****Revision Date: May 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Utah State Appendix available for reference to assist you in processing this update.
- All pages for your update are included.
- This sheet contains instructions for updating your Utah State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Utah State Appendix</li> </ul>	<b>New Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Utah State Appendix provided</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 2 and 3 Table of Contents (1 double sided page)</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 2 and 3 Table of Contents (1 double sided page)</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents (1 single sided page)</li> <li>• Pages 9 through 25 (double sided)</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents (1 single sided page)</li> <li>• Pages 9 through 26 (double sided)</li> </ul>

**Front of Book**

Once your update process is completed, insert this Update/Revision Notice in your Utah State Appendix Front of Book following any previous update notices.

Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.

**UPDATE/REVISION NOTICE****Revision # 0006****To All Holders of the Utah State Appendix****Revision Date: September 2004****Important – please read before you begin this update process:**

- Please have your hard copy of the Utah State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file to print.
- This sheet contains instructions for updating your Utah State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Utah State Appendix</li> </ul>	<b>New Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Utah State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire stapled document</li> </ul>	<b>Front Pocket Information (Complete new document)</b> <ul style="list-style-type: none"> <li>• Print title page single sided</li> <li>• Print table of contents double sided</li> <li>• Print pages 1 through 20 double sided</li> <li>• Print page 21 single sided</li> <li>• Staple the complete set and insert into the front pocket of the State Appendix</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Section 2 and first page of Section 3 Table of Contents double sided</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Print Section 2 and first page of Section 3 Table of Contents double sided</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents 1 single sided page</li> <li>• Page 17/18 (double sided, black &amp; white)</li> <li>• Page 26 single sided, color)</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print Table of Contents 1 single sided page</li> <li>• Print page 17/18 double sided</li> <li>• Print page 26 single sided, black &amp; white</li> </ul>
<b>Front of Book</b> <p>Once your update process is completed, print this Update/Revision Notice single sided and insert in your Utah State Appendix Front of Book following previous update notices.</p>	
<p>Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.</p>	

**UPDATE/REVISION NOTICE****Revision # 0007****To All Holders of the ChevronTexaco Pipeline Company Utah State Appendix****RSPA Plan Sequence #211 Northwest Response Zone****Revision Date: March 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Utah State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file to print.
- This sheet contains instructions for updating your Utah State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [doug.flaherty@ptseps.com](mailto:doug.flaherty@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Utah State Appendix</li> </ul>	<b>New Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Utah State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire stapled document</li> </ul>	<b>Front Pocket Information (Complete new document)</b> <ul style="list-style-type: none"> <li>• Print title page single sided</li> <li>• Print table of contents double sided</li> <li>• Print pages 1 through 20 double sided</li> <li>• Print page 21 single sided</li> <li>• Staple the complete set and insert into the front pocket of the State Appendix</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove pages 10/11</li> <li>• Remove pages 14/15</li> </ul>	<b>Section 1 Information Summary</b> <ul style="list-style-type: none"> <li>• Print pages 10/11 double sided</li> <li>• Print pages 14/15 double sided</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> <li>• Pages 5/6</li> <li>• Page 26</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> <li>• Print pages 5/6 double sided</li> <li>• Print pages 26/27 double sided</li> </ul>
<b>Front of Book</b> Once your update process is completed, print this Update/Revision Notice single sided and insert in your Utah State Appendix Front of Book following previous update notices.	
Notify the Emergency Response Coordinator, Tracy Long, via e-mail when you have completed updating your ERP.	

**UPDATE/REVISION NOTICE****Revision # 0008****To All Holders of the ChevronTexaco Pipeline Company Utah State Appendix****RSPA Plan Sequence #211 Northwest Response Zone****Revision Date: August 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Utah State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Utah State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

**NOTE: This is an electronic update only; no CD will be issued at this time.**

<b>Remove Existing Pages</b>	<b>Replace With New Pages</b>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove pages 1/2</li> <li>• Remove pages 5/6</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Print pages 1/2 double sided</li> <li>• Print pages 5/6</li> <li>• Staple the complete set and insert into the front pocket of the Plan</li> </ul>
<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Remove pages 3 through 6</li> </ul>	<b>Section 2, Immediate Notifications</b> <ul style="list-style-type: none"> <li>• Print pages 3 through 6 double sided</li> </ul>
<b>Front of Book</b> <p>Once your update process is completed, print this Update/Revision Notice single sided and insert in your Utah State Appendix Front of Book following any previous update notices.</p> <p>Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a>, when you have completed updating your ERP.</p>	

## UPDATE/REVISION NOTICE

**Revision # 0009****To All Holders of the ChevronTexaco Pipeline Company Utah State Appendix****OPS Plan Sequence #211 Northwest Response Zone****Revision Date: September 2005****Important – please read before you begin this update process:**

- Please have your hard copy of the Utah State Appendix available for reference to assist you in processing this update.
- All pages for your update are included in this file for printing.
- This sheet contains instructions for updating your Utah State Appendix Emergency Response Plan. This process must be completed within 14 working days of receipt of this document. Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at willie.eldridge@ptseps.com, when you have completed updating your ERP.
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Utah State Appendix</li> </ul>	<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Utah State Appendix provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove entire document</li> </ul>	<b>Front Pocket Information (Compete new document)</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print the Front Pocket Table of Contents double sided</li> <li>• Print pages 1 through 18 double sided</li> <li>• Print page 19 single sided</li> <li>• Staple the complete set and insert into the front pocket of the State Appendix</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> <li>• Remove Archive Plan Approval Letter, 3 single sided pages</li> <li>• Remove Archive Distribution List, 1 single sided page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> <li>• No replacement page</li> <li>• No replacement page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Remove Front Pocket Table of Contents, 1 double sided page</li> <li>• Remove Sections 2 and 3 Table of Contents, 1 double sided page</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• No replacement for Front Pocket Table of Contents</li> <li>• Print Sections 2 and 3 Table of Contents double sided</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Remove pages 2/3</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Print pages 2/3 double sided</li> </ul>

**Revision # 0009****To All Holders of the ChevronTexaco Pipeline Company Utah State Appendix****OPS Plan Sequence #211 Northwest Response Zone****Revision Date: September 2005****Section 2, Notifications**

- Remove Table of Contents
- Remove pages 15 through 27

**Section 2, Notifications**

- Print the Table of Contents single sided
- Print pages 15 through 22 double sided
- Print page 23 single sided

**Section 3, Resources**

- Remove pages 13/14

**Section 3, Resources**

- Print pages 13/14 double sided

**Front of Book**

Once your update process is completed, print this Update/Revision Notice single sided and insert in your Utah State Appendix Front of Book following any previous update notices.

Per Tracy Long, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.

## UPDATE/REVISION NOTICE

**Revision # 0010**

**To All Holders of the Chevron Pipe Line Company Utah State Appendix**

**PHMSA Plan Sequence #211 Northwest Response Zone**

**Revision Date: July 2006**

**Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- Please have your hard copy of the State Appendix available for reference to assist you in processing this update. All pages for your update are included in this file for printing.
- **Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

<b>Remove Existing Pages</b>	<b>Replace with New Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Destroy or delete all previous electronic versions of this Utah State Appendix</li> </ul>	<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• Replace with new electronic versions of this Utah State Appendix provided</li> </ul>
<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Remove current manual cover and spine</li> </ul>	<b>Manual Cover and Spine</b> <ul style="list-style-type: none"> <li>• Insert new manual cover and spine provided</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Remove entire document</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Print the title page single sided</li> <li>• Print the Front Pocket Table of Contents double sided</li> <li>• Print pages 1 through 18 double sided</li> <li>• Print page 19 single sided</li> <li>• Staple the complete set and insert into the front pocket of the State Appendix</li> </ul>
<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Remove laminated title page</li> <li>• Remove Record of Revision Record/Log Prior to Creation of State Appendix, 3 double sided pages</li> <li>• Remove RSPA Tracking Sequences Numbers Before Creation of Core Plan Volume 1 and State Appendix</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Print title page in color single sided and laminate it</li> <li>• New to add – DOT/PHMSA Approval Letter dated May 10, 2005 2 pages behind Regulatory Compliance</li> <li>• No replacement page</li> <li>• No replacement page</li> </ul>

<p><b>Revision # 0010</b></p> <p><b>To All Holders of the Chevron Pipe Line Company Utah State Appendix</b></p> <p><b>PHMSA Plan Sequence #211 Northwest Response Zone</b></p> <p><b>Revision Date: July 2006</b></p>	
<p><b>Table of Contents Index Tab</b></p> <ul style="list-style-type: none"> <li>Remove Sections 2 and 3 Table of Contents, 1 double sided page</li> </ul>	<p><b>Table of Contents Index Tab</b></p> <ul style="list-style-type: none"> <li>Print Sections 2 and 3 Table of Contents 1 double sided page</li> </ul>
<p><b>Section 1, Information Summary</b></p> <ul style="list-style-type: none"> <li>Remove pages 4 through 7</li> <li>Remove pages 10/11</li> <li>Remove pages 34/35</li> </ul>	<p><b>Section 1, Information Summary</b></p> <ul style="list-style-type: none"> <li>Print pages 4 through 7 double sided</li> <li>Print pages 10/11 double sided</li> <li>Print pages 34/35 double sided</li> </ul>
<p><b>Section 2, Notifications</b></p> <ul style="list-style-type: none"> <li>Remove entire section</li> </ul>	<p><b>Section 2, Notifications</b></p> <ul style="list-style-type: none"> <li>Print the title page single sided</li> <li>Print the Table of Contents single sided</li> <li>Print pages 1 through 6 double sided</li> <li>Print page 7 single sided, 11 x 17</li> <li>Print pages 8 through 25 double sided</li> <li>Print page 26 single sided</li> </ul>
<p><b>Section 3, Resources</b></p> <ul style="list-style-type: none"> <li>Remove pages 1/2</li> <li>Remove pages 13/14</li> </ul>	<p><b>Section 3, Resources</b></p> <ul style="list-style-type: none"> <li>Print pages 1/2 double sided</li> <li>Print pages 13/14 double sided</li> </ul>
<p><b>Section 7, Sensitive Information/Maps</b></p> <ul style="list-style-type: none"> <li>Remove pages 1/2</li> </ul>	<p><b>Section 7, Sensitive Information/Maps</b></p> <ul style="list-style-type: none"> <li>Print pages 1/2 double sided</li> </ul>
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<p>Per Barry Staskywicz, notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a>, when you have completed updating your ERP. <b>This update must be completed within 14 working days of receipt of this document</b></p>	

**UPDATE/REVISION NOTICE****Revision # 0011****To All Holders of the Chevron Pipe Line Company Utah State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****Revision Date: September 2006****Important – please read before you begin this update process:**

- **This process must be completed within 14 working days of receipt of this document.**
- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
- **Per Barry Staskywitz, notify PTS (Willie Eldridge) via e-mail at [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com), when you have completed updating your ERP.**
- Should you need assistance or have questions on how to process this update, please contact Planning & Training Solutions, Inc. at 714-283-5140 or via e-mail: [willie.eldridge@ptseps.com](mailto:willie.eldridge@ptseps.com).

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<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 2 and 3 Table of Contents, 1 double sided page</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Sections 2 and 3 Table of Contents 1 double sided page</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>
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<b>Notify PTS (Willie Eldridge) via e-mail at <a href="mailto:willie.eldridge@ptseps.com">willie.eldridge@ptseps.com</a>, when you have completed updating your ERP.</b>	
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**UPDATE/REVISION NOTICE****Revision # 0012**

**To All Holders of the Chevron Pipe Line Company Utah State Appendix**

**PHMSA Plan Sequence #211 Northwest Response Zone**

**Revision Date: November 2006**

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- This sheet contains instructions for updating your State Appendix Emergency Response Plan.
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<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Section 2 and first page of Section 3 Table of Contents, 1 double sided page</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Section 2 and first page of Section 3 Table of Contents, 1 double sided page</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire section (Notification/Actions Summary Field Document flowchart on page 3 is being removed from this section)</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>
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**UPDATE/REVISION NOTICE**

<p><b>Revision # 0013</b></p> <p><b>To All Holders of the Chevron Pipe Line Company Utah State Appendix</b></p> <p><b>PHMSA Plan Sequence #211 Northwest Response Zone</b></p> <p><b>Revision Date: June 2007</b></p>	
<p><b>Important – please read before you begin this update process:</b></p> <ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your State Appendix Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
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<p><b>Section 1, Information Summary</b></p> <ul style="list-style-type: none"> <li>• Pages 2/3</li> <li>• Pages 14/15</li> </ul>	<p><b>Section 1, Information Summary</b></p> <ul style="list-style-type: none"> <li>• Pages 2/3</li> <li>• Pages 14/15</li> </ul>
<p><b>Section 2, Notifications</b></p> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<p><b>Section 2, Notifications</b></p> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<p><b>Section 3, Resources</b></p> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<p><b>Section 3, Resources</b></p> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>
<p><b>Agency Cross Reference</b></p> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<p><b>Agency Cross Reference</b></p> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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**UPDATE/REVISION NOTICE**

**Revision # 0014**

**To All Holders of the Chevron Pipe Line Company Utah State Appendix**

**PHMSA Plan Sequence #211 Northwest Response Zone**

**Revision Date: January 2008**

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<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> </ul>	<b>Front of Book</b> <ul style="list-style-type: none"> <li>• Laminated title page</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>

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**UPDATE/REVISION NOTICE****Revision # 0015****To All Holders of the Chevron Pipe Line Company Utah State Appendix****PHMSA Plan Sequence #211 Northwest Response Zone****Revision Date: July 2008****Important – please read before you begin this update process:**

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<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire section</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 2/3</li> <li>• Pages 12/13</li> <li>• Pages 34/35</li> <li>• Pages 40/41</li> </ul>	<b>Section 1, Information Summary</b> <ul style="list-style-type: none"> <li>• Pages 2/3</li> <li>• Pages 12/13</li> <li>• Pages 34/35</li> <li>• Pages 40/41</li> </ul>
<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 1 through 3</li> <li>• Pages 8/9</li> <li>• Pages 18/19</li> </ul>	<b>Section 2, Notifications</b> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Pages 1 through 3</li> <li>• Pages 8/9</li> <li>• Pages 18/19</li> </ul>
<b>Myton Station</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>	<b>Myton Station</b> <ul style="list-style-type: none"> <li>• Pages 1/2</li> </ul>

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**UPDATE/REVISION NOTICE**

**Revision # 0016**

**To All Holders of the Chevron Pipe Line Company Utah State Appendix**

**PHMSA Plan Sequence #211 Northwest Response Zone**

**Revision Date: October 2008**

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<b>Section 3, Resources Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 13/14</li> </ul>	<b>Section 3, Resources Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 13/14</li> </ul>
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## UPDATE/REVISION NOTICE

<b>To All Holders of the Chevron Pipe Line Company Utah State Appendix</b>	
<b>Revision # 0018</b>	
<b>Revision Date: May 2010</b>	
<b>PHMSA Plan Sequence #211 Northwest Response Zone</b>	
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<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 3, Resources Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 3, Resources Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 7, Sensitive Information/Maps</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 7, Sensitive Information/Maps</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Agency Cross Reference Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Agency Cross Reference Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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## UPDATE/REVISION NOTICE

**To All Holders of the Chevron Pipe Line Company Utah State Appendix**

Revision # 0019

Revision Date: May 2011

**PHMSA Plan Sequence #211 Northwest Response Zone****Important – please read before you begin this update process:**

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<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 3, Resources Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 3, Resources Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 7, Sensitive Information/Maps</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 7, Sensitive Information/Maps</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Myton Station Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> </ul>	<b>Myton Station Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 3/4</li> </ul>
<b>Agency Cross Reference Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Agency Cross Reference Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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## UPDATE/REVISION NOTICE

<b>To All Holders of the Chevron Pipe Line Company Utah State Appendix</b>	
<b>Revision # 20</b>	
<b>Revision Date: May 2012</b>	
<b>PHMSA Plan Sequence #211 Northwest Response Zone</b>	
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<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire stapled document</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire stapled document, insert into the front pocket of the Plan</li> </ul>
<b>New to add:</b> <ul style="list-style-type: none"> <li>• Myton Station Emergency Response Action Plan (ERAP)</li> </ul>	<b>Myton Station ERAP</b> <ul style="list-style-type: none"> <li>• New Myton Station Emergency Response Action Plan (ERAP)</li> </ul>
<b>Front of Book Index Tab</b> <ul style="list-style-type: none"> <li>• Regulatory Compliance page</li> </ul>	<b>Front of Book Index Tab</b> <ul style="list-style-type: none"> <li>• Regulatory Compliance page</li> </ul>
<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Table of Contents Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 2 thru 9</li> </ul>	<b>Section 1, Information Summary Index Tab</b> <ul style="list-style-type: none"> <li>• Pages 2 thru 9</li> </ul>
<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 2, Notifications Index Tab</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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<b>Front of Book Index Tab</b> Once the update process is completed, insert this Update/Revision Notice in your State Appendix behind the Front of Book index tab following previous update notices.	
<b>This update must be completed within 14 working days of receipt of this document</b>	

## UPDATE/REVISION NOTICE

<b>To All Holders of the Chevron Pipe Line Company Utah State Appendix</b>	
<b>Revision # 21</b>	
<b>Revision Date: June 2014</b>	
<b>PHMSA Plan Sequence #211 Northwest Response Zone</b>	
<b>Important – please read before you begin this update process:</b>	
<ul style="list-style-type: none"> <li>• <b>This process must be completed within 14 working days of receipt of this document.</b></li> <li>• This sheet contains instructions for updating your State Appendix Emergency Response Plan.</li> <li>• Should you need assistance or have questions on how to process this update, please contact Planning &amp; Training Solutions, Inc. at 714-283-5140 or via e-mail: willie.eldridge@ptseps.com.</li> </ul>	
<b>Remove Pages</b>	<b>Replacement Pages</b>
<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• If you currently have a CD, destroy or delete all previous dated CDs or electronic versions of the State Appendix</li> </ul>	<b>Utah State Appendix CD</b> <ul style="list-style-type: none"> <li>• If you currently have a CD a new CD is enclosed which contains the updated State Appendix and Core Plan electronic files.</li> </ul>
<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire stapled document</li> </ul>	<b>Front Pocket Information</b> <ul style="list-style-type: none"> <li>• Entire stapled document, insert into the front pocket of the Plan</li> </ul>
<b>Myton Station ERAP</b> <ul style="list-style-type: none"> <li>• Entire contents of the blue folder, retain the folder</li> </ul>	<b>Myton Station ERAP</b> <ul style="list-style-type: none"> <li>• Insert new contents into the blue folder</li> </ul>
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<b>Section 6, Spill Impact</b> <ul style="list-style-type: none"> <li>• Entire contents</li> </ul>	<b>Section 6, Spill Impact</b> <ul style="list-style-type: none"> <li>• New contents</li> </ul>
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**INFORMATION SUMMARY**

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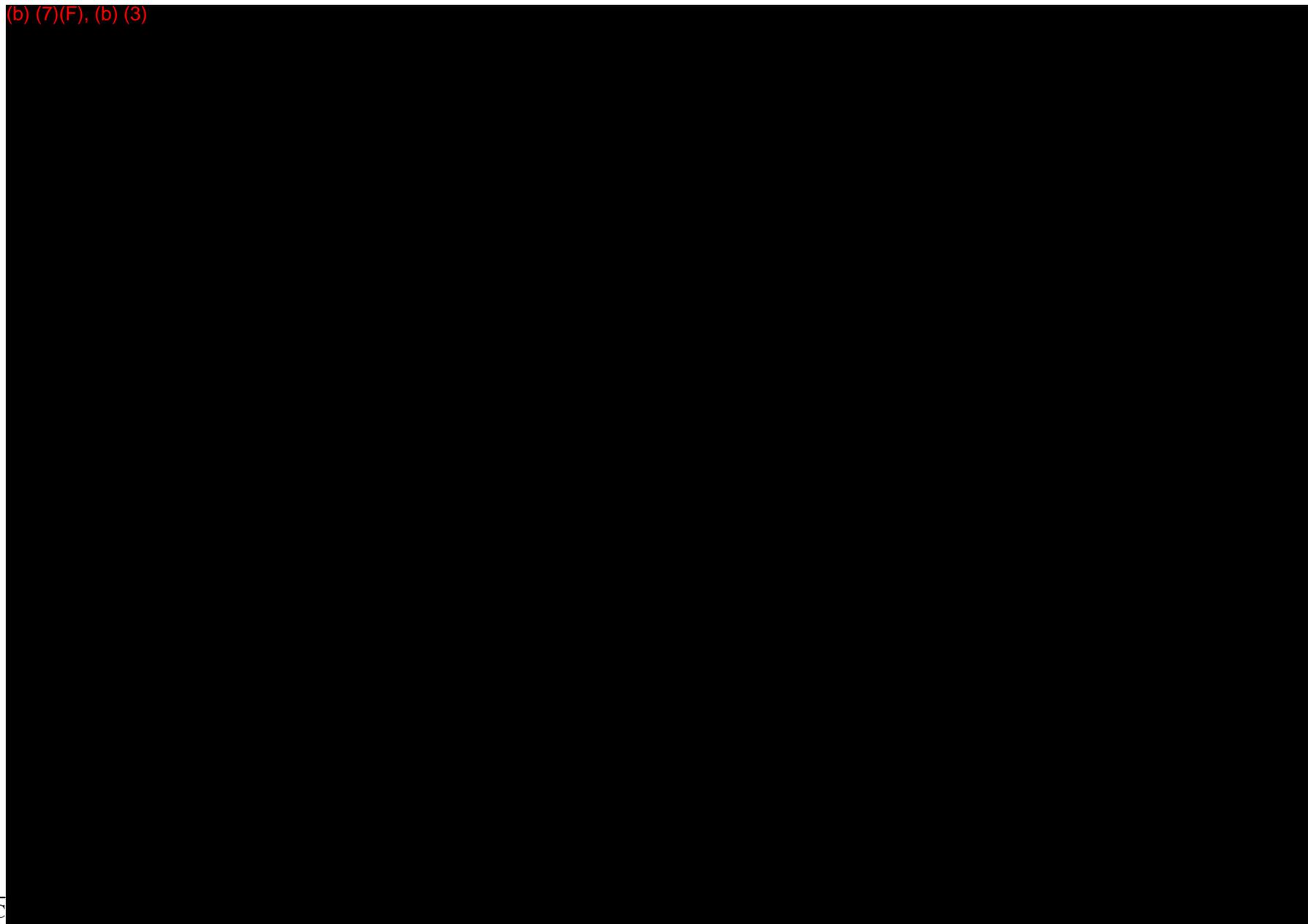
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**NORTHWEST RESPONSE ZONE MAP SHOWING UTAH RESPONSE AREA**

(b) (7)(F), (b) (3)



**QI / CERTIFICATION OF RESOURCES STATEMENT****CERTIFICATIONS****Qualified Individual**

Chevron Pipe Line Company (Company) is authorizing all of its employees who are trained in Incident Command and who are functioning as the Incident Commander (IC) to be the Qualified Individual (QI). This financial authority is unique to spills and emergency releases and is not a part of the Company's routine delegation of authority guidelines.

In the event of an oil spill or emergency release, Company employees who will be responding as Incident Commanders (IC/QIs) have the authority to:

1. Activate the Emergency Response Plan.
2. Activate and engage in contracting with oil spill removal organizations. Commit resources from within the Company, through the Corporate Oil Spill Coordinator/Staff, outside contractors, MSRC, cooperatives, and as directed by the Federal or State On-Scene Coordinator.
3. Act as liaison with Federal or State On-Scene Coordinator and other Federal and State officials.
4. Obligate funds required to carry out all necessary or directed response activities.

The response organization is critical to the management of an emergency response because of the large geographic areas covered by the Company. Immediate response in remote areas is managed by local personnel who may be replaced by additional personnel if the magnitude of the spill warrants. The response of the additional personnel may take some time due to geography. It is impossible to name the specific individual who will be IC in advance. It will depend on the location of the spill, the size of the spill, and whether it is the initial response or a later phase in the clean up process.

Various federal and state agencies have recognized the need for owners/operators who use a tiered response to allow for the transfer of authority upward as the extent of a spill is assessed. Agencies also acknowledge that response efforts often involve 24- hour efforts, and authorities must be transferred in this "shift" works situation.

**National Contingency Plan / Area Contingency Plan Consistency**

Company (Operator) certifies that it has reviewed the National Contingency Plan (NCP) and each applicable Area Contingency Plan, and that this Emergency Response Plan is consistent with the existing NCP and each existing applicable ACP.

Per applicable geographical areas, the following Area Contingency Plans have been reviewed for consistency with Company's Emergency Response Plan:

- US EPA Region 6 Integrated ACP (Facilities in Texas and New Mexico)
- South Louisiana/Acadia Region ACP (Morgan City)
- New Orleans/Baton Rouge ACP
- US EPA Region 8 ACP (Facilities in Utah and Colorado)
- US EPA Region 9 Regional Contingency Plan (Facilities in California)
- US EPA Region 10 ACP (Facilities in Idaho, Oregon and Washington)
- San Francisco Oil Spill Contingency Plan (N. California Bay Area Facility)
- Los Angeles/Long Beach ACP (S. California Los Angeles Facility)

**CERTIFICATION OF RESOURCES**

The Company hereby certifies to the Pipeline Hazardous Materials Safety Administration (PHMSA) of the Department of Transportation that we have identified and ensured by contract or other means to be approved by the PHMSA, the availability of private personnel and equipment to respond, to the maximum extent practicable, up to and including a worst case discharge or a substantial threat of such a discharge.

**STATEMENT OF SIGNIFICANT AND SUBSTANTIAL HARM**

The Company hereby submits to the Pipeline Hazardous Materials Safety Administration of the Department of Transportation that we have identified, as required by 49 CFR, Part 194.107 and Part 194.103, the pipeline sections in each Response Zone that can be expected to cause significant and substantial harm to the environment in the event of a discharge of oil or products into or on navigable waters, adjoining shorelines, public drinking water intakes, or other environmentally sensitive areas. Each pipeline segment meeting the significant harm definition is identified, as required, in the applicable State Appendices.

Signature: Lonnie EvansDate: 15 Mar 2010

Printed Name and Title:

Lonnie Evans, CEM, Emergency Response Specialist4800 Fourmace Place, Rm. E320B, Bellaire, TX 77401-2324Tel 713-432-3406, LonnieJEvans@chevron.com

**UTAH RESPONSE AREA INFORMATION SUMMARY****Qualified Individual/Incident Commander**

In the event of a sustained or major spill or incident see the Front Pocket Information for Qualified Individual/Incident Commander contact information.

**Response Area Description****Rangely - Salt Lake Crude System**

The Salt Lake Crude System consists of 2 - 10" lines originating in Rangely, CO and terminating in Salt Lake City, UT. Currently the #1 line has been purged and is under a nitrogen blanket. The # 2 line is used to transport crude oil from Rangely to Salt Lake. The #1 line is purged from MP 6 to Salt Lake.

The Crude System originates in the Rangely Oil Field in northwestern Colorado. Approximately 22,000 BPD of 34.5 API gravity crude is received from the gathering system and truck unloading.

The crude is pumped from the Rangely Station in a westerly direction through a single 10" line.

The line crosses in Utah at Mile Post 10.8, then through the Gilsonite Field at Bonanza, Utah.

The trunk line then proceeds through the desert to the Wonsit Valley Field, where an average of 1,900 BPD is injected into both lines at Mile Post 38.

The trunk line crosses the Green River and goes to the Myton Pump Station at Mile Post 68.

At Myton Station, an average of 2,000 BPD of trucked-in high pour crude is injected into the line. The trunk line then takes a northwesterly direction to the Hanna Pump Station at Mile Post 108. From there, the crude is pumped over the highest point on the system, Wolf Creek Pass, at an elevation of 9,500 ft. The trunk line then heads down the mountain, crossing the South Fork of the Provo River in the Kamas, Utah area and on to Kimball's Junction. The trunk lines then cross over Parley Canyon Summit and head down Emigration Canyon, emerging into the Salt Lake Valley. From this point, they go through bench areas of the city until they enter the Pipe Line Terminal at the Chevron Refinery in North Salt Lake and the crude is then distributed to Chevron, Flying J, Tesoro and Holly Frontier refineries.

Within this Response Zone all facilities except the Rangely gathering system are subject to 49 CFR 149 planning requirements. Portions of the Rangely, Colorado, and Myton, Utah, facilities are also subject to the provisions of 40 CFR 112.

Crude System Segments Line Number 1 (Out of Service From Mile Post 6)

Line No 1 (Out of Service From Mile Post 6 *)						
Segments		Miles	Active	Significant Harm	County	State
From	To					
(b) (7)(F), (b) (3)		7.8	No	Yes	Rio Blanco	CO
		17.4	No	Yes	Rio Blanco Uintah	CO UT
		16.0	Yes	Yes	Uintah	UT
		2.0	Yes	Yes	Uintah	UT
		5.0	Yes	Yes	Uintah	UT
		0.8	Yes	Yes	Uintah	UT
		9.3	Yes	Yes	Uintah	UT
		8.5	Yes	No	Uintah Duchesne	UT
		4.1	Yes	Yes	Duchesne	UT
		3.3	Yes	Yes	Duchesne	UT
		12.0	Yes	Yes	Duchesne	UT
		6.0	Yes	Yes	Duchesne	UT
		5.0	Yes	Yes	Duchesne	UT
		9.3	Yes	Yes	Duchesne	UT
		7.9	Yes	Yes	Duchesne	UT
		17.6	Yes	Yes	Duchesne Wasatch	UT
		1.7	Yes	Yes	Wasatch Summit	UT
		6.3	Yes	Yes	Wasatch Summit	UT
		10.4	Yes	Yes	Summit	UT
		5.1	Yes	Yes	Summit	UT
		11.1	Yes	Yes	Summit Salt Lake	UT
		5.1	Yes	Yes	Salt Lake	UT
		6.8	Yes	Yes	Salt Lake	UT
		1.0	Yes	Yes	Salt Lake	UT

**\*Note:**

- From Rangely to Myton it has been purged out and is under a Nitrogen purge from Mile Post 6
- From Myton to Hanna it has been purged out and is under a Nitrogen purge
- From Hanna to Salt Lake it has been purged out and is under a Nitrogen purge
- The Redwash Lateral is drained down and disconnected from the main line has been purged with Nitrogen
- The Tesoro Pipeline has been disconnected from CPL at Kimball Jct.

Crude System Segments Line Number 2

Line No 2						
Segments		Miles	Active	Significant Harm	County	State
From	To					
(b) (7)(F), (b) (3)						
		25.2	Yes	Yes	Rio Blanco Uintah	CO UT
		15.3	Yes	Yes	Uintah	UT
		2.7	Yes	Yes	Uintah	UT
		5.0	Yes	Yes	Uintah	UT
		0.8	Yes	Yes	Uintah	UT
		9.3	Yes	Yes	Uintah	UT
		8.5	Yes	No	Uintah Duchesne	UT
		7.4	Yes	Yes	Duchesne	UT
		12.0	Yes	Yes	Duchesne	UT
		6.0	Yes	Yes	Duchesne	UT
		14.3	Yes	Yes	Duchesne	UT
		7.9	Yes	Yes	Duchesne	UT
		17.6	Yes	Yes	Duchesne Wasatch	UT
		1.7	Yes	Yes	Wasatch Summit	UT
		6.3	Yes	Yes	Wasatch Summit	UT
		10.4	Yes	Yes	Summit	UT
		5.1	Yes	Yes	Summit	UT
		9.9	Yes	Yes	Summit Salt Lake	UT
		6.3	Yes	Yes	Salt Lake	UT
		6.8	Yes	Yes	Salt Lake	UT
		1.0	Yes	Yes	Salt Lake	UT

**Salt Lake Pasco Product System**

As of June 19, 2013, Company no longer operates the Salt Lake to Pasco Product System.

The Company does operate the Salt Lake Low Sulfur Diesel Line (which is Purged with nitrogen blanket/Idled).

This 4" pipeline is approximately 2.7 miles long and extends from the Chevron's Salt Lake City Refinery along Warm Spring Road within the Union Pacific Railroad yard into the Tesoro's Salt Lake City Refinery. Chevron Pipe Line Company is the operator of this pipeline.

**WORST CASE CRUDE OIL DISCHARGE/NORTHWEST RESPONSE ZONE**

The historical worst case discharge from the crude system pipeline is (b) (7)(F).

There is only one pipeline operating in this crude system.

**Worst Case Discharge Calculation Pipeline:**

- Current Volume is estimated at (b) (7)(F), (b) (3)
- Pipe OD Inches 10.75
- Max detection time: 15 min (planning calculation purposes only)
- 2 Hours max response time
- Volume lost before detection time: 275 bbls
- Top of mountain is MP 125
- MP 125 to MPH 14 is 9 miles = (b) (7)(F),
- MP 125 to MP 116.4 is 8.6 miles = (b) (7)(F),

Total WCD for Northwest Response Zone = (b) (7)(F),

**Worst Case Discharge amount from Largest Tank**

(b) (7)(F), (b) (3)

(b) (7)(F), (b) (3)

## **SPILL DETECTION**

### **General**

Control of pipeline integrity is primarily a function of the Control Center. This 24-hour, manned facility monitors critical pipeline conditions such as flow and pressure, on a continuous basis.

Adverse conditions such as severe weather do not affect remote detection of a spill unless all communications are disrupted, at which time contingency plans will be implemented. Conditions such as severe weather reduce or curtail spill detection by visible means, through factors such as reduced visibility and/or access.

Leaks are detected either by the methods described above, or by third party notification. Third party notification often results from third party discovery, followed by notification as a result of the numerous pipeline marker signs which show the Control Center emergency telephone number.

1. The entire system can be pressured and the rate of pressure decrease monitored. The rate of decrease, coupled with an analysis of the system hydraulics, can often pinpoint the general leak location;
2. After pressurization of the entire system, intermediate block valves can be closed and smaller individual sections can be monitored for pressure loss;
3. Special internal pipeline scrapers are utilized to measure pipeline wall thickness anomalies.

### **General**

As defined in the Company Core Plan, the Immediate Response Team (Field Team) will normally handle initial response, the Sustained Response Team (more than a single Field Team) will normally handle more significant discharges and the Major Incident Team will respond to significant spills.

For any spill occurrence, the Incident Commander will be responsible to determine the level of response required to initiate the mitigation requirements. See each State Appendix for additional emergency planning information as applicable.

## **Procedures for Removing the Threat of a Worst Case Discharge**

Certain events that may occur during the operation of the facilities could cause a worst case discharge. Such events would include abnormal operations as defined in 49 CFR Part 195.402 (d). Operating procedures, including procedures for dealing with abnormal operations, are covered in the Operations & Maintenance Manual for each pipeline system. These procedures address the requirements of 49 CFR Part 195.402 (d).

## **Pipeline Surveillance**

All pipelines are patrolled at intervals not exceeding three weeks but at least 26 times per calendar year. The detailed pipeline patrol procedures are listed in Company Maintenance and Inspection Procedures Manual (Company MIPM). Other right-of-way maintenance procedures including water crossing inspections and encroachment control are listed in Company MIPM.

## **Pipeline Cathodic Protection**

All pipeline segments are coated and cathodically protected. Cathodic protection inspections are performed in accordance with Company MIPM.

## **Valve Maintenance**

All valves are inspected for proper operation at least twice per calendar year but at intervals not exceeding 7.5 months. The valve inspections are performed in accordance with Company MIPM.

## **Anti-Drug Policy**

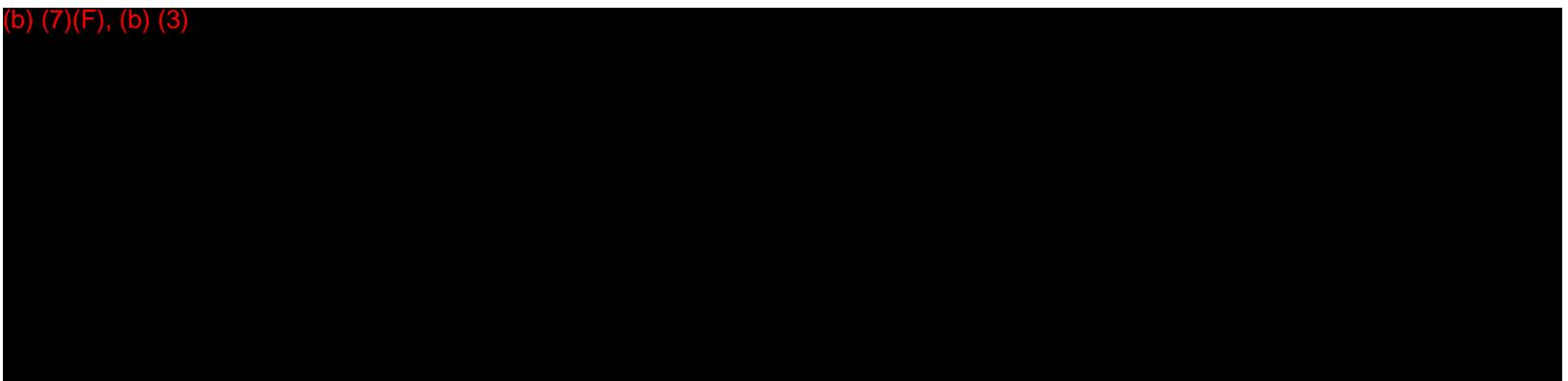
Company maintains an anti-drug plan that complies with 49 CFR Part 199. The anti-drug plan is maintained and administered by Company's Human Resources Group.

## **Above Ground Storage Tanks**

Above ground storage tanks are inspected and maintained in accordance with the procedures listed in Company MIPM.

## **Spill Detection**

(b) (7)(F), (b) (3)

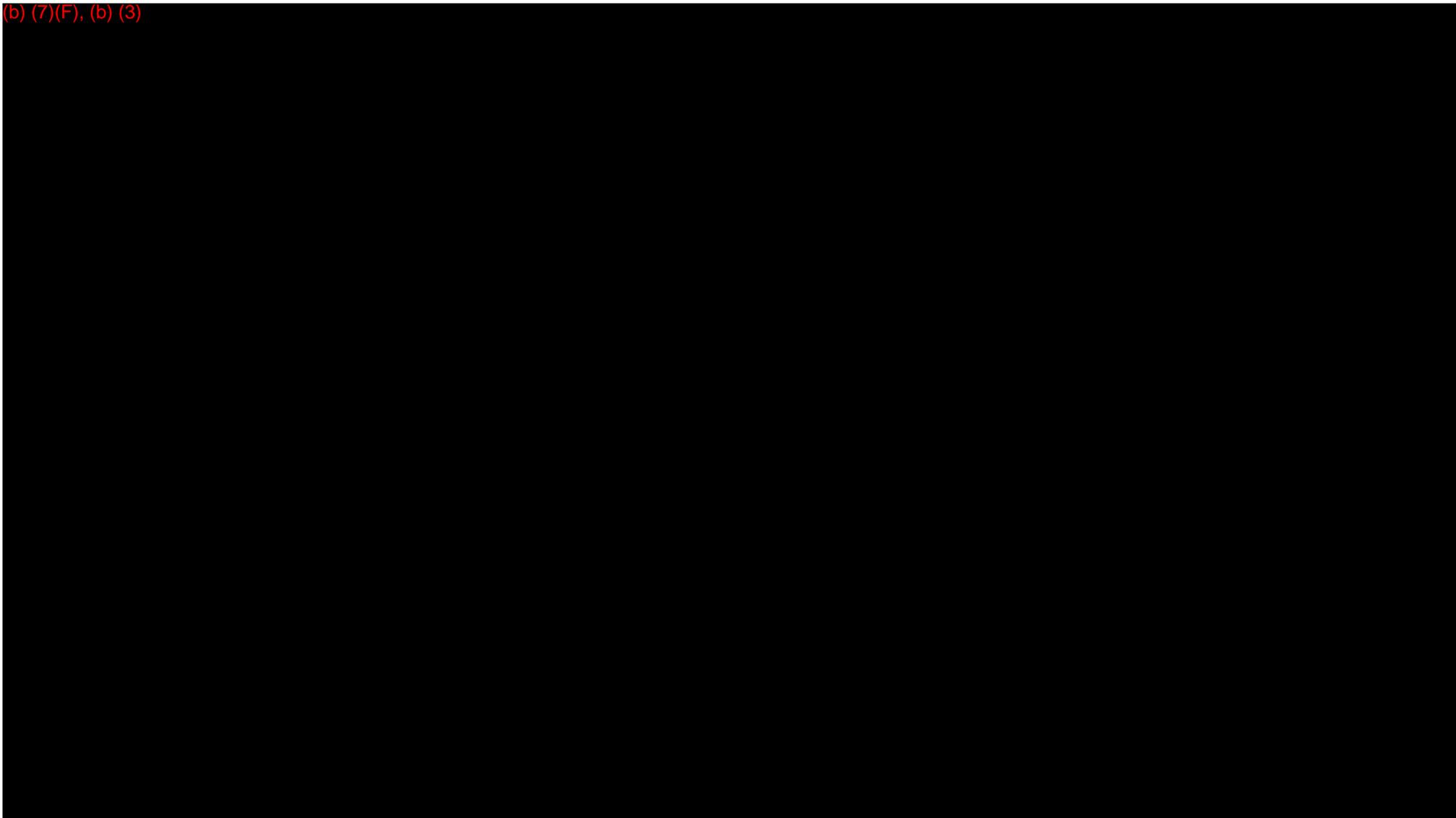


**Spill Location**

When it is suspected that a spill has occurred, weather permitting, an aerial patrol of the system will be made. In adverse weather, other means of patrolling will be utilized such as the use of a boat, vehicle, or foot patrol will be utilized to locate the source of the spill. Other methods include monitoring system pressures and closure of block valves to identify the failed segment of the system.

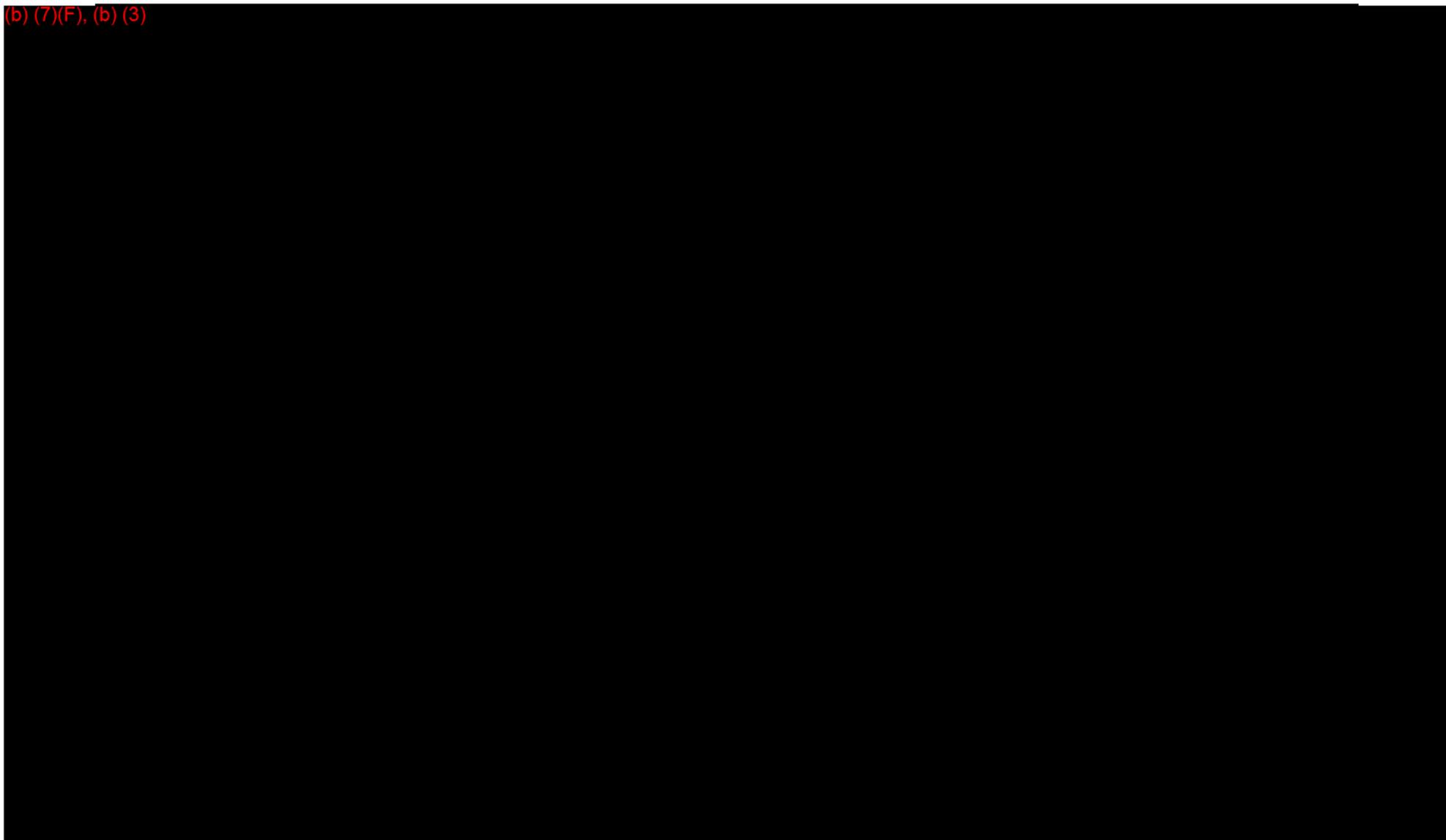
**COLORADO AND UTAH CRUDE SYSTEM MAP**

(b) (7)(F), (b) (3)

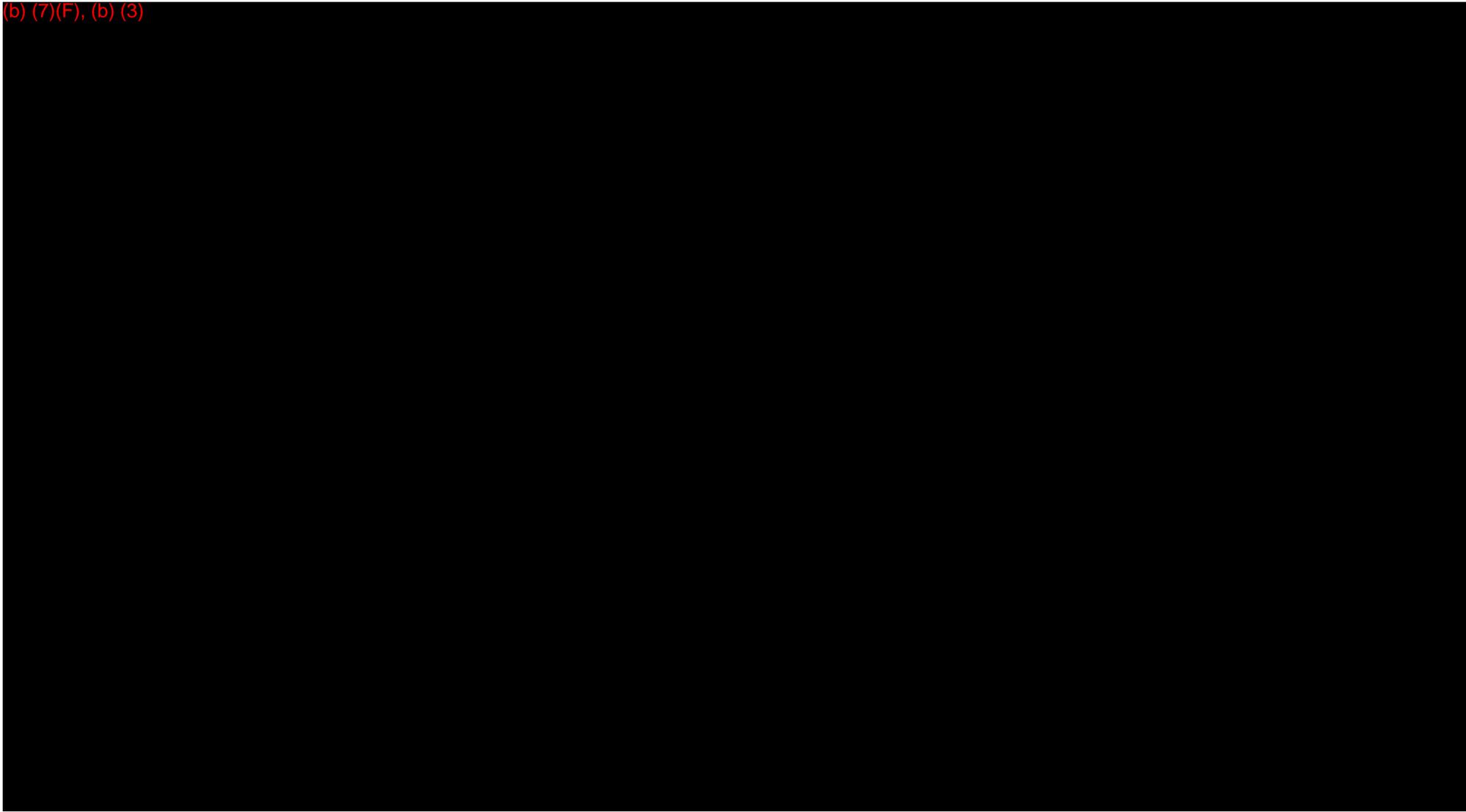


UTAH CRUDE SYSTEM MAPS

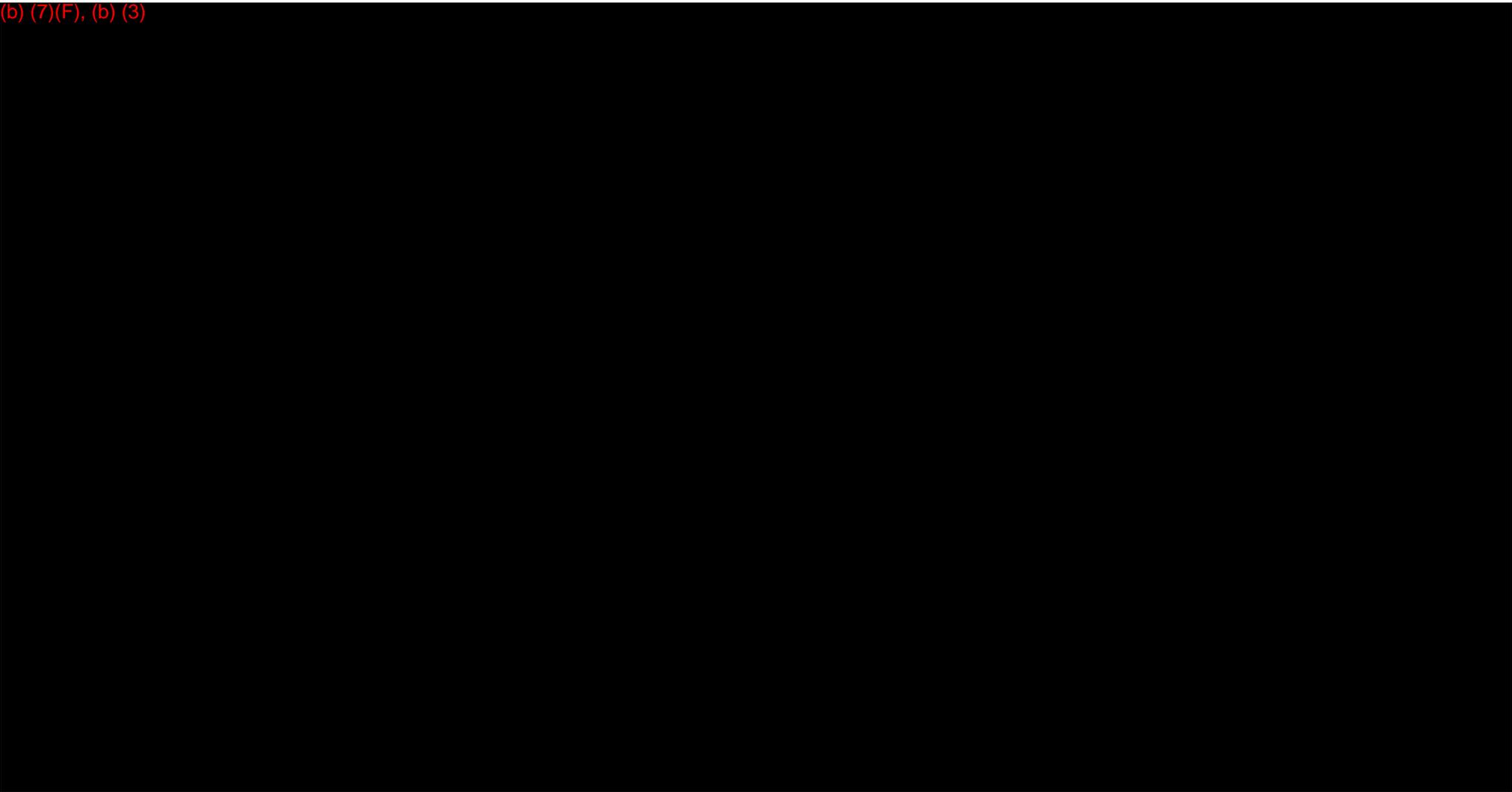
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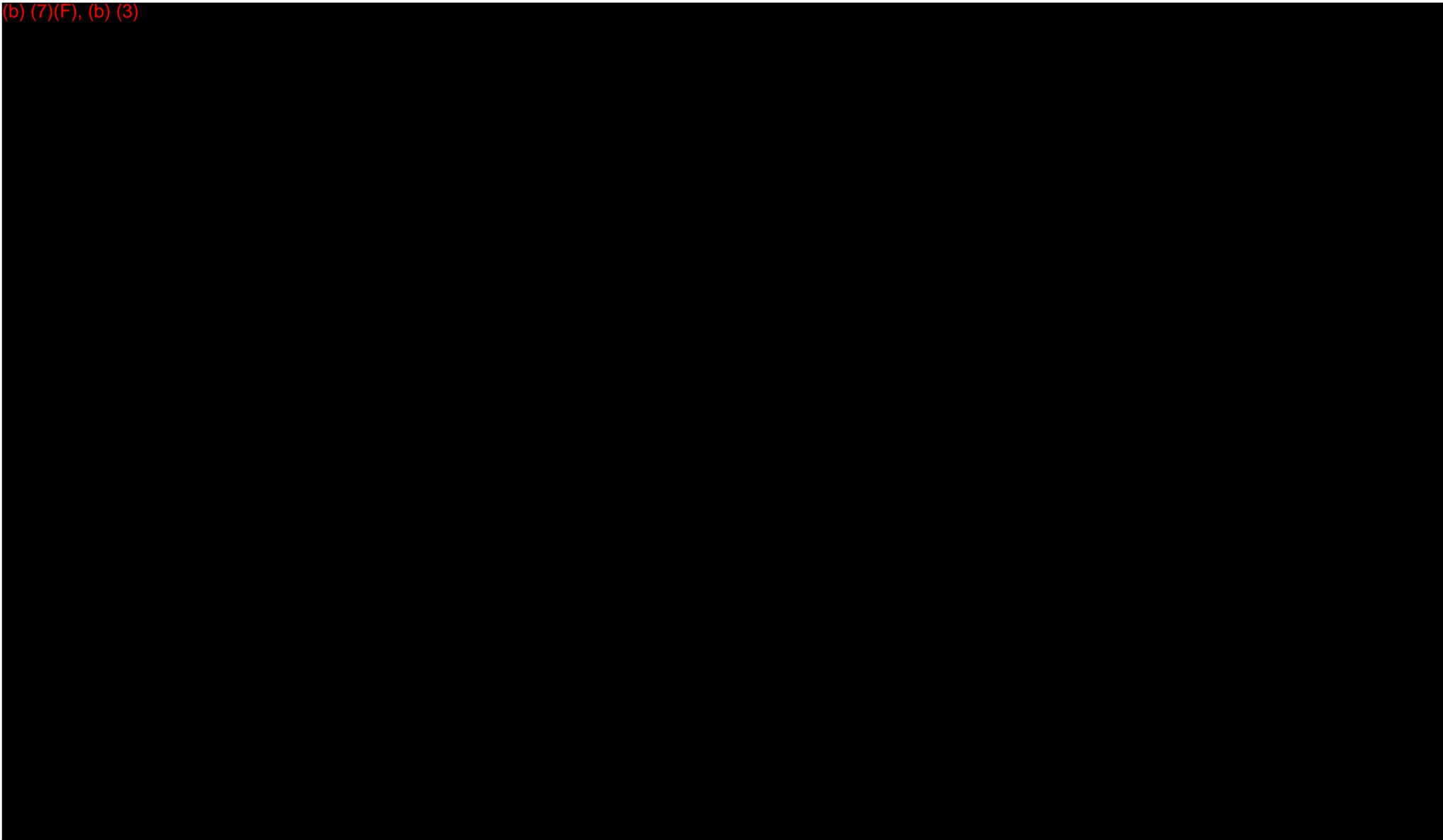
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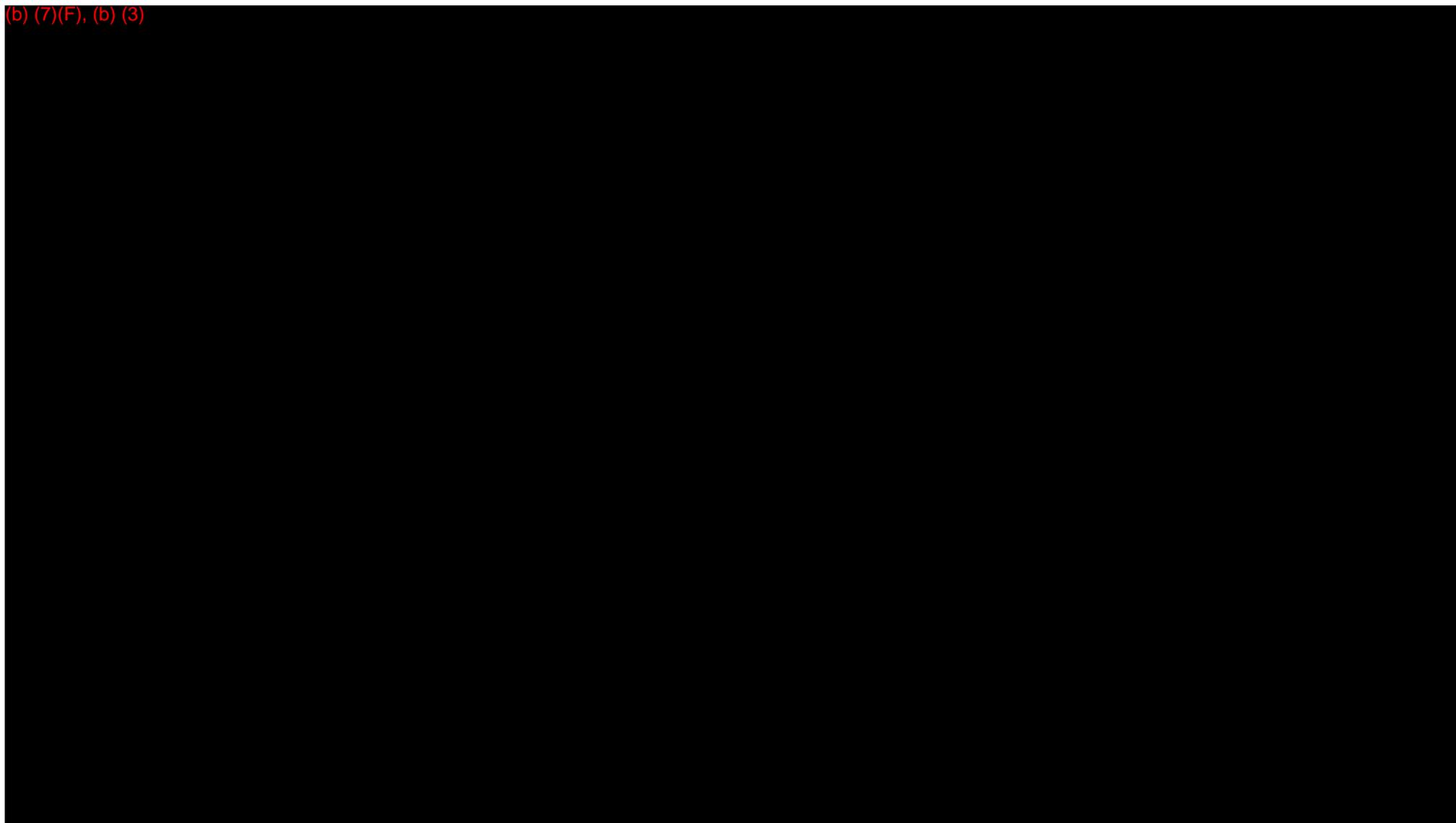
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(b) (7)(F), (b) (3)



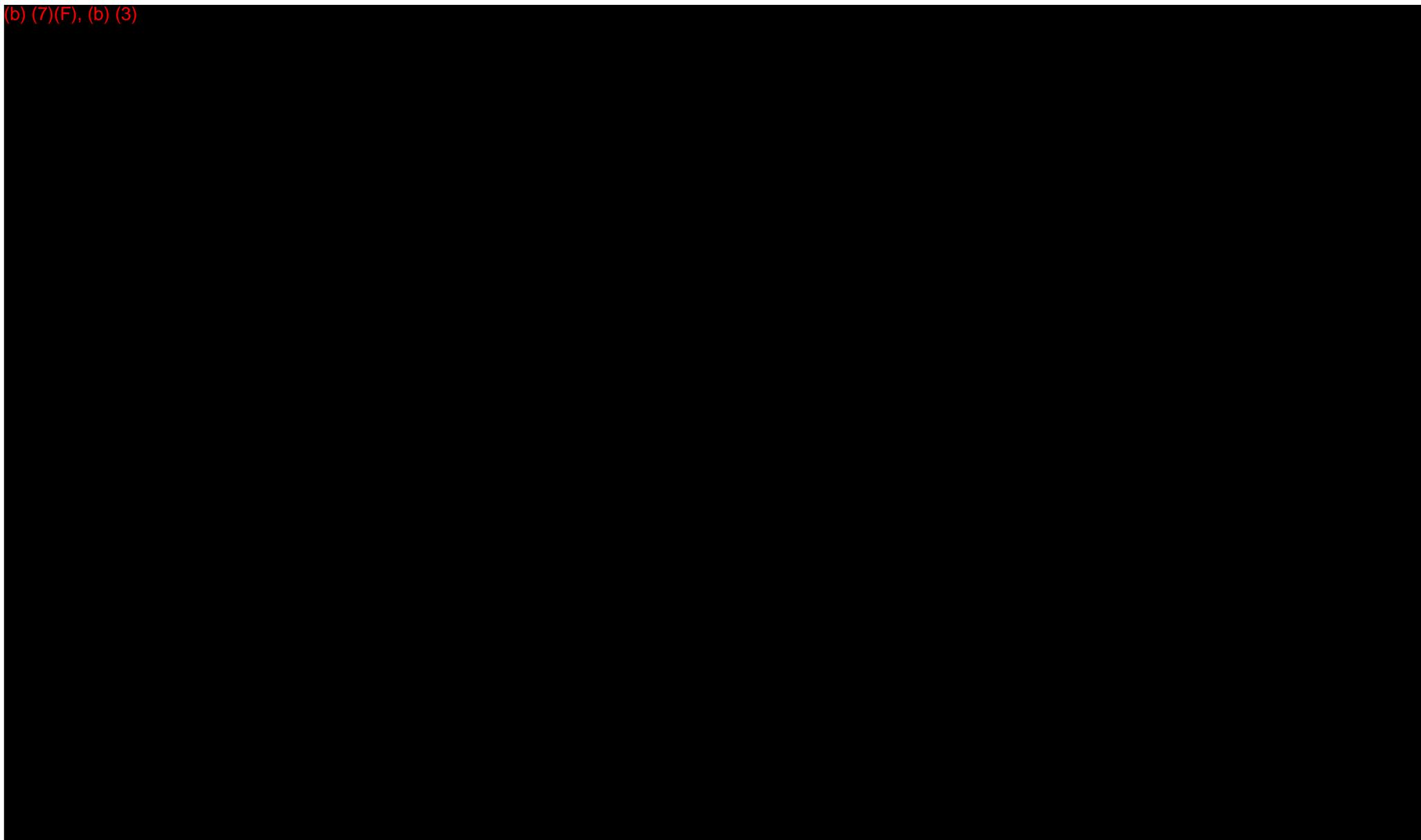
(b) (7)(F), (b) (3)



(b) (7)(F), (b) (3)



(b) (7)(F), (b) (3)



**RAVEN RIDGE PIPELINE DESCRIPTION**

The Raven Ridge pipeline is a 129 mile, 16 inch diameter pipeline from a location near Rock Springs, Wyoming to Rangely, Colorado. It is part of a carbon dioxide transportation system which originates in Shute Creek, Wyoming. The Raven Ridge line receives custody of dense phase CO<sub>2</sub> through an Exxon metering station near Rock Springs and delivers the CO<sub>2</sub>, through a Chevron USA (CUSA) metering station, to CUSA as operator of the Rangely Production Unit.

The system contains no pumping or storage facilities and operates at nominal pressures from 1250 to 2700 psi along the pipeline route to insure that the CO<sub>2</sub> remains in the dense or super-critical liquid phase. CO<sub>2</sub> temperatures are maintained between 45°F and 100°F in the pipeline. Inlet pressure and flow requirements are provided at Shute Creek by Exxon and back pressure is maintained by CUSA at Rangely. Flow rates can vary from a minimum of 30 million cubic feet per day (MMSCFD) to 300 MMSCFD.

Product velocity can vary from 2 to 6 feet per second. In addition to volume the velocity is also a function of temperature and pressure conditions. Refer to the O & M Manual for the temperature and pressure relationship requirements for maintaining liquid conditions and for a discussion of the nature of CO<sub>2</sub>,

(b) (7)(F), (b) (3)

(b) (7)(F), (b) (3)

(b) (7)(F), (b) (3)

(b) (7)(F), (b) (3)

## RESPONSIBILITIES

### General

Under terms of the Transportation Contract with CUSA, the Operating Agreement with Raven Ridge Pipeline Company, and the agreement with BLM, Chevron Pipe Line Company accepts custody of CO<sub>2</sub> from Exxon at Rock Springs and delivers the same quantity to CUSA at Rangely. Acceptance of custody encompasses the responsibility of safe transportation of the entire quantity of CO<sub>2</sub> under the operating conditions specified in the agreements and contract listed above.

### Control Center

The Controller has overall responsibility to maintain operational surveillance and control of the system. In case of abnormal operations or emergency conditions, he/she is responsible to initiate remedial action and to make certain designated contacts with operators, line supervisors, management personnel and, under certain conditions, public officials. The Controller has dual accountability, primarily to the Control Center Team leader and secondarily, to the Rangely Field Team Leader. Planned shutdowns are coordinated between the Controller and the Field Team Leader.

The Rangely Field Team Leader is responsible for the maintenance of the trunk line as well as the appurtenant mechanical, electrical, electronic and instrument installations. The Team Leader is responsible for the visual surveillance of the system and is responsible to notify the on-shift Controller promptly of any noted abnormalities which could affect the continued safe operation of the pipeline. The field will respond promptly to Controller requests to verify any suspected abnormal operating information being reported to the Control Center by the SCADA system.

### Nature of CO<sub>2</sub>

CO<sub>2</sub> is a colorless, odorless, non-flammable, non-toxic substance that may exist as a gas, liquid, or solid, depending on the pressure-temperature relationship -Refer to the O & M Manual, Phase Diagram of CO<sub>2</sub>, which graphically illustrates this relationship. In the Raven Ridge System the CO<sub>2</sub> is transported in its supercritical or liquid phase. Dynamically, in this state, CO<sub>2</sub> acts differently than either gas or petroleum liquids, For example, during inadvertent valve closures the dense-phase CO<sub>2</sub> will not exhibit surge characteristics as a normal liquid would. Since the CO<sub>2</sub> is far more compressible, the pipeline will slowly pack and the pressure will gradually rise. To maintain a supercritical phase, a pressure in excess of 1,200 psi must be maintained. Lower pressures allow an intolerable phase separation.

Water as a contaminant can have additional ramifications. Water in contact with CO<sub>2</sub> forms carbonic acid. Because of this the CO<sub>2</sub> is sampled by a moisture analyzer at MP48, and the results closely monitored.

When the dense-phase CO<sub>2</sub> "flashes" or changes phase into a gas, there is corresponding temperature drop. This occurrence of auto-refrigeration exhibited by the CO<sub>2</sub> is of interest in that the sudden cold can be abusive to valve seat materials and humans.

### Hazards of CO<sub>2</sub>

The primary threat to personal health and safety occurs with the accidental or planned release of high pressure, dense phase CO<sub>2</sub> to the atmosphere. The vaporizing non-toxic, non-flammable CO<sub>2</sub> poses three potential hazards (1) asphyxiation from lack of oxygen, (2) hearing damage from excessive noise and (3) frostbite from skin contact with cold objects.

A risk analysis document\* prepared for the CUSA Rangely Unit states that, under certain atmospheric conditions, a major rupture in the pipeline could result in hazardous concentrations of CO<sub>2</sub> up to 3300 feet away from the rupture point. It also predicts that possible lethal concentrations could exist as far away as 2900 feet.

The following descriptions have been extracted and enhanced from the Safety Section of the CO<sub>2</sub> operating Manual Supplement.

### Oxygen Deficiency

Oxygen deficiency is the foremost hazard, because it is potentially fatal. CO<sub>2</sub> is heavier than air, and tends to collect in low areas. As CO<sub>2</sub> concentrates, it displaces oxygen and can cause asphyxiation. Because CO<sub>2</sub> is odorless and colorless, a worker may be unaware that the oxygen in his/her breathing air is being diluted and displaced by CO<sub>2</sub>,

The effect on an individual depends on the concentration of CO<sub>2</sub> inhaled:

5,000 PPM (equal to 0.5%) --maximum recommended concentration for 8 hour exposure

15,000 PPM (equal to 1.5%) --maximum recommended concentration for 15 minutes exposure

50,000 PPM (equal to 5%) --breathing difficulty is pronounced

100,000 PPM (equal to 10%) --immediately dangerous to life

These guidelines apply to the population in general. Each individual may be more or less severely affected depending on his own sensitivity. People with existing respiratory problems, such as asthma or emphysema, may have a lower tolerance.

Exposure to hazardous CO<sub>2</sub> concentrations is a danger either during a line blowdown, in the vicinity of a leak, or when making line repairs. Workers will protect themselves from exposure in these situations by using detection equipment and special air supplies.

Chevron Pipe Line provides monitors which will measure percent CO<sub>2</sub> concentration in the air. These monitors should be used when nearing an area where a blowdown is in progress, when

responding to a leak, or in any situation where a worker or supervisor suspects that CO<sub>2</sub> may collect.

It is difficult to estimate the size and shape of a CO<sub>2</sub> vapor plume, because it varies depending on the source of the CO<sub>2</sub>, the contour of the land, and the wind speed direction. The measured CO<sub>2</sub> levels should then be compared to the chart below to determine what protective equipment is needed.

CO <sub>2</sub> Concentration	Time in Area	Equipment Required
0-0.5%	Unlimited	None
0.5-1.5%	Under 15 minutes	None
0.5-1.5%	Over 15 minutes	SCBA or air trailer
1.5-5.0%	Any amount at all	SCBA or air trailer
Above 5.0%	Any amount at all	SCBA or air trailer

SCBA refers to a 30-minute self contained breathing apparatus. These units are available and should be taken in vehicles when CPL work procedures require SCBA in the work area. A 30-minute SCBA offers good protection from breathing hazards, but is not suitable for prolonged activities. In the event that a worker will be in a hazardous environment for over 30 minutes, it will be necessary to supply breathing air from a trailer equipped with compressed air bottles or other breathing air source.

In atmospheres of over 5% CO<sub>2</sub>, an additional or "standby" worker should be present and equipped with SCBA or breathing air. The standby serves as a backup to aid other personnel in the event of injury or equipment failure. Breathing air apparatus must be immediately available within 500 feet of an uncontrolled CO<sub>2</sub> release.

Treatment for CO<sub>2</sub> inhalation depends on the severity of the exposure. For mild exposure, removing the individual to normal air may be adequate. Medical treatment should be obtained if symptoms persist or if desired as a precaution.

For severe exposure and/or unconsciousness, resuscitation and medical treatment should be applied immediately after removing the victim to normal air. No one should attempt to rescue a victim without first properly equipping himself with breathing air.

#### \* Risk Analysis of Accidental Carbon Dioxide Exposure at the Rangely Weber Sand Unit

Prepared by ERT, A Resource Engineering Company, Fort Collins, Colorado

#### Noise

Venting of CO<sub>2</sub> through a blowdown stack, relief valve, or leakage point will result in noise levels which will cause permanent hearing loss. The noise is so excessive that ear damage will occur immediately, rather than over many years of exposure as with lower noise levels.

It is essential that personnel wear both ear plugs and ear muffs when in the presence of escaping CO<sub>2</sub>. Ear muffs must fit snugly and form a seal around the ear to be effective. The company will provide CPL employees the necessary protective equipment.

### **Cold Temperatures**

As CO<sub>2</sub> expands from the dense phase into the gas phase, it draws heat away from its surroundings. Both the CO<sub>2</sub> gas and the surrounding piping (and other objects) will become very cold. Skin contact can result in frostbite.

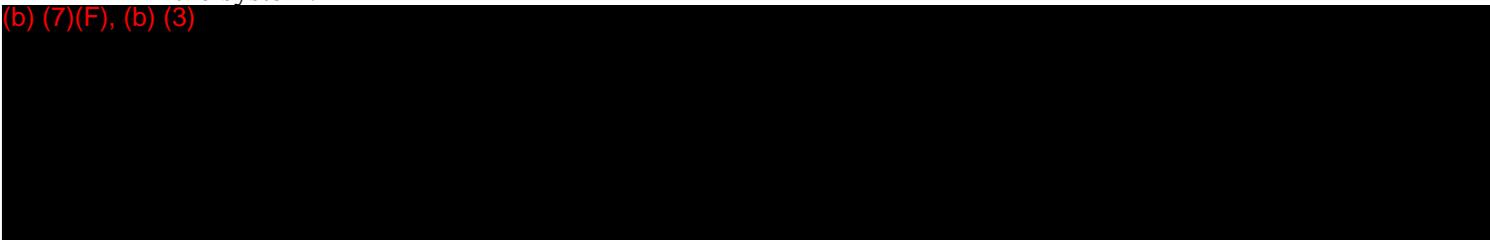
Situations which might result in extreme cold include system blowdown, relief valve venting, or leakage. Because CO<sub>2</sub> is odorless and colorless, the appearance of frost or ice crystals and the sound of escaping gas are good leak indicators.

Employees must wear long sleeves and gloves in addition to the normally required proper work clothing (hard hats, long pants, no tennis shoes) when working near escaping CO<sub>2</sub>. Safety glasses with side shields and/or goggles are also required. Face shields are optional. These requirements have been posted on signs at the blowdown facilities.

### **Full Flow Relief Valves**

To protect the pipeline from overpressure there are full flow relief valves located on either end of the system.

(b) (7)(F), (b) (3)



Each relief valve is full-flow, providing for relief of all of the CO<sub>2</sub> at the design flow rate. The pressure build-up upstream of the relief valve will never exceed the set value of the relief valve. Since two valves are provided at each site, there is 100% redundancy. The valves will automatically reset at 5-7% below the set pressure.

### **Moisture Analyzer**

A moisture analyzer has been included at MP-48 to sample and report the water content of the CO<sub>2</sub>. The water present in the CO<sub>2</sub> must be kept within contract limits to avoid the formation of carbonic acid in the pipeline as it is highly corrosive to the pipeline steel.

The range alarm on the moisture analyzer is set at 0-30 lbs. of water per MMSCF CO<sub>2</sub> (123 PPM). The water will stay in solution in the operating range of this pipeline in amounts as high as 100 to 200 PPM depending on pressure.

Refer to Section 404.2 for a description of the analyzer with instructions for its testing and analyzing.

### **Immediate Response Areas**

The following areas along the pipeline route can be identified as needing immediate response because of the criteria listed in the General Procedures Manual. The Primary risk to the public, as previously stated, is one of oxygen deficiency and severe rupture trauma rather than flammability as with hydrocarbon pipelines.

- (1) MP 49 -Interstate High 80, Union Pacific Railroad and Bitter Creek crossings.
- (2) MP 53 -State Highway 191 crossing.
- (3) MP 103 to MP 106 -Browns Park Recreational Area and Green River Crossing.
- (4) MP 143 to MP 146 -Green River crossing and flood plain.
- (5) MP 173 to MP 177 -Rangely Oil Field and CUSA CO<sub>2</sub> injection facility.

## LEAK/SPILL DETECTION

### General

Control of pipeline integrity is primarily a function of the Control Center. This 24-hour, manned facility monitors critical pipeline conditions such as flow and pressure, on a continuous basis.

Adverse conditions such as severe weather do not affect remote detection of a leak/spill unless all communications are disrupted, at which time contingency plans will be implemented. Conditions such as severe weather reduce or curtail spill detection by visible means, through factors such as reduced visibility and/or access.

Leaks are detected either by the methods described above, or by third party notification. Third party notification often results from third party discovery, followed by notification as a result of the numerous pipeline marker signs which show the Control Center emergency telephone number.

4. The entire system can be pressured and the rate of pressure decrease monitored. The rate of decrease, coupled with an analysis of the system hydraulics, can often pinpoint the general leak location;
5. After pressurization of the entire system, intermediate block valves can be closed and smaller individual sections can be monitored for pressure loss;
6. Special internal pipeline scrapers can be utilized, which can either detect the noise created by escaping fluids or measure pipeline wall thickness anomalies. These methods are generally useful when the leak is small and underground;
7. In conjunction with the above methods, or as a stand-alone method, the pipeline can be patrolled either by foot, vehicle, fixed winged aircraft or helicopter depending on the geography and length of the suspect pipeline section.

During the process of trying to determine the location of a possible leak, preliminary preparations are made to deal with a spill response anywhere within the suspect area. As the determination of a leak location is geographically narrowed, more precise response preparations can be made. For example, it might become readily apparent whether the spill is located in a land or water area.

The pipeline volumes between intermediate block valves, and between high and low geographical points, are either known and recorded on various maps and charts, or can be readily calculated based on pipeline volumes and lengths, corrected for various wall thicknesses. Factors such as which valves are open or closed, existing static pressures, vacuum correction and possible siphoning effects all have to be considered in making these calculations. Such calculations, by their very nature, are not precise, and the resulting volumes can only be considered close estimates.

As defined in the Company Core Plan, the Immediate Response Team (Field Team) will normally handle initial response to leaks/spills, the Sustained Response Team (more than a single Field Team) will normally handle larger discharges and the Major Incident Team will respond to significant releases/spills as needed.

For any spill occurrence, the Incident Commander will be responsible to determine the level of response required to initiate the mitigation requirements. See each State Appendix for additional emergency planning information as applicable.

### **Procedures for Removing the Threat of a Worst Case Discharge**

Certain events that may occur during the operation of the facilities could cause a worst case discharge. Such events would include abnormal operations as defined in 49 CFR Part 195.402 (d). Operating procedures, including procedures for dealing with abnormal operations, are covered in Section 300 in the Operations & Maintenance Manual for each pipeline system. These procedures address the requirements of 49 CFR Part 195.402 (d).

### **Pipeline Surveillance**

All pipelines are patrolled at intervals not exceeding three weeks but at least 26 times per calendar year. The detailed pipeline patrol procedures are listed in Section 205 of the Company Maintenance and Inspection Procedures Manual (Company MIPM). Other right-of-way maintenance procedures including water crossing inspections and encroachment control are listed in Section 200 of the Company MIPM.

### **Pipeline Cathodic Protection**

All pipeline segments are coated and cathodically protected. Cathodic protection inspections are performed in accordance with Section 500 of the Company MIPM.

### **Valve Maintenance**

All valves are inspected for proper operation at least twice per calendar year but at intervals not exceeding 7.5 months. The valve inspections are performed in accordance with Section 802 of the Company MIPM.

### **Anti-Drug Policy**

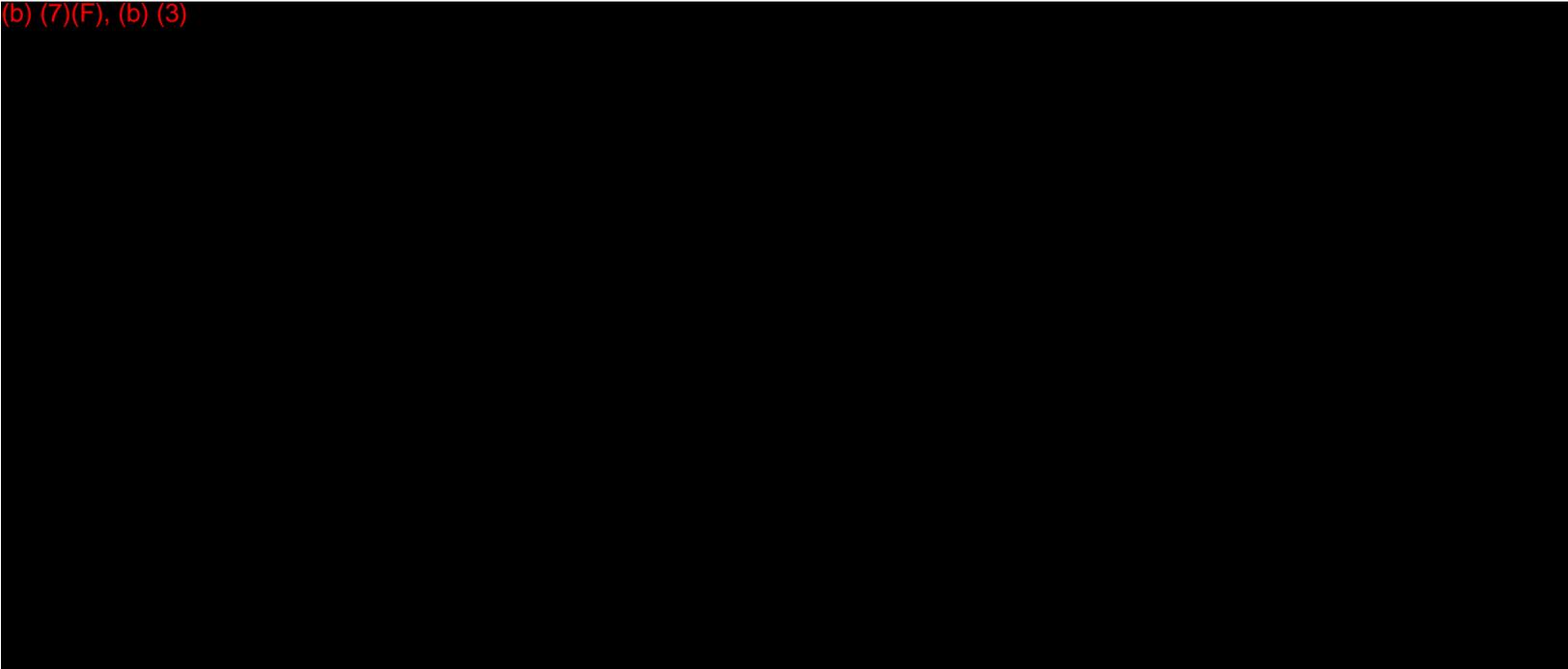
Company maintains an anti-drug plan that complies with 49 CFR Part 199. The anti-drug plan is maintained and administered by Company's Human Resources Group.

### **Above Ground Storage Tanks**

Above ground storage tanks are inspected and maintained in accordance with the procedures listed in Section 600 of the Company MIPM.

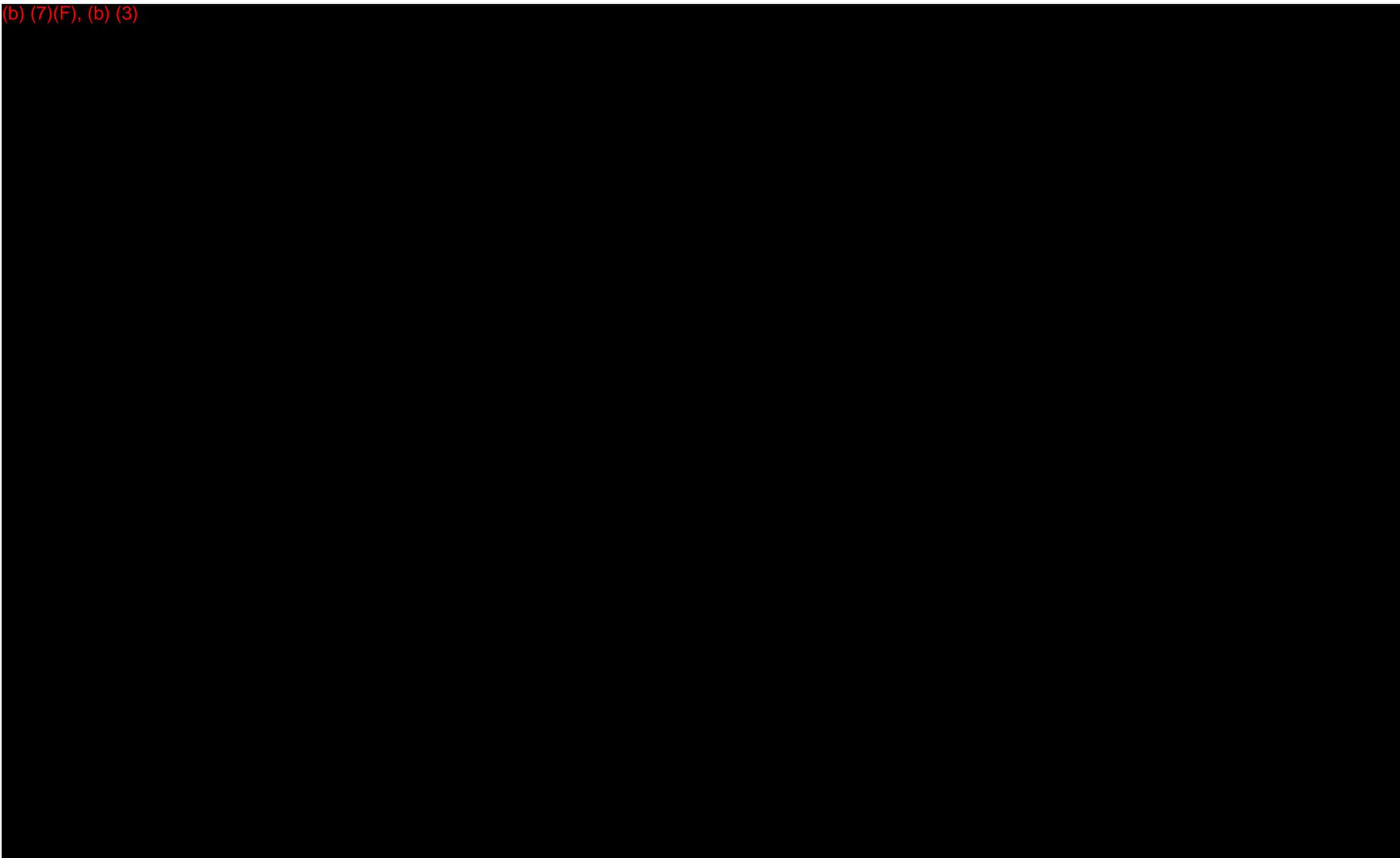
**Leak/Spill Detection**

(b) (7)(F), (b) (3)



RAVEN RIDGE PIPELINE MAP

(b) (7)(F), (b) (3)



**NOTIFICATIONS**

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**NOTIFICATION PROCEDURES**

Appropriate and timely notification of the incident is essential to activate the response organizations, to alert company management, to obtain assistance and cooperation of agencies, to mobilize resources and to comply with Federal, State and Local regulations.

The order of notification is based on the premise that those who can render assistance in controlling or minimizing the impacts of an incident be notified before those that are remote from the incident. Some notifications may occur simultaneously. The notification process encompasses the following categories:

- Internal Company notification
  - Activate Immediate Response Team
  - Area Management
  - Company Response Teams, as needed
  - Higher Company management levels as necessary.
- External notifications
  - Response contractors
  - Response cooperative
  - Concerned Agencies
  - Potentially impacted third parties

Notification lists must be accurate, current and readily available to those responsible for making notifications.

A comprehensive list of agency telephone numbers is provided in the front pocket of this manual.

A pipeline Incident Information Summary, shown in this Section, should be used to record information provided by the spill observer. When spills are reported by outside observers, they are often vague as to spill location and other details necessary for rapid response. It is important to obtain as much information as possible to facilitate decisions on the appropriate response actions.

The Notification Matrix in this Section shows a typical notification procedure. The order and timeliness of notification will depend on size and location of the spill. It should be based on the premise that safety, controlling the release and minimizing the impacts of the incident are of paramount concern.

NOTE: The following pages explain Company reporting procedures. For a detailed list of telephone numbers, see the Front of Pocket Information Section of this State Appendix Plan.

**INTERNAL NOTIFICATION****Initial Notifications For Immediate Response Actions**

The following internal notifications shall be implemented for any oil spill incident. Notification will not be delayed if Team Leaders are not immediately available. Authorization is given to bypass management levels as necessary to provide immediate notification to appropriate levels of Company management. The Spill Observer, or the first Company person notified of a spill that may be from a Company facility, shall notify the Team Leader. If the spill is initially reported to the Control Center, the Control Center Controller will notify the appropriate field Team Leader.

- The Team Leader shall notify appropriate operating personnel to control the operations that may be involved in the release.
- The Team Leader will assess the situation and if appropriate, activate the Immediate Response Team.
- The Team Leader shall notify the Pipeline Operations Specialist. Additional notifications will be made as indicated.

**Continuing Notifications**

The Incident Commander, a HES Staff person, or the Pipeline Operations Specialist will notify Company management as the situation demands.

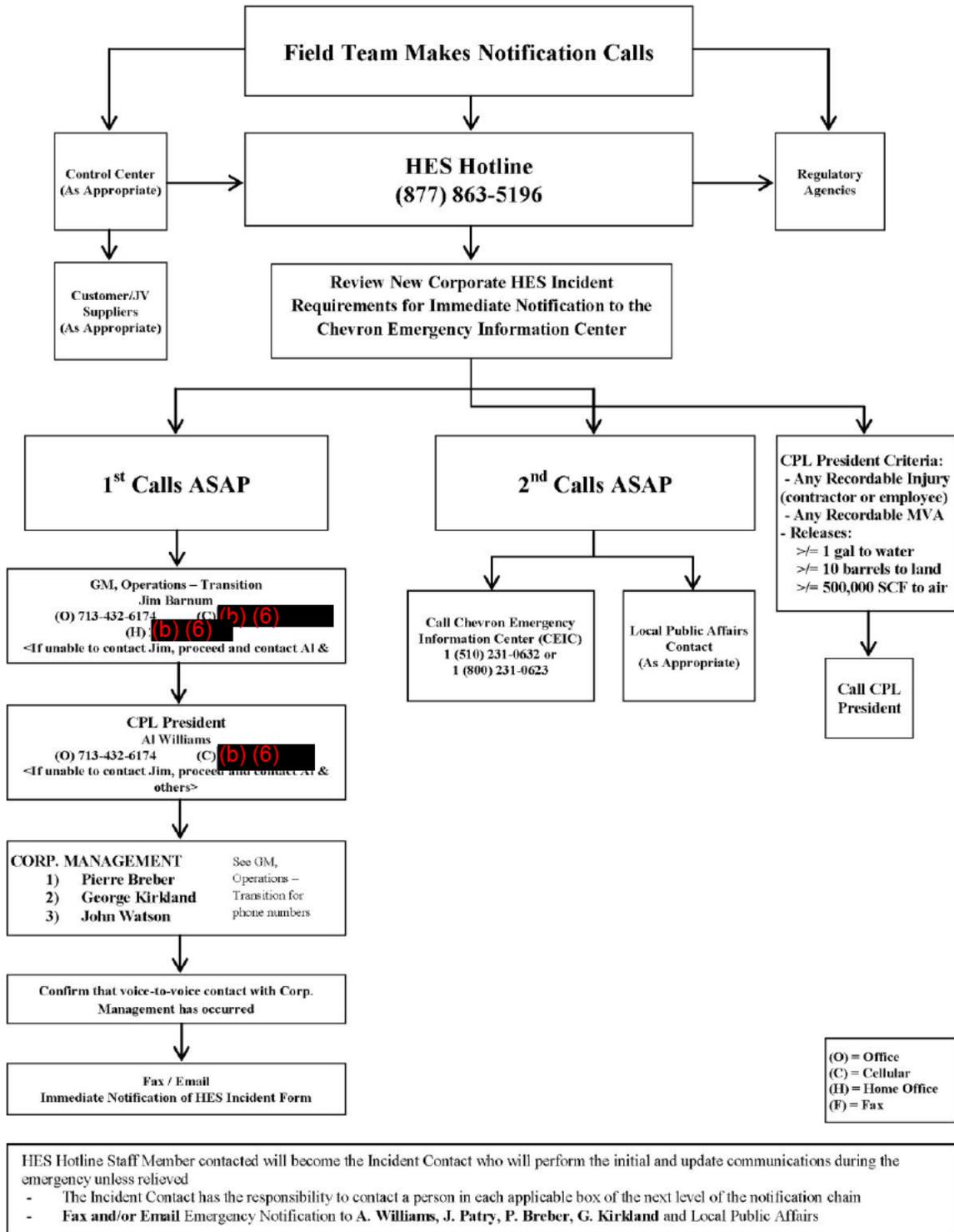
One person in the Region will be designated the “Region Incident Contact”. This person will be the one to receive periodic status updates from the Incident Commander and disseminate the update information as appropriate.

Use the form shown in this Section to notify the Home Office of the incident. A FAX cover sheet, shown in this Section will be used to transmit information to the Home Office.

The person in the Home Office that receives the initial incident report will assume the position of “Home Office Incident Contact”. The Home Office Incident Contact has the responsibility to call or otherwise notify other appropriate Home Office personnel. The Company and Corp Management Initial Emergency Notification Procedure, shown in the Front Pocket Information, outlines the process to follow when making incident notifications.

INTERNAL HES NOTIFICATION FLOWCHART

CHEVRON PIPE LINE CORPORATION MANAGEMENT  
INTERNAL HES NOTIFICATION FLOWCHART



Revised 05/2014

## INCIDENTS REQUIRING IMMEDIATE INTERNAL CORPORATE MANAGEMENT NOTIFICATION

**Note:** Internal Corporate Notification information only, not synonymous with Federal or State spill reporting Notifications Criteria located elsewhere in this Plan.

### Incidents Requiring Immediate Notification to Corporate Management

Highlighted Fields Indicate Reporting Requirements of a More Stringent Nature Within and Through the Chevron Gas & Midstream Organization

Incident Type	CG&M SBU* President or VP	CG&M President	Corp Emergency Response Staff and VP, HES	Reporting Officer and Chairman
Work-related fatality of employee, contractor, or third party	M	M	M	M
Work-related recordable injuries of employee, contractor, or third party	M	M		
Incidents resulting in multiple employee, contractor, or third party overnight hospitalization; (except for observation only)	M	M	M	M
Petroleum or petroleum product spills equal to or greater than 1 gallon and less than 1 barrels to water	M			
Petroleum or petroleum product spills equal to or greater than 1 barrels and less than 50 barrels to water	M	M		
Petroleum or petroleum product spills greater than 50 barrels to water	M	M	M	M
Petroleum or petroleum product spills greater than 10 barrels and less than 500 barrels to land	M	M		
Petroleum or petroleum product spills greater than 500 barrels to land	M	M	M	M
Any incident that attracts international or broad USA media coverage	M	M	M	M
Any incident that attracts significant local media coverage	M	M	M	R
Natural disaster, political unrest, civil disturbance, or other situations that threatens safety, health, or welfare of employees or contractors	M	M	M	R
Incidents resulting in the need for employees or public to shelter-in-place or evacuate	M	M	M	R
Release of Produced Gas, Natural Gas, or LPG greater than 500,000 SCF and less than 10 MMSCF or that presents fire/explosion hazard to populated area	M			
Release of Produced Gas, Natural Gas, or LPG greater than 10 MMSCF or that presents fire, explosion hazard to populated area	M	M	M	R
Any release of LNG that is reported to government agencies, or attracts, or is expected to attract media attention, or involves a vessel incident	M	M	R	R
Chemical release to land, water, or air greater than 8000 Kg or that threatens human safety or health or adverse impact to environment.	M	M	M	R
Fire, explosion, well blowout or other incident damaging Company and/or third party assets with costs likely to exceed \$500,000 for physical damage, loss of product or production, and incident response	M	M	M	R
<b>Note:</b> kidnapping and ransom				

See CVX Corporate Security Guidelines

**Note:**

M = Mandatory (Phone call via operating chain preferred for initial notification Details can follow via email or fax)

R = Recommended

20110530Upward Notification Require doc

\*SBUs may have requirements that differ for what is reportable to their management

## UTAH STATE APPENDIX

SECTION 2  
NOTIFICATIONS**IMMEDIATE NOTIFICATION OF HES INCIDENT INFORMATION FORM**

To be used when Upward Notification by telephonic and e-mail communication methods are either unable to be performed or prove unsuccessful.

Business Unit:		Location:	
Person Making Notification:	Local Date and Time of Notification:	Contact Number:	
Type of Incident: <input type="checkbox"/> Fatality <input type="checkbox"/> Spill/Release <input type="checkbox"/> Injuries <input type="checkbox"/> National/Significant Local News Coverage <input type="checkbox"/> Other Significant HES Incident _____			
Local Date and Time of Incident:			
Description of Incident/Name of Oil Involved/Estimated Volume of Oil Spilled:			
Injuries:			
Actions Taken or Planned:			
Assistance Required:			
Media Attention:			
Other Information, Including Weather Conditions:			
Corp ERS Team Member Taking Report:			

Fax: 1-510-242-3787

E-mail: ceichl@chevron.com

**EMERGENCY NOTIFICATION TO MANAGEMENT FAX**

**EMERGENCY  
NOTIFICATION TO  
MANAGEMENT FAX**

From:  
Chevron Pipe Line Company  
4800 Fournace Place  
Bellaire, TX 77401

Phone: ( ) -

Fax: (713) 432-3477

Date:

Pages 2



Mr. Al Williams (CPL President)  
Mr. George Kirkland (Vice Chairman)  
Mr. Pierre Breber (Chevron President)

At: (AWilliams@Chevron.com)  
(GLKirkland@Chevron.com)  
(PBreber@Chevron.com)

CEICHL

(800) 231-0623 (CEICHL)

Remarks:       Urgent       Please Confirm Receipt       Reply ASAP

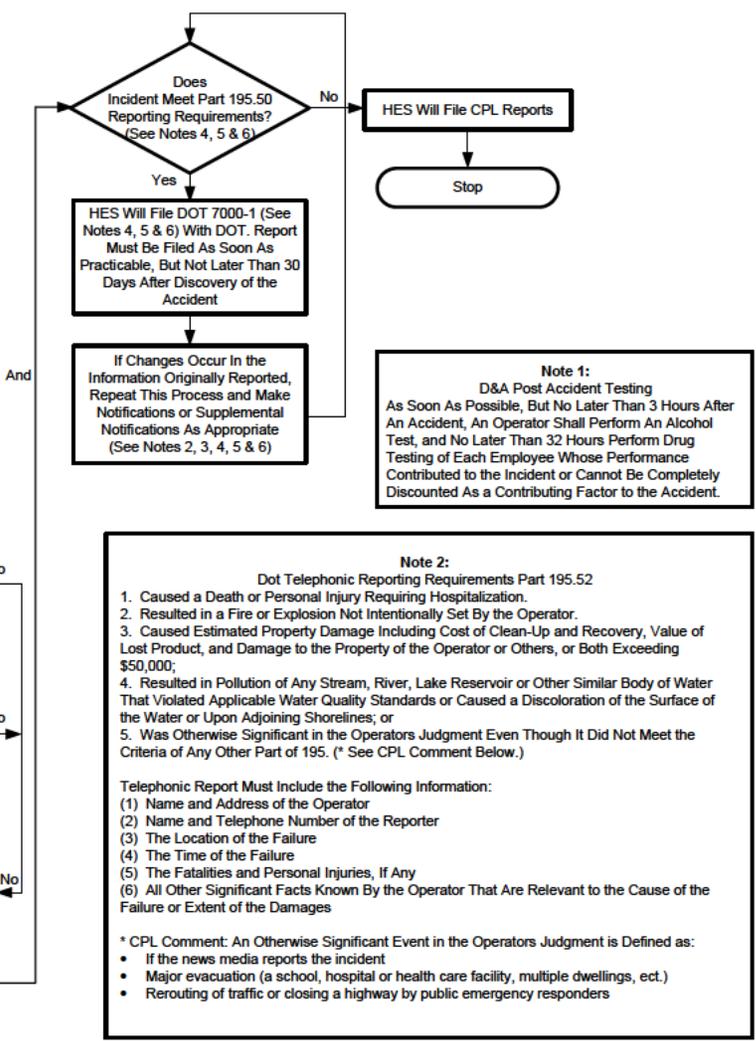
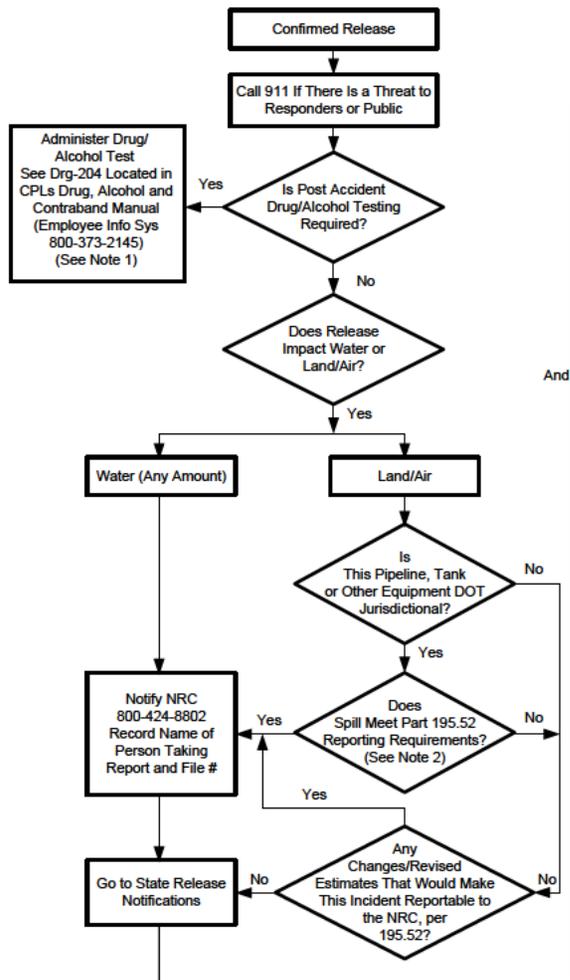
CPL Emergency Incident Contact is: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Revised: 05/14

AGENCY NOTIFICATION CHART

Agency Notification Chart



**Note 3:**  
Additional Responder/Agency Telephone Numbers Can Be Found Under Site Specific Tabs and In The Front Pocket Information.

**Note 4:**  
DOT Written Reporting Requirements §195.50  
An Accident Report Is Required For Each Failure In A Pipeline System Subject To This Part In Which There Is a Release of the Hazardous Liquid or Carbon Dioxide Transported Resulting In Any of the Following:  
(a) Explosion or Fire Not Intentionally Set By Operator  
(b) Release of 5 gallons (19 liters) or More of Hazardous Liquid or Carbon Dioxide, Except That No Report is Required for a Release of Less Than 5 barrels (0.8 cubic meters) Resulting From a Pipeline Maintenance Activity if the Release is:  
(1) Not Otherwise Reportable Under This Section  
(2) Not One Described in Sec 195.52(a)(4) (Pollution to Water)  
(3) Confined to Company Property or ROW, and  
(4) Cleaned Up Promptly  
(c) Death of Any Person  
(d) Personal Injury Necessitating In-Patient Hospitalization  
(e) Estimated Property Damage, Including Cost of Cleanup and Recovery Value of Lost Product, and Damage to the Property of the Operator or Others, or Both, Exceeding \$50,000  
Send Information Regarding the Incident to the Appropriate DOT Specialist Who Will Submit the Written Report DOT 7000-1.

**Note 5:**  
195.54 Accident Reports  
(b) Whenever An Operator Receives Any Changes In The Information Reported or Additions to the Original Report on DOT Form 7000-1, It Shall File a Supplemental Report Within 30 Days

**Note 6:**  
For Spills 5 Gals to 5 BBLs Not Otherwise Reportable Under 195.50 (Note 4) Nor Resulting In Water Pollution. Complete Only Page 1 of DOT 7000-1.  
For All Other Reportable Spills 5 Gals or 5 or More BBLs or Reportable By Other Criteria Under 195.50 (Note 4), Complete As Much As Possible of the Long Form Within the 30 day Filing Period.

2009-01-20 Agency Notification

## UTAH STATE APPENDIX

SECTION 2  
NOTIFICATIONS

## UTAH RELEASE NOTIFICATIONS

UTAH RELEASE NOTIFICATIONS			
RELEASE TO LAND (PRIMARY)		RELEASE OR POTENTIAL RELEASE TO WATER (PRIMARY)	
Department of Environmental Quality (Spills to land over 25 gallons or spills in any amount that may cause potential harm to humans or the environment.) Within 24 Hours	24 Hr (801) 536-4123	Department of Environmental Quality (Report all spills to water or have the potential of entering waters of the state, i.e. surface waters, groundwaters and wetlands. A sheen is a reportable release.) Immediately	(801) 536-4123  Also contact Division of Water Quality at: (801) 538-6146
Utah Department of Natural Resources Division of Oil, Gas and Mining (Report all fires, leaks, breaks, spills, blowouts, and other undesirable events occurring at any oil and gas drilling, producing, or transportation facility, or at any injection or disposal facility.) See additional information on Page 12	Office Hours: (801) 538-5340  24 Hours: (801)243-9466	Utah Department of Natural Resources Division of Oil, Gas and Mining (Report all fires, leaks, breaks, spills, blowouts, and other undesirable events occurring at any oil and gas drilling, producing, or transportation facility, or at any injection or disposal facility.)	Office Hours: (801) 538-5340  24 Hours: (801)243-9466
Environmental Response and Remediation (Release of CERCLA Hazardous Substances) (for spills not effecting water)	(801) 536-4100	Utah State Department of Health, Salt Lake, City Division of Environmental Health (Report spills directly into and/or has the potential of getting into waters.)	24 Hr (801) 536-4123
Bureau of Land Management (If on BLM land and 10 gallons or more)	(801) 539-4001		
State Wildlife Resources Division (If incident may impact sensitive fish or wildlife habitats or if any fish or wildlife are observed to have been in contact with crude oil, appear to be in or are dead near the scene of an incident.)		State Wildlife Resources Division (If incident may impact sensitive fish or wildlife habitats or if any fish or wildlife are observed to have been in contact with crude oil, appear to be in or are dead near the scene of an incident.)	
	Dispatch 24 Hr. (800) 662-3337		Dispatch 24 Hr. (800) 662-3337
	Salt Lake City (801) 538-4700		Salt Lake City (801) 538-4700
Division of Air Quality	(801) 536-4000	Division of Air Quality	(801) 536-4000

## DOT SPECIALIST NOTIFICATIONS

## DOT Specialist Notifications

Note: In addition to following the HES Notifications Flowchart and making the required agency notifications above and below, notify the appropriate DOT Specialist when any of the following occurs: Spill, Releases, MVC's involving company operated commercial vehicles and may incident involving an OQ covered task. DOT Specialists geographic area and telephone numbers are listed below:

Name	Phone #	Area of Responsibility
Randy Burke	281-451-7537	Texas – Shares the responsibility for Colorado, Utah.
Henry Leger	337-654-8915	Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Garrett Parker	713-598-0613	Shares responsibilities for Utah, and Texas, Louisiana, Mississippi, Alabama as well as the following entities extending into the state of Texas: Chevron Petrochemical Pipeline, LLC & Sabine Pipe Line, LLC.
Gary Saenz	281-450-5523	California – Shares the responsibility for Colorado, Utah.
Jeff Richardson	713-628-6319	California – Shares the responsibility for Colorado, Utah, Texas, and Louisiana.

## NATIONAL RESPONSE CENTER (NRC)

800-424-8802

Notify the NRC for any release to water.  
Refer to additional NRC requirements in the NRC Reporting Section of this document.

**NATIONAL RESPONSE CENTER****National Response Center (NRC)  
800-424-8802**

For oil spills, liquid pipeline releases, gas pipeline releases, other releases as defined below:

**All Spills**

- Any release to water

**Liquid Pipeline Releases**

At the earliest practicable moment following discovery of a release of the hazardous liquid or carbon dioxide transported resulting in an event described in Sec. 195.50, the operator of the system shall give notice, in accordance with this section, of any failure that:

- Caused a death or a personal injury requiring hospitalization;
- Resulted in either a fire or explosion not intentionally set by the operator;
- Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;
- Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or
- In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

Reports made under this paragraph must be made by telephone to the National Response Center at 800-424-8802 or 202-267-2180 and must include the following information:

- Name and address of the operator.
- Name and telephone number of the reporter.
- The location of the failure.
- The time of the failure.
- The fatalities and personal injuries, if any.
- All other significant facts known by the operator that are relevant to the cause of the failure or extent of the damages.

**Telephonic Notification to NRC – Continued****Gas Pipeline Releases**

Per DOT, Gas means natural gas, flammable gas, or gas which is toxic or corrosive;

Incident means any of the following events:

- An event that involves a release of gas from a pipeline or of liquefied natural gas, liquefied petroleum gas, refrigerant gas, or gas from an LNG facility and that results in one or more of the following consequences:
  - (i) A death, or personal injury necessitating in-patient hospitalization;
  - (ii) Estimated property damage of \$50,000 or more, of the operator or others, or both, but excluding cost of gas lost;
  - (iii) Unintentional estimated gas loss of three million cubic feet or more;
- (2) An event that results in an emergency shutdown of an LNG facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.
- (3) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

At the earliest practicable moment following discovery, each operator shall give notice of each incident as defined above.

Each notice shall be made by telephone to 800-424-8802 and shall include the following information:

- Names of operator and person making report and their telephone numbers.
- The location of the incident.
- The time of the incident.
- The number of fatalities and personal injuries, if any.
- All other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damages.

**Chemical Spills to Land or Air**

- Chemical release that exceeds the RQ.

**ADDITIONAL UTAH BLM SPILL NOTIFICATION INFORMATION**

The Utah BLM must be notified of all spills over 10 gallons on BLM land. Spills that affect natural resources or may have a major impact on waterways should also be reported. For spills  $\geq 100$  gallons, the notification must be immediate.

**Vernal BLM office:** (435) 781-4400

State BLM office: (801) 539-4001

**Federal BLM**

Salt Lake District: (801) 977-4300

Cedar City Field Office: (435) 586-2401

Pony Express Resource Area: (801) 977-4300

**The State Wildlife Resources Division** should be contacted if the incident may impact sensitive fish or wildlife habitats or if any fish or wildlife are observed to have been in contact with crude oil, appear to be ill or is dead near the scene of an incident.

Salt Lake City: (801) 538-4700

Dispatch office: (800) 662-3337 (24 Hrs.)

**ADDITIONAL STATE AND LOCAL NOTIFICATION INFORMATION**

Oil Report spills directly into and/or has the potential of getting into waters of the state to:

Utah State Department of Health, Salt Lake, City  
Division of Environmental Health  
(24 hour) (801) 536-4123

**Notes:**

1. "Waters of the state" include surface waters, groundwaters, and wetlands.
2. The spill report shall include the following
  - a. Name, phone number, and address of responsible party or company.
  - b. Name, title, and phone number or person reporting.
  - c. Time and date of spill.
  - d. Location of spill - as specific as possible, including nearest town or city, highway, and waterway.
  - e. Kind and amount of material spilled.
  - f. Cause of spill
  - g. Containment procedures undertaken and proposed procedure for cleanup and disposal.
  - h. Waterways involved or proximity to waterways.
  - i. Other agencies contacted.

Report all fires, leaks, breaks, spills, blowouts, and other undesirable events occurring at any oil and gas drilling, producing, or transportation facility, or at any injection or disposal facility to:

Utah Department of Natural Resources  
Division of Oil, Gas and Mining  
(801) 538-5340

Report all "major undesirable events" as soon as practical but within a maximum of 24 hours after discovery followed by a written report of the incident within 5 days following the conclusion of the undesirable event. Report all "minor undesirable events!" in a written report of the incident within 5 days following the commencement of the undesirable event.

**Notes:**

1. "Major undesirable events" include the following:
  - a. Leaks, breaks, or spills of oil, saltwater, or oil field wastes which result in the discharge of more than 100 barrels of liquid which are not fully contained on location by a wall, berm or dike.
  - b. Equipment failures or other accidents which result in the flaring or wasting of more than 500 mcf of gas.
  - c. Any fire which consumes the volumes of liquid or gas specified in a. or b.
  - d. Any spill, venting, or fire regardless of the volume involved, which occurs in a sensitive area stipulated on the approval notice of the initial APD for a well, e.g. parks, recreation sites, wildlife refuges, lakes, reservoirs, streams, or urban, or suburban areas.
  - e. Each accident which involves a fatal injury.
  - f. Each blowout, loss of control of a well.
2. "Minor undesirable events" include the following:
  - a. Leaks, breaks, or spills of oil, saltwater, or oil field wastes which result in the discharge of more than 10 barrels of liquid and are not considered "major undesirable events" under Note 1.
  - b. Equipment failures or other accidents which result in the flaring, venting or wasting of more than 50 cfm of gas and are not considered "major undesirable events:"
  - c. Any fire which consumes the volumes of liquid or gas specified in a. and b.
  - d. Each accident involving a major or life-threatening injury.
3. The written reports of undesirable events may be substituted on Form DOGM-9 - Sundry Notice and Report of Wells - or on writing with the following information to:

Utah Department of Natural Resources  
1594 West North Temple  
Salt Lake City, Utah 84114-5801

## UTAH STATE APPENDIX

SECTION 2  
NOTIFICATIONS

- a. The report should include:
- b. Date and time of occurrence and, if immediate notification was required, the date and time the occurrence was reported to the Division.
- c. Location where the incident occurred described by section, township, range, and county.
- d. Specific nature and cause of the incident.
- e. Description of the resultant damage.
- f. Action taken, the length of time required for control of containment of the incident, and the length of time required for subsequent cleanup.
- g. Estimate of the volumes discharged and the volumes not recovered.
- h. Cause of death if any fatal injuries occurred.

Hazardous Substances	Same As Hazardous Wastes
Hazardous Wastes	Report Spills To Emergency Response Specialists, via the HES Hotline 877-863-5196, Who Determines If It Could Threaten Human Health Or The Environment Outside The Facility To The Local Authorities. Also Notify The Utah State Department of Health at the Above Number.
Hazardous Materials	Same As Hazardous Wastes
Excess Air Emissions	Report Excess Emissions Within 4 Hours, But In No Case More Than 24 Hours To: Utah Air Conservation Committee (24 Hour) 801-536-4123

**Counties**

Tri County Health Department  
147 East Main Street  
Vernal Utah 84078  
Phone: (435) 781-5475

Wasatch Wasatch City/County Health Department  
55 South 500 East  
Heber City, Utah 84032  
Phone: 801-654-2700  
FAX Number: 435-654-2705

Summit Summit City/County Health Department  
85 North 50 East  
Post Office Box 128  
Coalville, Utah 84107  
Phone: (435) 336-3222

## UTAH STATE APPENDIX

SECTION 2  
NOTIFICATIONS

Local Units	Phone	Address
Coalville	435-336-2222	85 North 50 East
		Post Office Box 128
		Coalville, Utah 84017
Park City	435-615-3910	6505 North Landmark Dr.
		Park City, Utah 84068
Kamas	435-783-4321	110 North Main
		Post Office Box 698
		Kamas, Utah 84036

Salt Lake Salt Lake City/County Health Department  
610 South 200 East  
Salt Lake City, Utah 84111  
Phone: (801) 313-6600

Davis Davis County Health Department  
Courthouse, Room 24  
28 East State Street  
Post Office Box 618  
Farmington, Utah 84025  
Phone: 801-451-3340

Weber Weber/Morgan District Health Department  
477 23<sup>rd</sup> Street  
Ogden, Utah 84401  
Phone: 801-399-7120

Box Elder Bear River District Health Department  
655 East 1300 North,  
Logan, Utah 84321  
Phone 435-792-6500

## UTAH STATE APPENDIX

SECTION 2  
NOTIFICATIONS

<b>Salt Lake Station/Chevron Property</b>			
<b>First Call Emergency</b>		<b>X7311 Chevron Refinery</b>	
<b>From station compound on cellular phones, dial</b>		<b>801-539-7311</b>	
<b>Sheriff's Office/Police</b>	<b>911</b>	<b>Fire Dept.</b>	<b>911</b>
<b>Area</b>	<b>Phone</b>	<b>Area</b>	<b>Phone</b>
Salt Lake County	(801) 535-5441	Salt Lake City	801-799-4231
Salt Lake City	(801) 799-3000	Salt Lake County	801-743-7100
N. Salt Lake	801-298-6000	Davis County	(801) 451-4150
Woods Cross	(801) 292-4422	Emergency	(801) 451-4151
Davis County	(801) 451-4100	Woods Cross	801-677-2400
Park City	(435) 615-5500	South Davis	801-677-2400
Wasatch	(435) 654-1411	or	(435) 259-1843
Emergency	(801) 451-4151	South Summit	(435) 783-2375
Environmental	(801) 538-6333	Kimball Fire Station	(435) 645-9440
<b>Highway Patrol (Salt Lake)</b>		<b>Doctor (Salt Lake)</b>	
24 Hours	(801) 887-3800	G. VanKomen	801-464-7660
		W. Michelsen	(801) 521-2551
<b>Ambulance</b>	<b>X7311</b>	<b>Hospital</b>	
Salt Lake County	(801) 972-1211	L.D.S.	(801) 408-1100
Salt Lake City	(801) 972-1211		
Davis County	(435) 451-4250		
Gold Cross	(801) 972-1211		

<b>Myton Station</b>			
<b>Sheriff's Office</b>	<b>911</b>	<b>Fire Department</b>	<b>911</b>
Uintah County	(435) 789-2511	Fort Duchesne	(435) 722-2911
<b>Highway Patrol</b>		Roosevelt	(435) 722-5001
Roosevelt	(435) 772-0259	<b>Hospital</b>	
	(435) 722-4583	Unitah Basin Medical Center	(435) 722-4691
<b>Ambulance</b>	<b>911</b>		
Duchesne	(435) 738-2424		
Altamont	(435) 738-2424		

## UTAH STATE APPENDIX

SECTION 2  
NOTIFICATIONS

<b>Bonanza Station / Red Wash Station / Wonsit Station</b>			
<b>Area</b>	<b>Phone</b>	<b>Area</b>	<b>Phone</b>
<b>Sheriff's Office</b>		<b>Ambulance</b>	
Uintah County	911 (Inside Area)	Sheriff	435-789-2511
Business	435-789 2511	Gold Cross	435-789-6907
Emergency	435-89-4222	<b>Hospital</b>	
<b>Highway Patrol</b>		Ashley Valley	435-789-3342
Vernal	435-781-6740		
<b>Fire Department</b>			
Vernal	435-789-4222		

<b>Hanna Station / Tabiona Station</b>			
<b>Sheriff's Office</b>		<b>Ambulance</b>	
Duchesne	435-738-2424	Duchesne	435-738-2424
<b>Highway Patrol</b>		Tabiona	435-738-2424
Roosevelt	435-772-0259	<b>Hospital</b>	
<b>Fire Department</b>	800-243-0456	Duchesne/Unitah Basin Medial Center	435-722-4691

<b>Woodland Station</b>			
<b>Sheriff's Office</b>		<b>Doctor (Wasatch Med. Clinic)</b>	
Wasatch (24 hour)	801-654-1411	Heber	801-654-1501
<b>Heber City Police</b>	435-655-3445	<b>Ambulance (Kamas)</b>	911
<b>Highway Patrol</b>		Wasatch	801-654-3211
Heber City	801-654-1091	<b>Hospital (Wasatch)</b>	
<b>Fire Department (Kamas)</b>	911	Heber	801-654-2500
Wasatch	801-654-3211		
Fire Const. Board	801-654-0757		

<b>Kimball Station</b>			
<b>Sheriff's Office</b>		<b>Doctor (Salt Lake)</b>	
Park City	435-615-5500	G. VanKomen	801-328-7192
Emergency	801-649-9361/9321	W. Michelsen	801-521-2551
<b>Highway Patrol</b>		<b>Ambulance</b>	801-649-9321
Coalville	801-336-4461	<b>Hospital</b>	
Salt Lake City	801-887-3800	L.D.S.	801-321-1180
<b>Fire Department</b>	911	St. Marks	801-268-7777
	801-649-9321	Holy Cross	801-350-4631
		Information	801-350-4111
		Life Flight	801-321-1234

## UTAH STATE APPENDIX

SECTION 2  
NOTIFICATIONS

<b>Salt Lake City</b>	
<b>Underground Utilities Location Center</b>	800-424-5555
<b>Utah Power And Light</b> (Power Outages)	888-221-7070
<b>Northwest Pipeline Co.</b>	
<b>Salt Lake City Water Dept.</b> (Emergency)	801-483-6700
<b>Mountain Fuel Supply Co.</b>	801-534-5111
(Line Location)	801-662-4111

<b>Tesoro Oil Company</b>		<b>Flying J/Big West</b>	
474 West 900 North		P. O. Box 175	801-298-7508
Salt Lake City, UT 84103		N. Salt Lake, UT 84111	801-298-7733
(Boiler Plant 24 Hours)	801-366-2048		
(Refinery Manager)	801-521-4813	<b>Tesoro Pipe Line Company</b>	
		1070 West 1500 South	
<b>Holly</b>		Woods Cross, UT 84087	801-292-0435
393 South 800 West			
Woods Cross, UT 84087		<b>Pioneer Pipe Line Company</b>	
(Max Staples M-F)	801-299-6630	245 East 11th North	
(24 Hours)	801-299-6647	North Salt Lake, UT 84111	
Or	801-299-6648	(Business Hours)	801-295-2325
		(Houston 24 Hours)	800-231-2551

<b>Williams Pipe Line Company</b>		<b>Silver Eagle Refinery</b>	
295 Chipeta Way		2355 South 1100 West	
Salt Lake City, UT		Woods Cross, UT 84087	801-298-3211
(24 Hours)	801-584-6574		
	801-583-8800		
<b>Chevron Refinery</b>		<b>Silver Eagle</b>	
2351 North 1100 West		1600 West 1500 South	
Salt Lake City, UT 84116	801-539-7200	Woods Cross, UT 84087	801-295-9256

## UTAH STATE APPENDIX

SECTION 2  
NOTIFICATIONS

## THIRD PARTY UTILITY OR PIPELINES

Field Team Area	Third Party Utility or Pipeline Company Name	Emergency Contact Number
All	Blue Mountain Energy/Deserato Mine Rail Road	801-842-1021
All	Century Link Telephone	970-675-2158
All	Enterprise/Mapco	800-546-3482
Rangely	Moon Lake Electric	970-220-2006
Rangely	Merritt Energy	972-628-1540
Rangely	Moon Lake Electric	970-220-2006
Rangely	Tesoro Pipeline	432-687-9315
Rangely	Questar	800-300-2025
Rangely	Williams Pipeline	800-584-6948
Salt Lake	Kern River Gas	800-272-4817
Salt Lake	Rocky Mountain Power	888-221-7070

## UTAH LOCAL EMERGENCY PLANNING COMMITTEES (LEPC) LIST

Name	Phone	Alternate / Mobile	Fax
Box Elder County LEPC	(435) 734-3814	(b) (6)	435-734-3800
Daggett County LEPC	(435) 784-3210		435-784-3335
Davis County LEPC	801-451-4129		801-451-4167
Duchesne County LEPC	435-738-1181		435-738-5522
Salt Lake County LEPC	801 743-7100		801-743-7133
Summit County LEPC	435-940-2500		435-615-7011
Uintah County LEPC	435-781-5466		435-781-5491
Weber County LEPC	801-778-6682		801-778-6668

## UTAH STATE APPENDIX

## U.S. FIELD PGPA EMERGENCY RESPONSE COVERAGE

Geography Coverage	Primary	Location	Phone number	Cell Number	Secondary	Location	Phone Number	Cell Number
AL, GA, FL, SC, NC, KY, TN, NJ	<b>Stan Luckoski</b> <i>Corp PGPA</i>	Atlanta	770.984.3010	(b) (6)	<b>Steve Renfroe</b> <i>Global DS</i>	Pascagoula	228.938.4548	(b) (6)
					<b>Phil Blackburn</b> <i>Global Gas</i>	Houston	713.372.4920	
LA (On-Shore) and Gulf Coast Off-Shore	<b>Felicia Frederick</b> <i>CNAEP/GO M</i>	Covington	985.773.6082		<b>Chanel Jolly</b> <i>CNAEP/GOM</i>	Covington	985-773-6454	
MS (Onshore)	<b>Steve Renfroe</b> <i>Global DS</i>	Pascagoula	228.938.4548		<b>Katherine Swetman</b> <i>Global DS</i>	Pascagoula	228.938.4855	
					<b>Amy Brandenstein</b> <i>Global DS</i>	Pascagoula	228.938.4563	
					<b>Trudi Dixon</b> <i>Global DS</i>	Pascagoula	228.938.4964	
TX, NM, OK, Houston	<b>Mickey Driver</b> <i>Corp PGPA</i>	Houston	713.372.4912		<b>Margaret Cooper</b> <i>Corp PGPA</i>	Houston	713.372.4919	
UT, ID, MT, WY, CO	Greg Hardy <i>Corp PGPA</i>	Salt Lake	801.539.7337		<b>Mickey Driver</b> <i>Corp PGPA</i>	Houston	713.372.4912	
Los Angeles, San Bernardino, Riverside Counties	<b>Rod Spackman</b> <i>Global DS</i>	El Segundo	310.615.5281		<b>Lily Craig</b> <i>Global DS</i>	El Segundo	310.615.5483	
					<b>Jill Brunkhardt</b> <i>Global DS</i>	El Segundo	310.615.5387	
Orange County, San Diego County, AZ, NV, NM	<b>Juan Garcia</b> <i>Global DS</i>	Brea	714.671.3457		<b>Rod Spackman</b> <i>Global DS</i>	El Segundo	310.615.5281	
					<b>Lily Craig</b> <i>Global DS</i>	El Segundo	310.615.5483	
AK	<b>Roxanne Sinz</b> <i>CNAEP/MC A</i>	Anchorage	907.263.7623		<b>Christine LeLaurin</b> <i>CNAEP/MCA</i>	Houston	713.372.2927	
Central California	<b>Carla Musser</b> <i>CNAEP</i>	Bakersfield	661.654.7155		<b>Simon Tait</b> <i>CNAEP</i>	Bakersfield	661.654.7153	

**SECTION 2  
NOTIFICATIONS**

**UTAH STATE APPENDIX**

Geography Coverage	Primary	Location	Phone number	Cell Number	Secondary	Location	Phone Number	Cell Number
Central California - Coastal Areas	<b>Suzanne Parker</b> <i>Global DS</i>	San Luis Obispo	805.546.6985	(b) (6)	<b>Carla Musser</b> <i>CNAEP</i>	Bakersfield	661.654.7155	(b) (6)
Northern California, OR, WA San Ramon/ Concord Office Bldgs.	<b>Marian Catedral</b> <i>Global DS</i>	San Ramon	925-842-2969		<b>Juan Garcia</b> <i>Global DS</i>	Brea	714.671.3457	
					<b>Marielle Boortz</b> <i>Corp PGPA</i>	San Ramon	925.790.3496	
Richmond	<b>Dean O' Hair</b> <i>Global DS</i>	Richmond	510.242.2400		<b>Walt Gill</b> <i>Global DS</i>	Richmond	510.242.3585	
Sacramento	<b>Steve Burns</b> <i>Corp PGPA</i>	Sacramento	916.441.3638		<b>KC Bishop</b> <i>Corp PGPA</i>	Sacramento	916.441.3638	
Washington, D. C.	<b>Lisa Barry</b> <i>Corp PGPA</i>	Washington DC	202.408.5865		<b>Dan Fager</b> <i>Corp PGPA</i>	Washington DC	202.408.5857	
					<b>Dave Sander</b> <i>Corp PGPA</i>	Washington DC	202.408.5853	
Hawaii	<b>Albert Chee</b> <i>Corp PGPA</i>	Kapolei	808.682.2313		<b>Rod Spackman</b> <i>Global DS</i>	El Segundo	310.615.5281	
					<b>Carina Tagupa</b> <i>Corp PGPA</i>	Hawaii	808.682.2333	
<b>Last update 4/26/11</b>			<b>Chevron Confidential</b>			Revised by: Mylene Bombon (MBOM) (925) 842-0775		

**U.S. Field PGPA Emergency Response Coverage – Continued Next Page**

## UTAH STATE APPENDIX

## U.S. Field PGPA Emergency Response Coverage - Continued

<b>Functional Notification by PGPA Person:</b>								
Upstream	<b>Ed Spaulding</b>	Houston	713.372.5513	713.504.2565				
Upstream	<b>Maria Pica Karp</b>	San Ramon	925.842.2595	925.997.0091				
Gas & Midstream	<b>Brad Haynes</b>	San Ramon	925.842.6146	202.615.5753				
Chevron Pipe Line Company	<b>Santana Gonzalez</b>	Houston	713.432.3883	713.397.5994				
Chevron Shipping Company	<b>Christine Wigren</b>	San Ramon	925.842.5755	925.699.4619	<b>Brad Haynes</b>	San Ramon	925.842.6146	202.615.5753
Downstream	<b>Jeff Swindel</b>	San Ramon	925.842.2983	925.997.3694				
<b>Other Contacts:</b>								
Media Relations	<b>Sean Comey</b>	San Ramon	925.842.0788	650.575.5655				
Manager, Internal Communications	<b>Deb McNaughton</b>	San Ramon	925.842.0851	925.348.5001				
GM, Public Affairs	<b>Dave Samson</b>	San Ramon	925.842.2615	415.279.7737				
HR, Internal Communications	<b>Susan Boyle</b>	San Ramon	925.842.4918	925.997.7672				
Houston Area Crisis Committee	<b>Amber Tierce</b>	Houston	713.372.4909	832.453-6271				
<b>PGPA 24-hour phone number:</b>	<b>925.218.3825</b>							
<b>Chevron Emergency Information Center</b>	<b>800.231.0623</b>							
<b>Other Numbers:</b>								
<b>Emergency News Line:</b>	925.842.3400	<b>BRES Service Center:</b>	8-123					
<b>Media Relations Pager:</b>	925.218.3825	<b>San Ramon Police:</b>	925.973.2700					
<b>Emergency Facility Services:</b>	925.842.7777	<b>San Ramon Fire:</b>	925.838.6600					
<b>Chevron Park Security:</b>	925.842.2105	<b>San Ramon Hospital:</b>	925.275.9200					
<b>Last update 4/26/11</b>		<b>Chevron Confidential</b>				Revised by: Mylene Bombon (MBOM) (925) 842-0775		

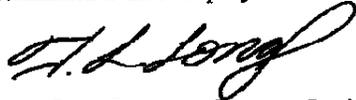
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**MOU BETWEEN CUSA SALT LAKE REFINERY AND CHEVRON PIPE LINE**

To Mr. Steven Parker  
From Mr. Tracy Long  
Date January 1, 2004  
Re **MEMORANDUM OF UNDERSTANDING FOR A  
COORDINATED RESPONSE TO RELEASES FROM  
CHEVRON PIPE LINE COMPANY dba  
CHEVRONTEXACO PIPELINE COMPANY OWNED  
OR OPERATED PIPELINES**

Chevron U.S.A. Products Company, Salt Lake Refinery, herein referred to as Facility, and the undersigned, herein identified as ChevronTexaco Pipeline Company (CTPC); hereby mutually agree to perform the work set forth in this Memorandum of Understanding.

Term: This Memorandum of Understanding shall be in effect from January 1, 2004 and continue until terminated by either party giving thirty (30) days prior written notice of termination to the other party.



Tracy Long, Emergency Response Specialist  
ChevronTexaco  
Chevron Pipe Line Company  
2811 Hayes RD. Room 1366F  
Houston, TX. 77082

cc:  
Jerry McKee  
Brad Rosewood  
George Odell  
John Paige  
Kathy Baldwin  
Marty Bowin

**CHEVRON PIPE LINE COMPANY dba CHEVRONTEXACO PIPELINE  
COMPANY (CTPC) / SALT LAKE REFINERY  
MEMORANDUM OF UNDERSTANDING**

The parties wish to agree on procedures for a coordinated response to incidents involving a release from ChevronTexaco Pipeline Company herein referred to as CTPC owned or operated pipelines within the immediate vicinity of the Salt Lake Refinery . CTPC accepts full responsibility for responding to all releases from its pipelines. CTPC may request assistance from the Facility as discussed below. In the event that a release from a CTPC pipeline is discovered by the Facility, the Facility will implement its spill response plan until relieved by CTPC.

This understanding is made in the spirit of mutual cooperation for the benefit of the ChevronTexaco Pipeline Company and Salt Lake Refinery . The understanding is intentionally flexible to cover the wide range of possible incidents. Open communication between the Facility and CTPC is encouraged to ensure a prompt and effective coordinated response to releases from CTPC pipelines.

**SUMMARY OF RESPONSIBILITIES**

Consistent with ChevronTexaco's Guiding Principles for Prevention, Preparedness and Response to Oil and Chemical Spills to Water, CTPC accepts full responsibility for responding to releases arising from its operations. CTPC's Emergency Response Plan (ERP) outlines CTPC's response to such incidents with CTPC personnel filling key management and coordination positions. The ERP looks to other CTPC owned or affiliated organizations, such as the Facility, to provide assistance in the way of expertise, manpower, equipment and other resources to clean up the spill.

In the event of a release or threatened release from a CTPC pipeline, the Facility agrees to provide response assistance to CTPC to the extent they are able. Assistance may be requested by the Team Leader (TL), the Emergency Response Specialist and the Western Profit Center Leader (PCL), or his or her designee. The degree of assistance requested will vary depending upon the particular circumstances of each spill.

In the event that the Facility discovers the spill, the Facility will initiate immediate response activities and assume response management duties. The Facility will immediately notify CTPC so that shutdown of the pipeline may begin and so that CTPC may begin mobilization of its response team. The Facility will continue the response until relieved by CTPC personnel.

**NOTIFICATION PROCEDURES**

Facility Discovery of a Release

In the event that the Facility suspects a release from a CTPC pipeline, the Facility will notify the CTPC Control Center 800-762-3404 and identify a Facility contact (General Manager). The Control Center will immediately shutdown the pipeline and notifies the Team Leader (TL). Upon notification by the Control Center, CTPC's TL will then proceed as described below in "CTPC Discovery of a Release".

**CTPC Discovery of a Release**

In the event of a suspected release from a CTPC pipeline, the CTPC Control Center will immediately shutdown the pipeline. The CTPC Team Leader (TL) will dispatch a CTPC employee (RECON) to investigate. RECON will investigate and report all findings back to the TL. The TL will advise the CTPC Control Center and the Facility Contact of the findings. The pipeline will not be started up until it is confirmed that a leak does not exist. At such time that it appears likely or is confirmed that there is a pipeline leak, the TL will:

1. Notify the CTPC Hotline group (877-863-5196).
2. Notify and or confirm that all local, state and federal authorities are contacted as required by laws and regulations as outlined in CTPC's ERP.
3. Determine the situation from the CTPC RECON and other reliable sources including what firefighting, source control, community impact and containment measures may be required.
4. Advise the Facility and request assistance in the response effort as appropriate.

**RESPONSE PROCEDURES****Facility**

In conjunction with the above notification procedures, the Facility will carry out the following response functions until relieved by CTPC's Response Team.

1. Assist with the above notification procedures as requested by the CTPC representative.
2. Activate the current Regional Oil Spill Response Plan to the extent required.
3. Act as local Incident Commander (IC) until relieved by CTPC. Select a suitable location for On Scene Commander Headquarters. Initiate the Facility call-out procedure for manpower to direct and conduct clean-up operations.
4. Activate local oil spill cooperative or equipment stockpile.
5. Assemble and deploy equipment, supplies, manpower, transportation, etc., as required to combat the spill. Identify environmentally sensitive areas and prioritize response activities accordingly. Hire contractors as necessary including bird and wildlife experts.
6. Handle all local governmental and public affairs requirements including notification and liaison with appropriate government agencies, issuing of press releases, responding to media and public inquiries, conduction media interviews, liaising with local politicians, etc. CTPC will provide a technical pipeline representative to advise the Facility Incident Command on pipeline issues.

7. Seek approvals for the use of dispersants and/or in-situ burning as appropriate.
8. Ensure all personnel on scene have required HAZWOPER training.
9. Utilize standard CTPC accounting systems and procedures to accumulate all costs associated with the incident. Maintain accurate records of events and personnel involved.
10. Determine physical properties of spilled material and handle safety, health and fire protection requirements. Arrange for sampling and laboratory tests of spilled material as required.
11. CTPC will take over on-scene management as soon as possible for all pipeline releases. The Facility IC will formally transfer IC responsibilities to the CTPC IC upon completion of a turnover. The Facility will provide ongoing assistance to CTPC's Response Team members following an orderly transition of responsibility and authority. This transition will be conducted as mutually agreed upon by the Facility Incident Commander and the CTPC Incident Commander.
12. Supply manpower and equipment for the duration of the release or until mutually agreed that Facility is no longer needed in the response.

#### CTPC

In conjunction with the above notification procedure, upon receipt of notification of the incident, CTPC Incident Commander will:

1. Manage the overall CTPC incident response to shutdown and isolate the source of the leak and manage the release clean-up. In certain circumstances as described above, the initial management and clean-up of the release may be handled by the Facility until relieved by CTPC.
2. Activate the CTPC ERP to the extent required.
3. Ensure that an accurate initial assessment of the magnitude of the release and the required response is made. Arrange for a survey of the incident by aircraft or other suitable means to obtain an accurate assessment of the situation. Transmit to the CTPC Emergency Response Specialist and act on newly acquired information regarding the release including: size, nature and extent of spill; weather, sea and tide conditions; potential damage to shore or sensitive water habitats; what action has been taken or is possible to contain, disperse, or otherwise combat the spill; what future action is planned; and what staffing is needed for the response organization. Arrange for required services from the Facility and Oil Release Response Organizations (OSRO).
4. Notify Corporation management (per corporate guidelines) of the incident and keep them apprised on an ongoing basis.
5. Confer with the Facility Incident Commander to determine the actual and potential severity of the release (in terms of size, location, environmental impact, public scrutiny or newsworthiness).

5. Confer with the Facility Incident Commander to determine the actual and potential severity of the release (in terms of size, location, environmental impact, public scrutiny or newsworthiness).
6. Confer with the Facility Incident Commander to agree on the level of ongoing Facility assistance. This assistance may include Facility manpower (Company and/or contract), Facility equipment, temporary storage of waste generated during the response, and recovery and processing oil and water recovered during the response.
7. Deploy CTPC's Response Team at the appropriate level as required. For any newsworthy incidents, dispatch the appropriate personnel to the scene to determine whether sufficient resources are available for the response.
8. Access other corporate resource organization including the Advisory Resource Team, (WWERT) World Wide Emergency Response Team, and Functional Teams as required.

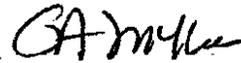
#### REIMBURSEMENT OF COSTS

CTPC will reimburse the Facility for all costs incurred in responding to a spill. The Facility should keep accurate records of expenditures and charges to assist in recovering costs from its insurance providers. The Facility is authorized to incur whatever costs it deems necessary on behalf of CTPC in initiating the response to a spill. Following the initial response, the Facility should confer with CTPC prior to making major commitments for non-emergency items.



Manager

Mr. Steven Parker  
Refinery Manager  
Chevron Salt Lake Refinery  
2351 North 1100 West  
Salt Lake City, Utah 84116



Western Profit Manager

Jerry McKee  
Western Profit Center Manager  
Chevron Pipe Line Company  
2811 Hayes Road  
Houston, TX 77082-2642

**RESOURCES**

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**SECTION 3 RESOURCES**

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## RESPONSE RESOURCES

### Local Area Response Equipment

Company has response equipment stored at a number of locations throughout its operating area. Detailed equipment lists are provided in this State Appendix Plan. Company will maintain company owned equipment.

In the event of a discharge that is beyond the capability of locally available company resources, the response team may request activation of other Company resources. Company also stores and maintains oil spill response and related emergency equipment in the Northwest, California, Texas and New Mexico operating area that will be available if needed.

The response team could also request activation of other Company resources, or that of private contractors, cooperatives, Marine Spill Response Corporation (MSRC) and other experts and consultants as discussed in this Plan.

### Other Company Resources

To facilitate this mutual aid, the Company Mutual Aid Directory for North America describes emergency capabilities and provides contact information.

### Contract Resources

In the event of a discharge, which is beyond the initial response capabilities of the Immediate Response Team (Team level), contract resources can be activated. The resources will be secured from a Company approved contractor database. Contract resources are responsible to maintain their equipment.

### Contractors

Most local area units have outside contractors available if additional resources are needed for immediate response efforts. If additional resources are required other than available locally, Company has contracts with several companies that will respond to spills in the operating area. The Company also has Master Service Agreements with national spill response contractors who will respond to land-based spills and/or offshore spills.

### Consultants

The Company has Master Service Agreements with a number of consultants offering expertise in spill response, dispersant use, in-situ burning and environmental issues. These consultants are listed in this Plan.

## Cooperative Resources

### External Emergency Response Resources

The Company maintains a relationship with various environmental and technical consultants that can provide support in the event of an incident. These consultants can provide expertise and support in areas including emergency response management, environmental services, site assessment, permitting, waste treatment, recycling, dewatering, hazardous waste disposal and remediation. Contact should be made through the HES Team.

### Maintenance of Company Owned Response Equipment

Company will maintain response equipment to ensure workability. The Equipment Deployment Exercise/Testing and Inspection Form is located in the Company Core Plan, Section 18, Pages 30 and 31.

## UTAH STATE APPENDIX

## SALT LAKE SPILL TRAILER #89841

## Oil Recovery Equipment

Manufacturer	Type	Name Plate	Recovery Rate	Derated Capacity
Homelite	2" Trash Pump	Serial: HL0170007 Model: 121TP2-1B UT: 01540-A	173 GPM	35 GPM
Wilden	Air Pump	Serial: 18049 3/86 Model: M8-ST-TF-SS	163 GPM	33 GPM
Skim-pak	Skimmer	1 1/2" camlock	22 GPM (5@ 10" x 1 1/2" hoses)	4.4 GPM

## Boom Equipment

Manufacturer	Type	Dimensions (L X W)	Current Rating	Suited for extreme weather conditions?
	Sorbent, 160 ft	10' x 8"	4 knots	<20° F
	Curtain, 200 ft	100' x 6" x 6"	4 knots	<20° F

## Miscellaneous Emergency Response Equipment

Manufacturer	Type	Name Plate	Rating/ Design Capacity	Suited for extreme weather conditions?
Vano 175	Blower	Model: 1-500251-03	115 V/ 60 Hz	
	Sorbent Rolls1	100'x18" #301048	4 knots	<20°F
	Sorbent Roll (6)	100'x36" #301040	4 knots	<20° F
	Sorbent Pads (1000 pads)	18"x18" #301050		

## UTAH STATE APPENDIX

## SALT LAKE SPILL TRAILER #89842

## Miscellaneous Emergency Response Equipment

Manufacturer	Type	Name Plate	Rating/ Design Capacity	Suited for extreme weather conditions?
Vano 175	Blower	Model: 1-500251-03	115 V/ 60 Hz	
Honda	Generator	EM2200X	120 V/ 60 Hz, Output 2 kVa, Max out. 2.2 kVa	

## WAREHOUSE ITEMS

## Oil Recovery Equipment

Manufacturer	Type	Name Plate	Recovery Rate	Derated Capacity
	Flat Bottom Boat			
Homelite	2" pump		14 GPM	
Homelite	2" pump 1		17 GPM	3.4 GPM
Homelite	3" pump (1)		32 GPM	6.4 GPM
Homelite	2" pump		15 GPM	3 GPM
Wilden M-8	Air pump		163 GPM	33 GPM
Wilden M-15	Air pump			

## UTAH STATE APPENDIX

## SALT LAKE AREA CONTRACT RESOURCES

Resource Provided	Company Name	24 Hr. & Bus. Phone Numbers	Contact Name
Vacuum Truck Service	Enviro Care Inc.	888-541-0042	Mark Crane
	H2O Environmental, Inc.	801-355-3499	Jacob Wilcox
	MP Environmental Services	800-458-3036	Jenny Orr
	RNI Trucking	435-722-2800	Dale Price
Transport Trucks	Alpha Transport, Inc.	801-363-8222	Adam Lindsay
Electrical Service	A-C Electric, Inc.	801-364-1747	Marilyn Montgomery
Heavy Equipment	Western Pipe Fabrication	801-598-7988	Scott Maybee
Portable Tanks	Rain for Rent	801-292-9996	Deborah Deckard
Aerial Transport	Classic Helicopter Service	801-295-5700	Spike Kinghorn
Engineering	EarthFax Engineering, Inc.	801-561-1555	Galen W. Williams
Sand	Western Pipe Fabrication	801-598-7988	Scott Maybee
Welding	Industrial Piping & Welding	801-561-0786	Joe McKee
Aerial Patrol	Barr Air Patrol, LLC	972-222-0229	Cort Andrews
Welding Inspect	Mistras Group, Inc.	801-683-3450	Brent Mockley
Cathodic Protect	Corrpro	801-294-5882	Ken Plaizier
Waste Disposal	Clean Harbors Environmental Services, Inc.	801-597-0283	Chuck Lawrence
Drafting	Risun Technologies	801-281-2929	Scott Hamblin
Parts Cleaner	Safety Kleen Services	801-975-0742	
Emerg / Env Res	Enviro Care, Inc.	888-541-0042	Mark Crane
“ “ “	H2O Environmental, Inc.	801-355-3499	Jacob Wilcox
Nitrogen Services	Praxair Services, Inc.	816-645-5780	Matt Thomas
Welding Gas	Airgas, Inc.	801-288-5010	
Spill Clean Up	Enviro Care, Inc.	888-541-0042	Mark Crane
“ “ “	H2O Environmental, Inc.	801-355-3499	Jacob Wilcox

Contractors will provide maintenance for their own equipment.

## OSRO CONTRACTS



Global Gas

May 15, 2012]

**RE: USCG Approved OSRO's**

Dear Sir or Madam:

This letter certifies that we have current procurement contracts in place with the following Emergency Response contractors. Below is a table that identifies the pertinent information. All contracts are on file at our Corporate Office in Bellaire, Texas.

Contractor's Name	Agreement Number
AMPOL	Contract # 99015262 / C16174 Ariba # C965995
ES&H	Contract # C25524 Ariba # C700484
Enviro Care, Inc.	Contract # C688391 Ariba # C808977
Marine Spill Response Corporation (MSRC) and its STARS contractors	Contract # 6CHUSA01 / CW778784 Ariba # C782016
Oil Mop, Inc.	Contract # C952067 Ariba # C956670
Patriot Environmental Services	Contract # 99014187 Ariba # C16298
PSC Industrial Outsourcing	Contract # 99002233 Ariba # C17031
U.S. Environmental Services	Contract # C25863 Ariba # C948989

Should you have any questions, please feel free to contact me at 713-432-6926

Sincerely,

Terry Basham

Emergency Response Specialist  
Chevron Pipe Line Company  
4800 Fournace Place, Room E320A  
Bellaire, TX 77401-2324  
Tel 713 432-432-6926  
Fax 713-432-3477  
tgbasham@chevron.com

**Enviro Care, Inc. Service Agreement****Chevron**

BSA: C688391

Effective Date: March 25, 2009

## BLANKET SERVICE AGREEMENT

Vendor Number 50011936  
 Vendor Name and Address:  
 Enviro Care, Inc.  
 505 North Main Street  
 North Salt Lake City, UT 84054  
 Phone: 801-951-1097  
 Fax: 801-299-1473

Terms of Payment: Net 30

Entered into by and between **Chevron Pipe Line Company**, a Delaware corporation and Unocal Pipeline Company, a California corporation both with an address at 4800 Fournace Pl, Bellaire, Texas 77401-2324 (hereinafter collectively referred to as COMPANY) and **Enviro Care, Inc.** (hereinafter CONTRACTOR) with an address as listed above effective March 25, 2009.

Whenever in the Agreement it is said that COMPANY may exercise any right, it is understood and agreed that COMPANY may itself exercise any such right as may any Affiliate as defined in the attached Exhibit A5 Terms and Conditions for Environmental Services. It is understood between the Parties to this Agreement that no performance is required hereunder until receipt and acceptance by CONTRACTOR of a Work Authorization written against this Agreement from COMPANY; this Agreement serving only to establish the terms and conditions of performance pursuant to any such Work Authorization.

WHEREAS, COMPANY desires from time to time to retain CONTRACTOR to provide Chemical and petroleum emergency response, site remediation and restoration, waste transportation services and/or vacuum truck services as COMPANY may request; and

WHEREAS, CONTRACTOR desires to perform such services for COMPANY as and when requested by COMPANY,

NOW THEREFORE, in consideration of the foregoing premises, and the mutual covenants and agreements set forth herein, the parties hereto agree to the attached Exhibit A5 Terms and Conditions for Environmental Services and all other attachments and exhibits listed below, all of which shall form the Agreement between the Parties and all of which are incorporated herein for all purposes.

CONTRACTOR'S FEDERAL TAX ID: 26-2854154

## ATTACHMENTS

The following attachments are incorporated for all purposes and are hereby made a part of this Agreement:

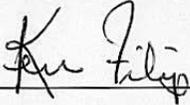
- Scope of Work - Quotation document dated December 12, 2008 - Page 1 and 2 of 14 page document
- Price Schedule - Page 3 - 12 of 14 page document
- A-5 Terms & Conditions for Environmental Services

BSA: C688391  
Effective Date: March 25, 2009  
Page 2

- Job Site Safety and Environmental Protection For Contractors (CPL-648)
- Contractor Safety and Environmental Requirements (CPL-649)
- Minimum Record-Keeping Requirements (CPL-671)
- Drug, Alcohol, and Search Policy (CPL-673)
- Certificate of Insurance (GO-279-12)
- CONTRACTOR Waiver and Release of Lien
- Subcontractor Waiver of Labor and/or Material Lien
- California Proposition 65 Warning (Hazardous Substances Contractor Warning)
- The Contractor Safety and Environmental Requirements – Exhibit G
- HES Procedures General Safe Practices (Procedure Number: HES 102)

The parties have executed this BSA, in duplicate, as of the date first written above as evidenced by the following signatures.

## Chevron Pipe Line Company

By:   
Printed Name: Ken Filip  
Title: Category Manager  
Date: 3-30-09

## Enviro Care, Inc.

By:   
Printed Name: John K. Hart  
Title: Chief Operating Officer  
Date: March 30, 2009

Response equipment is located at:

Enviro Care Inc.  
505 North Main  
North Salt Lake, UT 84054  
Phone: 801-299-1900

Response Contractor is responsible to maintain, test and transport Contractors equipment.

## UTAH STATE APPENDIX

## Enviro Care - Emergency Response Division Oil Response Resources Inventory

Description	Quantity
<b>Personnel</b>	
Response Manager	6
Project Supervisor	4
Hazmat Technician	15
Heavy Equipment Operator / CDL	15
Chemist	2
Environmental Health & Safety Officer	2
Administration / Documentation & Reporting	2
Equipment Mechanic	2
<b>Equipment</b>	
<b>Excavation Equipment</b>	
Excavator - Backhoe	2
Excavator - Bobcat (Sweeper, Hoe, Bucket)	1
Excavator - Skidsteer - CAT 246	2
Excavator - Skidsteer - Case 90 XT	1
Excavator - CAT 305 - Mini Excavator	2
Excavator - CAT 315	1
Excavator - JD200	1
Excavator - Loader - Case 621 B	1
<b>Compactors</b>	
Compactor - Jumping Jack	1
Compactor - Weber DPU 6055	1
Compactor - Indgersoll - Rand Roller	1
<b>Washers</b>	
Washer - High-Pressure - 5000 PSI	1
Washer - High-Pressure - Steam - 5000 PSI	2
<b>Generators</b>	
Generator - 25 KW - Trailer Mounted	1
Generator - 9 KW - Portable	4
Generator - Light Plant - Tower	2
Compressor - Air - 185 CFM	2
<b>Pumps</b>	
Pump - Transfer - 300 GPM	1
Pump - Double Diaphragm - 2 Inch	3
Pump - Double Diaphragm - 3 Inch	2
Pump - Diaphragm - Chemical - 1 Inch	2
Pump - Diaphragm - Chemical - 2 Inch	2
Pump - Diaphragm - Chemical - 3 Inch	1
Pump - Skimmer / Sump - 2 Inch	4
Pump - Siphon - Plastic - Disposable	15

## UTAH STATE APPENDIX

Description	Quantity
<b>Small Remediation Equipment</b>	
Small Remediation - Heavy Duty Push Brooms	15
Small Remediation - Heavy Duty Misc. Shovels	15
Small Remediation - Heavy Duty Squeegee	15
Small Remediation - Ladder 16 A frame	3
Small Remediation - Ladder 16 Foot	1
Small Remediation - Ladder 25 Foot	2
Small Remediation - Ladder 30 Foot	1
Water Surface Screeners	12
Portable, Inflatable Decontamination Tent (15' x 17')	1
Personnel Decon Stations	4
<b>Water Deployment</b>	
Boom - Hard Skirt 6" (6" with 12" skirt)	6000
Boom - Hard Skirt 8" (8" with 12" skirt)	525
Boat - 16 Foot with 15hp Motor	1
Boat - 16 Foot Flat Bottom 20hp Motor	1
Grooved Double Barrel Pneumatic Skimmer 35 gpm	1
Safety Package (Life vest, waders, emergency beacon)	20
<b>Communications</b>	
Satellite Phone	Available as needed
Two-Way Radio	8
Remote Lab-Top (Air Cards)	5
GPS Tracking System	5
<b>Hose</b>	
Hose - Chemical - 1 Inch	50 feet
Hose - Chemical - 2 Inch	300 feet
Hose - Chemical - 3 Inch	300 feet
Hose - Vacuum - 2 Inch	500 feet
Hose - Vacuum - 3 Inch	500 feet
Hose - Vacuum - 4 Inch	100 feet
<b>Testing Equipment</b>	
Testing - Atmospheric - Multi-Rae	3
Testing - Hydrogen Cyanide - MSA	1
Testing - Atmospheric - PID	5
Testing - Four Gas - Personal Monitor	10
Testing - Single Gas - MSA (H2S)	10
Testing - Atmospheric - Jerome - Mercury	1
Testing - Gamma - Radiation	1
Testing - Drager Pump (Colormetric Tubes)	1
Testing - Hazcat™ - Field Analysis	1
<b>Portable Vacuum Units</b>	
Vacuum - HEPA - Universal Filter (Stainless)	1

## UTAH STATE APPENDIX

Description	Quantity
Vacuum - HEPA - Industrial - Wet / Dry	4
Vacuum - HEPA - Mercury (Stainless)	2
Vacuum - HEPA - Universal Fiter Replacement	2
Vacuum - HEPA - Mercury Replacement Filter	2
<b>Transportation</b>	
Transportation - Response Van - Fully Loaded	2
Transportation - Response Truck - Mobile Command	2
Transportation - Crew Vehicle or Truck	10
Transportation - Vacuum Truck - 5500 to 6500 GA	3
Transportation - Vacuum Truck - 2600 GA	1
Transportation - Roll Off Straight Truck	4
Transportation - Roll Off - Trailer - Double	3
Transportation - End Dump Unit - 22 Tons	3
Transportation - Bobtail Van - 22 FT	1
Transportation - Roll Off Box - 25 CY	60
Transportation - Vacuum Box - 25 CY	2
<b>Tanks</b>	
Tank - 10K Poly Storage Pad Mount	Rental
Tank - 21K Poly Storage Pad Mount	Rental
Tank - 21K Poly Storage Pad Mount	Rental
Tank - 5K Poly Storage Trailer Mounted	Rental
Tank - 5K Poly Storage Pad Mounted	Rental
Tank - 6500 GA Storage Pad Mounted	Rental
Tank - 7500 GA - Capacity - Temporary Berm	Rental
Tank - 21K Metal Frac Storage Tank	Rental
Tank - 500 GA Tote - Stainless	4
Tank - 630 GA Tote - Poly with Cage	6
Tank - Spillguard™ Storage	1
<b>Material</b>	
<b>Personal Protection Equipment</b>	
OSHA Defined Level A PPE with SCBA	6
OSHA Defined Level B PPE with SCBA	10
OSHA Defined Level C PPE with Full-Face Respirator	30
OSHA Defined Level D PPE - Nomex or FRC	30
Respirator - Air Purifying - Full Face	24
Respirator - Air Purifying - Half Face	30
Respirator - SCBA Equipment	6
Respirator - Bottle - 60 Minute SCBA	16
Respirator - Cascade System	1
<b>Drums &amp; Totes</b>	
Drum 1A1 - Metal 55 GA - Reconditioned	25
Drum 1A2 - Metal 55 GA - Reconditioned	25
Drum 1A1 - Metal 55 GA - New	25

## UTAH STATE APPENDIX

Description	Quantity
Drum 1A2 - Metal 55 GA - New	25
Drum - 1H1 - Poly - 5 Ga	25
Drum - 1H2 - Poly - 5 Ga	25
Drum - 1H2 - Poly - 5 Ga - Threaded Lid	25
Drum - 1H2 - Poly - 14 GA	25
Drum - 1H2 - Poly - 30 GA	25
Drum - 1H2 - Poly - 55 GA	25
Drum - 1H1 - Poly - 55 Ga	25
Drum - Salvage - Metal - 85 GA	5
Drum - Salvage - Poly - 95 GA	5
Box - 4G - Fiberboard - One Cubic Yard	5
<b>Absorbents</b>	
Absorbent - Diatomaceous Earth - Granular	100
Absorbent - Acids, Bases and Solvents	15
Absorbent - Neutralizing Agent - Acid & Bases	5
Absorbent - Vermiculite	50
Absorbent - Perolite	25
Absorbent - Chemical Ice Melt	10
Absorbent - Petroleum - Boom 8' x 10'	4000 feet
Absorbent - Petroleum - Pad - Bundle - 100ct	75
Absorbent - Oil Sweep - Roll	75
<b>Pipe</b>	
Pipe - 6" ADS - W-12 - S6500 WT	120 feet
Pipe - 12" ADS - W12 - S6500WT	120 feet
Pipe - 12" ADS Split Coupling	6
Pipe - 6" ADS - Split Coupling - S6500 WT	6
Pipe - 4" x 100' - ADS - Solid Pipe - 351	200 feet
Pipe - 6" x 100' - ADS - Solid Pipe - 351	200 feet
<b>Misc - Consumables</b>	
Items commonly purchased for use on ER response - Non inventory item	

**DOT X Ref**

**WASTE MANAGEMENT  
SECTION 4**

**UTAH STATE APPENDIX**

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**WASTE MANAGEMENT**

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**SECTION 4 WASTE MANAGEMENT**

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## OVERVIEW

Oil spill response can generate waste materials ranging from oily debris and sorbent materials to sanitary water and used batteries. These wastes must be classified, separated (i.e., oil, water, soil), transported from the site and treated/disposed at approved sites. Each of these activities require certain health and safety precautions be taken. This section provides a discussion of various waste classification, handling, transfer, storage and disposal alternatives. It is the responsibility of the Waste Management Coordinator to manage waste disposal needs during an oil spill cleanup.

## WASTE MANAGEMENT STRATEGY

Initial waste handling and disposal needs may be overlooked in the emergency phase of a response which could result in delays and interruptions of clean-up operations. Initial waste management concerns should include:

- Skimmer capacity
- Periodic recovery of contained oil
- Adequate supply of temporary storage capacity and materials

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

- Development of a site-specific Safety and Health Plan addressing the proper PPE and waste handling procedures
- 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
- Documentation of all waste handling and disposal activities
- Disposal of all waste in a safe and approved manner

A waste management plan should be prepared and provided to the appropriate personnel so that specific concerns and considerations of the response may be addressed. An example of a waste disposal plan is provided in this section.

## Organization

The Environmental Unit Leader will assign the waste management function to a Waste Management Coordinator, who will direct and monitor local contractors identified for the transport, storage and disposal of waste consistent with applicable laws and regulations.

UTAH STATE APPENDIX

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**Coordination With Government Agencies**

The Waste Management Coordinator is responsible to assure that the waste management operation will be coordinated with the Federal On-Scene Coordinator and Local, State and Federal Agencies.

**Safety**

All activities carried out under the Plan shall be consistent with the approved Site Safety Plan for the incident. Coordination of these two plans is the responsibility of the Waste Management Coordinator.

**Objectives of the First 24 Hours**

The first 24-hour period is critical to any emergency response situation. Coordination between the Waste Management Coordinator, governmental agencies, logistics and the waste management contractor is imperative.

- As soon as enough preliminary information is known, calculations will be made to estimate volumes in each of the anticipated waste streams. A determination of storage capacity will be made; capacity of vessels on site and en route, estimated quantity of product currently in storage and possible need for alternate storage must be determined.
- Activate primary waste management contractor. The contractor will perform all offshore and impact site waste segregation, analysis, profiling and manifesting, if necessary.
- Calls will be made to State Agencies for approval to set up temporary waste storage at a logistically appropriate site. Any permitting required for upcoming activities (storage, transportation, handling, etc.) should be coordinated at this time, as well as any emergency permits anticipated for waste storage or disposal.
- Secure solid waste containers based on anticipated waste estimates of quantity and offshore waste storage capacity, get solid waste containers en route to temporary storage facility.
- Coordinate with waste management contractor and Wildlife Rehabilitation Coordinator to supply waste containers for wildlife rehabilitation activities.

**Ongoing Activities of Waste Management Coordinator**

- Monitor and evaluate waste storage and disposal needs and report to Environmental Unit Leader at pre-determined time intervals.
- Coordinate with Logistics for waste cleanup resources and waste storage needs (Hopper Barges for oily waste, dumpsters for non-oily waste and trash, rolloff boxes for supply boats, etc.).
- Work with Waste Management Contractors on waste storage, transportation and disposal issues.
- Track total mass of recovered material including estimated volumes decanted, evaporated, dispersed or burned for presentation during tactical briefs.

## WASTE CLASSIFICATION

### Liquid Wastes

Oily and chemical liquid wastes that can be handled, stored and disposed during response operations are very similar to those handled during routine storage and transfer operations. Oily liquids may be produced by recovery operations through the use of vacuum devices or skimmers. In addition, oily water and emulsions, such as spent motor oils and lubricants, can be generated by vessel and vehicle operations.

Response operations can produce non-oily liquid wastes. Water and other liquid wastes can be generated from the storage area, any storm water collection systems, vessel and equipment cleaning (i.e., water contaminated with cleaning agents) and office and field operations (i.e., sewage, construction activities).

### Solid/Semi-Solid Wastes

Oily and chemical solid/semi-solid wastes that may be generated by containment and recovery operations include damaged or worn-out booms, other used sorbent materials, disposable/soiled equipment, saturated soils, contaminated sediments and other debris.

Other soil/semi-solid wastes may be generated by emergency construction operations (i.e., scrap, wood, pipe, wiring) and office and field operations (i.e., refuse). Vessel, vehicle and aircraft operations may also produce solid wastes.

## CHARACTERIZATION OF HAZARDOUS WASTE

The purpose of characterizing waste is to protect employee safety and ensure the proper handling and disposal of waste according to the appropriate State and Federal laws. Each waste must be evaluated by individual analysis at an approved laboratory.

Hazardous wastes may be as “listed waste” or “characteristic waste” as follows:

### Listed Waste

- Waste is considered hazardous if it appears on any of the four lists of hazardous waste contained in the RCRA regulations.
- These wastes are specifically identified in 40 CFR 261.31-261.33, lists F, K, P and U.
- These wastes have been listed because they either exhibit one of the characteristics described below or contain any number of toxic constituents that have been shown to be harmful to health and the environment.

### Characteristic Waste

A waste is considered hazardous if it exhibits one of the four following characteristics:

1. Ignitable

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- A liquid with a flash point of less than 1400 F (600 C).
  - Not a liquid and capable of causing fire through friction, absorption of moisture or spontaneous chemical change.
  - Ignitable compressed gas.
2. Corrosive
    - A liquid with a pH < 2 or > 12.5
    - A liquid which corrodes steel (SAE 1020) of greater than 0.25 inches per year (6.35 mm/year) at 1300 F (550 C).
  3. Reactive
    - Reacts violently with oxidizing substances.
    - Detonation when exposed to strong heat or pressure.
    - Explosive as defined in 49 CFR 173.
  4. Toxic
    - A substance which meets or exceeds threshold levels of contaminant concentrations specified in the Toxicity Characteristic Leaching Procedure (TCLP).

**WASTE HANDLING**

Wastes generated during response operations may need to be separated by type (i.e., hazardous/non-hazardous and exempt/non-exempt) and transferred to temporary storage before treatment, incineration or disposal. Proper handling of waste is imperative to ensure personnel and public health and safety, as well as efficient disposal.

**Safety Considerations**

Care should be taken to minimize direct contact with wastes. All clean-up personnel should wear personal protective equipment (PPE) appropriate for the type of waste they are handling. A barrier cream may be applied prior to putting on gloves to further reduce the possibility of absorption through the skin. Any portion of the skin exposed to waste should be cleansed as soon as possible. Safety goggles must be worn by personnel involved in waste handling where splashing might occur. Decontamination zones may be needed during response operations to properly clean and decontaminate personal protective clothing and evaluate any personnel exposure. Contract spill response personnel should have appropriate prior training. Details can be found in the Site Safety Plan located in the Volume 1 Core Plan.

**WASTE STORAGE**

Interim storage of recovered oil, oily and non-oily waste may be necessary until a final waste management method is selected. These materials may be considered hazardous depending on the type and concentration involved. Often, oily waste and debris generated from clean-up activities consist of recovered oil, sorbents, PPE, soil, trash, vegetation, oil/water mixtures and other wastes. Management of these wastes requires facilities and procedures for:

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- Collection/Waste Handling
- Temporary Storage
- Waste characterization
- Transport
- Processing
- Disposal

In addition, the segregation of wastes according to type could facilitate the appropriate method of disposal. The storage method used depends upon the type and volume of material to be stored, storage duration, site access and applicable regulations.

Temporary storage sites should use appropriate measures to protect the environment and human health. They should be designed to prevent leakage and contact of wastes with soil or surface water. The following elements may affect the choice of a potential storage site:

- |                            |                                |
|----------------------------|--------------------------------|
| • Geology                  | • Hydrology                    |
| • Soil characteristics     | • Flooding potential           |
| • Surface water proximity  | • Climatic factors             |
| • Surface slope            | • Volumetric capacity          |
| • Site and nearby land use | • Possible toxic air emissions |
| • Site security            | • Site access                  |
| • Public contact           |                                |

Proper isolation and containment of wastes during storage will minimize additional associated cleanups. The waste should be secured so that uncontaminated material is not exposed to the waste.

When the waste has been removed from the storage site, any ground protection (visqueen, liners, etc.) need to be removed and properly disposed of. Any surrounding soil that has been contaminated will also need to be removed for treatment or disposal.

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

- Worker Safety
- Waste Minimization
- Cost-Effectiveness
- Minimization of Environmental Impacts
- Proper Disposal
- 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.

## WASTE DISPOSAL

### Techniques for Management of Recovered Oil

Recovery, reuse and recycling are preferred options when draining with spill waste management. Treatment (neutralization, landfarming) is the next preferred option, but incineration and fuel blending for energy recovery are also possibilities. Landfill disposal should be the last option. During an oil spill incident, consult Corporate Subject Matter Experts to identify the optimal waste management methods and sites.

There is no template or combination of waste management methods that can be used in every spill situation. Each incident should be reviewed carefully to ensure an appropriate waste management method or a combination of methods is employed.

The following is an outline of the available waste disposal methods. Various combinations of these methods can be analyzed for disposal of the waste generated during the response operation.

### Landfill

Landfill should be considered after all other alternatives have been eliminated. Disposal at landfill facilities may depend on available capacity of the local landfill and governmental restrictions. In addition, it may cost more to dispose of waste at a landfill. Under the right conditions, landfilling waste may be useful in that it is a method which can be implemented rapidly and the landfill can receive a variety of waste. For proper disposal, the landfill must be permitted by the appropriate regulatory agencies.

### Land Treatment or Bio-Treatment

Oily waste can be disposed of at these facilities when mixed with sand or sediment. This is considered to be a proven method for disposal of oily liquids and sediments. In addition, it is a method which can also be implemented fairly quickly. A large surface area is required however and may not be useful for large quantities of oily debris.

### Incineration (Total Destruction)

Incineration is generally used only for hazardous waste disposal. It is a costly process and takes time to implement. Energy recovery facilities generally use a rotary kiln to burn oily waste and use the resulting heat for facility heating or production processes. Many of these facilities can accept items such as oil filters, sorbent pads and booms, oily rags and most other burnable material generated during cleanup operations.

### Treatment

A method by which a waste quantity and/or toxicity is reduced. Treating a waste may produce its own waste which would also require disposal. Examples of treatment are neutralization or solidification of liquids.

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**Recycle/Reuse**

Recycling involves the process of processing discarded materials for another use. For example, oil may be sent to a refinery or other processing plant for refining. Reuse of a material implies it can be used again for its intended purpose.

**MODEL DISPOSAL PLAN FOR OIL SPILLS**

This plan is written at the request of the MMS, U.S. Coast Guard, DOT, EPA and/or the State Representative (whichever are applicable).\_\_\_\_\_ (responsible party) will recover the maximum feasible amount of condensate oil spilled during the \_\_\_\_\_ (incident name) from \_\_\_\_\_ (description of area involved). In addition, an unknown quantity of contaminated solid debris will be recovered during the cleanup.

\_\_\_\_\_ **(Incident name) DISPOSAL PLAN**

**Sampling And Testing:**

Sampling of contaminated debris and soil/sand will be accomplished by the following methods:

(description of sampling procedures, and photographs)

Testing procedures to be utilized are as follows:

(description of testing methods)

The result of the testing is as follows:

(description of quantity and type of material, and how it designates)

Copies of the lab analysis of samples is included as attachment #\_\_\_\_\_ and is certified as true and correct to the best knowledge of the Company, by the signature of this plan by \_\_\_\_\_ (representative of the Company).

**Interim Storage**

Interim storage has been designated at \_\_\_\_ (number) sites. They are: \_\_\_\_\_ (name, address or description of each location) with the approval of \_\_\_\_\_ (name of local health department representative). A copy of the approval/agreement letter is included as attachment # \_\_\_\_\_.

Interim storage of oily debris will be held at \_\_\_\_\_ (site names/locations) for no more than 90 days. The sites will be designed to use the best achievable technology to protect the environment and human health.

DOT X Ref

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WASTE MANAGEMENT  
SECTION 4**MODEL DISPOSAL PLAN FOR OIL SPILLS**

The \_\_\_\_\_ (Site name/location) interim storage site (do this for each one) will be protected.

**SOLID WASTE; (do this for each type of treatment/disposal)**

\_\_\_\_\_ (type i.e.; gravel, soil, sand) debris has been approved through appropriate testing for \_\_\_\_\_ (disposal or treatment type, i.e.; reuse in asphalt production, bioremediation, land farming, incineration, burning for energy recovery, etc.) at \_\_\_\_\_ (name of facility or treatment site) which is located \_\_\_\_\_ (address/location and proximity to interim storage or cleanup site). This \_\_\_\_\_ (facility, site) has storage capacity to hold the \_\_\_\_\_ (type) debris for the amount of time required to completely (recycle, treat, burn, incinerate, landfill) the amount generated during \_\_\_\_\_ (name of incident) \_\_\_\_\_ (product spilled) spill clean-up effort.

Approval and acceptance of the \_\_\_\_\_ (type) waste is included as attachment # \_\_\_\_\_ in the form of \_\_\_\_\_ (i.e.; letter between the Company and treatment/disposal facility manager, approval signature of Incident Commander on treatment/disposal proposal, etc.) This \_\_\_\_\_ (type) debris will begin being transported from interim storage site(s) \_\_\_\_\_ (site name/location at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

This plan may be amended as necessary to ensure compliance with all applicable laws and regulations. Amendments may occur only upon mutual agreement of the responsible party, the MMS, the U. S. Coast Guard, the EPA and/or the State Representative.

Submitted the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_;  
executed \_\_\_\_\_, 20\_\_.

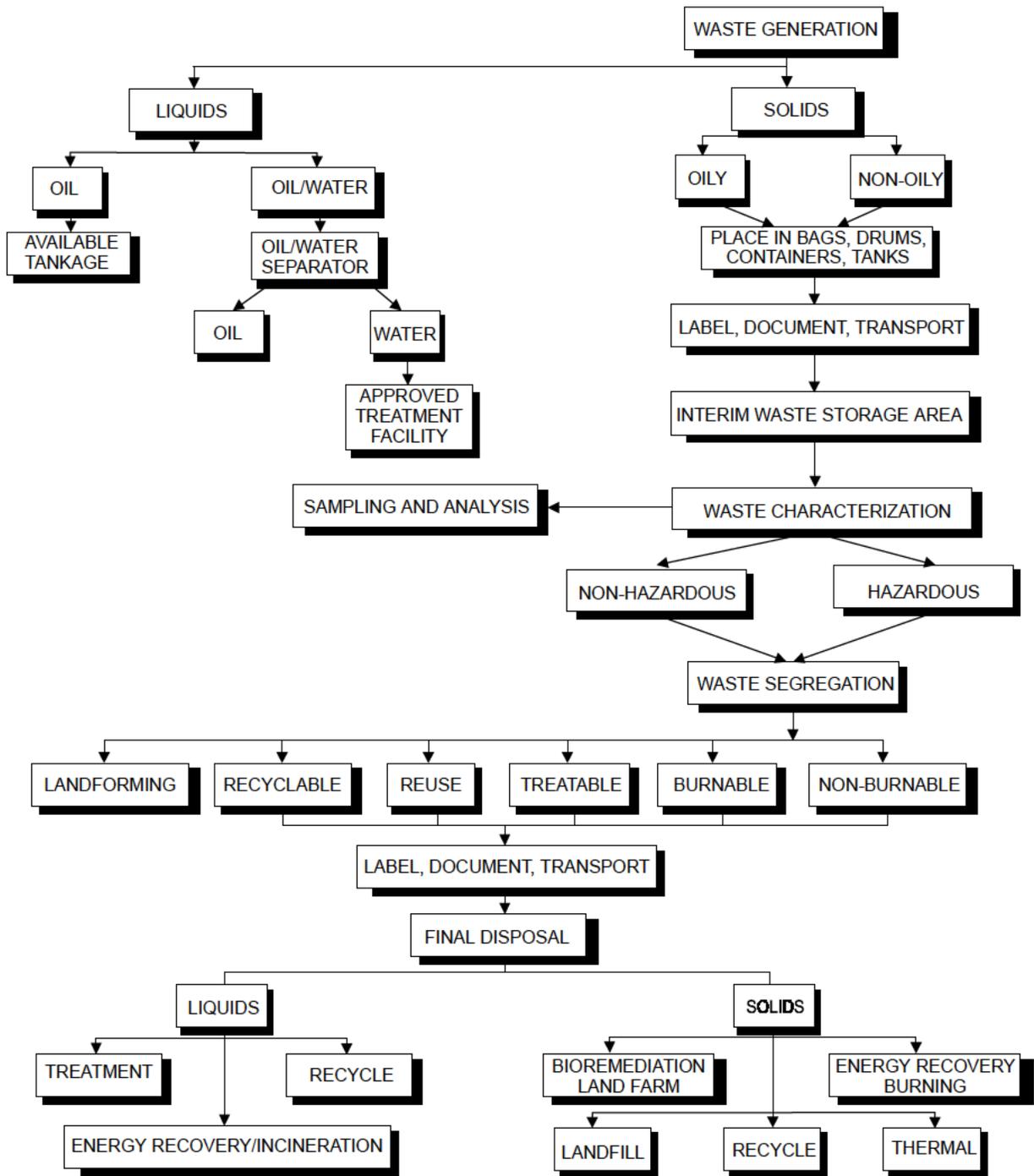
By \_\_\_\_\_ (Company Representative)  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

**State Representative MMS/U.S. Coast Guard/EPA**

By \_\_\_\_\_ (SOSC) By \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_

**FACILITY WASTE MANAGEMENT FLOW CHART**



**GENERAL WASTE CONTAINMENT AND DISPOSAL CHECKLIST**

<b>Consideration</b>	<b>Yes/No/NA</b>
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 numbers 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?	

## UTAH STATE APPENDIX

**STORAGE, TRANSFER AND DISPOSAL PROCEDURES****Storage**

During an oil spill incident, the volume of oil that can be recovered and dealt with effectively depends upon the storage capacity available. Typical short-term storage options are summarized in this section. The majority of these options can be used either onshore or offshore. In addition, environmental conditions or locations may necessitate some type of special containment needs. 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/waste contained and/or the ultimate disposal option. Bladder or pillow tanks would be acceptable if the space available is capable of supporting the weight of both the container and product.

If storage pits are used, they should be bermed and covered with liners that extend over the bermed area. Storage pits should be located on as level terrain as possible, at least 5 feet above the high-water mark of streams, rivers, and lakes and where drainage is dispersed and not concentrated.

**Temporary Storage Methods**

Container	Onshore	Offshore	Solid	Liquid	Notes
Barrel	Y	Y	Y	Y	May require handling devices
Tank Trucks	Y			Y	Consider road access onshore Barge-Mounted offshore
Dump/Flat Bed Trucks	Y		Y		Require impermeable liner and cover Consider flammability of vapors at mufflers
Barges		Y	Y	Y	Liquids only in tanks Consider venting of tanks
Oil Storage Tanks	Y	Y		Y	Consider problems of large volumes of water in oil
Bladders	Y	Y		Y	May require special hoses or pumps for oil transfer
Pits	Y		Y	Y	Liner(s) required
Roll-off Bins	Y		Y		Require impermeable liner and cover
Mud Tanks	Y	Y	Y	Y	500 gallon - 500 bbls
Fast Tanks	Y	Y	Y	Y	Portable, can be deployed anywhere

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**Transfer**

Several transfers may be necessary before the oil and oily debris are ultimately disposed of at a state approved disposal site. Depending on the location of response operations, at least the following transfer operations may occur:

- From portable or vessel-mounted skimmers into flexible bladder tanks, the storage tanks of the skimming vessel itself, or a barge.
- Directly into the storage tank of a vacuum device.
- Directly into the storage tank on a dredge.
- From a skimming vessel or flexible bladder to a barge.
- From a vacuum device storage tank to a barge.
- From a barge to a tank truck.
- From a tank truck to a processing system (i.e., oil/water separator).
- From a processing system to a recovery system and/or incinerator.
- Directly into impermeable bags that, in turn, are placed in impermeable containers.
- From containers to trucks.
- From trucks to lined pits.
- From lined pits to incinerators and/or landfills.

There are four general classes of transfer systems that could be employed to effect oily waste transfer operations:

- Pumps;
- Vacuum systems;
- Belt/screw conveyors; and
- Wheeled vehicles.

A comparative evaluation of 14 types of transfer systems that could be available for transfer operations is provided in this section.

The following is a brief discussion of each of the general classes of transfer systems.

**Pumps**

Rotary pumps, such as centrifugal pumps, may be used when transferring large volumes of oil, but may not be appropriate for pumping mixtures of oil and water. The extreme shearing action of centrifugal pumps tends to emulsify oil and water, thereby increasing the viscosity of the mixture and causing low, inefficient transfer rates. The resultant emulsion would also be more difficult to separate into oil and water fractions.

Lobe or "positive displacement" pumps work well on heavy, viscous oils and do not emulsify the oil/water mixture.

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Double acting piston and double acting diaphragm pumps are reciprocating pumps that may also be used to pump oily wastes.

**Vacuum Systems**

Vacuum systems, such as air conveyors, vacuum trucks and portable vacuum units may be used to transfer viscous oil and debris, but are large and heavy and usually have a very high water/oil ratio.

**Belt/Screw Conveyors**

Conveyors may be used to transfer oily wastes containing a large amount of debris. These systems can transfer weathered debris laden with oil either horizontally or vertically for short distances (i.e., 100 feet). However, these systems are bulky and difficult to set up and operate.

**Wheeled Vehicles**

Wheeled vehicles may be used to transfer liquid wastes of oily debris to storage or disposal sites. These vehicles are readily available but have a limited transfer rate (i.e., 100 barrels) and require good site access.

## COMPARATIVE EVALUATION OF OIL SPILL TRANSFER SYSTEMS

CHARACTERISTICS OF TRANSFER SYSTEMS	CENTRIFUGAL PUMP	LOBE PUMP	GEAR PUMP	SCREW PUMP	VANE PUMP	FLEXIBLE IMPELLER	SCREW/AUGER PUMP	PROGRESSING CAVITY	PISTON PUMP	DIAPHRAGM PUMP	AIR CONVEYOR	VACUUM TRUCK	PORTABLE VACUUM PUMP	CONVEYOR BELT	SCREW CONVEYOR	WHEELED VEHICLES
HIGH VISCOSITY FLUIDS	1	5	5	5	3	2	5	5	5	3	5	4	4	5	4	5
LOW VISCOSITY FLUIDS	5	2	2	2	3	4	1	3	3	4	5	5	5	1	1	5
TRANSFER RATE	5	2	1	1	3	4	1	2	2	3	4	5	3	2	2	2
DEBRIS TOLERANCE	5	3	1	1	1	4	5	5	3	4	5	5	5	5	5	5
SILT/SAND	5	2	1	1	1	2	5	3	2	3	5	5	4	5	4	5
GRAVEL/PARTICULATE	2	3	4	3	2	2	4	4	2	3	4	4	3	5	4	5
SEAWEED/ STRINGY MATTER																
TENDENCY TO EMULSIFY FLUIDS	1	4	3	3	3	3	5	5	3	3	5	5	5	5	5	5
ABILITY TO RUN DRY	5	3	2	1	2	3	4	3	2	5	5	5	5	4	3	-
ABILITY TO OPERATE CONTINUOUSLY	5	3	2	2	2	3	3	3	3	2	3	3	3	3	2	4
SELF PRIMING	1	3	2	2	2	5	1	5	4	4	5	5	5	5	5	-
SUCTION/HEAD	2	3	2	2	3	4	1	5	4	4	5	5	5	5	5	-
BACK PRESSURE/HEAD	1	5	5	5	4	3	4	5	5	2	1	1	1	3	3	-
PORTABILITY	5	3	3	2	4	4	3	2	2	4	-	-	2	1	1	-
EASE OF REPAIR	5	3	2	2	3	4	3	2	3	5	1	1	2	3	2	3
COST	5	3	2	2	3	3	1	2	3	5	1	1	2	2	2	3
COMMENTS	E,J	B	B	B,J	-	F	A	B	B,D	A,C,D	F,G,I	F,G,I	F,G	-	-	G,H,I

KEY TO RATINGS: 5 = BEST 1 = WORST

## KEY TO COMMENTS:

- A. NORMALLY REQUIRE REMOTE POWER SOURCES, THUS ARE SAFE AROUND FLAMMABLE FLUIDS
- B. SHOULD HAVE A RELIEF VALVE IN THE OUTLET LINE TO PREVENT BURSTING HOSES
- C. AIR POWERED UNITS TEND TO FREEZE UP IN SUB-=-FREEZING TEMPERATURES
- D. UNITS WITH WORK BALL VALVES ARE DIFFICULT TO FRAME
- E. SOME REMOTELY POWERED TYPES ARE DESIGNED TO FIT IN A TANKERS BUTTERWORTH HATCH
- F. CAN ALSO PUMP AIR AT LOW PRESSURE
- G. TRANSFER IS BATCH WISE RATHER THAN CONTINUOUS
- H. WASTE MUST BE IN SEPARATE CONTAINER FOR EFFICIENT TRANSFER
- I. TRANSPORTABLE WITH ITS OWN PRIME MOVER
- J. HIGH SHEAR ACTION TENDS TO EMULSIFY OIL AND WATER MIXTURES

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**TECHNIQUES FOR OIL/WATER/DEBRIS SEPARATION**

The different types of wastes generated during response operations require different disposal techniques. To facilitate the disposal of wastes, they should be separated by type for temporary storage or transport. The table below lists some options that are available to separate oily wastes into liquid and solid components. The table also depicts methods that may be employed to separate free and/or emulsified water from the oily liquid waste.

**OILY WASTE SEPARATION**

<b>Type Of Material</b>	<b>Separation Techniques</b>
<b>Liquids</b>	
Non-emulsified oils	Gravity separation of free water
Emulsified oils	Emulsion broken to release water by: <ul style="list-style-type: none"> <li>▪ heat treatment</li> <li>▪ emulsion breaking chemicals</li> <li>▪ mixing with sand centrifuge</li> <li>▪ filter/belt press</li> </ul>
<b>Solids</b>	
Oil mixed with sand	Collection of liquid oil leaching from sand during temporary storage Extraction of oil from sand by washing with water or solvent Mechanical sand cleaner Removal of solid oils by sieving
Oil mixed with cobbles, pebbles or shingle	Screening Collection of liquid oil leaching from beach material during temporary storage Mechanical sand/gravel cleaner Extraction of oil from beach material by washing with water or solvent
Oil mixed with wood, plastics, seaweed and sorbents	Screening Collection of liquid oil leaching from debris during temporary storage
Tar balls	Separation from sand by sieving

## TECHNIQUES FOR WASTE MINIMIZATION AND DISPOSAL

### Crude Oil and Refined Petroleum Products

Crude oil spilled to marine waters, recovered and transported to a production facility or a refinery will be considered a product and will not be subject to waste management regulations. Refined petroleum products that are recovered from marine waters may also be handled as product if they can be used for their originally intended purpose (i.e. fuel, fuel oil, etc.).

There are other avenues by which recovered petroleum may be managed as a material. These approaches include recycling the petroleum through incineration, as fuel, a substitute for raw material feedstock or as an ingredient used in the production of a product (i.e. asphalt). The appropriate State environmental agency should be consulted for more information on these and other management options. Recycling should be a top priority and will be undertaken if at all possible.

Recovered petroleum “products” that are not accepted by a refinery or production facility that can not be recycled must be managed as waste. In order that the appropriate management mechanism is determined for the recovered petroleum, the waste must be analyzed by a State certified laboratory to determine if the waste is hazardous. It is the responsibility of the Responsible Party (RP) to have the waste accurately characterized for proper disposition.

### Disposal at Sea of Water Separated From Recovered Oil

Oil recovered at sea typically contains significant amounts of sea water. In order to maintain the efficiency of the skimming process, this water must be separated/decanted from the oil and discharged back to the ocean during recovery operations. Separated sea water typically contains elevated levels of hydrocarbons and thus the discharge of this material may constitute a discharge of a pollutant. This issue is presently being discussed with regulatory agencies to determine if a National Pollution Discharge Elimination System (NPDES) permit, or waiver from the permit is required before separated/decanted water may be discharged back into state waters. The “discharge” of separated/decanted water is recognized by the USCG On-Scene Commander as an integral part of offshore skimming operations and as an excellent waste minimization tool. Therefore the OSC or his/her representative may authorize the discharge of separated/decanted water back into the area of a boom/skimming system outside of State Waters (3 miles). The exception to this will be in the NOAA Marine Sanctuary waters.

Federal law prohibits the discharge of material such as separated water, to marine sanctuaries unless permitted by the Administrator of the sanctuary program.

### Contaminated Soil and Debris

Contaminated soil and debris, including organic material, contaminated cleanup equipment (i.e. booms, pompoms, sorbents, etc.) and other contaminated materials that cannot be recycled must be managed as waste. The materials must also be characterized before the appropriate waste management option is determined.

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**Oiled Animal Carcasses**

Oiled animals and carcasses should be collected and turned over to Fish and Wildlife representatives who are responsible for wildlife rehabilitation and collection of carcasses for natural resource damage assessment (NRDA) investigations.

**Liquid Waste Handling and Disposal Techniques****Temporary Storage Devices**

- USCG certified tank barges (free oil and water)
- Portable oil field mud tanks (500 gallon up to 500 bbls.)
- Facility waste oil tanks/slop tanks
- 60 barrel to 100 barrel vacuum trucks
- 150 barrel tanker trucks
- Portable "fast tanks" (500 gallon up to 2500 gallon)
- Mud tanks on board offshore supply vessels
- 55 gallon open top drums or tight head drums

**Disposal Options**

- Reprocess through facility waste oil/water treatment system, API separator, heater treater, etc.
- Transport off-site to a Federal/State approved waste oil processor for recycle/reuse
- Use in Fuel Management Program as burner feed stock
- Ultimate destruction via incineration

**Disposal Of Hazardous And Non-Hazardous Solid Waste****Oil Contaminated Solid Waste Profile**

- Oil contaminated sorbent material (pads, booms, sweeps, particulate, etc.)
- Contaminated organic material (peat moss, straw, hay, fiber perl, etc.)
- Shoreline and marsh debris (drift wood, sea-weed, grass, garbage)
- Oily sand and mud
- Oil contaminated rocks, shells and rip-rap used for erosion control
- Oil saturated items such as protective suits, boots, gloves, rope, plastic bags, and rags

**Handling and Storage Techniques**

- 20 cubic yard roll on/roll off containers (with tarp covers or roller tops)
- DOT approved open top drums (DOT 17c/h)
- Dump trucks (temporary only)
- On-site pits (permitted only)
- Construct temporary lined pits (with Federal/State approval only)
- Dumpsters for non-hazardous debris only (paper, cans, bottles, lunch bags, etc)

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- 6ml minimum plastic bags with wire ties

**Solid Waste Characterization and Profile**

- Facility to receive, separate/sort and store solid waste
- Reduce waste volume by shredding, adding absorbent material to stabilize free liquids
- Back-hoe or front-end loader to facilitate segregation activities

**Analytical Support**

- Pre-qualify local laboratory for waste sample analysis
- Local lab to supply necessary sample equipment and chain of custody forms
- Set up for fast turn-a-rounds on results
- Pre-approve analytical (TCLP, PCB, BTU's, etc.)

**RECYCLING OPPORTUNITIES**

Personnel can be deployed to remove debris from beach intertidal areas to above the high tide line in order to prevent oiling of stranded debris/trash. It is important to note that such crews are not likely to be certified as required under OSHA 1910.120 and can only perform this task prior to the stranding of oil. A safety/industrial hygiene specialist should be consulted regarding the limitations of these crews and the effective establishment of exclusion zones in the area of beach impact.

**Recovered Oil and Oily-Water**

In order to maximize skimmer efficiency and effectiveness, water should be decanted with the approval of the Federal OSC and relevant State Agency Representative. Operational standards should be established as soon as skimming is initiated. In federal waters, decanting can be approved through a request to the OSC. In state waters, approval must be secured from the appropriate State agency representative.

Both oil and oily-water recovered from skimming operations should be offloaded to facilities where it can be effectively recycled/managed with established process and treatment streams. Such facilities would include production facilities, terminals, refineries and commercial refineries/reclaimers/recyclers. These facilities can often provide temporary tank storage, when necessary. Oiled debris that is recovered with skimmed oil should be maintained in secure, temporary storage until it is sufficiently characterized for disposal.

**Disposal Site Selection**

- Contact local disposal facilities for waste acceptance (liquids, solids, sanitary, etc.)
- Ensure State and Federal and Company approvals are in order
- Research transportation requirements
- Analytical results on waste streams available for disposal facility review and approval

## UTAH STATE APPENDIX

**Free Liquids (Oil and Water)**

- Consider all oil and oil emulsions for possible recycle/reuse
- Research local waste oil recycling firms in area. Ensure State/Federal and Company approvals are in order
- Utilize facility's water stripper units and/or heater treaters to separate oil and water

**Oil Absorbent Materials:**

Research new technology as it pertains to recycling used oil absorbent material.

- Set up pad wringer stations throughout the spill work site where sorbents are being used
- Sorbent pads can be used up to four to five times before losing their oil absorbing property
- Sorbent booms and sweeps should be double bagged and separated from other solid waste items
- Once a recycling firm has been located, ship direct from spill site to the recycling facility
- Ensure compliance with State and Federal recycling guidelines, if any

**Oil Contaminated Sand and Gravel**

- Research available commercial sand and gravel cleaners
- Consult Local, State and Federal regulations for any permitting requirements
- Have pre-approved lab set up analytical if required by regulations
- Train shoreline clean-up team not to remove excessive amounts of sand or beach front

**Oil Contaminated Debris**

- Seek approval from State or Federal representatives on-scene to allow stacking of contaminated debris and pressure washing to remove oil clingage as opposed to hauling off-site for disposal
- Research methods and applications for in-situ bio-degradation in-situ

The Facility will inform the Federal and State On-Scene Coordinators in writing of the name and location of waste disposal sites used to support the response.

All waste generated from an oil spill will be removed from the temporary staging area within 14 days of the completion of all response operations.

A list of Company approved waste disposal facilities is shown in this section.

## UTAH STATE APPENDIX

## TOXICITY CHARACTERISTICS AND LEVELS

Toxicity Characteristic Contaminants And Regulatory Levels				
EPA hazardous waste number	Contaminant	Chronic toxicity reference level (mg/L)	Basis*	Regulatory level (mg/L) <sup>t</sup>
D004	Arsenic	0.05	MCL	5.0
D005	Barium	1.0	MCL	100.0
D018	Benzene	0.005	MCL	0.5
D006	Cadmium	0.01	MCL	1.0
D019	Carbon tetrachloride	0.005	MCL	0.5
D020	Chlordane	0.0003	RSD	0.03
D021	Chlorobenzene	1	RFD	100.0
D022	Chloroform	0.06	RSD	6.0
D007	Chromium	0.05	MCL	5.0
D023	o-Cresol	2	RFD	200.0 <sup>a</sup>
D024	m-Cresol	2	RFD	200.0 <sup>a</sup>
D025	p-Cresol	2	RFD	200.0 <sup>a</sup>
D026	Cresol	2	RFD	200.0 <sup>a</sup>
D016	2,4-D	0.1	MCL	10.0
D027	1,4-Dichlorobenzene	0.075	MCL	7.5
D028	1,2-Dichloroethane	0.005	MCL	0.5
D029	1,1-Dichloroethylene	0.007	MCL	0.7
D030	2,4-Dinitrotoluene	0.0005	RSD	0.13 <sup>b</sup>
D012	Endrin	0.0002	MCL	0.02
D031	Heptachlor (and its hydroxide)	0.00008	RSD	0.008
D032	Hexachlorobenzene	0.0002	RSD	0.13 <sup>b</sup>
D033	Hexachloro-1,3-butadiene	0.005	RSD	0.5
D034	Hexachloroethane	0.03	RSD	3.0
D008	Lead	0.05	MCL	5.0
D013	Lindane	0.004	MCL	0.4
D009	Mercury	0.002	MCL	0.2
D014	Methoxychlor	0.1	MCL	10.0
D035	Methyl ethyl ketone	2	RFD	200.0
D036	Nitrobenzene	0.02	RFD	2.0
D037	Pentachlorophenol	1	RFD	100.0
D038	Pyridine	0.04	RFD	5.0 <sup>b</sup>
D010	Selenium	0.01	MCL	1.0
D011	Silver	0.05	MCL	5.0
D039	Tetrachloroethylene	0.007	RSD	0.7
D015	Toxaphene	0.005	MCL	0.5
D040	Trichloroethylene	0.005	MCL	0.5
D041	2,4,5-Trichlorophenol	4	RFD	400.0
D042	2,4,6-Trichlorophenol	0.02	RSD	2.0
D017	2,4,5-TP (Silvex)	0.01	MCL	1.0
D043	Vinyl chloride	0.002	MCL	0.2

**DOT X Ref**

**UTAH STATE APPENDIX**

**SAMPLING  
SECTION 5**

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**SAMPLING**

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**SECTION 5 SAMPLING**

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**EPHEMERAL DATA COLLECTION GUIDANCE MANUAL****EPHEMERAL DATA COLLECTION GUIDANCE MANUAL**

*Prepared for:*

**CHEVRON RESEARCH AND TECHNOLOGY COMPANY**  
Richmond, CA

*Prepared by:*

**ENTRIX, Inc.**  
Walnut Creek, CA  
with  
**Arthur D. Little, Inc.**  
Cambridge, MA

Project No. 329116

**May 9, 1996**

---

# EPHEMERAL DATA COLLECTION GUIDANCE MANUAL

*Prepared for:*

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## INTRODUCTION

### 1.0 INTRODUCTION

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#### **PURPOSE**

The purpose of this guidance manual is to identify the basic sampling methods for collecting essential **ephemeral\*** samples and data, and to describe these methods so that they can be implemented by the Chevron first responders (or their immediately-available contractors) even if they have limited specialized experience, expertise and equipment.

#### **BACKGROUND**

There are several types of ephemeral samples and data that can be obtained only in the first few hours to a day or two following an oil spill (hereafter meant to include any unauthorized release of petroleum hydrocarbons to which the Oil Pollution Act of 1990 applies). In most spills, the oil quickly spreads on the surface, is dispersed in the water, stranded on the shoreline and other structures, removed by cleanup actions, and/or evaporated. Ephemeral data are often critical in making immediate decisions about identifying the least environmentally damaging containment, cleanup or protection countermeasures. Ephemeral data are also critical for evaluating the impacts of the spilled oil to natural resources and their habitats in the natural resource damage assessment (NRDA) that may follow months to years later. In most instances, the first responders at the scene will be Chevron employees from the facility (e.g., refinery, terminal, tank farm, pipeline, ship or barge, truck) where the spill originated. First responders are unlikely to be trained or experienced in the methods for collecting ephemeral data, nor are they likely to have the

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\*With regard to environmental sampling by Chevron first responders, ephemeral refers to samples and data that are particularly transient and changeable during the first 48 hours of the spill. Ephemeral data include: distribution of oil on and in the water; water and sediment quality in areas prior to oil impact; early weathering of the oil; petroleum hydrocarbon concentration in biota, especially mussels and other bivalves; and site physical characteristics.

necessary equipment readily available. More likely, the facility will have a response plan that relies on corporate response resources, such as Chevron's Advisory Resource Team (ART) and/or Environmental Functional Team (EFT) as well as experienced contractors and consultants (hereafter called consultants), some of whom may be on a 24-hr/7-day call-out status. However, by the time help arrives several hours to a day or two after the spill occurs, it will be too late for them to collect some of the critical ephemeral data.

#### APPLICATION OF MANUAL

This manual emphasizes the critical ephemeral data and samples that may be lost forever if they are not collected in the first 24–48 hours of a spill. These data include: (a) source oil and freshly spilled oil, (b) spatial distribution and amount of oil on the water surface, (c) unoiled and some oiled beach sediments, (d) water quality in unoiled and oiled areas, and (e) unoiled intertidal organisms. The manual briefly describes the purpose for obtaining each type of sample or data, and the relevance and importance of the environmental decision-making and assessment following an oil spill.

The manual provides **guidance** on where, when, and how to collect each type of sample and data. It recognizes that specialized equipment may not be readily available, however the basic materials and equipment are usually available at the facility or at nearby hardware, building supply and/or marine supply stores. Adequate logistics support (e.g., vehicles, boats, etc.) is also usually readily available.

The manual also emphasizes the importance of documenting the samples and data so that they can be used by scientists, engineers, economists, and attorneys to evaluate the environmental impacts of the spilled oil. With appropriate quality assurance and documentation, the data should also be useful in preparation for a negotiated settlement or litigation.

The manual does not provide detailed Standard Operating Procedures (SOP), site-specific protocols or study plans, work plans, quality assurance/quality control (QA/QC) plans, or a Health and Safety Plan. The manual also does not provide guidance for sampling biological resources such as birds, mammals, fish, most shoreline macroinvertebrates, or submerged organisms. The sampling methods for most of these biological resources

generally require technical expertise and experience that most first responders do not have and do not require for their usual jobs.

The manual also does not provide guidance on collecting data on recreational or commercial uses of the potentially oiled area and resources. All of these topics and issues will be dealt with by members of Chevron's ART and/or EFT as well as experienced consultants and contractors when they arrive on site, usually within 24 to 48 hours.

---

**PRIORITIES OF ACTIVITIES**

2.0

**PRIORITIES OF ACTIVITIES, GENERAL OBSERVATIONS, REQUIREMENTS, AND  
EQUIPMENT LISTS**

---

**INTRODUCTION**

This manual provides general **guidance** for the collection, processing, documentation and preservation of ephemeral samples and data. The guidance may need to be modified depending upon the characteristics of the site and oil spill. The actual methods implemented should be thoroughly documented in the field by the first responders doing the sampling. Documentation should include video and/or photographic methods. Any modifications to the methods described in this guidance manual or any other plans used by the first responders should be described in the field notes.

There are five overall guidelines that should govern the first-responders actions:

- (1) Be flexible, be practical, use common sense, and use prudent judgment.
- (2) Collect the samples and data, if in doubt. A decision to analyze them can be made later by Chevron EFT or consultants.
- (3) Document samples, methods, observations, chain-of-custody and other information that is relevant.
- (4) Contact the Chevron EFT or consultants for spill-specific advice as early as practical in the spill response, including while they are at home or en route.
- (5) Comply with health and safety procedures listed in the daily Incident Action Plan.

Ideally, this manual will provide incentive for Chevron's first responders to begin: pre-incident planning including: identification of local consultants; preparation of standard operating procedures to augment those described in following sections; training in field sampling methods; stockpiling equipment and materials or identifying local sources; identifying the sensitive habitats and resources to be sampled first; and preparation of the contact list for Chevron EFT and expert consultants. This manual also provides a brief description of the need for collecting each type of data or sample.

#### **PRIORITY OF FIRST-RESPONDER'S ACTIVITIES**

The following is a priority list of initial environmental sampling and monitoring activities for Chevron's first responders, with the highest priorities listed first. The actual order may need to be modified, based on spill-specific circumstances.

- (1) Contact one of the following members of the Chevron EFT (Pat O'Brien, Gary Rausina, Will Gala, Andy Glickman, Lucinda Jackson, Kirk O'Reilly, or Michael Ammann) or consultants for advice and guidance. A short phone call or fax can provide expert advice based on experience with numerous oil spills and save a lot of time.
- (2) Identify the first-responder ephemeral sampling team members, assign responsibilities and tasks, and identify schedule and reporting relationships within the team as well as with others in the response organization.
- (3) Assign one team member full-time to be responsible for documenting and compiling samples, data, photos, video tapes, field logs, chain-of-custody, and similar material according to procedures described in this guidance manual. This person should also be responsible for coordinating QA/QC activities with the first responders and for transitioning to the EFT QA/QC coordinator upon arrival at the site.
- (4) Compile general information on physical and biological site characteristics of the affected and adjacent areas, and on spill

characteristics, to the extent practical. The information will facilitate discussion with Chevron ART and/or EFT and consultants so they can plan ephemeral data/sample collection activities. Consult the oil spill Area Contingency Plan for information on sensitive or listed species.

- (5) Collect source oil and spilled (e.g., weathered) oil samples.
- (6) Document distribution and amount of oil with photos, video and personal observations at least once per day and preferably 2-3 times per day.
- (7) Collect water, beach sediment and biological samples “ahead” of the oil slick for “before impact” comparison.
- (8) Notify the appropriate state and federal fish and wildlife agencies responsible for managing any biological resources that Chevron first responders want to sample selected biota (e.g., mussels, clams) for pre-impact petroleum hydrocarbon bioaccumulation levels. Often, only a valid sport-fishing license will be required.
- (9) Collect water samples adjacent to and, if practical, within the oil slick.
- (10) Locate a secure place to store samples. At minimum, samples must be refrigerated to 4°C. A secure freezer, preferably one that can store sediment, oil and biological (but not water) samples at -20°C is also desirable.
- (11) Obtain logistic support, equipment and materials for incoming Chevron EFT and consultants.

A generalized sampling scheme and priority of sampling stations, based on Sections 3.0 and 5.0-7.0 following, is presented in Figure 2-1 (page H-53).

#### **GENERAL OBSERVATIONS**

General observations on the oil spill and site characteristics should be documented in writing, and with video and/or photographs daily and preferably 3 times per day to provide:

- (1) A basis for planning the ephemeral data and sample collection programs.
- (2) Background information to the Chevron ART and EFT, and consultants as they are en route to, and when they arrive, at the spill site.
- (3) Documentation of conditions that are essential input to any NRDA models and assessments that the state and/or federal trustees use.

Two example data sheets are provided in Appendix A (page H-38).

In addition, the surface oil trajectory model (e.g., WOSM) output provided to the Unified Command should be obtained as soon as it is available. The trajectory information may suggest areas and resources to be sampled and help establish the sampling priorities.

#### **GENERAL REQUIREMENTS FOR ALL EPHEMERAL SAMPLE AND DATA COLLECTION PROGRAMS**

There are five requirements that are applicable to all ephemeral sample and data collection programs. They are described below under Basic Quality Assurance, Chain-of-Custody, Documentation, Sample Station Location, and Sample Station Characterization.

##### **BASIC QUALITY ASSURANCE**

Adherence to basic quality assurance (QA) procedures is essential and will enhance the quality of the samples and data collected for subsequent use in environmental decision-making, NRDA evaluation, and potential negotiated settlements or litigation. These basic QA procedures include:

- (1) Follow the sampling protocols generally described herein, with modifications as provided by Chevron EFT or consultants.
- (2) Decontaminate sampling equipment (e.g., cores, sample bottles, spoons, etc.) between each sample with solvent (preferably methanol or

methylene chloride) or Alconox detergent followed by a distilled water wash. Collect the wash water, solvents and discarded sampling gear in containers for proper disposal as determined in the daily Incident Action Plan.

- (3) Mark the sample stations and document position using LORAN or GPS coordinates, radar, line-of-sight triangulation or other reproducible methods (see following sections for more detail).
- (4) Document site characteristics immediately prior to sampling (see following sections for more detail).
- (5) Maintain complete documentation, including chain-of-custody forms, and sample tags or labels for every sample or data type.
- (6) Process and store samples in the field so as to prevent cross-contamination between samples; e.g., keep samples in separate containers, and separate different sample types.
- (7) Store sediment, water and biological samples on frozen “Blue-Ice” if available, or ice cubes, in ice chests/coolers while in the field.
- (8) Transport samples on a daily basis to a secure storage area onsite where they can be kept cool or frozen as appropriate for specific samples. Where practical, transport directly to the analytical laboratory which will store the samples until analyses are done, is preferable.
- (9) Maintain proper chain-of-custody documentation for each sample (see Appendix A for example of chain-of-custody form).
- (10) Use nitrile gloves to avoid contaminating samples. If nitrile gloves are unavailable, use latex gloves. In either case, do not allow oil that has come into contact with the gloves to get into the sample. If it does, discard the sample and obtain a new one.

Environmental monitoring in the first 24-48 hours of a spill response should focus on the collection of reliable samples and data, and their documentation. Decisions regarding sample analyses can be made by Chevron's NRDA experts after they evaluate the spill response and initial injury to natural resources.

#### CHAIN-OF-CUSTODY

It is essential to maintain chain-of-custody on all samples and data such as video tapes. If the chain-of-custody is "broken," then the integrity of the sample and resulting data may be questioned later, especially if the NRDA and related assessments are adversarial between Chevron and other parties. A sample chain-of-custody form is provided in Appendix A.

Chain-of-custody means that the sample or data are the possession and under the control of the person identified on the form for the period specified on the form. Possession and control can mean literally in possession, within sight, or in secure storage where the access is limited to the person in possession. The person taking possession and the person relinquishing possession need to sign the form when the transition takes place.

Chain-of-custody forms should be completed as part of the documentation activity.

#### DOCUMENTATION

All field activities, observations, samples and data collected, personnel involved, and similar information should be documented in the appropriate media (e.g., paper, photographs or slides, video tape recording, computer files/diskettes, etc.). Before sampling, each sample location should be documented with photographs and/or video to record site conditions, geographic references, and human use. Documentation should only include objective observations, data, and similar information. It should not include personal opinion, speculations, preliminary conclusions, "editorial" notes, and similar material.

One person should be responsible for compiling all documents at a central, secure location, preferably at or near the Chevron command and resource coordination location. The

compilation and documentation may require more than one person in a substantial oil spill incident.

#### SAMPLE STATION LOCATION

The geographic location of each sample station should be determined and documented as accurately and precisely as time, conditions, equipment and expertise allow for two reasons. First, being able to show others where the samples and data came from may be important in establishing the next response action(s) and in estimating the oil impacts to natural resources. Second, the longer-term injury assessment and natural resource recovery monitoring programs may need to re-occupy the same stations to obtain data for comparison with data collected in the ephemeral sampling program.

Most sampling done from a ship or boat can utilize the global positioning system (GPS), radar, LORAN, or other navigational aids used by the vessel. If one of these systems, preferably a GPS, is not available on the vessel, the first responders should consider chartering another vessel that does have the equipment.

For sampling on mudflats, beaches, and other shorelines, there are several methods available for station locations. The fastest and easiest to implement is hand-held GPS, provided the precision of  $\pm 10$  m in most areas is acceptable. For most ephemeral data sampling in mudflats and sedimentary beaches, a  $\pm 10$  m precision is generally adequate. If more precision is required or desired, then there are at least 3 alternatives:

- (1) Use a differential GPS such as that used by surveyors for very precise positioning.
- (2) Have a survey crew determine the position of each sample, using a variety of standard survey methods and equipment.
- (3) Mark the sample location and/or document its location with respect to known, fixed landmarks, and survey the position at a later time if the exact coordinates need to be determined.

To the extent practical in the circumstances of a specific spill, the first responders should consider the following in establishing, marking and documenting the sample station locations:

- (1) Select stations with easy access to streets, roads, and parking lots. Note location and address on maps and in field notebook.
- (2) Select stations within sight and, preferably, easy measuring distance of distinctive, permanent landmarks (e.g., commercial buildings, piers, named/numbered storm drains, recreational buildings on the beach). On tidalflats and mudflats, it may be necessary to select buildings, etc. that are several hundred feet or more away. If possible, select landmarks that “line up.”
- (3) Mark the backshore end of the transect (which is usually oriented perpendicular to the waterline) with fluorescent paint if there is a dry solid surface. Be careful not to deface structures that cannot be cleaned up later. On sedimentary beaches, it may be necessary to drive a stake into the substratum and mark it with flagging.
- (4) Measure the distance and compass direction to actual sample station location(s) from this backshore marker, and record the information in the field notebook.
- (5) Document, with a camera and/or video recorder, the sample location in at least the four cardinal compass directions (e.g., N, E, S, W) on a tideflat, mudflat, or similar large area. On a linear shoreline, document the area in both directions along the shore as well as across the shore. For the latter, take photos and/or video from the waterline toward the backshore, and try to get a permanent, distinctive landmark in the photo or video. Then, take photos and/or video from the backshore to the waterline. In each photo, include a card with the station name/number and date.

As a guide to documenting the station location, the first responder should ask themselves “Could I relocate this station precisely and accurately with the data I am recording?”

## SAMPLE STATION CHARACTERIZATION

For sampling water and weathered oil on/in water, the characterization of sample stations is generally limited to the following information which should be recorded in the field notebook:

- (1) Station name/number and location.
- (2) Water depth.
- (3) Sea surface conditions.
- (4) Presence, amount, distribution, and weathered status of oil in the station vicinity.
- (5) Presence of flotsam and jetsam, seagrass, kelp, corals, birds, fish, marine mammals, and other macro-biota.
- (6) Salinity and temperature (if instrumentation is readily available to obtain these data).
- (7) Photograph and/or video; usually only useful to document #(4) or (5) above.

For sampling stations on tideflats, mudflats, and/or shorelines, the physical characteristics of the habitat as well as the oiling should be documented in writing in a field notebook, and with photos and/or video. The first responders should not rely solely on photos and/or videos for characterizing the station. Data and observations that may be recorded include:

- (1) Station name/number and location; describe relative to named access points and other landmarks.
- (2) Distance/direction from fixed points to station.

- (3) Substrate characteristics.
- (4) Time and estimated tide level.
- (5) Water conditions, especially surf, and wind conditions (direction and speed).
- (6) Substratum type (e.g., sand, cobble, mud, rock, concrete); close-up photos are recommended.
- (7) Beach use by people.
- (8) Number and orientation of photographs and/or video obtained; see Sample Station Location previously for guidance.
- (9) Location of man-made facilities (e.g., storm drains) and activities (e.g., lifeguard towers, fishing piers) nearby.

### **GENERAL EQUIPMENT LIST**

The equipment necessary to conduct each type of sampling is identified in Section 3.0-7.0 following. More site-specific lists of equipment, materials and logistic support may be developed by the local facility personnel in any pre-spill planning and training activities they conduct.

Additional items are listed in Appendix B (page H-42). Because the requirements for each location and facility will differ, additional space is provided in Appendix B for the first responders to add items that they consider necessary for safe and successful ephemeral sample and data collection.

**OIL FROM THE SOURCE AND WEATHERED OIL**

3.0

**OIL FROM THE SOURCE AND WEATHERED OIL**

---

**PURPOSE**

Sampling source or “neat” oil immediately and weathered oil over the first few days (as well as later) is essential in oil spill situations. These samples provide the detailed chemical “fingerprinting” of the oil from the release source for comparison to waterborne or beached weathered oil. This information is especially important for evaluating the temporal changes in oil toxicity. Neat oil sampling and advanced chemical fingerprinting methods allow identification of the source, determination of the environmental fate of the spilled product, differentiation between multiple sources, and allocation of relative contributions of pollutant levels to their respective sources. Although weathered oil may persist in the environment, its toxicity decreases with time; therefore sampling over time provides specific information related to the extent and duration of the injuries.

**SAMPLING PRIORITIES**

Sampling of source and weathered oil should be initiated immediately in all oil spills.

The priorities, in chronological order, are to:

- Collect samples from the spill source (e.g., ship cargo tank, pipeline, onshore storage facility) and other suspected or possible sources, especially if there is any uncertainty about the source(s).
- Collect samples of the spilled oil including “fresh” oil and emulsified oil (mousse) from the leading edge of the floating oil slicks; this sampling can be conducted in conjunction with water column sampling described in Section 5.0 (page H-23).

- Collect oil samples in the main oil slick and near the release point, if practical and safe.
- Collect samples of beached oil; this sampling can be conducted in conjunction with shoreline sediment sampling, described in Section 6.0 (page H-28).

### SAMPLING METHODS

The primary objective is to obtain samples of the source oil which have not been exposed to environmental conditions and thus have not begun to weather significantly. It may not always be possible or practical to collect neat oil. For example, during oil tanker or platform fires, the oil “source” is consumed or altered during the spill event. In such cases, it may be necessary to obtain samples of the “source” product from the point of origin loading facility (in the case of a tanker which is lost) or from the same production formation (in the case of a platform blowout); these samples can be obtained by the consultants after they arrive.

Source oil and recently-released weathered oil samples should be collected as soon as practical after the spill event. A bomb or pond sampler may be used to collect source samples which cannot be reached by hand. An uncontaminated spoon or scoop may be used if the source is accessible by hand. Use nitrile gloves if available to avoid contaminating samples. If nitrile gloves are not available, use latex gloves. In either case, do not allow oil that has come into contact with the gloves to get into the sample. If it does, discard the sample and obtain a new one.

Four samples should be collected, three replicates for chemical analyses and one for possible toxicity tests. Each sample should be a minimum 100 ml and preferably as much as the sample container will hold. The sample should be collected into a pre-cleaned, certified (e.g., I-Chem) glass, wide-mouth jar; however, a clean, glass jar with an airtight cap will work if necessary. The samples should be labeled, kept cool in the field and then stored frozen at  $-20^{\circ}\text{C}$  prior to shipment to an analytical laboratory. Any sampling devices or implements used to collect samples should be stainless steel and rinsed with a solvent such as methanol or methylene chloride immediately prior to use for each replicate sample.

If solvent is not available, a thorough washing with Alconox laboratory detergent followed by rinsing with distilled water will work.

The same sample collection procedure should be used to collect samples of the “weathered” oil including the floating oil slick, mousse, and tarballs, and oil deposits on the shoreline.

An additional objective is to minimize the amount of water collected and retained with the weathered oil sample. The excess water can be removed by pouring the oil from one jar to another, possibly several times, until the sample is mostly oil and most of the water is discarded.

**DISTRIBUTION OF OIL**

4.0

**DISTRIBUTION OF OIL**

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**PURPOSE**

Documentation of the changes in distribution of oil on the water surface and the amount (thickness) of oil in the surface slicks for the first 48 hours of an oil spill is necessary for NRDA. Several state NRDA procedures are based on the area covered by oil from the beginning of the spill; an overestimate results in an overestimate of economic damages. The amount of oil present is important for estimating injury in some state and federal NRDA models.

The documentation of oil distribution, independent of or in addition to that done by USCG, NOAA and cleanup contractors, is necessary because they typically do not accurately and precisely document the oil amount or distribution beyond what they need for short-term cleanup operation decisions. Location, date, elevation, scale, etc. are often not well-documented. Also, video tapes, photographs and/or written observations may not be readily available when needed by the NRDA teams.

**SAMPLING PRIORITIES**

The first priority is to document the distribution of oil on the water surface, particularly the large slicks, because this distribution can change rapidly and markedly under the influence with wind, tidal currents, and other water currents.

The second priority is to document oiled shorelines. However, once oil is stranded on the shore, it is typically visible for several days to weeks and can be documented by the Shoreline Cleanup Assessment Team (SCAT) or consultants.

**SAMPLING METHODS**

The distribution of oil should be documented at least twice per day beginning with the first day and continuing for the next 2-5 days when the frequency may be reduced to daily or less.

Permanent and quantitative documentation of the distribution of oil should be done by a commercial aerial photography firm with the following specifications:

- Color film and, if available, infrared film in 9" x 9" format on a continuous roll.
- Overlapping frames, preferable 60% forward overlap and 30% side overlap.
- Scale of 1" = 500' for overwater photography.
- Scale of 1" = 200' for shoreline photography (this should be separate flight line(s) from over water survey).
- Time, date, and location (via GPS if possible) should be recorded on each frame or, at minimum, at begin and end of each flight line.
- As early as practical in the morning and early to mid afternoon; however, local conditions and experience of the aerial survey firm may dictate more appropriate time periods.

If the video equipment, aircraft (preferably a helicopter), and people are available, a low-level aerial video survey is useful to document the estimated amount of oil on the water surface as well as on the shore zone. The video operator records the oil slicks while a second observer estimates the amount of oil present, based on the characteristics described in Table 4-1. The geographic location of images recorded on the videotape (VTR) must be recorded on the audio track of the videotape or cross-referenced with notes kept by the second observer. The video camera should use color VTR and record time, date, and audio. The start and end time and locations for each VTR must be recorded.

**Table 4-1. General Relationship of Sheen Color to Oil Layer Thickness.**


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<u>State of Alaska</u>	<u>Exxon</u>	<u>Thickness (mm)</u>
Gray	Very light sheen (transparent)	0.00005
Silver	Silver sheen	0.00010
Blue	First color	0.00015
Rainbow	Rainbow	0.0003
Copper	Dull	0.001
	Yellow brown	0.01
Brown	Light brown	0.1
Black	Brown/black	1.0

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## WATER SAMPLING

## 5.0

## WATER SAMPLING

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**PURPOSE**

The primary purpose of sampling the near surface water column (upper 1 m) in unoiled and oiled areas is to determine the concentration of toxic petroleum components such as aromatics. The secondary purpose is to determine what portion of the petroleum hydrocarbons present may come from the spilled oil as a result of physical mixing, dissolution, adsorption to suspended particles, etc.

The petroleum components in the water column may be at concentrations that could be toxic to fish, crustaceans, plankton, and eggs and larvae, all of which may constitute substantial injury and thus monetary damages in the NRDA process. The concentration of petroleum hydrocarbons in the upper 1 m of the water column is highest in the first few hours to day following a release of fresh oil, and decreases very rapidly. Therefore, to document the time-concentration relationship, Chevron's first responders should collect water samples during the first day of the spill response.

**SAMPLING PRIORITIES**

The **first** priority is to collect samples in areas that are not yet affected by the oil, but which are expected to be affected, based on trajectory analyses and professional opinion of the Unified Command. Begin with the sensitive areas that are likely to be oiled within the first few hours to 1-2 days.

The **second** priority is to collect samples in oiled areas, provided it is safe and permitted by the Unified Command. Within the oiled areas, the first priority is to sample in the main oil slick followed by sampling at the leading margin where the oil slick has begun to break up and the oil has begun to weather. If oil is already ashore, some sampling could be conducted in the offshore area adjacent to the oiled beach, and outside the surf zone.

The **third** priority is to sample reference areas. These are areas unlikely to be affected by the spill and that are similar to the affected areas. In general, the selection and sampling of reference areas should be left to Chevron ART or EFT who will consult with the trustees as appropriate.

The second and third priority samples should be collected within 48 hours after the spill, if practical. These samples may be collected by the Chevron EFT or consultants, if they arrive within the first 24-48 hours.

### SAMPLING METHODS

Discrete samples should be collected in the priority sequence described above, beginning on the first day of the spill and at least once per day thereafter until Chevron's EFT and consultants arrive.

At each sample station, sampling should meet the following criteria:

- Three replicate samples from each sample depth (e.g., 1 m, 2 m, 5 m below water surface).
- Samples should be taken as close in time and location as practical.
- Samples taken about 1-m below the surface; additional sample depths may be taken at 2-m and 5-m below the surface if time and equipment allow, and if there has been sufficient wave energy to suggest that oil may be physically dispersed into the water column.
- Sampler to be cleaned between each sample (especially important for samples obtained in the oiled areas) using solvent (preferably methanol or methylene chloride) or Alconox detergent plus distilled water rinse.
- Sampler must not be deployed directly through oil at the surface. If it is, the sampler must be decontaminated before being used again.

Samples should be obtained with a water sampler capable of obtaining at least 1-liter of water. The sampler should be deployed from the surface and kept closed during deployment and retrieval. Any visible oil at the water surface should be “moved aside” with a water hose, compressed air, or a paddle before sampler deployment. The sampler should be cleaned between samples. The preferred sampler is one that:

- Allows for the sample bottle (minimum size 1 liter and ideal size 2 liters) to enter the water through the surface in a closed position.
- Can be opened at the desired depth.
- Can sample reliably at a prescribed sampling depth.
- Can be closed after sample collection.
- Allows for preservation of the sample in the sample container.

The recommended sampler is the “Sub-surface Grab Sampler III” (Ben Meadows Co., telephone number 1 (800) 241-6401; Cat. No. 226400), with pre-cleaned, 2500mL, amber-glass wide mouth jars (closure size 70-400), available from Environmental Sampling Supply, Inc. (ESS) (telephone number 1 (800) 233-8425, Cat. No. 2500-0500) or other supplier. The sample can be poured into the specific sample jars, with the volatile organics analysis (VOA) sample collected first.

Two types of samples will be obtained for chemical analyses: one for semi-volatile organics and one for total petroleum hydrocarbons (TPH) and polyaromatic hydrocarbons (PAH).

For volatile organics (VOA):

- (1) Use only standard, pre-cleaned, 40-ml glass, screw-cap, VOA vials with Teflon®-faced silicone septum and containing 2 drops of 6N hydrochloric acid as preservative. These will be provided by the laboratory.

- (2) Fill out label on bottle with the following information: sample number, sample type, date, analysis to be conducted (volatile organics), time of collection, collector's name. Use permanent marker for labeling. Cover label with clear tape. Complete sample collection data sheet and chain-of-custody form.
- (3) After retrieving the field sample, pour the VOA sample gently into bottle to prevent formation of air bubbles in the vial as it is being filled. Fill vial until a meniscus is formed over the lip of the vial. Cover with screw-cap lid. After tightening the lid, invert the bottle and tap to check for air bubbles. If bubbles are present, pour out the sample, add 2 drops of hydrochloric acid, and refill with sample.
- (4) Seal each VOA vial in a separate plastic bag to prevent cross-contamination.
- (5) Place sample in small ice chest with frozen "Blue-Ice" or ice cubes.
- (6) Transfer to refrigerator for storage at 4°C and send samples to analytical laboratory within 24-48 hours, if possible (maximum holding time prior to extraction and analysis is 7 days).

For TPH and PAHs:

- (1) Use only pre-cleaned amber glass bottles, preferably from an analytical laboratory. Five ml of 6N hydrochloric acid per liter of water should be added as a preservative. Preferably, the acid will be added by the laboratory; if not, it will need to be added by the field sampling team. Use one-liter, amber-glass, screw-cap bottles with Teflon® liners.
- (2) Fill out label on bottle with the following information: sample number (each sample container must have discrete number), sample type (e.g., water), date, location of sampling, time of collection, and collector's name. Use permanent marker for labeling. Cover label with clear tape. Complete sample collection data sheet and chain-of-custody form.

- (3) Carefully fill bottle completely with water. Replace the cap and check to make sure screw-cap covers are tightly in place.
- (4) Place sample in small ice chest with frozen “Blue-Ice” to maintain a temperature of 4°C. If “Blue-Ice” is not available, use ice cubes or block of ice.
- (5) Transfer to refrigerator for storage at 4°C. Send samples to the analytical laboratory within 24-48 hours, if possible. Do not freeze water samples.

**INTERTIDAL SEDIMENT SAMPLING**

6.0

**INTERTIDAL SEDIMENT SAMPLING**

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**PURPOSE**

The purpose of sampling the beach sediments (e.g., mud, sand and/or gravel) in unoiled areas is to determine the concentration of oil fractions, especially toxic ones such as aromatics, that are present prior to the spilled oil reaching the beach and to determine what proportion of the petroleum hydrocarbon present comes from the spilled oil compared to other sources. The oil on and in beach sediments may be toxic to animals and plants living there.

The emphasis of the ephemeral sampling program is on beaches that are unoiled, but are likely to be oiled within 2-5 days. Sampling of oiled beaches, unoiled reference beaches, and oiled or unoiled rocky shores could be done by first-responders using the methods described below. However, once a beach is oiled, the oil is generally persistent for several days to weeks or months, and could be sampled by Chevron's EFT or consultants after they arrive. Also, samples for sediment grain size and total organic carbon analyses can generally be deferred for a few days. Offshore and subtidal sediments are typically not affected by spilled oil in the first few days (except for oil that is heavier than water when released) and could also await sampling by Chevron's EFT or consultants. Subtidal sampling requires either divers or specialized sampling equipment that may not be readily available to first-responders.

**SAMPLING PRIORITIES****OILED AND UNOILED AREAS**

Samples should be obtained from the potentially oiled and reference areas in the following sequence of decreasing priority (see also Figure 2-1).

- (1) Areas that have not been oiled but are likely to be within 24-48 hours.
- (2) Areas that have not been oiled, but may be 2-5 days hence.
- (3) Reference areas that are unlikely to be oiled.

Priority category (1) is the critical sampling effort and must be completed before oil reaches the area. Also, sampling of sediments in oiled areas can be left for a few days.

#### HABITATS

Within each of the potentially oiled areas, especially priority category (1), habitats should generally be sampled in the following sequence of decreasing priority (see also Figure 2-1);

- (1) Areas known or suspected to be utilized by threatened or endangered species.
- (2) Wetlands, mangroves.
- (3) Tidal mudflats.
- (4) Sand/gravel beaches.

Field judgment may modify this sequence; for example, if oil will reach a sand beach within 3 hours and a wetland after 12 hours, then the sand beach could be sampled first. Also, information on areas of specific habitats that are utilized by threatened or endangered species may be available from the Area Contingency Plan and/or the local state or federal fish and wildlife agencies.

#### SAMPLING METHODS

Collection of discrete samples should be collected in the priority sequence described above, preferably on the first day of the response. Subsequent sampling at the same

locations will probably be done by Chevron EFT or consultants, so station locations need to be marked and documented.

Stations should be located at the same elevation relative to mean lower low water (MLLW) or other standard tidal datum used in the area. If practical, three tidal elevations should be sampled, in the following sequence of decreasing priority:

- (1) Mean high tide where most of the oil is typically stranded and greatest intertidal beach recreation use occurs, though biological diversity is lowest here.
- (2) Mean sea level where less oil is stranded but intertidal biological diversity begins to increase.
- (3) Mean low tide where the least oil is stranded, beach recreation use is lowest, and intertidal biological diversity is greatest.

At each station, obtain at least three replicate samples within a 5-m diameter. The sampling procedure for each sample is described in the following 7 steps:

- (1) Prior to any sampling and after marking the station location, photograph or video the sampling site. Take video and/or the photos in both directions along the shore as well as from the waterline toward the backshore, and from the backshore to the waterline. Try to get permanent and distinctive landmarks in some photos and/or videos for future reference.
- (2) Collect sample with pre-cleaned core sampler, preferably stainless steel. However, brass core liners or plastic, PVC, or acrylic pipe may be used if that is all that is available. Core should be 10-cm long, if possible, and at least 2.5-cm, preferably 5-cm, in diameter. In gravel or small cobble, it may be necessary to dig the 10-cm deep sample out using a pre-cleaned trowel, spoon or similar tool.

- (3) Fill out label on bottle with the following information: sample number (each sample container must have discrete number), sample type (e.g., sediment), date, location of sampling, time of collection, collector's name. Use permanent marker for labeling. Cover label with clear tape. Complete sample collection data sheet and chain-of-custody form.
- (4) Use 8-oz. screw-cap jar with Teflon® liners, preferably glassware pre-cleaned and provided by the analytical laboratory. Fill jar completely with soil/sediment if possible; a minimum of 100-ml is required for analyses. Replace cap and make sure cap cover is tightly sealed. As an alternative, the core can be left in the core sampler and frozen on dry ice at the site. This allows the sediment stratigraphy, if any, and depth of visible oil penetration into the sediment to be documented. The core can be sectioned, if needed.
- (5) Wash all equipment that will be used to collect sample with solvent (preferably methanol or methylene chloride) or Alconox detergent and rinse completely with distilled water prior to use and between each sample collection to prevent cross-contamination of samples. Equipment to be cleaned includes shovels, spatulas, mixing bowls, cores, etc.
- (6) Place sample in an ice chest with dry ice if available or, at minimum, with frozen "Blue-Ice" to maintain a temperature of 4°C. If "Blue-Ice" is not available, use ice cubes or block of ice. Transfer to a freezer for temporary storage at -20°C.
- (7) Samples should be sent to the laboratory within 24-48 hours, if possible, and held at -20°C prior to extraction. Maximum holding time prior to extraction and analysis is 14 days.
- (8) Mark the location of the sample sites using stakes and flagging distances/directions to permanent landmarks, etc. so the stations can be relocated for subsequent sampling programs.

**ANIMALS****7.0  
ANIMALS**

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**PURPOSE**

Several species of animals live in or on the intertidal habitats and do not move far (or at all); i.e., clams, mussels, snails, some crabs and shrimp. These animals bioaccumulate petroleum hydrocarbons, as well as other organic and inorganic compounds, to concentrations greater than that of the sediment or water in which they live. The extent to which the animals in oiled areas have bioaccumulated a higher concentration of petroleum hydrocarbons compared to animals in unaffected areas may be used as an qualitative index of exposure and possible impacts to them as well as to the animals that feed on them. This information is important in assessing injuries to natural resources to evaluate recovery, and in evaluating the restoration alternatives during the NRDA.

**SAMPLING PRIORITIES****OILED AND UNOILED AREAS**

Samples should be obtained from the potentially oiled and reference areas in the following sequence of decreasing priority (see also Figure 2-1).

- (1) Areas that have not been oiled but are likely to be within 24-48 hours.
- (2) Areas that have not been oiled, but may be 2-5 days hence.
- (3) Reference areas that are unlikely to be oiled.

Priority category (1) is the critical sampling effort and must be completed before oil reaches the area. Priority categories (2) and (3) may be left to incoming Chevron EFT and consultants, assuming they will arrive within 48 hours. Also, sampling of animals in oiled areas can be left for a few days.

#### HABITATS

Within each of the potentially oiled areas, especially priority category (1), habitats should generally be sampled in the following sequence of decreasing priority. Field judgment may modify this sequence; for example, if oil will reach a sand beach within 3 hours and a wetland after 12 hours, then the sand beach could be sampled first.

- (1) Wetlands, mangroves.
- (2) Tidal mudflats.
- (3) Intertidal and shallow subtidal seagrass beds.
- (4) Sand/gravel beaches.
- (5) Rocky shores.
- (6) Marina floats, pier pilings, etc.

#### ANIMALS

Sampling should emphasize large, sedentary or sessile animals with the priority sequence as follows:

- (1) Mussels.

- (2) Clams.
- (3) Other bivalves (e.g., oysters).
- (4) Snails.
- (5) Sand crabs and other burrowing crabs.
- (6) Ghost shrimp and other burrowing shrimp.

Mussels, clams, and other bivalves are much preferred because they do not quickly alter the bioaccumulated petroleum hydrocarbons and there is a large amount of scientific study and data on these animals.

#### **SAMPLING METHODS**

#### **NOTIFICATION OF AGENCIES**

Prior to sampling, notify the state and federal fish and wildlife agencies responsible for managing the biota that Chevron first responders want to sample. The appropriate agencies will usually be the federal NOAA and/or USFWS and the state fish, game and wildlife or habitat protection agency. Often only a valid sports fishing license is required, however, in some instances a “scientific collector’s” permit and/or explicit, site/incident specific permission may be required.

#### **SAMPLE LOCATIONS AND STATIONS IN A HABITAT**

In each habitat, sample at least 3 stations if practical. These stations should be more or less equally spaced in the habitat, however ready access to the habitat may suggest alternative sample stations. The stations should be adjacent to the locations for sediment and possibly water samples (see Sections 6.0 and 5.0, respectively).

At each station, collect at least 3 samples, if practical. These should be within the same general area (e.g., within a 100-ft. diameter), preferably in the mid/high-intertidal zone.

A sample should consist of at least 10, and preferably up to 25 individual animals. If the animals are small (<0.5 in), collect up to 50 for a sample, if practical.

Remove the animals from the rocky shore or surface of the sediment, and rinse the debris and sediment from them using (in order of preference) distilled water, clean tap water or clean seawater. For some clams, sand crabs, and other burrowing animals, remove them by shovel, clam gun or hand, and rinse the sediment from them.

Place rinsed animals in heavy duty aluminum foil, preferably pre-rinsed or washed with (in order of preference) Alconox detergent, distilled water or clean tap water, and wrap them in several layers.

Place a sample tag with the following information on each sample: sample number (each sample must have a unique number), sample type, common name, species and genus (if known to the sample collector) analysis to be performed, location, time and date of collection, and collector's name. Store the sample in a cooler at 4°C. Transport as soon as practical (and within 12 hours) to the analytical laboratory or a secure freezer where the samples can be stored at -20°C until a decision about subsequent analyses can be made.

## LOGISTIC SUPPORT FOR CHEVRON EFT AND CONSULTANTS

## 8.0

## LOGISTIC SUPPORT FOR CHEVRON EFT AND CONSULTANTS

Chevron's first-responders are likely to be based at the facility from which the oil is spilled. They will generally be more familiar with the locally available logistic support, sources of equipment materials and supplies, and reliability of suppliers than will be the specialized consultants who will arrive within a day or two following Chevron's call-out and authorization to proceed. Therefore, the Chevron first-responders can notify the local suppliers and providers of logistic support to be prepared to mobilize very quickly once the consultants and contractors arrive and determine what will be required to implement the field sampling and laboratory analysis programs.

The first-responder's actions, in approximately chronological order, are:

- (1) Contact one of the previously identified Chevron EFT members to describe the status of spilled oil, resources and habitats at risk, and impacts so far.
- (2) Request recommendations from the EFT member regarding logistics to mobilize, and equipment and supplies to order or have on hand.
- (3) Contact consultants directly (with agreement from EFT member) to confirm or to determine the logistics, and equipment and supplies that are likely to be required immediately upon their arrival.
- (4) If (1) through (3) are not practical or contacts cannot be made quickly, then either alert or mobilize the major sampling and observation equipment required to collect the samples described previously in Sections 3.0-7.0. These include:
  - 1 helicopter for reconnaissance and for aerial video and photographic documentation of distribution of oil. (A fixed wing aircraft can be used, but it is much more limited and difficult.)

- 1 or 2 boats of sufficient size and stability to operate in the oiled or potentially-oiled habitats, and with deck and cabin space for sample collecting and processing, lifting gear (optional), and with a captain knowledgeable of local conditions.
  - 3 vehicles, preferably a car, van and a 4-wheel drive pickup. If use of a vehicle on the beach is allowed, substitute a beach vehicle for the car.
- (5) Identify, and obtain or initiate mobilization of other logistic support, supplies and equipment including:
- Global positioning system (GPS) or other reliable system, for sample station location.
  - Bottles, coolers, sample types, chain-of-custody forms, and sample handling directions from local analytical chemistry laboratory.
  - Cellular phones, 2-way hand held radios and/or other appropriate means of communications.
  - Hand-held video camera or camcorder with a case of new video tapes.
  - Topographic maps, NOAA hydrographic charts, and local street/road maps for the affected areas.
  - 2 or more telephones on separate phone lines with speaker and conferencing capabilities.
  - Source of recent aerial photographs of the area. (Actual photographs will be even better).
  - Reliable aerial photographic firm that has color and infrared film.

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**APPENDIX A. SAMPLES OF FORMS AND DATA SHEETS****Appendix A: Samples of Forms and Data Sheets**

General Oil Spill and Environmental Information on Marine Releases

Natural Resource and Human Use Data for Marine Releases

Chain of Custody Record

## GENERAL OIL SPILL AND ENVIRONMENTAL INFORMATION ON MARINE RELEASES

## INCIDENT DATA

Apparent source: \_\_\_\_\_  
 Time and date: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Is spill continuing? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Volume of discharge: Known \_\_\_\_\_ (barrels)  
 Estimate \_\_\_\_\_ (barrels)  
 Loss rate if continuing: \_\_\_\_\_  
 Size and location of slick: (plot on chart) \_\_\_\_\_  
 Observed rate and direction of slick movement: \_\_\_\_\_  
 Oil type: \_\_\_\_\_  
 Slick type: Continuous \_\_\_\_\_ Windrows \_\_\_\_\_ Other (specify) \_\_\_\_\_  
 Estimated average thickness: \_\_\_\_\_  
 Emulsification: \_\_\_\_\_

## METEOROLOGIC DATA

Air temperature: \_\_\_\_\_  
 Wind: Speed \_\_\_\_\_ Direction \_\_\_\_\_  
 Precipitation: \_\_\_\_\_  
 Visibility: \_\_\_\_\_  
 Sky conditions: \_\_\_\_\_  
 Forecast: \_\_\_\_\_

## OCEANOGRAPHIC DATA

Water temperature: \_\_\_\_\_  
 Currents: Type \_\_\_\_\_ Speed \_\_\_\_\_ Direction \_\_\_\_\_  
 Sea state: \_\_\_\_\_  
 Average wave height (crest to trough): \_\_\_\_\_

## HYDROLOGIC DATA (near shore)

Wave height: \_\_\_\_\_ (m)  
 Currents:  
 Tidal (ebb): Velocity \_\_\_\_\_ Direction \_\_\_\_\_ Duration \_\_\_\_\_  
 Tidal (flood): Velocity \_\_\_\_\_ Direction \_\_\_\_\_ Duration \_\_\_\_\_  
 Slack water: \_\_\_\_\_  
 Longshore currents: Velocity \_\_\_\_\_ Direction \_\_\_\_\_  
 Tidal range: \_\_\_\_\_ Rising \_\_\_\_\_ Falling \_\_\_\_\_  
 Tubidity: \_\_\_\_\_

## ADDITIONAL INFORMATION

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NATURAL RESOURCE AND HUMAN USE DATA FOR MARINE RELEASES**

**OFFSHORE AREAS**

**Sensitive Marine Resources**

Seabirds: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Waterfowl: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Marine mammals: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

**Commercial Use**

Industrial (specify type, location): \_\_\_\_\_  
 Finfish (specify type, location): \_\_\_\_\_  
 Shellfish (specify type, location): \_\_\_\_\_  
 Other (specify type, location): \_\_\_\_\_  
 Recreational/Navigational use: \_\_\_\_\_  
 Other special features: \_\_\_\_\_

**NEARSHORE/ONSHORE AREAS**

**Sensitive Marine Resources**

Shorebirds: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Waterfowl: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_ Nesting Area \_\_\_\_\_  
 Marine mammals: Present \_\_\_\_\_ Species \_\_\_\_\_ Number \_\_\_\_\_  
 Estuaries: \_\_\_\_\_  
 Wetlands: \_\_\_\_\_  
 Coral reefs: \_\_\_\_\_  
 Rare, endangered, unique species; associations (specify species/type): \_\_\_\_\_  
 Other (specify): \_\_\_\_\_

**Commercial Use**

Industrial (specify type, location): \_\_\_\_\_  
 Finfishery (specify type, location): \_\_\_\_\_  
 Shellfishery (specify type, location): \_\_\_\_\_  
 Other: \_\_\_\_\_

**Recreational Use**

Harbors: \_\_\_\_\_  
 Boating: \_\_\_\_\_  
 Tourism: \_\_\_\_\_  
 Beach uses: \_\_\_\_\_  
 Other (specify): \_\_\_\_\_



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**APPENDIX B. GENERAL LIST OF SAMPLING EQUIPMENT AND SUPPLIES****Appendix B: General List of Sampling Equipment and Supplies**

The following lists identify some of the items that are necessary or desirable for ephemeral data sampling activities. The lists are not necessarily complete for each geographic location or oil spill. The first responders are encouraged to review the lists as a pre-spill planning action and modify the lists as appropriate. Also, after responding to an actual spill or to a spill drill, the first responders are encouraged to review the lists and modify them based on the field experience gained for their site(s).

Personal ItemsWater Sampling KitsWater and Sediment Sampling Equipment KitStation Location and Characterization Kit





**WATER AND SEDIMENT SAMPLING EQUIPMENT KIT**

The water and sediment sampling equipment kit in a Rubbermaid Actionpacker storage container contains the items listed below. This kit supplements the water sampling kit described on the previous page with additional items that may be required for sampling efforts.

- 2—Rubbermaid mini buckets
- 3—Spools nylon twine (375 ft.)
- 1—Utility knife
- 1—Small hand held shovel
- 12—Disposable plastic/wooden scoops
- 2—Stainless steel scoops
- 1—Bottle Fast Orange Hand Cleaner (15 fl. oz.)
- 2—All weather disposable cameras (27 exp.)
- 2—Rolls paper towels
- 1—Box/33-gallon plastic garbage bags
- 1—Box/20-gallon size heavy duty zip lock bags
- 1—Box/20-gallon size regular zip lock bags
- 1—Box/20-quart size heavy duty zip lock bags
- 1—Box/50 disposable nitrile gloves size-large
- 1—Box/100 disposable nitrile gloves size-large
- 1—Box with 36 leftover nitrile gloves from sampling kits
- 2—Rolls of duct tape (2" x 20 yds.)
- 1—Small jar of Alconox soap
- 1—Non-breakable 1-gallon container of methanol or methylene chloride
- 4—Small empty jars
- 1—Sentry First Aid Kit
- 2—Bottle brushes
- 1—Current tide book
- 1—Flashlight with extra batteries and bulbs
- 1—Roll of Neon Orange flagging tape
- 1—Metal clipboard w/one inch storage area
- 1—Mini cassette recorder w/three blank tapes (batteries included)
- 1—Green plastic file box containing:
  - 12—Chain-of-Custody forms
  - 8—Blank Fed Ex labels w/plastic pockets
  - 2—Packs I-CHEM sample container labels (stock #503)
  - 1—Pack I-CHEM custody seal (stock #500)
  - 1—Narrow ruled canary tablet
  - 1—Pad grid paper
  - 2—"Rite-in-Rain" field notebooks





**APPENDIX C. CHECKLIST FOR FIELD SAMPLING****Appendix C: Checklist for Field Sampling to Collect NRDA Ephemeral Samples**

The checklists provided here summarize the priority activities, general requirements and the major steps for field sampling and sample handling for: (a) oil and spilled oil; (b) distribution and amount of oil; and (c) water, sediment and biological samples in unoiled and oiled areas. More detail is provided in Sections 3.0-7.0 of the manual. Depending upon site and spill-specific conditions, each checklist may be subject to change based on the best judgment of the on-scene first-responders.

**PRIORITY OF ACTIVITIES**

- Contact Chevron EFT and/or consultants for advice.
- Assign a person to full-time documentation activities
- Compile information on site and spill characteristics
- Collect source oil and spilled oil samples.
- Photo and video document distribution and amount of oil.
- Collect water, beach sediment and biological samples.
- Obtain logistic support and equipment for incoming consultants.

**GENERAL REQUIREMENTS**

- Follow written sampling protocols and document deviations from protocols.
- Decontaminate all sampling equipment between samples.

- Mark and document sample station locations.
- Complete documentation in field as program proceeds.
- Process and store samples to prevent cross-contamination.
- Store and transport samples as described in sampling protocols.
- Transport samples to secure storage or to laboratory as soon as practical.
- Maintain unbroken chain-of-custody of samples or data.
- Document all field activities, observations, samples, data collected, and similar information, and provide original of documents to documentation specialist.

#### **SOURCE OIL AND SPILL OIL**

- Collect “neat” oil from the source, leading edge of oil slick on water, and oiled beaches in that order, if conditions and safety permit.
- Collect three replicate samples at each station, if practical.
- Sampler may be a scoop, bomb sampler, spoon or similar device.
- Use clean sampling equipment and clean it between samples.
- Collect 100-ml or enough to fill sample container.
- Use sample containers provided by laboratory or use cleaned glass jar with air-tight lid.
- Keep sample on “Blue-Ice” at 4°C in field and store at –20°C.

**DISTRIBUTION AND AMOUNT OF OIL**

- Use commercial aerial photography or photogrammetry survey firm to obtain color and infra-red (if available) photographs.
- Obtain complete coverage of oil on water twice per day; include oil on shoreline if time permits.
- Specify 60% forward and 30% side overlap of 9" x 9" format at a scale of 1" = 500' over water and 1" = 200' for shoreline.
- Document date, time, and location (via GPS if possible) of each frame or, at minimum, of the beginning and end of the flight line.
- If time and resources, permit, conduct aerial video survey from a helicopter at 750-1,000' elevation to document amount of oil on the water surface.
- Document time, date, and location of video tape records.

**WATER SAMPLING**

- Sample in priority order in: the sensitive areas potentially affected with hours to 1-2 days; oiled areas (main slick and edge of slick); and reference areas.
- Collect three replicate samples at 1-m below water surface at each station and at least once per day.
- If available, use a "Sub-surface Grab Sampler" or equivalent which meets the requirements specified in Section 5.0. If not, use available commercial oceanographic water samplers.
- Wash sampler with solvent or detergent before each sample.

- Collect at least 1-liter of water per sample to be divided for separate TPH/PAH and volatile organic analyses.
- Follow detailed procedures in manual for subdividing the sample for these 2 analyses.

**SEDIMENT SAMPLING**

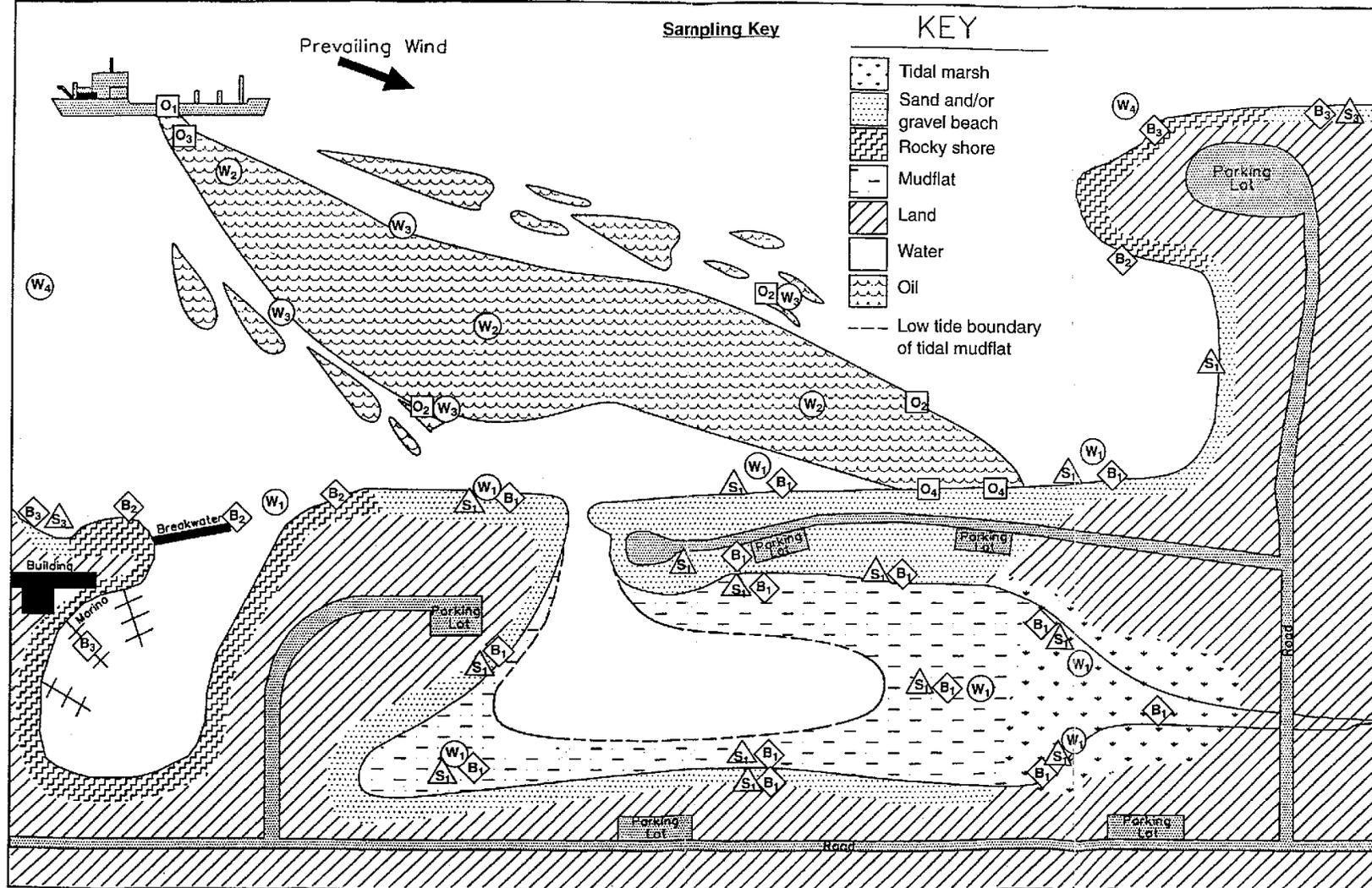
- Sample in priority order in: beach areas potentially affected within hours to 1-2 days; areas that may be oiled in 2-5 days; and reference areas.
- Within these areas, sample habitats in priority order: wetlands and mangroves, tidal mudflats, and sand/gravel beaches.
- Samples collected once, preferably on first day.
- Sample stations to be located at same tidal elevation.
- Collect at least three replicate samples within a 5-m diameter.
- Use core, preferably stainless steel, to obtain sample 10-cm long with 2.5 to 5.0 cm diameter. In gravel/cobble, dig out sample to 10-cm depth.
- Sample to be placed in cleaned jar or retained in core and frozen on dry ice if possible.

**BIOLOGICAL (ANIMAL) SAMPLING**

- Sample in priority order: the areas potentially affected within hours to 1-2 days; areas potentially oiled in 2-5 days; and reference areas.
- Within these areas, sample habitats in priority order: wetlands and mangroves, tidal mudflats, intertidal and shallow subtidal seagrass beds, sand/gravel beaches, rocky shores, and man-made structures.

- Within habitats, preference for animals to sample is mussels or clams first, other bivalves next, then burrowing crabs, and burrowing shrimp.
- In each habitat, sample 3 stations, more or less equally-spread in the habitat if practical.
- Collect 1 and preferably 3 samples per station, within a 100-ft. diameter in the mid to lower-high intertidal zone, if practical.
- Collect 10-25 animals per sample, rinse with distilled water, and wrap in aluminum foil.

Figure 2-1. Generalized Sampling Scheme and Priority of Samples.



**Key to Figure 2-1 – Generalized Sampling Scheme and Priority of Samples****W = Water Samples**

W<sub>1</sub> = sensitive areas about to be oiled

W<sub>2</sub> = main slick

W<sub>3</sub> = edge of slick

W<sub>4</sub> = reference areas

**S = Sediment Samples**

S<sub>1</sub> = beaches about to be oiled

S<sub>2</sub> = oiled areas (may be left to Chevron EFT or consultants)

S<sub>3</sub> = reference areas (may be left to Chevron EFT or consultants)

**O = Oil Samples**

O<sub>1</sub> = source oil

O<sub>2</sub> = fresh oil at leading edge of main slick

O<sub>3</sub> = fresh oil near source in main slick

O<sub>4</sub> = beached oil (may be left to Chevron EFT or consultants)

**B = Biological Samples**

B<sub>1</sub> = areas about to be oiled immediately

B<sub>2</sub> = areas potentially oiled in next few days

B<sub>3</sub> = reference areas (may be left to Chevron EFT or consultants)

**DOT X Ref**

**UTAH STATE APPENDIX**

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**SPILL IMPACT  
SECTION 6**

**SPILL IMPACT**

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**SECTION 6 SPILL IMPACT**

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## SPILL IMPACT CONSIDERATIONS

There are numerous factors that must be considered by the Incident Commander and the Response Teams when planning spill response activities.

These factors are briefly addressed in the following sections. Refer to the individual plans for a discussion of factors applicable to the specific facilities. Additional information on these factors is provided in the Core Plan.

## SITE CONDITIONS

The pipeline systems in each response zone traverse several different types of terrain including river crossings and shorelines. The spill site may have a number of characteristics that require special consideration when developing an action plan for spill response.

## TRAJECTORY ANALYSIS

### Methodology

Oil spilled on water will react primarily to the effects of wind and current. The oil will tend to spread to a thin layer under the influence of gravity (primary) and chemical (secondary) forces. The following describes the behavior of oil on water:

- Oil will move in the direction and at the rate of the current under negligible wind conditions.
- Oil will move in the direction and at approximately 3.4 % of the velocity of the wind under negligible current conditions.
- The combined effects of wind and current on the oil should be carefully analyzed. A method of vector analysis can be performed to determine the net direction of movement (wind forces can work in addition to, against, or in many other combinations with the current).

### Input Variables and Systems Utilized

A number of variables are required to perform an accurate trajectory analysis. Some of the more important variables are:

- Present wind state with a 12 hour projection (minimum).
- Present current state with a 12 hour projection (minimum).
- Present water temperature.
- Weather forecast.
- Latitude and Longitude of the initial spill source.
- Approximate API gravity of the spilled product.

These variables are then used by trajectory analysis personnel to project spill movement and velocity. The following resources can be utilized to supplement the overall trajectory analysis effort:

- Tide and Current Tables.
- U.S. Geological Survey maps.
- NOAA/USACOE Navigation Charts.
- NOAA/CSA computer trajectory analysis.
- Personnel experience with the area.
- Local contract resources as deemed necessary.

### **SURVEILLANCE METHODS**

The primary method of surveillance for the facility will be visual. Visual surveillance is not effective however in rain, fog, darkness, or heavy cloud cover. It is difficult to observe a slick on the water from a boat, dock or land due to the angle of observation. Aerial surveillance is the preferred method of visual surveillance because of the elevated view and the ability to cover a large area in a short period.

Surveillance may be enhanced in a variety of other ways. Tracking buoys can alleviate some of the difficulty in visual surveillance with their bright colors and radio transmitters. The radio transmitter allows for tracking in poor weather conditions and during nighttime operations.

### **ENVIRONMENTAL/SOCIO-ECONOMIC SENSITIVITIES**

Environmental and socio-economic sensitivities are of extreme importance when planning a response effort. The health and safety of the public and the environment, as well as the protection of the various socio-economic sensitivities, must be promptly addressed in order to mitigate the extent of damage and minimize the cost of the clean-up effort.

All environmental and socio-economic sensitivities are worthy of protection, but must be prioritized during a response effort.

The maps in the individual response plans provide details on the location of the environmental and socio-economic sensitivities in the plan area. The following describes some of the types of sensitivities that may be impacted by a spill and should be addressed in the response:

#### **Water Intake Points**

- Commercial, industrial, municipal and private water intakes are subject to impact.
- These areas may need to be boomed off or otherwise protected to minimize impact.
- Claims due to safety/health, loss of use and damage may occur from these points.

**Major Recreational Areas**

- A discharge affecting these areas may pose a public safety/health risk during a response effort.
- Shoreline access for personnel and equipment deployment (boats, boom, etc.) is typically available in these areas.

**Marinas**

- These areas have a high degree of public exposure (personal and property) and should be boomed for protection.
- Boat and other water-deployed equipment can often be deployed in these areas.
- Cleanup of these areas is typically very costly.

**Environmental**

- Environmentally sensitive areas are prevalent throughout any marine and/or terrestrial environment and may be affected by any spill incident.
- Environmentally sensitive areas subjected to stress and sudden change can be severely damaging. All means of exclusion/diversion should be utilized during a response effort to minimize the impact on these areas.
- Critical areas to protect will be identified on the maps in the individual response zone and terminal plans. The areas are classified as low, moderate and high sensitivities to oil. Federal and state authorities may further clarify these categories at the time of the response. The categories are defined as follows:

**HIGH SENSITIVITY**

- Areas which are high in productivity, extremely sensitive, or inhabited by threatened/endangered species
- Areas that consist of shallow seagrass flats, mangroves, tidally influenced marshes/wetlands and sheltered tidal flats with vegetated margins.
- Areas that are abundant in many species and are very difficult to clean and rehabilitate.

**MODERATE SENSITIVITY**

- Areas that are less sensitive and are able to partially resist the effects of oil.
- Areas which consist of the riparian zone along freshwater rivers with saltwedge, oyster reefs, exposed tidal flats, dredged spoil deposits and partially exposed bay margins.

**LOW SENSITIVITY**

- Areas of low productivity and/or high energy along with man-made structures.
- Areas that consist of sand-shell substrate, fine-grained sand, seawalls, jetties, bulkheads, revetments and erosional scarps.

**Historical Areas**

- These areas have a high visibility to the public and impact on them can be irreversible and very costly.
- Properties listed in the National register of Historic Places & Natural Landmarks are identified here.

**Residential Areas**

- These are areas at high public impact and may warrant evacuation in extreme cases.
- Cleanup must be performed with extreme caution due to extensive public exposure.
- These areas can result in claims due to safety/health, loss of use and damage may occur from these areas.

**State and National Wildlife Management Areas and Refuges**

- These areas have a high degree of exposure to threatened/endangered species and many other types of wildlife.
- Cleanup efforts are delicate and of very high priority in these areas.

**WILDLIFE PROTECTION**

The areas adjacent to the facilities covered by this plan have an abundance of marine and terrestrial life that could be potentially affected by an oil spill. The U.S. Fish and Wildlife Service and the appropriate state Fish & Wildlife authorities will provide guidance and resources in the rehabilitation and protection of wildlife.

There are many methods utilized to reduce the impact on animals and birds. Some of the more common wildlife protection techniques are as follows:

- Use of visual stimuli, such as inflatable bodies, owls, stationary figures, or helium balloons, etc.
- Use of auditory stimuli, such as propane cannons, recorded sounds, or shell crackers.
- Use of herding with aircraft, boats, or people.
- Use of capture and relocation.

**STAGING AREAS**

Personnel and equipment staging areas for a response activities in this plan are detailed in the individual response plans. The following qualities should be evaluated when establishing staging/access areas:

- Access to waterborne equipment launching facilities.
- Access to public services utilities (electricity, potable water, public phone, rest room and wash room facilities, etc.)
- Access to open space for staging/deployment of heavy equipment and personnel.
- Access to the environmental and socio-economically sensitive areas which are projected for impact.

**WASTE MANAGEMENT**

The materials generated by a spill and the associated response activities fall into four distinct categories:

- Recovered oil
- Oil contaminated natural debris (leaves, twigs)
- Oil contaminated cleanup material (sorbent pads, oily rags)
- Oil impacted soil

Each of these are unique and must be separately addressed. Details on the proper handling and disposal of waste are provided in the Core Plan.

**IN SITU BURNING AND DISPERSANTS**

Dispersants will not be utilized in the Northwest Zone.

Company will follow the EPA Region 8 Regional Response Team (RRT) checklist for site specific in situ burns of petroleum products. The checklist should be completed and submitted with the FOSC's approval to the Region 8 RRT for consideration.

If site situations are such that it is not feasible to submit the form prior to a burn, then the FOSC should use this checklist as guidance for decision making. The EPA representative, the Department of the Interior's representative, and the State representative to the RRT will give immediate consideration to the proposal. If the incident is affecting United States Department of Agriculture lands, that agency will also be consulted.

**Region 8 In Situ Burning Request and Checklist**

**REGION 8 - REGIONAL CONTINGENCY PLAN**

Annex VII - 2

**DATE OF REQUEST:**

**NAME OF INCIDENT:**

**DATE/TIME OF INCIDENT:**

**NAME OF PRODUCT:**  
(Specific gravity, API or MSDS attached if available)

**DESCRIPTION OF INCIDENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VOLUME SPILLED:**

**VOLUME TO BE BURNED:**

**OIL THICKNESS TO BE BURNED:**

**DESCRIPTION AND SIZE OF AREA TO BE BURNED AND WEATHER CONDITIONS**  
(include location of proposed burn with respect to spill source, an attached map of the area in question would be helpful):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WETLAND TYPE AND DOMINANT PLANT SPECIES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REGION 8 - REGIONAL CONTINGENCY PLAN**

Annex VII - 3

**HEALTH AND SAFETY CONCERNS** (include population in area, nearby sensitive areas such as schools, nursing homes and hospitals and expected impacts of the burn on them):

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**ENVIRONMENTAL CONCERNS** (include water depth if wetland, presence of migratory waterfowl or threatened or endangered animal and plant species, other wildlife or important flora, other sensitive areas such as parks and expected impacts of the burn on them):

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**ADDITIONAL CONCERNS** (such as cross border issues and also include strategy for communicating with the public, elected officials and press if necessary):

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**STATE/LOCAL AIR QUALITY APPROVAL** (name, title and number):

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**LAND OWNER NOTIFIED** (name and number):

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---

**LOCAL LAW ENFORCEMENT/FIRE DEPARTMENT NOTIFIED** (name and number):

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---

**OTHER NOTIFICATIONS AND/OR REVIEWS** (include DOI, USFS and tribal contacts and RRT concurrences and consultations):

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**SITE SAFETY PLAN COMPLETED:** YES\_\_ NO\_\_

REGION 8 - REGIONAL CONTINGENCY PLAN

Annex VII - 4

**DESCRIPTION OF OPERATIONS (include fire management information, burning agent, schedule (including date and time), and monitoring as well as Post Burn Operations including a post monitoring plan and the method to recover residue):**

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**SIGNATURES:**

**FEDERAL ON-SCENE COORDINATOR:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**RESPONSIBLE PARTY:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**STATE RRT REPRESENTATIVE:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**OTHER:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**DOT X Ref**

**SENSITIVE INFORMATION/MAPS  
SECTION 7**

**UTAH STATE APPENDIX**

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**UTAH SENSITIVE INFORMATION/MAPS**

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**DOT X Ref**

**SECTION 7 SENSITIVE INFORMATION/MAPS**

**SENSITIVE SITES..... 1**

**CRITICAL LOCATION ACCESS ..... 1**

**UTAH SENSITIVE INFORMATION & MAPS ..... 2**

**SENSITIVE SITES**

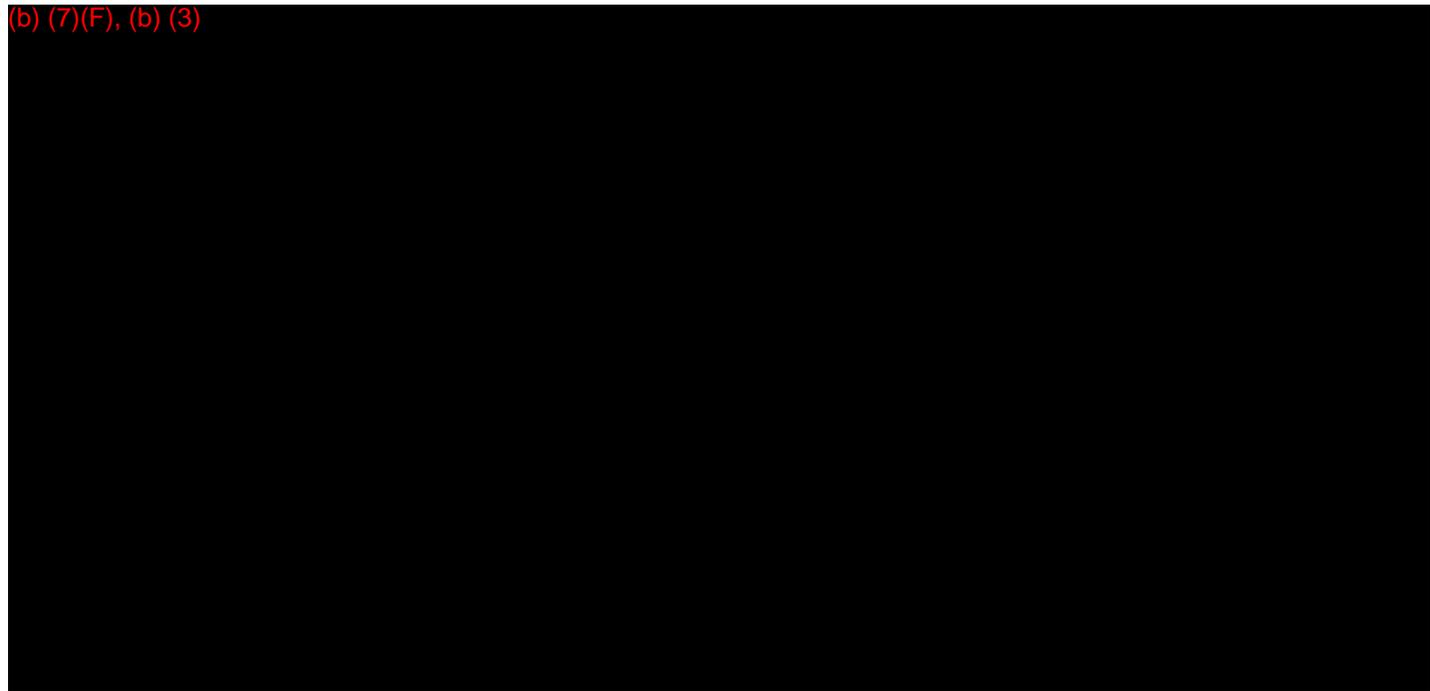
The following residential locations would require special consideration in the event of a spill because of close proximity to housing, drainage or impeded accessibility considerations:

City of Sunset:           2300 North to 2575 North - MP 24.85 to MP 25.13 (0.28 miles)

City of Roy:               5900 South to 3825 South - MP 25.50 to MP 28.15

**CRITICAL LOCATION ACCESS**

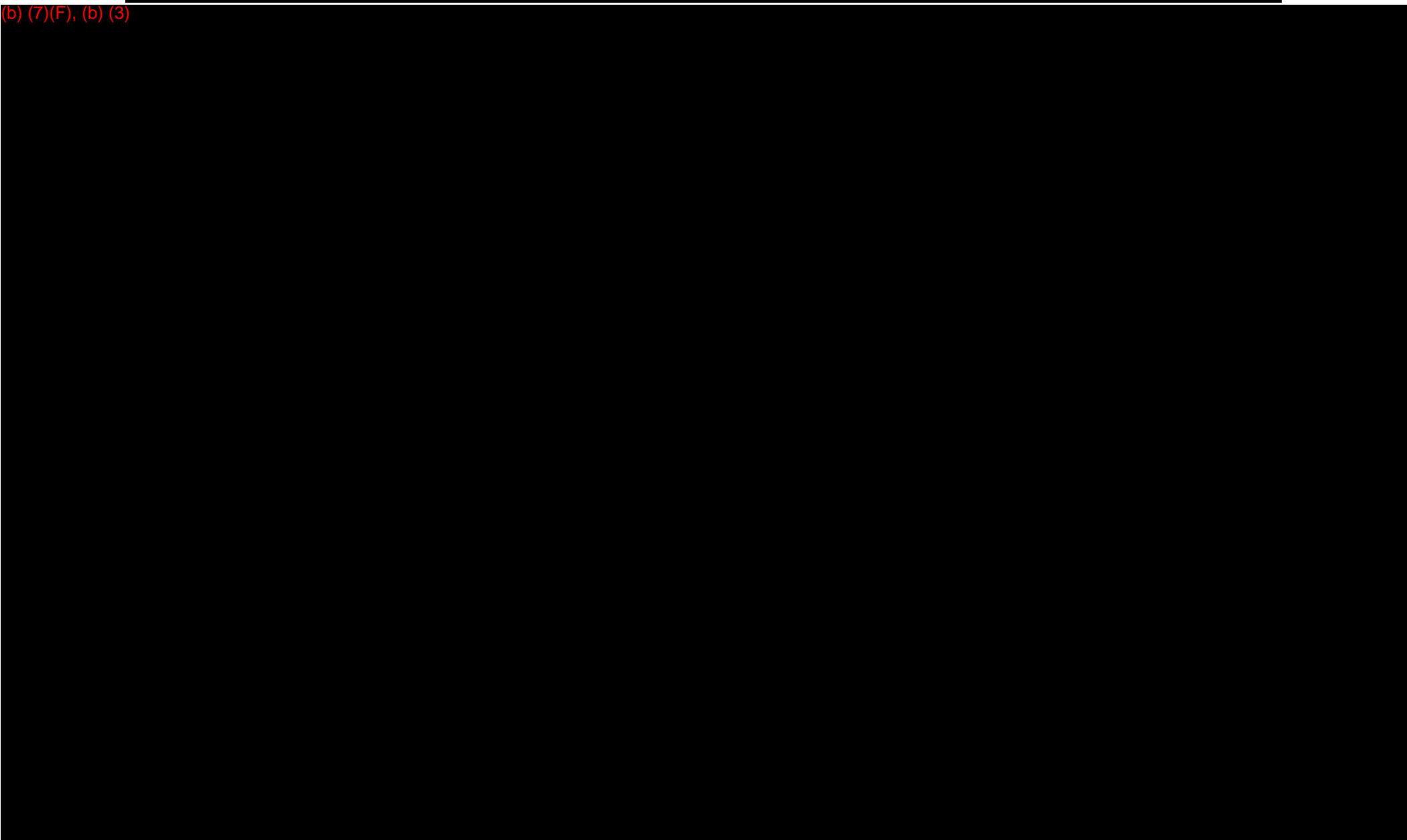
(b) (7)(F), (b) (3)



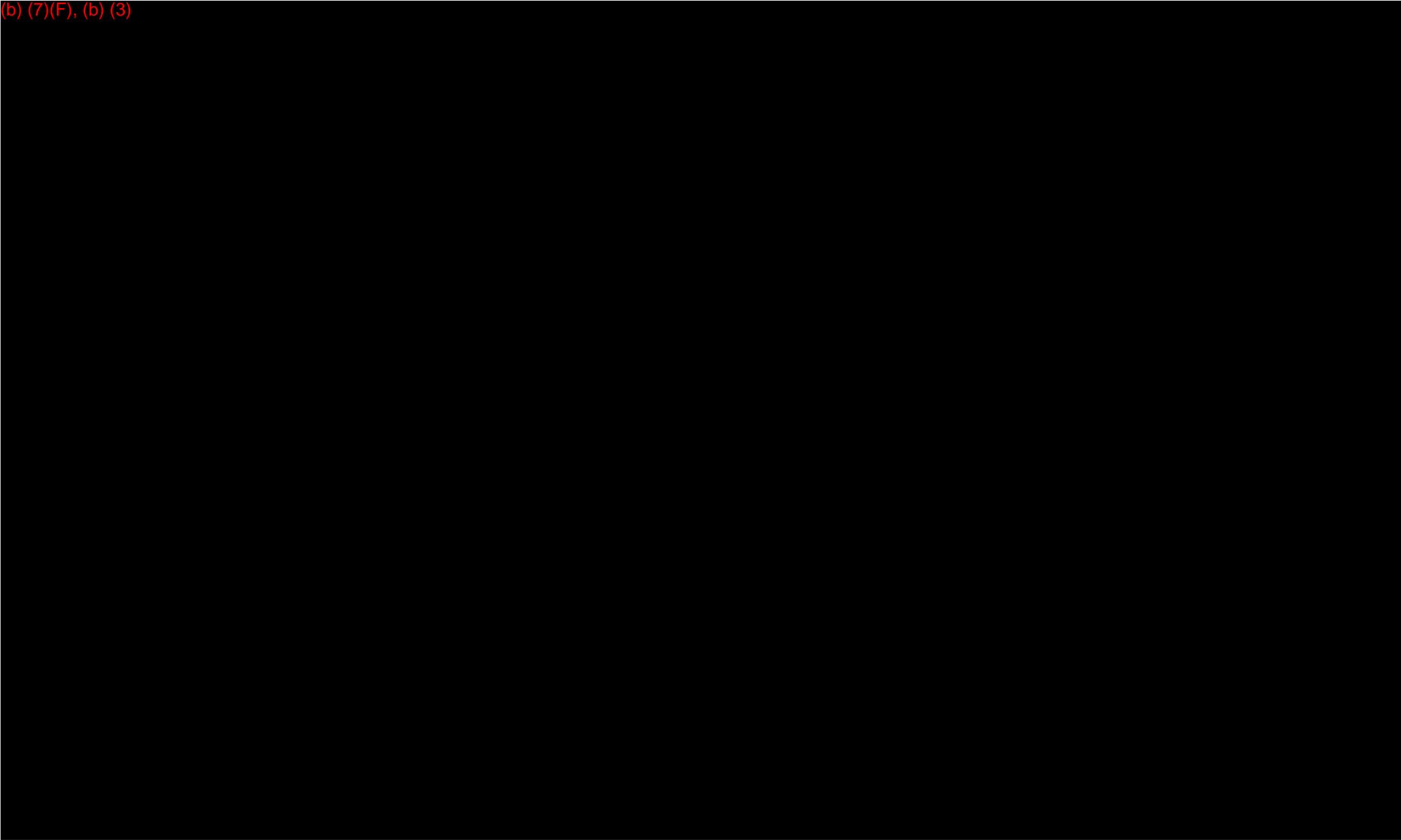
(b) (7)(F), (b) (3)



(b) (7)(F), (b) (3)



(b) (7)(F), (b) (3)



**DOT X Ref**

**UTAH STATE APPENDIX**

**MYTON STATION**

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**MYTON STATION**

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## MYTON STATION

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## UTAH STATE APPENDIX

## MYTON STATION

## MYTON STATION

## Site Specific Information for Spill Planning

## Facility Information

Operating Company:	Chevron Pipe Line Company 4800 Fournace Place Bellaire, Texas 77401
Facility Name:	Chevron Pipe Line Company
Facility Address:	9900 South 4500 West Myton, UT 84052
Telephone:	435-646-3109 / Fax: 435-649-3433
Telephone Numbers:	800-762-3404 (24-Hour Emergency Reporting)
Facility Location:	Duchesne County, UT  Coordinates: (b) (7)(F), (b) (3)
Facility Construction/Expansion	Facility constructed and began operations in 1949. Tank construction dates: Tank 131 – 1949 Tank 132 – 1949 (Repaired and reconstruction in 2005)  There have been no expansions since 1949. However Tank 132 was repaired and reconstructed in 2005
(b) (7)(F), (b) (3)	
SIC Codes:	5171 Petroleum Bulk Stations and Terminals
Number of Oil Storage Tanks:	2 aboveground fixed containers
(b) (7)(F), (b) (3)	
WCD Volume in Gallons:	(b) (7)(F), (b) (3)
Spill History:	No spills meeting the EPA spill history criteria occurred at the Myton Terminal in the last 3 years.
Facility Average Daily Throughput:	38,000 bbls of Black Wax High Pour Point crude per day (136,248 gallons)

## FACILITY RESPONSE EQUIPMENT

Company relies on equipment owned by Chevron USA Under a mutual aid agreement to assist during initial and ongoing response to an oil spill. Company does not own facility response equipment.

Company also relies on contractors listed on page 14 of this ERAP to respond to spills up to and including a worst case discharge.

**CERTIFICATE OF SUBSTANTIAL HARM – MYTON STATION**

<b>CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA</b>	
FACILITY NAME:	Myton Station
FACILITY MAILING ADDRESS:	9900 South 4500 West
	Myton, Utah 84052
<p>1. Does the Facility transfer oil over water to or from vessels <b>and</b> does the Facility have a total oil storage capacity greater than or equal to 42,000 gallons?</p> <p style="text-align: center;">YES _____ NO <u>  X  </u></p>	
<p>2. Does the Facility have a total oil storage capacity greater than or equal to 1 million gallons <b>and</b> does the Facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?</p> <p style="text-align: center;">YES <u>  X  </u> NO _____</p>	
<p>3. Does the Facility have a total oil storage capacity greater than or equal to 1 million gallons <b>and</b> is the Facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula<sup>1</sup>) such that a discharge from the Facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (59 FR 14713, March 29, 1994) and the applicable Area Contingency Plan.</p> <p style="text-align: center;">YES <u>  X  </u> NO _____</p>	
<p>4. Does the Facility have a total oil storage capacity greater than or equal to 1 million gallons <b>and</b> is the Facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula<sup>1</sup>) such that a discharge from the Facility would shut down a public drinking water intake<sup>2</sup>?</p> <p style="text-align: center;">YES <u>  X  </u> NO _____</p>	
<p>5. Does the Facility have a total oil storage capacity greater than or equal to 1 million gallons <b>and</b> has the Facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?</p> <p style="text-align: center;">YES _____ NO <u>  X  </u></p>	
<p><b>CERTIFICATION</b></p> <p>I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.</p>	
<p>_____ Signature</p> <p style="text-align: center;">Ron Richens Name (please type or print)</p>	<p>_____ Maintenance Coordinator</p> <p style="text-align: center;">_____ Title</p> <p style="text-align: center;">_____ Date</p>

<sup>1</sup> If a comparable formula is used, documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.  
<sup>2</sup> For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR 143.2(c).

**Original on file at Facility.**

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**MYTON STATION****General Information**

Company's Myton Pump station is located in Duchesne County Utah. Myton serves as a booster station on the pipelines between Rangely and Salt Lake City. High pour point crude oil (95°F) is delivered by trucks, stored and then injected into the pipeline at Myton. The facilities at Myton include pipeline booster pumps and two driver operated truck unloading racks that are equipped with custody transfer meters. The pumping equipment is remotely controlled from Company's Control Center in Houston, Texas. (b) (7)(F), (b) (3)

Tank 131 is used as a relief tank and tank 132 is used to store oil delivered by trucks and is jurisdictional to EPA.

## UTAH STATE APPENDIX

## MYTON STATION

## Container and Potential Spills Table

Container ID	Substance Stored	Container Capacity	Container Construction	Direction of Flow	Containment System(s)
<b>Aboveground Fixed Containers</b>					
Tank 131	Black Wax Crude	(b) (7)(F), (b) (3)	Steel	East	Tank 131 Berm
Tank 132	Black Wax Crude		Steel	East	Tank 132 Berm
Diesel Tank	Diesel		Steel	East	Shop AST Berm
<b>Completely and Partially Buried Tanks</b>					
<i>No completely or partially buried tanks are located at the Facility.</i>					
<b>Mobile and Portable Containers</b>					
Drums	Oil stained soil and rags	1.3 bbl each	Steel	East	Concrete pad
<b>Operational Equipment (transformers, process vessels, etc.)</b>					
Main Line Pump Sump	Crude Oil	24 bbl	Double-Walled Steel w/ Leak Sensors	East	Steel containment
Pump Building Sump	Crude Oil	24 bbl	Double-Walled Steel w/ Leak Sensors	East	Steel containment
<b>Truck or Rail Loading/Unloading Rack/Area</b>					
Truck at Unloading Rack Area	Crude Oil	280 bbl	Steel	East	Concrete curb containment
<b>Other Potential Spill Sources (piping, surface impoundments, etc.)</b>					
<i>No other potential spill sources are located at the Facility.</i>					

*Note: The above information is based on Stantec's visit to the facility on February 14, 2012. A prediction of the direction, rate of flow, and total quantity of oil that could be discharged from each container as a result of each major type of failure is included in Appendix D.*

## Potential for an Oil Spill

Potential spills include station piping and injection point, leaking valve and pump seals, tank overfills, failure to follow lock-out/tag-out procedures fully, tanker truck loading line failures, tanker truck overfills, or tanker truck accidents. Valves and pumps on the facility are located on cement containment pads, and are not likely to involve ground contamination. The tanker truck loading facility is paved with asphalt and concrete. A spill from a tank filling operation would be fully contained within the tank farm property as Myton crude will immediately set up in the containment area. No scenario will impact surface or navigable waters.

## Facility Reportable Oil Spill History

There are no reportable oil spills on record for this facility.

## Discharge Scenarios

### Small Discharge

**Note:** A small discharge of up to 50 barrels (2100 gallons) at the Myton Pump Station could occur via the various methods discussed in “Potential for an Oil Spill” above. Some of these include station piping and injection point leaks, leaking valve and pump seals, tank overfills, failure to follow lock-out/tag-out procedures fully, tanker truck loading line failures, tanker truck overfills, or tanker truck accidents.

Valves and pumps on the facility are located on cement containment pads which have drainage to the facility oil/water handling system, and are not likely to involve ground contamination. The tanker truck loading facility is paved with asphalt and concrete, and contains drains to the facility oil/water handling system, limiting the impact of a spill from truck loading operations to the immediate spill area, unless a fire occurs with the incident. Due to the pour point of the crude and facility containment, a spill from a tank filling operation would be fully contained within the tank farm property as Myton crude will immediately set up in the containment area. No scenario will impact surface or navigable waters.

The following is considered to be the most involved scenario resulting in a spill of 50 barrels or less: A tanker truck collides with another in the truck loading area, spilling fuel from both units. No fire results from the incident, but one of the two drivers is hurt. This situation could occur as one trucker is entering the loading rack while another is headed into an adjoining loading stall. (**Note:** Should a fire be involved, it is likely that more than 50 barrels would be involved in most of the incidents listed above.)

Response actions for this incident are as follows:

The station emergency shutdown system would be activated, shutting down power to the loading rack area. All drivers would be ordered to shut down their trucks and assemble at the evacuation point. The facility fire hoses would be deployed to suppress vapors, taking care to protect the injured driver. County medical and fire teams would be requested to assist, either by using the

facility phones or one of the truck radio systems. As the situation stabilizes, first actions would be to remove the injured driver to safety and provide first aid, then control or remove the spill material, and finally, take actions needed to restore loading rack service.

Response equipment required for this scenario includes shovels, rakes, fire hoses, absorbent/containment booms placed around the spill area to aid in keeping the material on the asphalt/concrete area, and first aid equipment. For spills involving Rangely crude, a vacuum truck could be used if the spilled product is pooled. Myton crude which sets up at 96°F would pool and would be recovered via shovels and rakes.

In this scenario waste handling is not an issue, as there is no anticipated soil impact nor used response equipment other than perhaps sorbents to manage. For those situations which result in waste generation, the facility stocks a quantity of drums which will be used to hold the material until it can be tested for hazardous characteristics. Recovered spilled crude oil will be stored in available storage tanks and reinjected into the crude system for refining or sent to a local oil recovery service.

The material involved includes Rangely or Myton crude oil.

### **Medium Discharge**

For spill planning purposes, a medium size spill will be considered to be a spill of petroleum from 50 barrels (2100 gallons) to 3,000 barrels (126,000 gallons, or 10% of the volume of the largest tank on the facility). A spill of this size could result from several causes discussed in “Potential for an Oil Spill” above. These include but are not limited to: tanker truck roll over, tanker truck overfill, tanker truck collision, tank overfill, valve or pump failure, improper lock-out/tag-out procedures, or a piping failure.

At this facility, the only three of the mentioned scenarios which could occur at locations other than concrete or asphalt containment areas are a tank overfill, improper lock-out/tag-out procedure, or a piping failure. All other scenarios would discharge into containment areas. No scenario of this size is expected to impact surface or navigable waters.

In all cases, should fire be involved, there is a possibility of the magnitude of the incident being significantly increased. However, vulnerable equipment or petroleum storage will be limited to the immediate area of the incident. All of the on-site valving is designed to fail-close once power has been interrupted, which would happen as soon as the station emergency shutdown system was activated, thus reducing flow of product into the affected area. Additionally, the facility has been designed into discreet sections, with drainage from any one area being directed away from the other areas.

The material involved includes Rangely or Myton crude oil.

In a potential scenario, such as a tank overfill during delivery of product from the truck rack, response actions would be as follows:

## UTAH STATE APPENDIX

## MYTON STATION

The Control Center should have received a high level shutdown alarm and begun to shut down the truck rack prior to the tank overfill beginning. Crude oil will spill onto the ground. Facility personnel will be notified to respond to the event, and will assure that no one is working in the spill area. For spills involving Rangely crude, a vacuum truck could be used if the spilled product is pooled. Myton crude which sets up at 96 degrees Fahrenheit would pool and would be recovered via shovels and rakes. Affected soil will be removed from the spill site.

Equipment required for this incident would include shovels, rakes, two or more trucks, a backhoe to remove spilled product, fire equipment to protect response workers if needed, and plastic liners for the recovered soils.

Recovered soils will be stored, covered from weather, on the south end of the facility, on plastic lining, until laboratory tests determine if the soil is a hazardous waste. Chemical Waste Management will be contacted to provide waste handling personnel and equipment. Hazardous waste will be disposed of in an approved hazardous waste facility. Non-hazardous waste will either be remediated as per discussion with State officials, or disposed of by an approved waste handler.

**Worst Case Discharge** (b) (7)(F), (b) (3)

(b) (7)(F),  
(b) (3)

A worst case discharge for facility tankage which may include facility piping would be responded to in a similar manner to a medium spill.

**Note:** Myton Black Wax High Pour Point Crude discharging from facility tankage or facility pipelines, which sets up at 96 degrees Fahrenheit, would most likely be contained on site. However, during inclement weather it is possible that oily water could escape the facility and impact the draw to the northeast.

Drinking water for the building adjacent to the facility may be impacted, but highly unlikely, due to the drainage gradients.

It is anticipated that the majority of the Myton crude would be removed by heavy equipment, rakes and shovels.

Any oil water moisture in the draw to the east and north of the facility would be removed utilizing company resources listed in the ERAP on page 14.

**SECURITY**

Security information is located in the Facility SPCC.

**Facility Response Resources/Capability**

The Facility will respond to a Worst Case Discharge (WCD) initially with a similar response as identified for a Small or Medium Discharge. Additional OSRO(s) will be activated as the situation demands. The response resources will be capable of arriving within the required response tiers and will include:

Oil recovery devices with an effective daily recovery capacity equal to the lesser of 50% of the WCD or the response caps will be secured from the OSRO(s) and other resources. Any amount in excess of the required caps will be contracted for and responded to as part of the same response effort.

- Temporary storage capacity equal to twice the daily recovery capacity will be secured from OSRO(s), other resources, or made available within the Facility's storage facilities.
- At least 20% of the on-water response equipment secured from the OSRO(s) and other resources will be capable of operating in water of 6 feet or less depth.
- Containment boom for oil collection and containment and for protection of fish and wildlife and sensitive environments and socio-economic sensitivities will be secured from the Facility, OSRO(s), and other resources.

**DISCHARGE DETECTION**

Prevention and countermeasures information is located in the Facility SPCC, Pages 5 and 6.

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Appendix D	Potential Spill Information
Appendix E	Photographs
Appendix F	Professional Engineer Recommendations

FACILITY SPCC PROFESSIONAL ENGINEER CERTIFICATION

**PROFESSIONAL ENGINEER CERTIFICATION**

By means of this Professional Engineer Certification, I hereby attest to the following:

- I am familiar with the requirements of 40 CFR Part 112 and have verified that this Plan has been prepared in accordance with the requirements of this Part.
- I or my agent have visited and examined the Facility(s).
- I have verified that this Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards.
- I have verified that the required inspection and testing procedures have been established as described in Section 2.
- I have verified that the Plan is adequate for the Facility.



\_\_\_\_\_  
Gay L. Howard  
Name of Registered Professional Engineer

\_\_\_\_\_  
*Gay L. Howard*  
Signature of Registered Professional Engineer

\_\_\_\_\_  
5/21/12  
Date

\_\_\_\_\_  
C33119  
Registration No.

\_\_\_\_\_  
California  
State

**Note: The actions items listed in Appendix F must be completed before the Professional Engineer certification is valid for this SPCC Plan.**

POTENTIAL SPILL AREA BLACK WAX HIGH POUR POINT CRUDE



EMERGENCY RESPONSE TRAILER INSPECTION LOG (EXAMPLE)

<b>EMERGENCY RESPONSE TRAILER MONTHLY CHECK</b>													
2004	J	F	M	A	M	J	J	A	S	O	N	D	Sap #
	A	E	A	P	A	U	U	U	E	C	O	V	
<b>BOOM TRAILER</b>													
OVERALL APPERANCE	ok					Comments							
FIRE EXTINGUSHER	OK												
LENS ON LIGHTS	OK												
TIRE PRESSURE	OK												
SAFETY CHAINS	OK												
TRAILER HITCH	OK												
LIGHT CORD	OK												
<b>REPAIR TRAILER</b>													
OVERALL APPERANCE	OK					Generator is being used for block valve checks							
FIRE EXTINGUSHER	OK												
LENS ON LIGHTS	OK												
TIRE PRESSURE	OK												
SAFETY CHAINS	OK												
TRAILER HITCH	OK												
LIGHT CORD	OK												
<b>SPILL TRAILER</b>													
OVERALL APPERANCE	OK												
FIRE EXTINGUSHER	OK												
BOAT TIEDOWNS	OK												
LENS ON LIGHTS	OK												
TIRE PRESSURE	OK												
SAFETY CHAINS	OK												
TRAILER HITCH	OK												
LIGHT CORD	OK												
SIGNATURE: <i>CB Neal</i>												8/5/2004	

**Note:** Inspection records will be retained at the facility for 5 years.

**API STANDARD 653 ROUTINE INSPECTIONS CHECKLIST (EXAMPLE)**

**Tank No:** \_\_\_\_\_ **Location: Myton** **Year:** \_\_\_\_\_ **SAP#:** \_\_\_\_\_  
**Instructions:** Use the Inspection Checklist below to document that the inspection was performed. Simply check (√ or x) in the box corresponding to the proper month and category, and initial the bottom of the monthly column where indicated. Any abnormalities or anything out of the ordinary must be noted in the Comments and Notes section and input into SAP PM for future Maintenance Considerations

**Inspection Checklist**

	J	F	M	A	M	J	J	A	S	O	N	D
Leaks	√	√	√	√	√	√	√	√				
Shell Distortions	√	√	√	√	√	√	√	√				
Signs of settlement	√	√	√	√	√	√	√	√				
Corrosion	√	√	√	√	√	√	√	√				
Condition of the foundation	√	√	√	√	√	√	√	√				
Condition of the shell coating	√	√	√	√	√	√	√	√				
Condition of the shell insulation	N/A											
Condition of cone roof and appurtenances	N/A											
Condition of floating roof	√	√	√	√	√	√	√	√				
<b>For External Floating Roofs Only</b>												
Condition of Grounding Cable	N/A											
Condition of Lightning Shunts	√	√	√	√	√	√	√	√				
Inspector's Initials												

**Comments & Notes**

Month	Comments & Notes

Copy to Tech Services Tank File  
 Original to Field Team Tank File

## UTAH STATE APPENDIX

## MYTON TERMINAL

## SECONDARY CONTAINMENT CHECKLIST (EXAMPLE)

Item	Date of Inspection	Inspector	Conditions Recommendations	Action Plan
1. Dike or berm system.				
A. Level of precipitation in dike/available capacity				
B. Operational status of drainage valves				
C. Dike or berm permeability				
D. Debris				
E. Erosion				
F. Permeability of the earthen floor of diked area				
G. Location/status of pipes, inlets, drainage beneath tanks, etc.				
2. Secondary containment				
A. Cracks				
B. Discoloration				
C. Presence of spilled or leaked material (standing liquid)				
D. Corrosion				
E. Valve conditions				
3. Retention and drainage ponds (if applicable)				
A. Erosion				
B. Available capacity				
C. Presence of spilled or leaked material				
D. Debris				
E. Stressed vegetation				

**TANK 101 HIGH LEVEL ALARM REPORT (EXAMPLE)**

<b>Chevron Pipe Line Company</b>		SAP Job # _____		
<b>Myton Station</b>				
<b>Tank High Level Alarm Report (Example)</b>		<b>Signature</b> _____		
Date	Local Alarm Verification	SCADA Alarm Verification	Initial	Comments
	Confirmed working in Wonderware	Confirmed working by CC Controller		
	Confirmed working in Wonderware	Confirmed working by CC Controller		

TRAINING AND SPILL PREVENTION MEETING LOG (EXAMPLE)



# Training Course Sign-In Sheet

Class Name	Course Code <small>[Mandatory]</small>	Location <small>[Mandatory]</small>	Date	Time: Start	Finish
Instructor's Printed Name		Phone Number	Instructor's Signature(s)		
<i>Additional Comments:</i>					
Name (Print)	CAI <small>Mandatory</small>	Position	Company	Signature	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

*Additional attendees use Page 2*

Please print your name neatly if not shown.  
Course Code Identification use link or contact CPL TR for assistance.

Send to CPL TR via email .

Completed training records and logs are kept separately from the ERP and can be accessed at the facility.

**AREA EXERCISES**

Company will participate in External Area Exercises in line with Company Core Plan Section 12, Pages 8 and 9.

**Plan Implementation**

Note: The crude oil stored at Myton is high pour point crude (95°F) and will set up when exposed to atmospheric temperature.

**MYTON - CRUDE OIL**

**PART I - BACKGROUND INFORMATION**

Step A	Calculate worst case discharge in bbls	(b) (7)(F), (b)
Step B	Oil Group	3
Step C	Operating Area	
	Nearshore/Inland Great Lakes	X
	Rivers and Canals	
Step D	Percentages of oil	
	Percent lost to natural dissipation	30
	Percent recovered floating oil	50
	Percent oil on shore	50
Step E1	Oil on water recovery	(b) (7)
Step E2	Shoreline recovery	(F), (b)
Step F	Emulsification factor	2
Step G	On water recovery resource mob. Factor	
	Tier 1	0.15
	Tier 2	0.25
	Tier 3	0.4

**PART II ON-WATER OIL RECOVERY CAPACITY (BBLS/DAY)**

Tier 1	3922.8
Tier 2	6538
Tier 3	10460.8

**PART III SHORELINE CLEANUP VOLUME (BBLs)** 26152

**PART IV ON-WATER RESPONSE CAPACITY BY OPERATING AREA, BBLs/DAY**

Tier 1	12500
Tier 2	25000
Tier 3	50000

**PART V ON-WATER AMOUNT NEEDED TO BE IDENTIFIED BUT NOT CONTRACTED FOR IN ADVANCE BBLs/DAY**

Tier 1	0
Tier 2	0
Tier 3	0

**DOT X Ref**

**UTAH STATE APPENDIX**

**AGENCY CROSS REFERENCE**

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**AGENCY CROSS REFERENCE**

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**DOT X Ref**

**AGENCY CROSS REFERENCE**

**PHMSA CROSS REFERENCE ..... 1**  
**EPA FORMAT CROSS REFERENCE..... 12**

## PHMSA CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
1.1	194.107(c)	FRP statement certifying that the operator has reviewed the current National Contingency Plan (NCP) and each applicable Area Contingency Plan (ACP) and that the FRP is consistent with them.	State Appendix Section 1, Page 2
1.2	194.107(c)	Applicable ACP identification.	State Appendix Section 1, Page 2
2.1	194.107(d)(1)(I) 194.113(a)	<b>PLAN INFORMATION SUMMARY WITH THE FOLLOWING INFORMATION</b>	
		Name of Operator	Core Plan Section 1, Page 1
		Street Address of Operator	Core Plan Section 1, Page 1
		City, State, Zip Code	Core Plan Section 1, Page 1
	194.113(a)(2) 194.113(b)(3)	A List of response zones that meet the criteria for significant and substantial harm and a list of response zones in which a worst case discharge could cause substantial harm	Core Plan Section 1, Pages 1 thru 4
	194.113(b)(5)	The basis for the operator's determination that the response zone meets the criteria for significant and substantial harm and a statement that a worst case discharge in the response zone can be expected to cause significant and substantial harm for each such response zone	Core Plan Front of Book Section, Page 2
	194.113(a)(2) 194.5	Description of each response zone, including the county(s) and state(s) and is each response zone designation appropriate	Core Plan Section 1, Page 1 Pages 4 thru 5
		Name and/or title and the telephone number of the Qualified Individual available on a 24-hour basis in each response zone	State Appendix Front Pocket, Page 11
		Name and/or title and the telephone number of the Alternate Qualified Individual available on a 24-hour basis in each response zone	State Appendix Front Pocket, Page 11
	194.113(b)(4)	List of line sections in each response zone identified by milepost survey station number of other operator designation	State Appendix Section 1, Pages 3 thru 8
	194.113(b)(4)	If any response zone contains multiple pipeline systems, are they all described and if multiple oils transported, are they listed	State Appendix Section 1, Pages 3 thru 8
	194.113(b)(6)	The type of oil and the volume of the worst case discharge in each response zone	State Appendix Section 1, Page 3

## UTAH STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
3.1	194.107(c)(1)(ii)	Notification procedures identify a person, position, or facility responsible for initiating immediate notification	<b>State Appendix</b> Section 2, Pages 1 thru 7 Front Pocket, Page 9 Pages 11 thru 12
3.2	194.107(c)(1)(ii) Appendix A Section 2	Notification procedures indicate that the person, position, or facility is capable of initiating notification on a 24-hour basis	<b>State Appendix</b> Section 2, Pages 1 thru 7 Front Pocket, Page 9 Pages 11 thru 12
	194.107(c)(1)(ii) Appendix A Section 2(b)	Appropriate notification procedures	<b>State Appendix</b> Section 2, Pages 1 thru 7 Front Pocket, Page 6 Pages 9 thru 12 Section 2, Page 7
3.3	194.107(d)(1)(ii) Appendix A Section 5	Notification procedures telephone numbers which include the required contacts that can be reached on a 24-hour basis	<b>State Appendix</b> Entire Front Pocket, Page 1 thru 21
		Qualified Individual	<b>State Appendix</b> Front Pocket, Page 11
		Oil Spill Removal Organization	<b>State Appendix</b> Front Pocket, Page 21
		Is the National Response Center number correctly listed as 1-800-424-8802	<b>State Appendix</b> Front Pocket, Page 6
		Company personnel (spill management team)	<b>State Appendix</b> Front Pocket, Page 9
3.4	194.107(d)(1)(ii)	<b>NOTIFICATION SECTION WHICH INCLUDES THE FOLLOWING INFORMATION</b>	
		Name of pipeline operator	<b>State Appendix</b> Front Pocket, Page 3
		Time of discharge	<b>State Appendix</b> Front Pocket, Page 3
		Location of discharge	<b>State Appendix</b> Front Pocket, Page 3
		Name of oil involved	<b>State Appendix</b> Front Pocket, Page 3
		Reason for discharge	<b>State Appendix</b> Front Pocket, Page 3

## UTAH STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
		Estimated volume of oil discharged	<b>State Appendix</b> Front Pocket, Page 3
		Weather conditions on scene	<b>State Appendix</b> Front Pocket, Page 3
<b>3.5</b>	194.107(d)(1)(v) 194.115 Appendix A Section 9(e)(2)	Identification of operator's Oil Spill Removal Organization	<b>State Appendix</b> Front Pocket, Page 21
		Name(s)	<b>State Appendix</b> Front Pocket, Page 21
		Address(s)	<b>State Appendix</b> Front Pocket, Page 21
		Telephone Number(s)	<b>State Appendix</b> Front Pocket, Page 21
<b>4.1</b>	194.115(a)	Procedures to identify and mitigate or prevent a substantial threat of a worst case discharge	<b>State Appendix</b> Section 1, Pages 9 thru 16 <b>Core Plan</b> Section 3, Pages 1 thru 33 Section 4 Section 5 Section 6 Section 7
<b>4.2</b>	194.107(d)(1)(iii) Appendix A Section 3(a)	Identification of personnel, equipment and procedures for detection leaks and spills and locating spills throughout the response zone	<b>State Appendix</b> Front Pocket, Pages 9 thru 16 Section 3, Pages 1 thru 12 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 4 Section 5 Section 6
<b>4.3</b>	194.105(b)(1)	Identification of the maximum time to detect spill and shutdown flow in affected pipeline in adverse weather	<b>State Appendix</b> Section 1, Page 15

## UTAH STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
4.4	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of procedures to mitigate spills appropriate for the response zone and consistent with applicable ACP(s)	<b>State Appendix</b> Front Pocket, Page 1 Section 1, Page 2 Pages 9 thru 16 Section 3, Pages 1 thru 12 Section 7, Pages 1 thru 4 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 4 Section 5 Section 6
5.1	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of spill containment strategies appropriate for the response zone and consistent with applicable ACP(s)	<b>State Appendix</b> Section 1, Pages 9 thru 16, Section 3 Pages 1 thru 12 Section 7 Pages 1 thru 4 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 4 Section 5 Section 6 Section 8
5.2	194.115(b)	Planned spill containment activities accomplished within the appropriate tier times	<b>State Appendix</b> Section 1, Pages 9 through 16 Section 3, Pages 1 thru 12 <b>Core Plan</b> Section 3, Pages 1 thru 22
5.3	194.115(b)	Containment equipment capacities described in sufficient detail and identify sufficient spill containment to respond to a worst case discharge to the maximum extent practicable	<b>State Appendix</b> Section 3, Pages 1 thru 12

## UTAH STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
6.1	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of the spill recovery strategies appropriate for the response zone and consistent with applicable ACP(s)	<b>State Appendix</b> Section 1, Page 2 Section 3 Pages 1 thru 12 Section 7 Pages 1 thru 4 <b>Core Plan</b> Section 3 Pages 1 through 22 Section 5 Section 6
6.2	194.115(b)	Planned spill recovery activities accomplished within the appropriate tier times	<b>State Appendix</b> Section 1, Pages 9 thru 16 Section 3, Pages 1 thru 12 Section 7, Pages 1 thru 4 <b>Core Plan</b> Section 3, Pages 1 thru 22
6.3	194.115(a)	Recovery equipment capacities described in sufficient detail and the FRP identify sufficient spill recovery equipment to respond to a worst case discharge to the maximum extent	<b>State Appendix</b> Section 3, Pages 1 thru 12
7.1	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of disposal procedures, including temporary storage equipment for recovered oil appropriate for the response zone and consistent with applicable ACP	<b>State Appendix</b> Section 3, Pages 1 thru 12 Section 4, Pages 1 thru 21
7.2	194.115(b)	Planned temporary storage and waste disposal activities accomplished within the appropriate tier times	<b>State Appendix</b> Section 3, Pages 1 thru 12 Section 4, Pages 1 thru 21
7.3	194.115(a)	Identification of sufficient temporary storage capabilities to respond to a worst case discharge to the maximum extent practicable	<b>State Appendix</b> Section 3, Pages 1 thru 12 Section 4, Pages 1 thru 21

## UTAH STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
8.1	194.107(d)(1)(v) Appendix A Section 9(e)	Identification of the protection strategies appropriate for the response zone and consistent with applicable ACP(s)	<b>State Appendix</b> Section 1, Page 2 Section 7, Pages 1 thru 4 <b>Core Plan</b> Section 3, Pages 1 thru 22 Section 5 Section 6 Section 8
8.2	194.115(b)	Planned protection activities accomplished with the appropriate tier times	<b>State Appendix</b> Section 1, Pages 9 thru 16 Section 3, Pages 1 thru 12 Section 7, Pages 1 thru 4 <b>Core Plan</b> Section 3, Pages 1 thru 22
9.1	194.107(d)(1)(v) 194.117(c) Appendix A Section 4(c) Appendix A Section 9(k)(2)	Response management system described in the FRP and IC-based system	<b>Core Plan</b> Section 6
9.2	194.107(d)(1)(v) Appendix A Section 4(a) and (b)	Operator's response organization includes a description of roles and responsibilities	<b>Core Plan</b> Section 6
		Qualified Individual	<b>State Appendix</b> Section 1, Page 2
		Other operator response personnel including on the spill management team	<b>State Appendix</b> Front Pocket, Page 9
		Contracted Oil Spill Removal Organization(s)	<b>State Appendix</b> Front Pocket, Page 21
9.3	194.107(D)(1)(V) Appendix A Section 4(c)	Operator's response organization includes a description of the organizational interfaces with external parties in a Unified Command	<b>Core Plan</b> Section 5
		State and local responders	<b>Core Plan</b> Section 5
		Federal on-Scene coordinator	<b>Core Plan</b> Section 5
10.1	194.107(d)(1)(ii) 194.107(d)(1)(v)	Describe appropriate communication procedures and system adequate for notifications and response operations	<b>Core Plan</b> Section 11

## UTAH STATE APPENDIX

## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/ Reference
10.2	194.115(a)	Identify response equipment that is operator-owned and maintained	<b>State Appendix</b> Section 3, Pages 3 thru 4
10.3	194.107(d)(1)(viii)	Describe procedures for maintaining response equipment owned by operator	<b>State Appendix</b> Section 3, Page 2, Paragraph 2 <b>Core Plan</b> Section 18, Pages 30 thru 31
10.4	194.115(a)	Identify response equipment that will be provided by Oil Spill Removal Organization(s) that is not USCG-classified	<b>State Appendix</b> Section 3, Pages 7 thru 12
10.5	194.107(d)(1)(viii)	Describe procedures for maintaining response equipment owned by Oil Spill Removal Organization(s) that is not USCG-classified	<b>State Appendix</b> Section 3, Page 8 <b>Core Plan</b> Section 4, Page 1
10.6	194.115(b)	Identify the location of both operator-owned and Oil Spill Removal Organization-owned response equipment	<b>State Appendix</b> Front Pocket, Page 21 Section 3, Pages 3 thru 12
10.7	194.107(d)(1)(v)	Describe mobilization and deployment of response equipment within appropriate tier times consistent with the plan's response activities	<b>State Appendix</b> Front Pocket, Page 1 Section 1, Pages 10 thru 12 Section 3, Pages 1 thru 2 <b>Core Plan</b> Section 3, Pages 1 thru 22
10.8	194.115(b)	Size of response zone to permit planned response activities to be accomplished including equipment mobilization and deployment within the appropriate tier times	<b>State Appendix</b> Section 1, Pages 1 thru 40 Section 3, Pages 1 thru 12 <b>Core Plan</b> Section 3, Pages 1 thru 22
11.1	194.107(d)(1)(v) 194.115 194.117(a)(1)(I) & (c) Appendix A Section 9(e)(2)	Identification of sufficient numbers of trained personnel to conduct the response to the WCD consistent with the plan's response activities	<b>State Appendix</b> Front Pocket, Pages 9 thru 13 <b>Core Plan</b> Section 5 Section 19

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## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
11.2	194.107(d)(1)(v)	Describe procedures for mobilizing and deploying response personnel throughout the response zone consistent with the plan's response activities	<b>State Appendix</b> Front Pocket, Pages 1 thru 21 Section 2, Pages 1 thru 23 <b>Core Plan</b> Section 3 Section 4 Section 5 Section 6 Section 19
12.1	194.107(d)(1)(v)	Operation description of procedures to be used by the response management organization to document response decisions, activities and cost	<b>Core Plan</b> Section 15, Pages 1 thru 57
12.2	194.105(a)	Provide the calculations and methodology used for determining the worst case discharge for the response zone	<b>State Appendix</b> Section 1, Page 9 Pages 13 thru 14
12.3	194.105(b)	Worst case discharge volume calculated using the three specified methods as applicable in the Interim Final Rule and the derivations accurate and as prescribed	<b>State Appendix</b> Section 1, Page 9 Pages 13 thru 14
13.1	194.117(a)(1)(I)	Describe training program that provides training for response personnel including their responsibilities under the plan	<b>Core Plan</b> Section 12, Pages 1 thru 9
13.2	194.117(a)(3)	Describe training program that provides training for response personnel	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Characteristics and hazards of oil	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Conditions that are likely to worsen emergencies, including the consequences of facility malfunctions of failures and appropriate corrective actions	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Steps necessary to control an accidental discharge of oil	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Steps necessary to minimize the potential for the fire, explosion, or environmental damage	<b>Core Plan</b> Section 12, Pages 1 thru 9
		Proper fire-fighting procedures and use of personal protective equipment	<b>Core Plan</b> Section 12, Pages 1 thru 5

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## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
13.3	29 CFR 1910.120 194.117(c) 40 CFR 300.150(b)	Describe a response training program that addresses the appropriate levels of training and the requirements specified	<b>Core Plan</b> Section 12, Pages 1 thru 5
13.4	194.117(b)	Describe the operator's procedures of maintenance for response training records for response personnel	<b>Core Plan</b> Section 12, Page 1 Section 18, Page 12
14.1	194.107(d)(1)(ix) Appendix A Section 7 PREP	Describe procedures for conducting internal and external drills	<b>Core Plan</b> Section 12, Pages 1 thru 9 Section 18, Pages 1 thru 31
		Responsibility for planning, carrying out and monitoring drills	<b>Core Plan</b> Section 12, Pages 1 thru 9 Section 18, Pages 1 thru 31
		Announced drills	<b>Core Plan</b> Section 12, Pages 8 thru 9 Section 18
		At least one unannounced internal drill	<b>Core Plan</b> Section 12, Page 9 Section 18
		Quarterly Qualified Individual notifications drills	<b>Core Plan</b> Section 12, Page 9 Section 18
		Annual spill management team tabletop drills	<b>Core Plan</b> Section 12, Page 9 Section 18
		Annual Oil Spill Removal Organization(s) equipment deployment drills of representative types of key equipment identified in the FRP	<b>Core Plan</b> Section 12, Page 7
		At least one drill that test the entire response plan for each response zone at least every three years	<b>Core Plan</b> Section 12, Page 9 Section 18
14.2	194.107(d)(1)(ix) Appendix A Section 7(b)	Description of a 3-year drill and exercise cycle and the frequencies for each type drill in that cycle	<b>Core Plan</b> Section 12, Pages 1 thru 9 Section 18, Pages 1 thru 31
14.3	Appendix A Section 7	Procedures for maintaining drill documentation for 3 years	<b>Core Plan</b> Section 12, Page 2 Section 18, Page 12

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## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
15.1	194.107(d)(1)(x) 194.121(a)	Requirements and procedures that the operator will review the FRP at least once every 5 years after the last plan approval date of PHMSA, modify the FRP to address new or different operating conditions of information in the response plan and submit the plan for PHMSA's review/approval.	<b>Core Plan</b> Section 13, Pages 1 thru 2
15.2	194.121(b)	Identification of key factors that may cause revisions to the response plane and require the operator to submit revisions to PHMSA within 30 days of making the revisions for factors	<b>Core Plan</b> Section 13, Pages 1 thru 2
		New pipeline construction or purchase	<b>Core Plan</b> Section 13, Page 1
		Different worst case discharge volume	<b>Core Plan</b> Section 13, Page 1
		Change in commodities transported	<b>Core Plan</b> Section 13, Page 1
		Change in Oil Spill Removal Organization(s)	<b>Core Plan</b> Section 13, Page 1
		Change in Qualified Individual	<b>Core Plan</b> Section 13, Page 1
		Change in NCP/ACP that has significant impact on the appropriateness of response equipment or response strategies	<b>Core Plan</b> Section 13, Page 1
		Change in response procedures	<b>Core Plan</b> Section 13, Page 1
		Change in ownership	<b>Core Plan</b> Section 13, Page 1
15.3	194.121(b)(8)	Description of procedure for incorporating improvements identified	<b>Core Plan</b> Section 13, Pages 1 thru 2
		Post-drill evaluation results	<b>Core Plan</b> Section 13, Page 1
		Post-incident evaluation results	<b>Core Plan</b> Section 13, Page 1
16.1	194.107(c)	Plan consistent with the NCP in effect at the time of submission	<b>State Appendix</b> Section 1, Page 2 Certifications
16.2	194.107(c)	Plan consistent with the ACP(s) in effect for each response zone at the time of submission	<b>State Appendix</b> Section 1, Page 2 Certifications 2

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## AGENCY CROSS REFERENCE

PHMSA Protocol #	PHMSA Section #	PHMSA Protocol Description	ERP Section/Reference
16.3	49 CFR 194	Concept of plans of operation minimally adequate to carry out a response to the WCD	<b>State Appendix</b> Section 1, Pages 1 thru 2 <b>Core Plan</b> Section 3 Section 5 Section 6

## EPA FORMAT CROSS REFERENCE

	<b>EPA Model Facility Response Plan</b>	<b>Emergency Response Plan</b>
1.1	Emergency Response Action Plan	<b>State Appendix</b> ERAP
1.2	Facility Information	<b>State Appendix</b> Myton Terminal Section, Page 1 Page 1, Facility SPCC Plan
1.3	Emergency Response Information	<b>State Appendix</b> ERAP, Pages 1 thru 6
1.3.1	Notification	<b>State Appendix</b> ERAP, Pages 1 thru 14
1.3.2	Response Equipment List	<b>State Appendix</b> ERAP, Pages 17 thru 18
1.3.3	Response Equipment Testing/Deployment	<b>Core Plan</b> Section 4, Page 1 Section 18, Page 30, Testing/Deployment Form
1.3.4	Personnel	<b>State Appendix</b> ERAP, Pages 11 thru 13
1.3.5	Evacuation Plans	<b>State Appendix</b> ERAP, Pages 19 thru 20
1.3.6	Qualified Individual's Duties	<b>State Appendix</b> ERAP, Page 1
1.4	Hazard Evaluation	<b>State Appendix</b> Myton Terminal Section, Pages 4 thru 8
1.4.1	Hazard Identification	<b>State Appendix</b> Myton Terminal Section, Pages 4 thru 8
1.4.2	Vulnerability Analysis	<b>State Appendix</b> Myton Terminal Section, Pages 4 thru 8 Page 12
1.4.3	Analysis for the Potential for an Oil Spill	<b>State Appendix</b> Myton Terminal Section, Pages 4 thru 8
1.4.4	Facility Reportable Oil Spill History	<b>State Appendix</b> Myton Terminal Section, Page 1
1.5	Discharge Scenarios	<b>State Appendix</b> Myton Terminal Section, Pages 5 thru 7

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## AGENCY CROSS REFERENCE

	<b>EPA Model Facility Response Plan</b>	<b>Emergency Response Plan</b>
1.5.1	Small and Medium Discharges	<b>State Appendix</b> Myton Terminal Section, Pages 5 thru 6
1.5.2	Worst Case Discharges	<b>State Appendix</b> Myton Terminal Section, Page 7
1.6	Discharge Detection Systems	<b>State Appendix</b> Myton Terminal Section, Page 8
1.6.1	Discharge Detection by Personnel	<b>State Appendix</b> Myton Terminal Section, Page 8 Facility SPCC, Pages 5 and 6
1.6.2	Automated Discharge Detection	<b>State Appendix</b> Myton Terminal Section, Page 8 Facility SPCC Plan
1.7	Plan Implementation	<b>State Appendix</b> ERAP, Entire Section Myton Terminal Section, Pages 5 thru 8 <b>Core Plan</b> Section 2 Section 3 Section 5 Section 6
1.7.1	Response Resources for Small, Medium and Worst Case Spills	<b>State Appendix</b> Myton Terminal Section, Pages 5 thru 8
1.7.2	Disposal Plans	<b>Core Plan</b> Section 8 Section 9 Section 10
1.7.3	Containment and Drainage Plans	<b>State Appendix</b> Myton Terminal Section, Pages 9 and 10 Facility SPCC Plan
1.8	Self-Inspection, Drill/Exercises and Response Training	<b>State Appendix</b> Myton Terminal Section, Page 18 Facility SPCC Plan, Page 11 <b>Core Plan</b> Section 12

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## AGENCY CROSS REFERENCE

	<b>EPA Model Facility Response Plan</b>	<b>Emergency Response Plan</b>
1.8.1	Facility Self-Inspection	<b>State Appendix</b> Myton Terminal Section, Pages 13 thru 16 Facility SPCC Plan
1.8.1.1	Tank Inspections	<b>State Appendix</b> Myton Terminal Section, Pages 14 thru 16 Facility SPCC Plan
1.8.1.2	Response Equipment Inspections	<b>Core Plan</b> Section 4, Page 1 Section 18, Page 30, Testing/Deployment Form <b>State Appendix</b> Myton Terminal Section, Page 13
1.8.1.3	Secondary Containment Inspections	<b>State Appendix</b> Myton Terminal Section, Pages 14 thru 16 Facility SPCC Plan
1.8.2	Facility Drills/Exercises	<b>Core Plan</b> Section 12
1.8.2.1	QI Notification Drill Logs	<b>Core Plan</b> Section 18, Page 26
1.8.2.2	Spill Prevention Meeting Logs	<b>State Appendix</b> Myton Terminal Section, Page 17
1.9	Diagrams	<b>State Appendix</b> ERAP, Page 20
1.10	Security	<b>State Appendix</b> Myton Terminal Section, Page 8 Facility SPCC Plan
2.0	Response Plan Cover Sheet	<b>State Appendix</b> Myton Terminal Section, Page 1
3.0	Acronyms	<b>Core Plan</b> Section 17
4.0	References	<b>Core Plan</b> Front of Book, Page 3